

**THORNDOWN PRIMARY SCHOOL
& THORNDOWN PRE-SCHOOL**

**Minutes of the Finance & Premises Committee Meeting
Thursday, 7th May 2020 at 6:30pm via Google Meets.**

Finance and Premises Committee Membership			
Vicci Godbold	VG	Jon Lee	JL
Frank Newton	FN	Rob Jagger	RJ
Helen Cooper	SBM (non governor)	Natalie Bates	NB
Jill Foster	JF	Richard Boughey	RB
Derren Jones	DJ		

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Claire Gerrard, Andrea Dollard, Vicci Godbold, Cathy Sweet, Peter Smith, Frank Newton, Richard Boughey, Jon Lee, Jill Foster, Jane Ainscow, Dawn Mills, Rob Jagger, Christine Curtis and Heather Wood.		
1.2	Non-Governors Present: Helen Cooper (SBM) and Jenn Dover (clerk).		
1.3	The meeting was quorate with 14 governors present.		
1.4	Apologies for absence, with governors' consent: None.		
1.5	Absent: Derren Jones and Natalie Bates.		
1.6	Declarations of Interest: Rob Jagger's wife is employed by the school. There were no other declarations of interest by members of the GB in respect of any item on the agenda.		
2.	Budget Approval		
2.1	The budget and report had been circulated prior to the meeting and the SBM discussed the highlights of the budget. SBM confirmed that the period 13 had been submitted to the LA and there were no changes made to this document.		
2.2	Staffing cost is the main expenditure, and this costing had been covered at length in other committees throughout the academic year with changes being made due to maternity covers, retirements and amendments made to team leaders.		
2.3	CHALLENGE: RJ asked whether this period of lockdown is effecting the income for the school, to which SBM stated she had tried to be as realistic as possible with the budget and that Kids club and lettings will be slightly down as they do contribute towards income, but there is nothing we can do about it. VG confirmed that there had been an increase in the budget for	CHALLENGE	

2.4	supply costs due to the quantity of staffing being off due to the current pandemic. SBM stated that there had been a contingency in budget for extra funding towards EHCP pupils due to the deficit at the LA level, with an extra £1,000 for each EHCP child included in that contingency. It was agreed that this contingency fund will be labelled as such upon submitting the budget.		
2.5	There had been an increase in the curriculum budget to enable subject leaders to re-stock resources. This had been done in support of the subject leaders who will under the scrutiny of OFSTED at the next inspection.		
2.6	In the current Lockdown the Lunchtime company are invoicing the school for average school meals and the government are still paying the grant for universal free school meals. CHALLENGE: RJ asked why the school is continuing to pay for this service when the school currently does not require meals, to which SBM confirmed that we still require the company to provide a service upon return. VG also stated that it seems good practice that we still want things to be here at the end of this period of lockdown, so we can honour them as we are still getting the funding from the government. JL agreed with this decision to support the company and government.	CHALLENGE	
2.7	The committee considered the forecast budgets for 21/22 and 22/23 to ensure that the current structure was sustainable. Whilst the 21/22 shows a deficit of circa £111,000 the government have made a commitment that MFG per pupil for this period will be increased from £3,750 (20/21) to £4,000 (21/22), giving an increased income of £133,000. This increase has not been built in to the future income figures in Orovia.		
2.8	CHALLENGE: JL asked if the school has lost income due to the lockdown if there was any government support for this? SBM said there is some guidance, and that she is keeping a spreadsheet of additional costs but this will be looked at in more depth upon the school re-opening. FN highlighted that even though the school has lost income due to the reduction of lettings this has resulted in the care taker claiming for less overtime which is helping to balance out the financial situation.	CHALLENGE	
2.9	DECISION: FN proposed the budget was accepted as presented, which was seconded by RJ and the Governors were in agreement for the SBM to send the budget to the LA. Thanks were shared to the SBM for her hard work on this document.	DECISION	
3.	Any other Business		
3.1	There was no other business.		