

**Hemingford Grey Primary School
Governing Body
Minutes of the Full Governing Body Meeting
Held in person at Hemingford Grey Primary School on Tuesday 7th May 2024 at
6.30pm**

Present: Vanessa Allen (Chair, VA)
Danielle Gaynor (Co-Head, DG)
Helen Peat (HP)
Danielle Jermy (DJ)
Amelia Beeley (AB) (Joined remotely)
Jack Field (JF) (Joined remotely)
Nicola Murchie (NM) (Joined remotely)
Carlie Huddleston (Clerk)


Guest: Jo Guest (JG)

Apologies: Jasmin Ash (JA)
Danielle Saunders (DS)
Kirsten Marriott (Co-Head, KM)


Absent: Kerry Caldicott (KC)

Clerk took minutes for this meeting


Item No.	Subject	Who	By When
1.	Welcome, apologies and absence The Chair welcomed everyone to the meeting. Meeting was quorate.		
2.	Declarations of interest None		
3.	Any other business Confidential – See confidential minutes		
4.	2024/25 school budget: 4.1 - Review and approve the draft budget for 24/25 and review the three-year budget forecast Documents of the budget had been circulated ahead of the meeting. VA and HP had been part of the process for setting the budget with JG (School Business Manager) and Gaynor Pope (LA Financial Advisor). VA and HP had provided challenge at each step of the process. JG gave Governors an overview of the budget and the challenges faced this budget year. School and pre-school combined are £22,677 in deficit.		

Signed.....  Date.....18/06/2024.....

	<p>The school part of the overall budget is showing a small surplus due to a carry-forward from the 22/23 year into the 23/24 year. It is noted that this is not a sustainable position. Also noting, that the increases in schools funding from the government each year is not covering rising costs from staff pay awards and overheads.</p> <p>The pre-school part of the overall budget is carrying a large deficit from previous years. Over the 23/24 year the deficit improved by £10k. However, the expenditure of the pre-school is showing only some costs because rent and utilities aren't currently charged to pre-school by school. If this were to happen the pre-school deficit would increase, but it would put more money into the school budget. Funding for pre-school tied to the numbers of children attending, this is not consistent throughout the year or year on year, making future funding predictions challenging.</p> <p>Governors were advised that for setting and approving the budget, the figures are for the school and pre-school combined. The submission to the Local Authority is for the one budget covering both settings.</p> <p>Resolution - Revenue Finance: That the Governing Body approves the School Budget Plan for the financial year 2023/2024 total spend of £1,706,705.</p> <p>Resolution -Capital Finance: That the Governing Body approves the School Budget Plan for the financial year 2024/2025 total spend of £23,181.</p> <p>4.2 - Review and approve the draft deficit licence application and recovery plan</p> <p>The deficit licence application, incorporating the recovery plan, was circulated to Governors ahead of the meeting. This is a template form provided by the Local Authority.</p> <p>JG advised that rejected options to balance the budget had been included and why they weren't feasible. Plans on how the deficit will be recovered had been outlined. Most options would need further work to assess viability.</p> <p>The school is 30 children under PAN across school, the Government funding formula includes a per pupil amount, by increasing the numbers of pupils on roll, funding will increase.</p>		
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	<p>DJ has looked at reasons for refusal of a September 2024 Reception class place, they include children taking up private school places; the gap between school offerings is widened by stretched budgets. Marketing and advertising of the school needs to increase, highlighting positives and availability of places.</p> <p>There also need to be a focus on increasing Pre-School numbers.</p> <p>Question: The deficit licence is for school and preschool. Is there any benefit to just applying for preschool?</p> <p>Answer: We have been advised to include both, it is the one budget from the LA's perspective and actions need to be taken to improve the financial position of the school and the pre-school.</p> <p>Question: Is changing class structure quite destabilising?</p> <p>Answer: This is not an option the school wishes to pursue currently, although remains in a toolkit of options. Discussions about class structures can be made by the Headteacher but KM has been advised that involvement from 'Place Planning' is beneficial. Current numbers would make different class splits difficult and require additional TA hours, negating some of the cost savings.</p> <p>Question: Why does the revenue recovery plan show the deficit increasing year on year?</p> <p>Answer: Funding values provided by the LA don't reflect the full yearly funding figures, estimated increases are not allowed to be added. Increases in staff pay are shown, along with children with an EHCP leaving the school but not the end of the associated TA hours, or taking account of any new EHCP's being granted.</p> <p>Governors approved the deficit licence application, incorporating the recovery plan, for the budget year 2024/25. JG will submit the application to the LA, along with the approved budget for 2024/25.</p>		
5.	<p>Monitoring visits</p> <p>The monitoring visit schedule was updated, including dates for monitoring and assigning governors.</p> <p>DJ asked for Governors to be part of upcoming recruitment, being part of the shortlisting and interview process alongside</p>		

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	<p>school leaders; dates to be advised. Safer recruitment trained governors is desirable but not essential.</p> <p>JF has taken on the Health and Safety link governor role.</p> <p><i>DG will set a date for the next Health and Safety walk and email recruitment panel dates.</i></p>	DG	
6.	<p>Evaluation of governance impact</p> <p>Overseeing the financial performance of the school, including approving the budget and the deficit license.</p> <p>Ensuring monitoring activities for the term will be undertaken to enable the governing body to fulfil its responsibilities, linking with strategic direction and educational performance.</p>		
7.	Next meeting – 21st May 2024		
	Meeting Closed 7.34pm		

	Actions going forward to 21st May	Who	Progress
A	<i>DG will set a date for the next Health and Safety walk and email recruitment panel dates.</i>	All	

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