



Minutes
Colvestone Primary School
Full Governing Board Meeting
Thursday 04 May 2023
08:00 – 09:30

MEMBERSHIP

Name	Role	End of Office	Attendance
Rosie Condon (RC)	Chair LA Governor	01 September 2023	Present
Julien de Rosee (JdR)	Vice Chair Parent Governor	01 September 2023	Present
Robin Warren (RW)	Executive Headteacher	Ex Officio	Present
Amy Coyne (AC)	Staff Governor	01 September 2026	Present
Sneha Bhageria (SB)	Co-Opted Governor	01 September 2026	Present
Tara Mack (TC)	Parent Governor	01 September 2026	Present
Punam Metha (PM)	Co-Opted Governor	01 September 2026	Apologies
Lorraine Groom (LG)	Co-Opted Governor		Apologies
Jemma Bourn (JB)	Co-Opted Governor		Apologies
Gemma Brown	Co-Opted Governor		Apologies

ATTENDING

Anna Lucey (AL)	Head of School	Present
Jatin Shamji (JS)	Blossom Federation, School Business Leader	Present
Mr Ahmed Yusuf	Clerk	Present

No.	Agenda Item
1.	<p>Welcomes and Introductions</p> <p>The meeting commenced at 08:10 and was quorate.</p>
2.	<p>Apologies for absence & signing of attendance register</p> <p>Apologies received from PM, LG & JB.</p>
3.	<p>Declaration of Interest</p> <p>No declarations of interests.</p>
4.	<p>Minutes of the previous meeting</p> <p>APPROVED: The minutes of the meeting held on 23 March 2023 were agreed upon as an accurate record.</p> <p>ACTIONS Outstanding:</p> <ul style="list-style-type: none"> • Fundraising & promotion are to be on the agenda at the next FGB meeting. • All governors to complete safeguarding training. • All governors to complete and return the financial skills analysis matrix. • JdR to send JS details of websites for filming/photoshoots in caretaker's house.
5.	<p>Link governor roles</p> <p>The following link governor appointments have been provisionally agreed:</p> <ul style="list-style-type: none"> • Safeguarding: Rosie Condon • Wellbeing: Julien de Rosee • Diversity, Inclusion & SEND: Tara Mack <p>It was raised that link governors' appointments were also made at the start of the school year and governors have requested clarity between current and previous appointments.</p> <p>ACTION: Chair to cross reference link governor appointments and send a confirmation email to governors, this week.</p> <p><i>Q: What's expected of link governors? Should they contact the SLT?</i></p> <p><i>A: Link governors are expected to conduct reviews by visiting the school and meeting with relevant leads. For example, a curriculum link governor would meet with the curriculum lead.</i></p>

6.	Business Update
6.1	<p>Budget Monitoring report</p> <p>The following documents were shared with governors in advance of the meeting:</p> <ul style="list-style-type: none"> - 2022-23 School Year End Statement - I13 Donations Income Breakdown - School Resource Management Adviser Comprehensive Report for Colvestone Primary School - School Resource Management Adviser Local Authority Summary Report - Budget Monitoring Report 2022-23 - SRMA Savings workbook. - CFR Report <p>JS provided an update on the budget to the governors. The key highlights include:</p> <ul style="list-style-type: none"> - There was an in-year surplus of £28k. A 590k deficit was carried forward from last year. - The school overestimated pupil numbers for nursery and there was a 37k claw back from Hackney. <p>Q: <i>What are the main unavoidable variances?</i> A: <i>The big variances are mostly due to accruals that were not processed at the end of the financial year. Some invoices from 21/22 were paid out in 22/23. All outstanding invoices related to previous years have been cleared. The budget we have set for 23/24 should be a lot more accurate.</i></p> <p>Q: <i>How do you show that all invoices for the past years have been paid?</i> A: <i>When we started in September, there were several suppliers chasing us for payments and sending us statements. Unfortunately, there weren't any purchase orders put in the system for anything purchased by the school. Everything now is put on the system.</i></p> <p>Q: <i>Under administrative supplies, we are overbudget by £7k and there is no supporting note. I would've thought that would have been a fairly easy one to budget for.</i> A: <i>It may have been due to a miscoding, but I will look into it and get back to you.</i></p> <p>ACTION: JS to provide note explaining why E22/administrative supplies was overbudget.</p> <p>Q: <i>What unexpected funds did we receive from donations/grants?</i> A: <i>We received an additional £50k from Hackney for capital works and £25k in enhanced support, however, there were no unexpected funds received as part of our income.</i></p>

Q: 108b – facilities and services what is that?

A: A lot of school self-generated income such as breakfast club and extended day club.

Q: What's being done to increase catering income, as we anticipated £18k but only received £12k?

A: We are working on increasing the uptake of meals, which will be our main focus for the rest of the term. Additionally, it's possible that recoupment of debts may have affected the difference between the anticipated and actual income.

Q: Is there any outstanding debt?

A: We have been working on reducing debt, particularly for year 5 and 6 students who will be leaving soon. Although some students have debts of hundreds of pounds, we have set up regular payment plans and have seen a slow but steady decrease in outstanding debt.

Q: Are there any families who are struggling to pay, and you are having to write off their debt?

A: Not yet and we are trying to be as supportive as possible. Even if it's £5 a week. Writing off debts will be an absolute last resort.

