



Head Teacher: Steve Dew

Minutes of an extraordinary meeting of the full governing body of  
Church Cowley St James Church of England Primary School  
Thursday 26<sup>th</sup> April 2018, 6:30pm at the school

The meeting began at 6.30pm.

	<p><b>Present:</b> Geoff Bayliss (GB) Foundation governor Steve Dew (SD) Head Teacher Robert Esnouf (RE) Co-opted governor Katy Jurczynszyn (KJ) Co-opted governor Ruth Moore (RM) Parent governor Tom Stocker (TS) Co-opted governor</p> <p><b>Apologies:</b> Elizabeth English (EE) Foundation governor Regan Henderson (RH) Staff governor Zuzana Hrdlickova (ZH) Parent governor</p> <p><b>Minutes taken by:</b> Robert Esnouf</p> <p>The meeting was <b>quorate</b>.</p>	
1.	<p><b>Welcome and introductions</b> RE welcomed all to the meeting which GB opened with a prayer.</p>	
2.	<p><b>Apologies</b> Apologies were received and accepted for EE, RH and ZH.</p>	
3.	<p><b>Meeting overview</b> <b>a) Declarations of any other business:</b> No additional items of business were raised. <b>b) Declarations of interest in any agenda item:</b> None declared. RE explained that the purpose of this eFGB meeting was to receive and discuss the final 2018/19 budget report from the Budget Scrutiny Committee, and that other items of normal business were not included on the agenda.</p>	

Signed .....  ..... (chair) Date ..... 5/6/18 .....

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Governor questions and challenge highlighted in italics

4.	<p><b>Discussion from KJ on three-year budget forecast 2018/19 – 2020/21</b></p> <p>RE requested that KJ, as chair of the Budget Scrutiny Committee, gave an overview of the three-year budget forecast and detailed the 2018/19 budget.</p> <p>It was noted that there is a carry-forward of £466k that this is primarily committed to the nursery project. This balance has increased from the previous forecast since payments to catering providers have been moved from 2017/18 to 2018/19. Extra budget has been set aside for the build, in particular the groundworks are set to be somewhat more expensive (~£10k) and more money is committed to enable fit-out to a high standard. The current nursery project total is £425k, which comprises £20k for groundworks, £325k for the build itself and £80k for the fit out. The budget income assumes grant of £150k from local authority to partly finance the build. Based on current feedback, this is likely, but if this does not materialize then budget has enough flexibility to cope.</p> <p>The staffing budget estimate is constantly changing, and have been updated to reflect the current situation. SD noted that only today one expected leaver had confirmed that they were staying, while one further resignation had been received.</p> <p>KJ noted that there is a forecast reduction in surplus of £345k by end of 2018/19, with a further reduction of £10k forecast for 2019/20. Based on the current budget plan, at end of 2020/21 FY the budget would show a £138k surplus.</p> <p>It was noted that there was a risk of cost pressure as staff salaries are modelled with 1% p.a. rises. This figure may change and also there may be mid-year increases which the modelling program does not (yet) support. <i>RE queried how well the school would cope with higher pay rises.</i> Based on a very rough calculation it was concluded that the school could cope with rises of 3% without running a budget deficit based on the current modelling. It was noted that very few schools were in such a robust financial position. <i>RE asked for an update on recruitment.</i> SD noted that recruitment is proceeding satisfactorily and that the presented budget reflects recent appointments including the appointment of two new teachers last week.</p> <p>RE asked if there were any further questions from Governors. <i>RM asked how soon we might know about nursery grant.</i> SD says it depends on the Section 77 approval and is otherwise all ready to go. There is, however, very little slack in the timelines in order to open in September 2018. <i>RE asked that, given the risk of not receiving Section 77 approval, how much had already been spent/committed to the nursery build.</i> SD noted that £34k is spent/committed which covers enhanced groundworks including levelling and removal of excess soil from site.</p> <p><i>RE asked about any plans for redevelopment of the kitchen area.</i> SD noted that no major development was scheduled for 2018/19 and stated that although cramped it will be good for at least the next year.</p> <p>KJ, on behalf of the Budget Scrutiny Committee, recommended the budget to the full governing body. The FGB approved the budget and RE explained the procedure for authorizing the budget. <b>Action 1: RE to authorize 2018/19 budget forecast on Oxfordshire BPS site.</b></p>	
5.	<p><b>AOB</b></p> <p>There were no items declared as AOB.</p>	


Signed RMG (chair) Date 5/6/18

6.	<b>Dates of future meetings</b> 5 <sup>th</sup> June 2018 17 <sup>th</sup> July 2018 All meetings 6pm at the school	
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The meeting ended at 7.05pm.

**Actions from meeting**

Action 1	RE to authorise 2018/19 budget forecast on Oxfordshire BPS site	RE
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Signed .....  ..... (chair) Date ..... 5/6/18 .....