

BRUNSWICK HOUSE PRIMARY SCHOOL

MINUTES OF THE BUDGET MEETING OF THE FULL GOVERNING BODY HELD ON MONDAY 20 May 2019

Present: Laurel Townend (Co-Chair in the Chair), John Bateson-Cooper (Co-Chair), Neil Andrews, Ellie Dunnet, Debbie Feast, Jill Hogan, Nadia Pennell, David Stead and Wendy Skinner.

Also, present: Clare Fullagar (Deputy Headteacher), David Ware (Deputy Headteacher), Rachel West (Bursar) and Geoff Mills (Clerk)

Mr Bryan Douglas was present as an observer.

The meeting commenced at 4.00 PM and was quorate.

1.	Apologies from Nicola McLeish were received and approved.	
2.	Declarations of Business Interests John Bateson-Cooper made a general declaration in accordance with relevant school policies and procedures as he sometimes undertook electrical contract work within the school.	
3.	Governor Appointments. Mr Neil Andrews (i) Subject to the receipt of satisfactory references and DBS check, Mr Neil Andrews was unanimously elected as a co-opted governor to the Full Governing Body of Brunswick House Primary School. It was also agreed that Neil Andrews would act as the Curriculum Governor for the remainder of the school year and until a permanent appointment could be considered and approved at the July 2019 meeting of the FGB. Mr Bryan Douglas (ii) Mr Douglas had expressed an interest in becoming a governor and therefore attended the meeting as an observer. (iii) The Chair invited Mr Douglas to say a few words about himself during which he explained he had lived in Maidstone since 1963 and his daughters had at one time been pupils at Brunswick House Primary School. Mr Douglas said his career had been in insurance and on retiring some 20 years ago he had become closely involved with Maidstone Bowls Club who have an agreement with the school to use its car parking facilities. Mr Douglas said the Headteacher had approached the Bowls Club to see if anyone would wish to become a school governor. Mr Douglas said he expressed an interest and therefore the Headteacher arranged for him to visit the school. Mr Douglas said he had been very impressed with what he saw and therefore would be very happy to become part of the school by joining as a governor. (iv) The Chair thanked Mr Douglas for attending the meeting and said his appointment as a governor would be formally considered at the FGB meeting taking place on 15 July 2019.	
4.	Budget 2019/20 (<i>Rachel West, School Bursar was present for this item</i>) (i) The Chair said that the Finance and Resources Committee had already considered the draft Budget in some detail and therefore it was now for the FGB to consider the matter before coming to a formal decision as to its approval.	

(ii) The Bursar circulated some revised figures because since the publication of the draft budget the school curriculum-based server had developed a major fault and was now in need of urgent replacement. The Bursar said that the estimated cost of replacing the server was up to £8000 and this had been found by making savings within the existing budget framework. However, the savings made to pay for the new server had been achieved in such a way so as not to impact on any other major spends, which were already included in the budget. Also, the estimated replacement cost could in the event be much lower should the school choose to move to a cloud-based solution.

(iii) In answer to a question from a Governor, the Bursar said that the school already used a cloud-based facility for its school administration functions. In answer to another question from a Governor, the Headteacher said by funding the server replacement costs by making prudent reductions within other budget heads, the school was able to protect its financial reserves which would be needed more in years two and three of this budget cycle. Another Governor said she supported the school funding the replacement server in this way as she agreed that at this time the school needed to protect its reserves as much as possible.

(iv) Discussion on this part of the budget concluded with Governors agreeing the spend on the replacement server up to maximum of £8,000. The Headteacher said the school would now seek at least three tenders and would look at the possible advantages of a cloud-based option, which could come in at a much cheaper price. **The Headteacher said she would report on this matter again to the next meeting of the Finance and Resources Committee.**

(iv) In answer to a question from a Governor the Headteacher confirmed that the school had been able to reduce its printing costs by having a more controlled system and being able to source printers from KCC supplies at a more cost- effective price.

(v) In answer to a question from a Governor, the Bursar confirmed that the maximum roll over a school could carry forward was 12% of the budget.

(vi) In answer to a question from a Governor, the Bursar said the PP budget figure tended to remain about the same when considering the proportion of pupils who left the school to those who were joining.

(vii) The Bursar then referred to the detail of the Budget and Three-Year Plan Code Notes and highlighted the following:

E10 – Supply Insurance Premium – The renewal cost of this should be approximately the same, or even a little lower

E12 – Building maintenance and improvements – costs are being reduced because the school has taken positive steps for much of this work to be undertaken in-house.

E19 – Learning Resources (not IT) – Beat Box – the costs of a professional to come in and deliver this was being paid for from funds raised from the Christmas collection and income from the musical theatre.

IO3 – HNF - Years 5 and 6 are high income generating but as they move out of the school it is anticipated there will be others joining through the remainder of 2019 and into 2020. Support staff are no longer being employed on permanent contracts and that has given the school much more flexibility with associated budget savings.

IO7 – School Moderators – this scheme has generated income for the school for supplying 3 teachers to this scheme. The Headteacher said she was pleased the school was participating in this scheme and it was also a good career development opportunity.

