



MONKLEIGH PRIMARY SCHOOL

Full Governing Body Meeting – MINUTES

Date/Time	27/04/22 17:30	Location:	Zoom		Prepared:	27/04/2022	
Governor	Initials	Type of Governor	Method / Time	Governor	Initials	Type of Governor	Method / Time
Mrs C Boundy	CB	Parent	zoom	Mrs L Paiano	LP	LA	zoom
Mr D Butler	DB	Co-Opted	Absent	Mrs K Reeves	KR	Head	zoom
Rev. M Cockfield	MC	Co-Opted	apologies	Mrs G Rodgers	GR	Co-Opted	Absent
Mr A Donnellan (Chair)	AD	Co-Opted	zoom	Mrs K Slocombe	KS	Staff	zoom
Mr J Gifford	JG	Parent	apologies	VACANCY		Parent	
Mrs C Higley	CH	Co-Opted	Absent	VACANCY		Co-Opted	

Apologies	Initials	Reason
Rev. M Cockfield	MC	Prior work commitment
Mr J Gifford	JG	Apologies received (no reason provided)

	Agenda Item		Agenda Item		Agenda Item
1	Welcome + apologies	3	Budget Ratification	5	Date of next meeting
2	Business interests	4	Impact from meeting		

Question / Challenge

Decision

Action

Agenda Number	Details of Discussion	Decision / action + timescale
1	Welcome + apologies	
	Due to attendance issues, the original meeting time of 15:30 was moved out to 17:30 Apologies received from MC & JG – accepted . Nothing heard from CH, DB, GR may join later	
2	Business interests	
	None declared	
3	Budget Ratification	
	AD explained that JG & AD had met with LDB to discuss the budget planning procedure The following questions had been raised in advance of the meeting: <ul style="list-style-type: none"> CFR report (G120 – School Budget Share) <ul style="list-style-type: none"> I18c – Other COVID related grants – are we expecting C19 grants to continue for the foreseeable? LDB – the figure shown against this CFR code relates to the newly introduced “Supplementary Grant” which will be incorporated into core budget allocations in future years (not shown on the SBS calculator). 	

SIGNED AS TRUE: _____ DATE: _____

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Governing bodies' core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

	<p>The funding amount is based on:</p> <ul style="list-style-type: none"> ▪ Lump Sum - £3,600 ▪ £97 per child as per census ▪ £85 per Free School Meals ever6 child ▪ £24 per Early Years (nursery) child <p>○ E18 – Other Occupation Costs – what are these?</p> <p>LDB – Monkleigh expenses that fall into this CFR code are:</p> <ul style="list-style-type: none"> ▪ Refuse Collection (Biffa) ▪ Hygiene Services (Sanitary bins etc) ▪ Cleaning materials currently showing against this CFR code for ease of budget planning (Caretaker Consumables cost centre), however some of these will appear against E14 – Cleaning & Caretaking when invoices paid <p>• CFR Report – Capital</p> <p>○ CE02 – New Construction Conversion & Renovation – it this for the running track in 22-23 along with the FOMS donation?</p> <ul style="list-style-type: none"> ▪ LDB – The budget plan does not currently show what this is going to be spent on. Capital funding is calculated as follows: £4000 lump sum and £11.25 per pupil (based on Oct 21 census) This funding needs to be spent within 3 years or it will be clawed back. Future anticipated income / spending will be lower than that shown on the budget plan as numbers on roll are set to drop over the next couple of years. Always assume same being spent as received to ensure none clawed back. <p>The following questions were raised at the meeting:</p> <p>• G120 Income & Expenditure</p> <p>○ Pupil Premium anticipated income is higher than the planned Pupil Premium spending – why is this?</p> <p>KR/LDB:</p> <ul style="list-style-type: none"> ▪ some salaries have been “apportioned” to different cost centres this year in order to be able to more accurately report spending. ▪ Quite possible that actual PPREM spending will be closer to the income figure when reconciling salaries. ▪ The difference can be accounted for through staffing and resources required. <p>○ Special Educational Needs income is shown to be £30,288, yet budgeted spending is £69,651. Please explain why there appears to be such a large overspend (more than double the income)</p> <p>KR/LDB:</p> <ul style="list-style-type: none"> ▪ £30,288 does not include Deprivation & Notional SEN funding, which should be used to contribute to the first £6,000 of the costs of provision for pupils with high needs. There are 3 1:1 contracts in place at present – therefore £18,000 of the spending would be linked to that funding. ▪ As above, some salaries have been apportioned to different cost centres – this is the first time that this has been done in the budgeting process, as a result it may prove that apportionment needs to be looked at in more detail in future to ensure that it is as accurate as possible – may need to 	
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SIGNED AS TRUE: _____ DATE: _____

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Governing bodies' core functions:

- A. Ensuring clarity of vision, ethos and strategic direction;
- B. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- C. Overseeing the financial performance of the school and making sure its money is well spent.

	<p>apportion more to Pupil Premium and less to Special Educational Needs when reconciling each month. KR/LDB to assess.</p> <ul style="list-style-type: none"> ▪ KR aware that Monkleigh has very high SEN spending, due to needs of the pupils on roll. ▪ Concerned that Monkleigh could be overspending on SEN – Governors need to be aware that this should not happen. Does the budget plan need altering? To submit it as it is, but to monitor SEN spending carefully ▪ Ensure salaries apportioned more accurately in future. ▪ Governors' concern re cost of SEN to be used as evidence to the 0-25 team in future <p>No further questions were raised</p> <p>G120/CAPSCH budget plan – unanimously ratified G121 budget plan – no questions – unanimously ratified LDB to submit to Devon County Council</p>	LDB 01/05/2022
4	Impact from meeting	
	<ul style="list-style-type: none"> • Thank you to LDB/KR for work on budgets • Budgets approved in time • Healthy scrutiny of budgets • Crucial for ongoing benefit & education for children of Monkleigh School 	
5	Date of next meeting	
	18/05/2022 15:30	

There being no further business, the meeting closed at: 17:55

Detail of next meeting			
Date/Time	18/05/2022	Location	Monkleigh Primary School

Actions:

No	ACTION POINTS	Who?	Deadline	Status
3	Submit ratified budget plans for G120/CAPSH & G121 to DCC	LDB	01/05/22	28/04/2022

SIGNED AS TRUE: _____ DATE: _____

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- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and*
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