

## **Finance, Premises and Personnel Committee – Minutes**

### **18 March 2020**

#### **Attendance – by phone conference**

Governors - Louise Russell, Claire Bolderson

Mark Owen, Headteacher

Sara Wright, Business Manager

#### **1. Budget monitoring**

We reviewed budget monitoring to end February. Likely end year carry forward of £49K – less than anticipated. There has been additional income – including welcome contributions from FOG as well as government funding to cover teachers' pension contributions. There have also been additional expenditure – particularly additional spend on curriculum resources to prepare for new Ofsted framework and ongoing pressures on supply staff budget.

**Action: Sara will circulate final end year budget monitoring by 2<sup>nd</sup> week April.**

#### **2. Capital**

We have made some big capital investments this year – in the top hall improvements; ICT suite upgrade and a range of health and safety improvements. We have received grants for much of this but also eaten into our own capital. We are only expecting to carry forward £1100 capital to 20/21. No further capital spend envisaged this financial year.

#### **3. Budget for 2020/21**

Sara has just begun the budget setting for next year. Initial costings indicate a deficit of £40K – but this is before confirmation of our SEN grant income (was £15K last year but may be more this year due to more children with EHCPs). Final figure will be confirmed after the current LBI consultation has completed.

In addition, it is likely that the upcoming school closure (see below) will provide some savings in eg school resources, supply staff etc – although there has been some expenditure to prepare workbooks etc for children as schools close.

**Action: Sara to circulate updated budget to Louise by end next week for sharing with Governors before easter holidays.**

#### **4. Schools closure**

As we met, the Prime Minister announced all schools to close from the end of this week until further notice in response to coronavirus. The school had been preparing for this and has prepared online and hard copy work packs for all children, has arrangements for class teachers to keep in contact, and also plans in hand to continue pastoral role, particularly with vulnerable families.

Mark has been planning for most teachers to work from home, keeping in touch with classes electronically, but he will stay in the school if he remains well, coming in by bike.

The announcement included provision for schools to stay open for the children of key workers and vulnerable children. It will take some thought to consider how this will work for a small school like Gillespie whose staff are already impacted by virus control measures. Mark will seek further

clarification and work with staff to ensure this requirement does not impact on class teachers being able to support their classes.

Claire and Louise thanked Mark for all he and the staff have done to prepare so well at this difficult time and Claire will send thanks to the staff on behalf of the governing body

**Action: Claire to send our thanks and appreciation of staff hard work, and Mark to pass on to staff**

#### **6. School Financial Value Statement**

Sara has finalised this, with input from Louise.

AN outstanding action from this is to have a fuller review of key areas where our costs differ from benchmark schools. We will pick this up at the next Committee meeting.

**Action: Claire to review and sign off for submission**

**Benchmarking review to be on next Committee agenda.**

**Next meeting – summer term, tbc**