

# St Dennis Primary Academy



## **Circulation List:**

St Dennis Primary Academy - copy for public access  
Clerk's copy  
Mr Paul Guttridge – Management Accountant - TPAT  
Governance Officer - TPAT

## **Local Governing Board**

Mrs Ann Chapman	Co-opted Governor
Mrs Karen Warnham	Co-opted Governor
Mrs Liz Bradbury	Co-opted Governor
<b>VACANCY</b>	<b>Co-opted Governor</b>
Mrs Sharon Redman	Co-opted Governor – Chair
Mrs Cathy Brokenshire	Headteacher
Mrs Laura Caust	Parent Governor
Miss Samantha Truscott	Parent Governor – Vice Chair
Mr Lee Vincent	Staff: Governor
Mrs Tanya Edmunds	Staff: Governor



Truro and Penwith  
**Academy Trust**

# Minutes

## Virtual Extraordinary Local Governing Board Meeting – Budget Approval

Thursday 16<sup>th</sup> June, 2022

Linda Cackett – Clerk to the Local Governing Board

Typed: 17.06.2022

Approved for circulation: 20.06.2022

## VIRTUAL EXTRAORDINARY LOCAL GOVERNING BOARD MEETING MINUTES

<b>School:</b>	<b>St Dennis Primary Academy</b>
<b>Quorum:</b>	<b>4/9 – 1 Vacancy</b>
<b>Chair:</b>	<b>Mrs Sharon Redman</b>
<b>Clerk:</b>	<b>Mrs Linda Cackett</b>
<b>Date of meeting:</b>	<b>Thursday 16<sup>th</sup> June, 2022 at 4.30 pm</b>
<b>Venue:</b>	<b>Virtual meeting hosted by Zoom online platform</b>

### Attendance:

<b>Name:</b>	<b>Governor</b>	<b>Other (please state)</b>	<b>Present/ Apologies/ Absent</b>
Miss Samantha Truscott – Parent Governor	✓		<b>Ap</b>
Mr Lee Vincent – Staff	✓		<b>P</b>
Mrs Ann Chapman – Co-opted	✓		<b>P</b>
Mrs Cathy Brokenshire – Headteacher	✓		<b>P</b>
Mrs Karen Warnham – Co-opted Governor	✓		<b>P</b>
Mrs Laura Caust – Parent Governor	✓		<b>P</b>
Mrs Liz Bradbury – Co-opted Governor	✓		<b>Ap</b>
Mrs Sharon Redman – Chair - Co-opted Governor	✓		<b>P</b>
Mrs Tanya Edmunds – Staff	✓		<b>P</b>
Ms Sharron Kelsey – Co-opted Governor – Paperwork pending			<b>A</b>
<b>VACANCY – Co-opted Governor</b>	✓		<b>-</b>
Mr Paul Guttridge – TPAT Management Accountant	-	Management Accountant	<b>P</b>
Mrs Linda Cackett – Independent Clerk	-	Clerk	<b>P</b>

<b>1.0</b>	<p><b>Apologies and consideration of consent for absence</b></p> <p>The Chair welcomed everyone to the Local Governing Board meeting which was an additional meeting purely to approve the budget.</p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> <li>• Miss Truscott – work commitments</li> <li>• Mrs Bradbury – medical appointment</li> </ul>	<b>Action</b>
<b>2.0</b>	<p><b>An opportunity to declare any additional Business or Pecuniary Interest/s</b></p> <p>None.</p>	
<b>3.0</b>	<p><b>Finance</b></p> <p><b>2022/2023 Budget Approval</b></p> <p>The budget papers were circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> <li>• Mr Guttridge explained the format of the budget papers.</li> <li>• Received £10,500 Supplementary Grant should be higher next year.</li> <li>• £5,000 surplus projected in report could be £16,000.</li> </ul>	

- Final payment of nursery funding received.
- £30,000 above Reserve Policy for end of year projected.
- Column 3 is this next year's proposed budget, columns 4 and 5 are the following 2 years.
- As long as funding remains in line with inflation there will be no concerns.
- The budget assumptions were explained to the Board.
- The top slice is increasing to 5%, 5.25% the following year and is below what is being paid to the Local Authority. The Headteacher added that the top slice is lower than most local MATs.
- **The Chair was concerned about the 10.5% increase in insurance and wanted this clarified. Mr Guttridge agreed to pass it on to the relevant department and report back.**
- The Headteacher felt the school would benefit from the savings with compliance and maintenance.
- The nursery income will be factored into the top slice, estimated at £5,000. Although nurseries don't make huge profits, there has been concern re the top slice.
- Income and Funding – funded on 178 next year, a decrease of 7 from the previous year.
- Inflation at 10% and rising energy costs has resulted in the Supplementary Grant. £10,500 this year an extra £140 per pupil.
- The hope is that later in the year is that additional support will be given for energy costs.
- The Headteacher gave an update on staffing to the Board. She reminded the Board that the current year 5 has significant needs for various reasons. The school wants an additional teacher in Year 6 next year and following several meetings, 0.6 FTE teacher has been budgeted for to allow the split of the class in the mornings, partially funded by the tutoring money to be received. Currently the post is advertised and is fixed term for one year. There is not the same level of need with the current Year 4.
- The Site Supervisor is no longer required, external support will be used on a fortnightly basis.
- All teaching assistant hours have been reviewed to ensure that the right level of support is across the school. One TA has already been appointed and another on a fixed term basis.
- **The Chair asked about the projected income for teaching assistants being reduced by £30,000 in the budget. The Headteacher explained that a TA left this year and there is a significant reduction in EHCP's in Year 6. Any additional SEN funding would fund an additional TA if required.**
- £6,000 is left in tutoring from this year that will be used next year, school led tutoring. The drop will therefore not be as much as £30,000. The Headteacher added that another EHCP has been taken out as it needs to be reviewed which equates to losing 3 lots of funding as worst-case scenario needs to be looked at. There is also another child in Year 5 who might move during the summer, potentially if he stays then more hours will be added.
- **A governor asked where the site supervisor funding is showing, Mr Guttridge explained that it is within the grounds costings, £5,000 to the one day per fortnight support. Another governor asked whether one day per fortnight support would be sufficient, the**

