

**ST LEVAN SCHOOL**

**Minutes of a meeting of the Governing Body held**

**via zoom on**

**Wednesday 17th May 2023**

**AGENDA**

**Present:** Sharon Brolly Ruth Caird

Vickie Hugh-Jones Sophia Milligan

Anya Finch

**In attendance:** Geoff Brighton, Clerk, minutes

Key: Sentences in blue indicate decisions of the governing body, ***whereas those in bold italics denote questions or challenges put by governors to the Headteacher.***

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| Item |  | Action |
| **01.00**  **01.01** | **Welcome and apologies for absence**  The Chair welcomed everyone to the meeting.  Apologies for absence had been received and were accepted from Chris. The Headteacher remained on paternity leave. |  |
| **02.00**  **02.02** | **Declaration of Pecuniary Interest**  There were no declarations of pecuniary or other conflict of interest made. |  |
| **03.00**  **03.01**  **03.02**  **03.03**  **03.04**  **03.05**  **03.06**  **03.07**  **03.08**  **03.09**  **03.10**  **03.11** | **Finance – to approve the budget for 2023-2024**  Sharon opened the meeting by reading an update from the Finance Department of Cornwall Council, which extended the deadline for submitting the budget but required submission within the extended time limit.  She went on to say that the school started the current year with a carry froward from 2022-2023 of £95k surplus. Of this, she reported that £77,314, has been spent, which was considerably higher than had been budgeted. She continued that last year, it was recognised even with a significant budgeted surplus that we had none the less to be prudent. Some of this overspend on last year’s budget is due to unforeseen pay rises (budget 3 5%, actual 5%). Some schools have been given extra funding for this this in-year. Some extra spend is for overtime (which was being looked into), extra costs for support staff, the curriculum was £4.5k overspent and PE Premium was £10k overspent.  Governors were aware that no financial statement had been seen since last December and so could not have anticipated or stepped in to limit the extent of the overspend.  From the previous surplus, Sharon explained that the school will benefit from a net carry forward to this year’s budget of £18k and the in-year deficit will therefore be £17k .  ***A governor asked what led to the increase in overspend on PE?***  It was explained that this income had to be spent on PE and expenditure included staffing, (0.3 of the Headteacher’s contract), some travel and activities, with £2k allocated to the minibus. At some stage soon, governors would need to consider a PE best value report to review this area of public investment.  Sharon continued by stating that the school started the year with a surplus carry over of just under £18k meaning governors are being asked to approve a deficit budget of £17,155.  She highlighted that unknowns included the money paid by St Just for Jade and Finance are chasing this, as this will be an obvious benefit to the current school budget. Sharon reported that she would to speak to the Trustees of the Charity owning the school to see if they would able able to support other activities such as funding the minibus. The rent is currently part of the dedicated school grant but the in-year increase in rent will not be fully covered by the direct grant and Sharon will approach the trustees of the charity for additional funds to help compensate for this shortfall in funding.  She said that the impact for the proposed new minibus was important – the school has spent £6k in the last year hiring minibuses (£5k plus costs such as fuel and training) but the issue of the minibus now needs to be revisited.  ***A governor asked in terms of the transport costs and use of the minibus if this came out of PE premium,*** and was advised that some is PE Premium and some is curriculum based. The overspend on PE premium needed a cost centre breakdown and this is in hand.  Sharon emphasised that the aim had to be to ensure that the £17k anticipated overspend within this budgeted is clawed back now and is avoided. This was to minimise any impact on future years balance.  ***Sharon was asked if there was any income from Jade being charged out on supply.*** Sharon said there had in fact been no charge out as supply and if there had, this would need to be looked at. The Finance department were not aware that Jade had changed schools in the Spring term and this is being looked into to ensure the school receives full reimbursement where this is now due. Although Jade had been employed in Sennen one day a week and moved to St Just full time in January she remained on the payroll of St Levan. Any claw back will make a real contribution to the claw back needed in order to finish the year in balance.  As there were no further questions, Sharon concluded the debate by stating this budget would be based on the best information possible to the governing body at today’s date and it will be a priority in July to have an in depth up to date review of it to take account of the missing information. In between, it may be necessary to hold an additional budget meeting. With this in mind, those present unanimously agreed to approve the budget. |  |
| **4.00** | **Date of next meeting, all commencing at 15.30 at the school**  **4th July 2023** |  |