- Governors stated that the school's surplus was self-generated, and not due to funding received from the Local Authority. They disagreed with the Director of Education's claim that the school would have been in deficit without the enhanced funding.

Q: Are there any families who are struggling to pay, and are you having to write off their debt?

A1: No debts have been written off yet, and the school is encouraging parents to make regular payments, even if it's small amounts like £5 per week. Writing off debts is a last resort. Parents who have outstanding debts will be restricted from accessing other school services. For example, those who owe money for school meals will not be able to access extended day services unless they engage and provide a genuine reason.

A2: The FSA may be able to offer support for parents who are struggling to pay for school-related activities such as trips.

ACTION: Head to send governors the total amount of debt.

ACTION: A committee, led by RW and including parents, will be established to drive fundraising for residential trips. An update on the progress of this committee will be provided at the next FGB meeting.

- Governors expressed gratitude to JS for his diligent efforts in preparing the budget and papers for the meeting.

6.2

▪ Budget 2023-24- & Three-Year Budget

Governors were updated that the school is projecting an in-year deficit of £27k for Year 1. The governors were also informed that the budgets for 24-25 & 25-26 are quite unpredictable due to the current state of pupil numbers and government funding. Other key updates include:

- Schools cannot overspend on capital works. The school is planning to spend £27k but only has £6k in income, resulting in a £21k deficit to be funded from the revenue budget.
- Extra funding will be provided to schools for increased costs (e.g. energy bills, salary uplifts, running costs) for the 2023-24 and 2024-25 years.

Q: *Can you pull up the recommendations from the School Resource Management Advisor report, so we can compare?*

A: *The report was only received by us about a week ago, so we have not had sufficient time to explore the recommendations and incorporate them into the budget. This will be reviewed in the 23/24 financial year and savings will be materialized accordingly.*

Q: *What is materially different in 2023-2024 compared to 2022-2023?*

A: *We are saving on teaching staff costs and cutting budgets for extra provisions such as music, yoga, and art therapy due to financial constraints.*

Q: *I recall there was a concern about there not being enough teaching assistants relative to the needs of the school. Has that issue been addressed in the budget?*

A: *Yes, one additional LSA position has been included in this budget to address the issue in addition to the member of staff who is currently off on long term sickness.*

Q: *What is the basis for the projected increase in pupil numbers?*

A: *This is based on the new leadership and investment in the school, as well as the overpopulation of a local school leading to some students possibly coming to our school as a second option.*

Q: *Given that the total number of students in Hackney is decreasing, can you provide a justification for these numbers as the entire budget hinges on them being defendable?*

A: *We believe that the recent investments and improvements in our school, including the décor and infrastructure, are appealing to parents. For example, Hackney predicted that we would have six pupils as our first choice in September, but we received 12 first choices.*

	<p>Q: Does the increase in the energy budget for E16 from £60k last year include invoices from July 2022 to March 2023?</p> <p>A: Yes, it does. However, we are currently facing issues with our energy supplier and exploring alternative options.</p> <ul style="list-style-type: none"> • JS warned the governors that the school may face significant financial trouble if the projected pupil numbers do not materialise. While efforts will be made to minimise non-staffing expenses, balancing the budget with only 137 pupils is uncommon. If the pupil numbers continue to decline, it may be difficult to convince the Local Authority that the school is financially viable. • APPROVED: The Budget for 2023-2024 has been approved by the full governing board.
6.3	<ul style="list-style-type: none"> ▪ School Resource Management Adviser Report <p>JS presented the Comprehensive Report by the School Resource Management Adviser to the governors, which outlined over 10 recommendations for savings. The report suggested potential savings in areas such as energy and catering, but some were deemed unrealistic to achieve.</p> <p>ACTION: SB to meet with JS once a term to review budget and discuss the potential savings outlined in this report.</p>
6.4	<ul style="list-style-type: none"> • APPROVED: Control Assurance Statement has been approved by the full governing board.
7.	ACTION: Fundraising and the promotion of the school are to be discussed as the next FGB.
8.	<p>Staffing update</p> <p>Governors were informed that the job descriptions for lead middle leaders have been amended and salaries have been reviewed to ensure that they are in line with the responsibilities of the role. Attendance was reported as being really good.</p>
9.	<p>Update on Partnership arrangement with Blossom Federation</p> <p>The Blossom governing body has agreed to extend the partnership with Colverstone.</p> <p>ACTION: The Partnership Agreement to be updated.</p>
	The next FGB meeting will be on 13 July 2023

The meeting concluded at 09:30 am

<u>Action Log</u>	<u>Assigned to</u>
1. Chair to cross-reference link governor appointments and send a confirmation email to governors, this week.	Chair
2. JS to provide note explaining why E22/administrative supplies was overbudget.	JS
3. Head to send Governors the total amount of debt.	Head of School
4. A committee, led by RW and including parents, will be established to drive fundraising for residential trips. An update on the progress of this committee will be provided at the next FGB meeting.	RW
5. SB to meet with JS once a term to review budget and discuss the potential savings outlined in this report.	SB & JS
6. The Partnership Agreement is to be updated.	RW

Actions Outstanding from Previous Meeting:

- Fundraising & promotion are to be on the agenda at the next FGB meeting.
- All governors are to complete safeguarding training.
- All governors are to complete and return the financial skills analysis matrix.
- JdR to send JS details of websites for filming/photoshoots in caretaker's house.