Mr Guttridge

	<p>Headteacher confirmed that she thought it would be as no major works required.</p> <ul style="list-style-type: none"> <li>• School led tutoring and recovery funding will continue next year. The recovery funding will be used for TA support in Year 6 and some funding towards the 0.6 teacher.</li> <li>• A governor asked whether the apprentice levy has to be paid if there is no apprentice. It was confirmed that the levy does still have to be paid even without an apprentice.</li> <li>• More than expected number of PP to join Reception.</li> <li>• Another EHCP application is being processed, so SEN income should increase mid-year.</li> <li>• Also increase of ICT costs for next year to include a new server. The Headteacher added that the server was patched up this year, the school is looking at buying into the TPAT Remote Server, no initial outlay at a cost of £750 per year which will have significant savings. The quotes earlier this year for a new server was £12,000. Mr Guttridge explained that there are 4 servers in the main office that schools remote into.</li> <li>• £2,000 surplus on a break-even budget, Mr Guttridge did not think the school was being too optimistic.</li> <li>• The school is in a very good position financially.</li> <li>• A governor asked why the FSM's figure is zero, it was explained that it is within the GAG and catering costs line.</li> <li>• It was asked about the equipment lease whether it was the photocopier, the Headteacher confirmed it included the climbing wall but notice had been served to end this contract.</li> <li>• The cleaning costs line was queried, it was confirmed just additional cleaning items not site cleaning.</li> <li>• Another governor asked about music tuition, Mr Guttridge explained that the £400 income and expenditure was for external providers for band clubs, rock bands etc which will still continue. The Headteacher added that First Access is something bought into for whole classes, funding for this was received from Brannel this year.</li> <li>• A governor asked about the Sports Premium support from TPAT, the Headteacher explained that training days were given and TPAT checks the Sports Premium statement compliance etc. The Chair asked where the Sports Premium line was, it was explained that it cannot be shown in one line as is covered by several different budget lines but is evidenced at year end. Mr Guttridge agreed to provide a specific report after the meeting to the Board. All the information is ready in the background, everything is accounted for and can be separated in a report.</li> <li>• It was asked whether the national minimum wage increases are incorporated in the budget, it was confirmed that it was all factored into the costings.</li> <li>• She asked what the staff turnover costs were, she thought it was showing at 48.35% and asked it was all the teaching staff. Mr Guttridge agreed to provide the average within the Trust after the meeting. The Chair added that in no other industry other than education would you run at 78%. She felt it was a very ambitious budget. The Headteacher added that no budget lines were reduced, Mr Guttridge explained that it depends on trips and</li> </ul>	<p>Mr Guttridge</p> <p>Mr Guttridge</p>
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	<p>based on what trips will be subsidised, the £4,000 is purely school funded trips.</p> <ul style="list-style-type: none"> <li>• The Chair was concerned about the massive drop-in support staff and felt there was a very tight line. The Headteacher replied that the school knew the needs for Reception as all but one pupil attends the Nursery at present.</li> <li>• A governor asked what the funding for St Dennis compares to other children in school. Mr Guttridge replied that the school was above average compared with other Trust schools due to the deprivation factor and high free school meals and pupil premium numbers.</li> </ul> <p>The budget was proposed, seconded, and unanimously <b>APPROVED</b> for submission to the Trust Board.</p>	
<p><b>4.0</b></p> <p><b>4.1</b></p>	<p><b>Diary Dates</b></p> <p><b>Local Governing Board Meetings</b></p> <ul style="list-style-type: none"> <li>• Monday 18<sup>th</sup> July, 2022 at 4.00 pm – to include Governance Review.</li> <li>• Monday 19<sup>th</sup> September, 2022 at 4.00 pm – Admin Meeting</li> <li>• Monday 17<sup>th</sup> October, 2022 at 4.00 pm</li> <li>• Monday 21<sup>st</sup> November, 2022 at 4.00 pm</li> <li>• Monday 16<sup>th</sup> January, 2023 at 4.00 pm</li> <li>• Monday 6<sup>th</sup> March, 2023 at 4.00 pm</li> <li>• Monday 8<sup>th</sup> May, 2023 at 4.00 pm</li> <li>• Monday 19<sup>th</sup> June, 2023 at 4.00 pm</li> </ul> <p>Meeting dates have been set for 2022/2023, the Clerk will circulate a calendar after the meeting to all governors.</p> <p>The Chair thanked all present for their contributions and the meeting closed at 5.29 pm.</p>	<p>Clerk – next Agenda</p> <p>Clerk</p>

These Minutes were passed as true and correct at the Local Governing Board Meeting on Monday 18<sup>th</sup> July, 2022.

Signed: ..... **Chair**  
**Mrs Sharon Redman**

Dated: **Monday 18<sup>th</sup> July, 2022**