

FULL GOVERNING BODY MEETING	
Agenda <input type="checkbox"/>	
Minutes <input checked="" type="checkbox"/>	
Date	27th November 2023
Venue	Microsoft Teams

Please read papers in advance of the meeting ready to discuss and ask questions

AGENDA ITEM 986	Welcome and Apologies for absence		
Notes	GOVERNOR	REASON	ACCEPTABLE
	Stephanie Pendlebury	No response received	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

GOVERNOR	ROLE	IN ATTENDANCE
Mica Coleman Jones	Chair	<input checked="" type="checkbox"/>
Trish Turner	Head Teacher	<input checked="" type="checkbox"/>
Chloe Lawrence	Staff Governor	<input checked="" type="checkbox"/>
Michelle Farr	LA Governor	<input checked="" type="checkbox"/>
Stephanie Pendlebury	Co-opted Governor	<input type="checkbox"/>
Ellen Atkinson	Co-opted Governor	<input checked="" type="checkbox"/>
Traci Good	Co-opted Governor	<input checked="" type="checkbox"/>
Gemma Watts	Parent Governor and Vice Chair	<input checked="" type="checkbox"/>
Kimberley Maycock	Clerk	<input checked="" type="checkbox"/>

AGENDA ITEM 987	Declaration of any pecuniary and/or personal interest to any agenda items
Discussion	None received

AGENDA ITEM 988	Declarations of AOB
Discussion	MCJ Succession planning - Is there anybody in the group who would be interested in the role as Chair or Vice Chair. Within the next couple of years the role of Chair may become too much for myself. <i>Governors to send an Expression of Interest to KM and MCJ for either of the roles.</i>

AGENDA ITEM 989	Full Governors Minutes from the 23rd Oct 2023
Notes:	Full Governors Minutes - 23rd Oct 2023.pdf
Discussion	Signed as true and accurate record of the meeting

Minutes of the FGB meeting 27/11/2023
Of Brackenfield School

Signed Mica Coleman Jones

Date 29th January 2024

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AGENDA ITEM 990	Mid-Year Budget report
Notes:	<p>Natalie Collins (NC), School Business Manager will be present to go through the budget with Governors</p> <p>Budget Letter Nov 2023.pdf</p> <p>Governor Report Nov 2023.pdf</p>
Discussion	<p>NC confirmed that she meets with the schools Patch officer meeting twice a year and goes through the budget in fine detail. The budgets documents you have been sent for this meeting show plans for the next 4 years.</p> <p>Included in the forecasts are pay increments where applicable. An average salary uplift of 7.7% is assumed for 2023-24 for support staff in April 2023 and 6.5% for teaching staff in September 2023. A salary uplift of 2.5% is also assumed for 2024-25 and no uplift is assumed thereafter.</p> <p>An increase in top-ups of around 2.3% has been applied for 2023-24, 4.0% for 2024-25 and zero thereafter. From 2023-24 this includes funding towards the additional salary costs, and the Special Schools Guarantee at 3.4% is included within the start of year budget.</p> <p>Teachers salary costs, Teachers Arrears of Pay and Teachers Pay Grant - estimated to over spend by a combined £2,788 due to a number of teaching staff changes during the year, largely, but not exclusively related to maternity absences. Provision for the late payment (due in November) of the annual pay award, agreed at 6.5%, budgeted at 3% is included, along with the grant to offset approx. 3% of the pay award.</p> <p>The projections are based on employing Headteacher + 27.61 FTE for the remainder of the autumn term, including teacher, reducing by 2 FTE from January 2024 when 1 FTE teacher leaves and 2 FTE teachers commence maternity leave, being replaced by 1 FTE temporary contract yet to be recruited, resulting in the employment of Headteacher + 25.61 FTE at that stage for the remainder of the financial year.</p> <p>Also included is the progression of 4 FTE along the main scale, 6 FTE along the threshold scale and 3 FTE along the leadership scale backdated to September 2023.</p> <p>Support Staff salary costs and Support Staff Arrears of Pay - estimated to under spend by £119,413, due to a large number of staffing changes since the budget the budget was set. The projections include budgeted vacancies for 20 hours per week of Midday Supervisors, which are hoped to be filled soon and recruiting a full-time Occupational Therapist has been delayed until April 2024.</p> <p>Buildings - Minor Improvements - a budget of £30,000 was set for garages £7,120, wall stickers £3,500, air conditioning £6,700 with the remainder being a contingency. Expenditure to date totals £18,538 and £9,749 is offset with costs within Property repairs/Mtc for works done by the LA, leaving £1,713 available.</p> <p>A number of other minor over spends are anticipated, most notably for Water Charges of £2,275, as actual meter readings have been taken rather than estimates. No electricity invoices have been</p>

received to date which is being queried, therefore it is assumed the budget of £30,000 will be sufficient at this stage.

