



BLOXHAM C of E PRIMARY SCHOOL

Inspiring Young Minds

Minutes of the full Governing Board Meeting held in school
Thursday 27 April 2023 at 7.00pm

Present:	Parent Governors	Mr P Manders (Interim Chair) Mr D Nelson (from 7.05pm) Ms A Pile
	Co-opted Governors	Mrs J Thomas Mrs G Barnes Mr A Gray
	Local Authority Governor	Mr K Moyes (attended virtually)
	Foundation Governors	Rev D Gingrich Mr S Craggs Ms S Watson
	Staff Governors	Mrs S Marshall (Headteacher) (attended virtually) Mrs L Thomas
In attendance:		Mrs R Morrison (Clerk)

The Clerk confirmed that the meeting was quorate.

1 WELCOME AND APOLOGIES

- 1.1 The Chair welcomed Mr Moyes, Ms Pile and Ms Watson to their first meeting as governors; introductions were made.
- 1.2 There were no apologies, all governors were present.

2 CONFLICTS OF INTEREST

- 2.1 There were no declarations of conflicts of interest against any of the agenda items.

3 Election of chair

- 3.1 **Term of office** – The governing body agreed that this will be until the last meeting of the summer term 2023/24 so that the position aligns with that of the vice chair.
- 3.2 **Documentation and discussion** – Information on the role of co-chairs and the role descriptor for chair from the National Governance Association had been uploaded to GovernorHub Mr Moyes gave information regarding his governance experience and his nomination for chair, either as a sole or co-chair, with a nominated successor. Governors agreed that a sole chair would be preferable as a co-chair would require further discussion and decisions regarding how the role would be split.
- 3.3 **Decisions** – The governing body agreed the following:-
Chair - Mr Moyes will be the chair with effect from the end of this meeting until the last meeting of the 2023/24 academic year.

Vice-Chair- Mr Manders will continue to be chair until the last meeting of the 2022/23 academic year as previously agreed. An election for a vice chair will be held at that meeting.

Succession planning – Mr Craggs will be copied into emails from the Clerk for information as part of succession planning and with a view to being mentored by Mr Moyes.

Mr Manders chaired the remainder of the meeting.

4 3-Year budget 2023/24 to 2025/26

4.1 **Documentation and overview** – Minutes of the Finance and Personnel committee meeting held on 20-4-23 where the budget had been considered were available on GovernorHub. The Revenue Financial Forecast 2023/24 to 2025/26 had been uploaded shortly before the meeting.

Mr Manders (Finance and Personnel Committee chair) and headteacher thanked the School Business Manager (SBM) for work on the budget and gave an overview:-

- At the time of the committee meeting, the budget had not been signed off by the OCC Finance Accountant; he has signed of the version for this meeting.
- The carry forward from the current financial year to next is £89K, for 2023/24 is £136K and £111K for 2024/25.
- Staffing costs have been corrected. There is less dependence on supply and insurance.
- The budget must be approved for submission to the local authority by Thursday 4-5-23.

4.2 **Discussion and questions** -The headteacher and Mr Manders answered governors' questions. These included:-

Q: What is included within the budget line E04 'Other Employees Costs/Expenses.

A: Premises Staff including the caretaker and cleaning staff.

Q: Have the committee seen this version of the budget?

A: No as it wasn't ready. The SBM talked around it, but it hadn't been signed off. Going forward the budget will be scrutinised monthly by the SBM and the finance accountant.

Q: What level of confidence is there in the pupil numbers on which the budget is based?

A: Bloxham is the first choice for 50 pupils due to start in September. Based on previous scenarios the headteacher is confident there will be 60 pupils.

Q: What is the strategy behind the numbers, for example does the budget include any strategic expenditure for IT?

A: Some new smart boards were purchased recently and 30 Chromebooks. Prior to that there was very little investment. Local charities have been approached to fund some IT purchases. Some of the Capital budget will also be used. More smart boards are needed so that there will be one in each classroom.

Staffing - The headteacher reported that staffing ratios are high and include 5 non-teaching teachers. Two teachers are being recruited to replace the 4 who are leaving. There is a planned restructure for 2025/26 which may or may not be needed.

Q: Where is the Capital budget?

A: The headteacher will ask the SBM.

Q: Does the governing body receive budget monitoring reports?

A: The finance and personnel committee receive reports at their meetings 6 times per year.

Q: Why were there contracts for services overlapping such as for IT?

A: This was the case for a few things as some of the contracts were not fit for purpose so ran concurrently with new contracts.

Q: Have these processes been refined?

A: The headteacher advised that there are now more detailed notes on the system with explanations of changes.

Strategy – IT as an example

Q: Is there a strategy behind expenditure?

A: The Self-Evaluation, School Development Plan (SDP) and budget should sit hand in hand; previously this wasn't clear. There has been a culture change regarding requests for equipment replacement.

Q: Is someone responsible for IT overall?

A: The SBM is responsible for purchases. The contractor does some of the technical training. The subject lead looks at the curriculum and training.

Q: Is there a regular IT audit?

A: No, but there is the asset register.

SDP

Q: Are there written strategies for all subjects, written by school for approval by the governing body?

A: The headteacher has the operational plans. The governing body has the SDP to keep an overview of the strategy; the governing body then monitors the SDP.

Q: Where is the SDP? It's hard to sign off the budget without the SDP.

A: A version written by the previous headteacher had been replaced with a new one written by the current headteacher in January. This took into consideration the October 2022 Ofsted inspection and most recent local authority monitoring visits.

Post meeting note – *The version shared and discussed at the February full governing body meeting has since been RAG rated and will be considered at the May full governing body meeting.*

Q: Is there any flexibility in the budget for anything found in the SDP?

A: The budget is not set in stone and is regularly reviewed by the finance and personnel committee.

4.3 Decisions

Governors asked that the headteacher arranges for a breakdown of each of the budget lines plus the capital budget to be uploaded on GovernorHub. The chair will ask the finance and personnel committee for any further questions and to give their approval by 2-5-23, and the full governing body by 4-5-23. **ACTION HEADTEACHER AND CHAIR**

The headteacher advised that the budget must be signed by Mr Manders with a note about him being the interim Chair when the budget was considered. **ACTION CHAIR**

5 GOVERNOR PHOTOS

5.1 The chair took governors' photos for the website at the end of the meeting.

6 ANY OTHER URGENT BUSINESS

6.1 **Curriculum committee** – Governors agreed to cancel the meeting scheduled for 2-5-23. The structure of the governing body and committees will be reviewed at the next full governing body meeting. **ACTION CLERK – AGENDA ITEM**

6.2 **Pupil Premium** – The Clerk will move documents relating to the pupil premium to the folder for the May meeting; these will be presented by Mrs Barnes.

ACTION CLERK AND MRS BARNES

7 DATE OF THE NEXT MEETING

7.1 Thursday 11May and Tuesday 18 July, at 7pm in school.

The meeting closed at 8.00pm.