

**SOUTH HARRINGAY SCHOOL
MEETING OF THE FEDERATED GOVERNING BODY
ON 18 MAY 2023 AT 6PM
PUBLIC MINUTES**



Staff (2)

Ian Scotchbrook (Headteacher)

*Kelli Arnold 01-010-24

Parent (2)

Grace Wasyluk 15-01-24

Tom Luff 30-11-25

LA (1)

Vacany

Co-opted (8)

Karen Tate 07-07-24 (Chair)

Keith Pullinger 07-07-24 (Vice-Chair)

*Naveed Kazmi 07-07-24

Michael Taylor 07-07-24

Melanie Ahmend 13-05-26

Isabel Garrood 12-07-23

Alice Hansen 22-03-27

Victoria Segal 17-05-27

*Denotes absence

Also present

Corinne David (Clerk)

Mike Gordon (SBM)

PART 1

1. WELCOME /INTRODUCTIONS AND APOLOGIES FOR ABSENCE

1.1 The Chair welcomed everyone to the meeting.

1.2 Apologies for absence were received from Kelli Arnold.

1.3 The Clerk noted that meeting was quorate with 10 Governors.

2. DECLARATIONS OF INTEREST, PECUNIARY INTEREST OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

2.1 Register of Interests Forms.

ACTION Clerk to email Victoria Segal and Alice Hansen.

2.2 No declaration of interest was made in respect of any of the agenda items.

3. MEMBERSHIP OF THE GOVERNING BODY

3.1 The Chair proposed that Victoria Segal was elected onto the GB as a co-opted Governor; noting that she had attended the previous GB meeting.

The GB UNANIMOUSLY AGREED the appointment of Victoria Segal as a Co-opted Governor.

3.2 The GB noted that Peter Snow's term of office concluded on 14 May 2023. Noted that at the Full GB meeting on 23 March Keith Pullinger had agreed to become the school's LA Governor.

ACTION a) School and Chair to thank Peter for his work and commitment to South Haringay school community.

b) The Chair to submit the GB's nomination for Keith Pullinger to become the LA Governor.

- 3.3 Governors noted that both Isabel Garrood and Michael Taylor would be standing down from the GB at the end of the school year. Governors were encouraged to continue with active recruitment of Governors from the school and local community. The Clerk noted that with the movements discussed in items 3.1 to 3.3 there would be 3 co-opted vacancies in September 2023 if there were no further appointments.

4. MINUTES OF THE PREVIOUS MEETING/MATTERS ARISING

- 4.1 The minutes of the full GB meeting held on 23 March 2023 were **AGREED** and **RATIFIED** as a correct record; subject to the following amendment:

- Alice Blatchford's surname should read Hansen.

The Chair signed a copy of the minutes which were retained by the school for file.

4.2 Matters arising.

4.2.1 Item 3.3 Music link Governor Visit.

Noted that Grace Wasyluk would arrange and undertake a music link governor visit in September 23.

- 4.2.2 All other action had either been completed or were on the agenda.

5. REPORT FROM COMMITTEES

5.1 Resource Committee

Michael Taylor took Governors through the minutes from the Resource Committee held on 2 May 2023, which had been uploaded onto Governor Hub prior to the meeting. Governors discussed the close of budget 2022/23 and the proposed 2023/24 budget. Noted that detailed overview would be provided during item 6.

5.2 Ofsted Working Party

The Chair noted that the Committee were yet to meet.

ACTION Chair to arrange a meeting after the May half term.

6. SCHOOL BUDGET 2023/24

6.1 2022/23 final outturn

- 6.1.1 The SBM took the Committee through the 2022/23 close of accounts information for SHIS and SHJS including final outturn (Devolved Capital & revenue Outturn (carry forward)) and committed funding. The highlights were:

- a) The combined total year end revenue income stood at: £3,397,261.
- b) The combined total year end revenue expenditure stood at £3,217,127.
- c) The total combined in year revenue surplus stood at: £196,814.
- d) The schools carry forward was noted.

6.1.2 2022/23 income

The school received an additional £11.5k in growth funding. Due to additional Early Years funding received in March the shortfall was reduced to £2.7k. The High Needs funding budget closed £18k higher than projected due to the actively pursuing of additional funding from the LA. Pupil Premium income closed £15k higher than projected due to additional pupils and LAC eligible for funding. UIFSM closed £10.7k under budget. An additional £12k of funding for school led tutoring was received. The school received an additional £29.3k of miscellaneous income made up of:

- £7k from Haringey insurance regarding the break-in.
- £5k for newly qualified teacher grant.
- £6k for long term sickness insurance claim.
- £2.4k for Sponsored Sports.
- £1.3k lettings (infants).
- £3k RWI training package.

6.1.3 Out of school activities cash flow 2022/23

A total budget income of £209k was projected; the school received £226k. Total expenditure was projected at £143k against an actual spend of £147k. The SBM provided an overview of the details. The school received £211k for Swimming Pool Annex income, £10k over budget. Swimming Pool Annex expenditure closed at £109.7k. Overall, the swimming pool annex closed with an in-year saving of £38.8k.

6.1.4 2022/23 expenditure

The following staffing costs were noted:

£45k savings on teaching salaries.

£15k savings on vacancy/agency cover.

£30k savings in teaching assistant's salaries.

£13k overspend on premises, admin and meal supervision.

The FULL GB APPROVED the 2022/23 outturn.