IO8 – lettings – the income figure has remained somewhat static but a new letting contract was

	<p>currently in negotiation so the figure may well rise.</p> <p>IO8B – through better monitoring and collection of payments for things such as swimming and the breakfast club the school was expecting those areas to produce an increase in income levels. The Headteacher said much of this was due to the work of the new receptionist and it was agreed the Co-Chair (LT) would write a thank you note on behalf of the governing body.</p> <p>EO3 – Education Support Staff – the figure reflected changes in staffing numbers from year 1 to Year 2 to support 1:1 children.</p> <p>EO5 – a member of the administrative staff would be reducing their hours, and that would present a training opportunity for another member of staff.</p> <p>EO7 – All breakfast club staff would be moving to the Living Wage level of £9 per hour.</p> <p>The Capital Budget</p> <p>The Headteacher said she wanted to extend the ‘Blue Room’ so it could more readily be used as a meeting room thereby generating more income from outside sources.</p> <p>The Headteacher said she would, with the Bursar, be looking at the cost of staff insurance. The current cover included claims for counselling, something which the school was currently paying for separately.</p> <p>Discussion on the Budget concluded with the Headteacher saying Brunswick House Primary School was one of very few schools in the Kent area who were not declaring a deficit budget.</p> <p>Governors then thanked the Headteacher and Rachel West, the Bursar for their report and for managing the school’s finances in such a rigorous and efficient way.</p> <p>The Full Governing Body then formally approved the Brunswick House Primary School budget for 2019/20, as amended to take account of the unexpected expenditure on the school curriculum server.</p> <p>.</p>	
5.	<p>GDPR</p> <p>There had been no GDPR issues since the last meeting.</p>	
6.	<p>Policies</p> <p>(i) Governor Monitoring Policy -agreed subject to some minor amendments to bring its format into line with that of other school policy documents.</p> <p>(ii) GDPR and DATA Protection Policy – Agreed</p> <p>(iii) The Headteacher said that staff would be receiving GDPR training at the September Inset Day and Governors were welcome to attend if they wished. She would arrange to circulate further details.</p> <p>(iv) Governors placed on record their thanks to Christina Whitehead for the work she does in helping to keep all school policies updated and reported on time to Governors.</p>	
7.	<p>Any other Urgent Business</p> <p>(i) Jill Hogan said that after careful consideration she had decided to stand down as a Governor from when her term of office ends in September 2019.</p> <p>(ii) Review of School Day</p>	

	<p>(a) The Headteacher said she was looking at options to shorten the school day to ensure the school complied with the regulatory directed hours for teachers. The Headteacher said she had already taken advice on this from KCC Personnel and she would now be consulting with the SLT and her other staff. At present she was looking at the option of finishing the school day at 3.15 PM and always fitting staff and other meetings within the directed time hours.</p> <p>(b) In answer to questions from Governors, the Headteacher said she was mindful that any changes would have an impact on parents and that changes could also influence traffic flows, and those who used public transport.</p> <p>(c) The Headteacher said this matter was very much in its early stages but she had wanted to let Governors know that a change of some kind was likely and that she would report again to the FGB as the consultation process progressed.</p>	
8.	<p>Review of Confidentiality</p> <p>None of the matters discussed at this meeting were deemed to be confidential.</p>	
9.	<p>Date of next meeting - The next Meeting of the Full Governing Body is on Monday 15 July 2019 commencing at 4.00 PM</p>	

The meeting ended at 5.15 PM

LIST OF ACTION POINTS

Agenda Item	ACTION	By whom
3.	<p>Neil Andrews was appointed as the Curriculum Governor for the remainder of the school year. The appointment of the curriculum governor on a permanent basis will be considered at the meeting of the FGB on 15 July 2019.</p> <p>The names of Gabriela Alexandru and Neil Andrews would be added to the Governor Monitoring Review Timetable</p> <p>Mr Bryan Douglas will be formally nominated as a co-opted member of the FGB at its meeting on 15 July 2019.</p>	<p>Cochair (LT) /Clerk</p> <p>HT</p>
4.	<p>The Headteacher would report on purchase of a replacement server to the meeting of the Finance and Resources Committee taking place on 24 June 2019.</p>	<p>HT</p> <p>Co-Chair</p>

	The Co-Chair would write to the new school receptionist on behalf of governors thanking her for the way she was working to improve income received from parents for school trips, swimming and the breakfast club.	(LT)
6.	(i) Governors would be sent details of the GDPR Training which staff would be undertaking at the September 2019 Inset Day. (ii) Governors placed on record thanks to Christina Whitehead for the work she does in helping to keep school policies updated and reported on time to Governors.	HT Co-Chair (LT)
7.	Review of School Day – This matter was still in its early stages and the Headteacher would report again to the meeting of the Full Governing Body taking place on 15 July 2019.	HT

UN Convention on the Rights of the Child.

Article 3 - The best interests of the child must be a top priority in all actions concerning children'

Signed Chair

Date: