

**Castle Vale Nursery School**  
**Full Governing Body Meeting 29<sup>th</sup> April 2022**



**MINUTES**

**Present:**

Mark Phillips (MP)- Chair of Governors  
 Sally Leese (SL) – Head Teacher  
 Kate Bateman – Staff Governor  
 Tracey Quirk (TQ) – Co-Opted Governor

**In Attendance:**

Christina Meakin – Deputy Head Teacher  
 Jackie McCorriston (JAMC) - Clerk

**Apologies**

Kirstie McElroy-Stringer (KMS) – Co-Opted Governor  
 Sue Martin – Co-Opted Governor  
 Kerri Treasure (KT) – Parent Governor  
 Sarah Swords (SS) – Parent Governor

The Apologies were accepted

**1) Welcome, Introductions & Apologies**

MP welcomed everyone to the meeting.

**2) Declarations of Interest**

There are no changes to Pecuniary Interests since the last meeting.

**3) Minutes of the Last Meeting**

SL proposed and MP seconded the accuracy of the minutes of the meeting held on 9<sup>th</sup> February 2022. The Governing Body approved.

**Matters arising**

SL reported that Carli McCallin has stepped down as a Governor and there is a position on the Governing Body.

All other Matters Arising have been covered.

**4) Feedback from the Personnel & Finance Committee – Budget Approval**

The Finance Committee have just met and the feedback was given as follows:-

It was noted that the Indicative Budgets for maintained Nurseries and schools with Nursery classes are not yet ready and therefore the budget has been set on indicative figures.

***It was noted that this presents difficulties with regards budget planning. Governors cannot set and manage the budgets if the information is not available. They asked when the figures are expected to be released.***

SL said that the figures were expected prior to the Easter break and then by the end of April. There has been a letter sent to Sue Harrison from the Primary and EY forum expressing concern.

The predicted cumulative surplus for 2021/22 has increased by £82,624 since the previous financial analysis report and the Minutes from the Committee meeting detail the reasons.

A cumulative surplus balance of £363,590 is predicted to remain at the end of 2021/22, this equates to 44.29% of the schools in-year funding. In preparing this budget plan, account has been taken of the 2021/22 estimated year-end balance.

Governors are advised there is an unallocated amount of £248,768 which will initially go onto the Contingency budget.

The Committee discussed Appendix A show the budget plan to be approved for 2022/23 and an estimated outturn for 2021/22. They also discussed Appendix D provides detailed information regarding most of the funding assumptions that have been used to estimate the schools funding for 2022/23 (where this has not been notified) and 2023/24 & 2024/25. The assumptions are only estimates based on the information currently available and are subject to change.

A Supplementary Grant, new for 2022/23 of £3,612 has been assumed within the schools estimated funding to provide support for the costs of the Health & Social Care Levy and wider costs, it is anticipated this will be incorporated into the S251 from 2023/24 onwards but for the benefit of this report has continued to be shown separately for future years.

Other funding streams (CRISP funding, ISEY funding, School Meals) are included in the budget and forecast based on current levels or known factors.

Teachers Pay and Teachers Pension Grant for Early Years will continue to be paid separately to core allocations. An allocation for these grants for Early Years has been estimated at £26,982 and has been shown on a separate line within the funding area.

It is assumed that there are no significant changes to the overall profile of the school.

School Development priorities have currently have not been included in the financial forecast and pending Governors decisions

Utility prices are rising, and large increases are predicted for 2022/23. An increased allocation is therefore been included in the budget to cover the potential increases. Inflation going forwards has been assumed at 10% however this has not been confirmed and therefore is subject to change and will be monitored.

Assumed income of (£119,823) has been included in the figures for 2022/23 (ISEY Funds £40k and DLP Fund £68k), and £19,500 for 2023/24 and 2024/25. If not achieved at this level, the outturn will be affected.

Provision for the majority of other budget headings has been based on known commitments or historical patterns of expenditure.

Projected staffing costs were discussed and in 2022/23, the percentage is 101.61% a portion of the carry forward relating to the Castle Approach Fund and the DLP funding will go towards the expenditure, so in real terms the percentage is lower. In order to bring the percentage down to around 85%, £127k of the carry forward will need to be utilised.

Staffing costs will be revised to reflect the funding when the figures are known in due course.

The schools 2022/23 carry forward balance as a percentage of in-year funding is 44.29%, and this is considered high.

The budget plan shows that the school cannot set an in-year budget for 2022/23. There is however a sufficient estimated carry forward balance to offset the in-year deficit.

The data used for this report projects:

- 2023/24 financial year a deficit balance of (£11,641) is estimated, if no plans are made to address the issues highlighted in this report.
- 2024/25 financial year a deficit balance of (£309,268) is estimated, if no plans are made to address the issues highlighted in this report

Based on the information in this report the school is potentially heading for financial difficulty as evidenced by the financial position predicted at the end of 2024/25.

However, this is largely dependent on future funding streams and staff structure.

Governors noted that the percentage of the budget spent on staffing is reflective of the number of children with complex SEND needs. It was noted that a number of the children in Nursery were not given places in other settings or in Reception in September.

SL said that school applied for funding through CRISP and ISEY which offsets some of the staffing costs.

#### ***Governors asked what the impact will be if the funding does not materialise?***

SL said that there is an expectation that the SEND funding will continue. The LA are aware of the number of children with high needs that school is admitting.

SL said she will be taking case studies to the SEND Improvement Board and will inform the LA that school have needed to set a budget with an in year deficit due to the lack of funding for the children. John Coughlan (leading on the SEND Improvement Board) and Sue Harrison (Director of Children's Services for BCC) visited school this half term and saw the issues faced by Early Years for children with SEND.

SL and other staff met with the LA to discuss the possibility of creating a resource base at the school and discussed numbers of children and spaces over and above our mainstream offer.

Governor actions are –

Approval is required for the allocations to the budget headings in Appendix A.

Signed Copies of Appendix A need to be forwarded to SFS by 31<sup>st</sup> May 2022

Signed copy of the budget needs to be kept in school

**Action: - The FGB unanimously recommended approved of the School Budget for 2022– 2023. All agreed.**

#### ***Governors asked about pupil numbers for September 2022?***

SL reported that a number of settings have very low numbers, our pupil numbers are slightly lower than expected.

At the next meeting there will be clearer figures and adjustments can be made where needed.

#### **SFVS**

This was submitted in time and the LA are aware that the signed SFVS will be submitted after the meeting.

**Benchmarking.**

The report has been added to the Portal and there are no areas of concern.

The Completed SFVS has been added to GovernorHub.

There are 30 questions in total and cover 6 main areas of Financial Management. A Governance, B. School Strategy, C Setting the Budget C Value for Money. D Staffing, E Value for Money, F. Protecting Public Money.

All of the questions have been completed with evidence next to each question. This was approved.

**Action: - The Governing Body agreed the School Financial Value Standard Document and recommended them for FGB approval.**

**The Governing Body agreed with all of the recommendations from the Finance Committee.**

**5) Head Teachers Report.**

This had been added to the Portal and there were no questions.

A full update will be given at the next meeting.

**6) Policy Approval*****Health and Safety Policy.***

This was formally approved.

**7) Any Other Business**

None

**8) Date of the next Meeting**

TBC