6.2 SHS budget share, predicted budget for 2023/24 and initial spending plan.

The SBM provided an over view of the highlights of the 2023/24 budget; noted that the school always budgets on the worst-case scenario; governors were provided reassurance that if expenditure was required then funds would be made available.

The highlights were

- a) The total projected year end revenue income stood at: £2,914,988.
- b) The total year end revenue expenditure stood at £3,262,787.
- c) Total 2023/24 projected carry forward stood at: £310,011.
- d) School meals: There is uncertainty how funding of the Universal FSM offer within the junior school will look like. There will be an operational impact depending on how many children take up the offer. See item 6.2.1.
- e) Staffing expenditure is based on current staffing levels. If there are any changes there will be a review with updates reflected within the budget.
- f) There are further planned investment within the English curriculum: RWI and Phonics.
- g) Utilities budget has been profiled on updates from the LA: 19% increase in electricity and 77% increase in gas.
- h) There may be a requirement to replace some of the cooking equipment within the kitchen; the capital budget has been inflated to accommodate this.
- i) Swimming pool income has been reduced as some clients have informed the school that they would be reducing their use of the pool. Additional capital investment for the swimming pool has been factored in.
- j) The school is reviewing options to refurbish four classrooms within the infant school and potentially upgrade the fake grass and pool for the infants.

6.2.1 Governors discussed the impact of the universal free school meal offer. The LA have offered schools £2.65 per child per meal to cover primary universal FSM. Noted that Pabulum (catering company) have stated that if there is a significant increase in the uptake of meals then they will be looking at charging the full £2.65 per meal. Noted that the impact on staffing and timetabling has yet to be realised. The school continues to work on options and impacts: to be discussed at the next Resource Committee.

6.2.2 The expenditure For Rose Academy [E1915] has been profiled using actual numbers. Expenditure has increased as the coaches are undertaking further duties.

Noted a couple of the coaches are used in the after-school club; The Green to make up staffing shortfall and provide a wide range of enrichment activities.

6.2.3 Q: What are the implications of being in a deficit (over all or in-year)?

A: The LA requires the school to come up with a licence deficit plan. There are options to review; however, have to understand the LA's overall position within a Haringey context. Noted that each year there is a review and there are positive decisions made within the Resource Committee to support the school and the overall budget position.

6.2.4 Q: What are the biggest influences on SHS budget?

A: Pupil numbers is the single influence on the school's budget. An increase in pupil numbers, particularly an increase in the junior school will have a positive impact on the overall budget. A school's largest expense is staff; 75% to 80% of the school's budget is spent on staff. If a staff member leaves the school a cost benefit analysis is undertaken to determine if the roll should be replaced with like to like; adjusted to reflect new priorities or deleted.

The FULL GB APPROVED the 2023/24 budget

6.2.5 Governors discussed the capital requirements of SHS; noting the discussion held at the Resource Committee and the continued delay of the Council to fully commit to the window refurbishment / replacement project. Governors further noted the £90k (based on initial estimates) capital project to refurbish the KS1 and Reception teaching areas and classrooms.

The Full GB APPROVED the commitment of £310k from the Infant and Junior School budgets: £90k for KS1 and Reception refurbishment works, and £220k the window refurbishment / replacement project.

6.3 SFVS

Governors formally RATIFIED the SFVS for the infant and junior schools.

Governors noted that the documents had been received by email and agreed for submission prior to the deadline.

7. CHAIRS ITEMS

7.1 No Chair's items were received.

8. HEADTEACHER'S ITEMS

8.1 No Headteacher's items were received.

9. GOVERNORS' VISITS AND TRAINING (Standing item)

9.1 No Governors' Visits or Training were noted.

9.2. Governors were reminded to sign up to HEP governors' courses through Governor Hub.

10. POLICIES

10.1 The GB received and **RATIFIED** the Grievance Policy for adoption by the school.

11. SAFEGUARDING (Standing Item)

11.1 The Clerk noted that according to KCSIE (2022), governors in maintained schools are required to have an enhanced DBS check. It is the responsibility of the governing body to apply for the certificate for any governors who do not already have one. Schools should also carry out a section 128 check for school governors, because a person prevented from participating in the management of an independent school by a section 128 direction, is also disqualified from being a governor of a maintained school. As with employees, it is good practice for Governors to have their DBS checks renewed on a regular basis. The statutory guidance Keeping Children Safe in Education says maintained schools should check their governors under section 128. As it doesn't say maintained schools must check governors there is no legal requirement to do so, but schools still need to follow this advice unless they have a good reason not to.

11.2 The Headteacher informed the GB that the school recently had a S175 audit undertaken by Tony Hartney. The school received very positive feedback and reassurances that there was a strong safeguarding culture at the school.

ACTION School to upload the report onto Governor Hub for review.

12. DATE AND TIME OF FUTURE MEETINGS FOR THE SUMMER TERM 2023

12.1 The dates for the Governing Body & Committee meetings during the summer term 2023 were noted as:

- Full GB: 19 July 2023 at 6pm.
- Curriculum & Community Committee 14 June 2023 at 6pm
- Resources Committee 10 July 2023 at 4pm (virtual)

13. ANY OTHER URGENT BUSINESS

13.1 Governors commended the tribute to the staff member who passed away. Noted that an Olive Tree had been planted in Nursery, with the nursery class being renamed as Olive.

The Chair thanked everyone for attending. Part 1 of the meeting finished at 7pm. All staff (apart from the Headteacher) were invited to leave the meeting.

Sign:  Date: 19/7/23

Karen Tate, Chair of Governors

