

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON THURSDAY 7 MAY 2019
AT 6.45PM
AT THE SCHOOL**

Present: Ms Alina Harris (Chair) - Co-opted Governor

Local Authority Governor

-

Parent Governors

Ms Anna Devereux-Murray
Ms Jennifer Smith

Co-opted Governors

Ms Katherine Bromley
Mr Simon Jarvis
Mr Richard Trainor
Ms Mary Wilson
Ms Elizabeth Winder

Head teacher

Ms Jill Augustin – Head teacher

Staff Governor

Mr Robert Tromans

Clerk to the Governors: Ebrahim Vawda

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.	<p>MATTERS ARISING Item 4.2.1 refers: Home School Agreement amended. Item 7 refers: Pupil Premium strategy- further report in July.</p>	Action: Ms Wilson	16.07.19
6.	<p>DATE AND AGENDA OR NEXT MEETING</p> <p>6.1 Date of next meeting: Governing Body 16 July 2019 6.45pm:</p> <p>6.2 Agenda items: Head teachers' Report, Data Reports, Nomination/Election of Chair</p>	Action: Governor Services	

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Ms Harris welcomed all to the meeting. Apologies received and accepted from Stacey Dobbs. No apology received from Gabriel Gottlieb, absence was accepted.
- 1.2 Apologies not accepted: None.
- 1.3 The meeting was quorate with 10 governors present
- 1.4 Notice of Any Other Business: 3 confidential items noted.

2. DECLARATIONS OF INTEREST

- 2.1 Pecuniary interest forms have been completed.
- 2.2 There were no declarations of interest.

3. GOVERNING BODY

- 3.1 Clerk to confirm Governing Body membership:
Members whose term of office will end before the autumn term 2019 - None.
- 3.2 There was no consideration of disqualification for non-attendance. None
- 3.3 All DBS checks have been completed. Newly appointed governors Stacey Dobbs and Richards Trainor have been sent the details by Governors Services to initiate their DBS process.

4. MINUTES

- 4.1 Governors received the minutes and Confidential minutes of the Governing Body meeting held on 26 March 2019 and the Confidential minutes of the Extraordinary meeting of 29 April 2019 and agreed these to be a true and accurate record of the meeting.

The minutes were signed and dated by the Chair and retained at the school

4.2 MATTERS ARISING

All actions completed.
Item 4.2.1 refers: Home School Agreement amended.
Item 7 refers: Pupil Premium strategy- further report in July.

Action: Ms Wilson

5. SCHOOL BUDGET 2018/2019

Ms Winder presented the financial statements, discussed in detail at the Resources Committee on 1 May 2019 and circulated to all governors via email.

- 5.1 Outturn 2018/2019 (incl. Devolved Capital Outturn) and earmarked funding:
Governors agreed the 2018/2019 Outturn statement and the total carry forward figure of £136,584. This was an improvement on the predicted carry forward figure of £70,093. Expenditure for the year was broadly on budget, but additional funds in the region of £75k had been generated from a number of additional sources

Governors unanimously agreed and ratified the Outturn Statement 2018/2019

- 5.2 School Budget Share (Income) 2019/2020- £2,290,609.

Governors unanimously agreed and ratified the Budget Share (Income) 2019/2020

- 5.3 School Budget Share Expenditure 2019/2020-£2,289,050,

Governors unanimously agreed and ratified the Expenditure for 2019/2020

- 5.4 Predicted carry forward of £138,143.

Governors unanimously agreed and ratified the predicted carry forward for 2019/2020

The Budget Summary was duly signed by the Chair and the Headteacher.

Ms Winder further highlighted financial details:

2018/19 – The budget at the outset of the year was a deficit of £46,973, but the outcome was an in-year surplus of £19,518. This was mainly due to one-off income during the year and careful management of expenditure. This has allowed a carry forward figure of £136,584 (the predicted carry forward was £70,093).

2019/2020 budget is extremely tight indeed with income only just covering costs. In order to balance the budget, a number of changes have had to be made, including:

- Last year we were able to have 3 teachers covering Year 6. This will not be possible in this financial year and this will also have an impact on supporting pupils to attend sporting competitions and CPD for teachers.
- Budget impacts on appointing Schools Direct trainee teachers - In the past, we have appointed two Schools Direct trainee teachers, this year we will only have one. The 3-year budget assumes we will not appoint any in years 2 and 3.
- We have reduced the number of Teaching Assistants (TAs) over past years and we are using more agency staff, as we cannot commit to permanent contracts. KS2 have only one TA supporting across the year group, rather than per class. We rarely cover TA absence with agency staff, using staff from other classrooms to cover and we do not yet know the needs of the September intake.
- CPD budget remains reduced from £10,000 to £4,000.
- Maintenance budgets are very tight with no capital investments from Local Authority for capital investment
- ICT investments have not progressed as LA declined matched funding for new server and laptops. We will therefore use our devolved capital funding to pay for the replacement server.

Ms Winder added that the financials show that the position is reasonable with a carry forward this year of £136,584 (2018/19) and a predicted carry forward next year of £138,143 (2019/2020) and acknowledged the hard work by the School Business Manager, Head teacher and the Senior Management Team. But it is extremely difficult to maintain a balanced budget with increased costs and little increase in income received from LA/DfE.

5.5 Three-year budget plan

The three-year budget plan was circulated to governors and Ms Winder added that it was difficult to plan for a three-year period without confirmed funding from LA or DfE. Teachers' pensions contribution will increase from 16.48% to 23.68% (an increase of 40% in pension costs). It is unclear if the increase in pension contributions will be matched by the DfE in future years, although they have agreed to fund the first year of the increase. Lack of financial information for future periods makes it difficult to have an accurate 3-year financial plan.

Looking ahead, without any financial information from the Local Authority or DfE, the projected deficit for 2020/2021 is £40,800 and 2021/2022 it is likely to be £102,000.

5.6 School Development Plan (SDP) linked to Budget

This document was circulated to governors, highlighting how specific cost centres are linked to the SDP.

5.7 Write off and Disposal of Inventory

Laptop and server.

Write off approved by the Governing Body.

Form duly signed by the Chair.

The Chair thanked Ms Winder, Ms Augustin and the SMT for sound financial management under increasing budget cuts in real terms.

6. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

6.1 Date of next meeting:

Governing Body 16 July 2019 6.45pm:

6.2 Agenda items: Head teachers' Report, Data Reports, Nomination/Election of Chair

Action: Governor Services

6.3 **The Governors' Briefing** will be held on:

Wednesday 8 May 2019, at 6.30-8.00pm (refreshments from 6.00pm) at Waltham Forest Town Hall (Council Chamber), Forest Road E17 4JF.

Ms Bromley will be attending.

7. ANY OTHER BUSINESS

7.1 Ms Smith and Ms Bromley have completed their Level 2 Governor Accreditation.

They encouraged other governors to complete the course.

Ms Harris congratulated both.

7.2 Maths Mastery

Ms Augustin informed Governors that the school applied for and has been accepted for the Mathematics Mastery programme as part of the North London Maths Hub.

Noted and acknowledged by governors.

7.3 Ms Harris informed of her decision to step down from the role of Chair after the meeting in July. The clerk requested that governors consider nomination for Chair at the next meeting.

Ms Augustin thanked Ms Harris for her hard work and effort as Chair.

Ms Harris thanked governors for attending and the meeting concluded at 7.45pm.

Signed.....

Dated.....