Staff Public Transport - this budget for train transport remains unused at present, an under spend of £3,000 is now forecast leaving £1,000 available.

Learning Resources - expenditure is estimated to total £81,736, an over spend of £11,736, which is offset by a grant for Active Partnership within Contributions, this assumes further costs of £43,302.

Hospitality - this budget for Headteacher projects is currently over spent by £4,316 and not anticipated to increase further.

Non IT Curriculum Expenditure - this is the sports 'holding pot' budget to match the estimated income of £16,670 within Primary Sports Funding. Expenditure of £11,139 has been incurred to date, leaving £5,531 available.

Pupil Education - this budget is for Pupil/Recovery Premium expenditure and includes £19,000 carried forward from 22-23, £15,233 Recovery Premium (Apr-Aug 23), and £83,765 Pupil Premium (Apr 23-Mar 24). Originally it was planned to offset the costs of the Occupational Therapist from September 2023 against this pot, however, the post has not been recruited and is now delayed until April 2024 and the Recovery Premium was not as much as anticipated as the an instalment crept into the last financial year which was anticipated this year. Recovery Premium will continue for the 2023/24 academic year and an allocation of £45,699 is estimated before March 2024. Also, additional Pupil Premium funding of £3,117 has been received, resulting in an anticipated over spend of £55,172 for this budget which is offset by additional income within Government Grants Specific. Further expenditure of £133,997 remains available.

Government Grants Specific - this income target was set at £44,074 based on 22/23 academic year Recovery Premium and National Tutoring Programme (NTP) funding. Half of the Apr - Aug 23 element of Recovery Premium budgeted was actually received in the previous financial year, inflating the end of year carry forward. Both funding streams will now continue for one further year, resulting in estimated surplus income of £36,992. You confirmed that NTP is being delivered by contracted staff and Recovery Premium has been allocated to Pupil Education.

Pupil Premium - an income target of £83,765 was set based on an estimated 63 'ever 6' FSM, and 4 'ever 6' service pupils recorded on the October 2022 census. An additional £3,117 has been received for Out of County pupils, which is offset with Pupil Education. As confirmed on your annex 1 budget plan, all related expenditure is included within the budget.

UIFSM Grant and Recharge UIFSM - grant funding totalling £11,065 has been received for the whole financial year and costs are estimated to total £8,830, resulting in a combined surplus of £2,235, including a payback of £934 relating to 2022-23. The remainder of the surplus is due to serving fewer meals than funded for.

Contributions - income of £12,865 has been received to date consisting of minor items and the £11,736 Active Partnership grant which is offset with Learning Resources as detailed above.

	<p>OLA Top Ups and High Needs Block Funding - a combined income surplus of £124,850 is anticipated, based on place funding of £10,000 for every pupil and the following number of pupils on role;</p> <p>157 pupils in April and May 160 pupils in June to August 172 pupils in September and October 174 pupils in November and December 175 pupils in January to March 2024.</p> <p>MCJ – The Pupil Premium money put aside to partly fund the Occupational Therapist. What is the worst case scenario with Recruitment?</p> <p>NC – This has put us in a better position for this year, this has been budgeted for the next 4 years. £133K in Pupil Premium which CL over sees. We have a list of resources we need to buy to support the children, we are also doing a lot of fund raising. We are in the process of getting a finance plan for charity work and fund raising. After April 2024 we can't use the school car due to the emissions. We are prioritising in the back ground where the monies are being spent.</p> <p>MCJ – From a governors point of view we may be inspected from April, Governors need to be clear how the money is being used.</p> <p>NC – We are still using the external provider for the Occupational Therapist so the money is still being used for this.</p> <p>TG – Service children, what is this?</p> <p>TT – These are Children whose parents are in the armed forces. NC – We have 4 service children in school.</p> <p>MCJ – Is there an expectation of how this money is spent for service children?</p> <p>NC – There is for Looked After Children but not Service Children. TT – This is used to support the children in transition should they move around to multiple bases. NC – There isn't a strategy in place.</p> <p>No further questions or concerns raised about the budget</p>
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AGENDA ITEM 991	Policies for review		
Notes:	Group	Individual Policies to review	Governor to Review
	Business Services & HR Policies	Maternity Paternity and Parental Leave Schemes 2023.docx	Statutory LA Policy
		Teachers Pay Policy 2023 statutory information and guidance.doc	Statutory LA Policy
		Teachers Pay Policy.docx	Statutory LA Policy
	Educational Policies	EHCP policy.docx	Michelle Farr/Mica Coleman Jones
		Home School Communication Policy.docx	Michelle Farr/Mica Coleman Jones
		QA+QC 2023-2024.docx	Michelle Farr/Mica Coleman Jones
		RSE policy September 2023.docx	Michelle Farr/Mica Coleman Jones
		School Swimming policy.docx	Michelle Farr/Mica Coleman Jones
		Sports Premium Policy 2023-2024.docx	Michelle Farr/Mica Coleman Jones
	SEN report 23-24.docx	Michelle Farr/Mica Coleman Jones	

		Uniform Policy.docx	Michelle Farr/Mica Coleman Jones
		Supporting Behaviours Policy.docx	Michelle Farr/Mica Coleman Jones
		Teaching Learning and Outcomes Policy.docx	Michelle Farr/Mica Coleman Jones
	Financial Policies	Dinner Money Policy.docx	Stephanine Pendlebury
		Pupil Premium 2023-2024.docx	Stephanine Pendlebury
	Health and Safety policies	Health & Safety Policy.docx	Chloe Lawrence
		First Aid Policy.docx	Chloe Lawrence
		Premises Management Policy.docx	Chloe Lawrence
	Safeguarding Polices	BRACKENFIELD CIMP.docx	Traci Good
		Equal opportunities policy.docx	Traci Good
		Online Safety policy.docx	Traci Good
		Safeguarding Child Protection Policy.docx	Traci Good
		Searching Screening and Confiscation online safety policy.docx	Traci Good
		Use of frequent visitors policy.docx	Traci Good
Wellbeing and pastoral policy.docx		Traci Good	
GDPR & ICT Policies	Attendance Policy.docx	Traci Good	
	Jane Stapleton DPIA V1.1.docx		
Discussion	<p>TG – I have reviewed all of the Safeguarding policies MF – Are we able to make notes on the documents you have sent out? KM – Yes these are links to words versions but not the live documents so please make notes on the documents to be discussed during the meeting. MCJ - I'm not sure what the following sentence means in the QA + QC Policy and would suggest that it is revised: 'Remember, no news should ne new news at a parents evening.' TT - This should read that nothing should be a surprise at parents evenings, parents are kept regularly updated so there shouldn't be any information regarding attainment or behaviour that hasn't already been communicated to parents. We will set as an action to reword. MF – EHC policy is great</p> <p>No further questions or concerns raised around the policies</p>		

DATE OF NEXT MEETING/S			
Date of meeting	Time	Date papers will be circulated	Focus
19 th June 2023	14.00	12 th June 2023	MER 4 and Summative Feedback for Year
10 th July 2023	17.00	3 rd July 2023	Setting SIP-SEF 2023-2024

23rd October 2023	17.00	13 th October 2023	MER 1 Feedback
27th November 2023	17.00	17 th November 2023	Mid-Year Budget
29th January 2024	17.00	19 th January 2024	MER 2 Feedback
15th April 2024	17.00	27 th March 2024	MER 3 Feedback and Budget Ratification
17 th June 2024	17.00	7th June 2024	MER 4 and Summative Feedback for Year and Setting SIP-SEF 2024-2025
15 th July 2024	17.00	8th July 2024	Agreeing Committee structure and annual forms

Questions from the new Governance Handbook January 2017 in relation to finance that governors may wish to use:

- Are resources allocated in line with the organisation’s strategic priorities?
- Does the organisation have a clear budget forecast, ideally for the next three years, which identifies spending opportunities and risks and sets how these will be mitigated?
- Does the organisation have sufficient reserves to cover major changes such as re-structuring, and any risks identified in the budget forecast?
- Is the organisation making best use of its budget, including in relation to planning and delivery of the curriculum?
- Does the organisation plan its budgets on a bottom up basis driven by curriculum planning (i.e. is the school spending its money in accordance with its priorities) or is the budget set by simply making minor adjustments to last year’s budget to ensure there is a surplus?
- Are the organisation’s assets and financial resources being used efficiently?
- How can better value for money be achieved from the budget?
- Is the organisation complying with basic procurement rules and ensuring it gets the best deal available when buying goods and services in order to reinvest savings into teaching and learning priorities?
- Is the organisation taking advantages of opportunities to collaborate with other schools to generate efficiencies through pooling funding where permitted, purchasing services jointly and sharing staff, functions, facilities and technology across sites?