

**MINUTES OF A MEETING OF  
THE VILLAGE INFANTS SCHOOL FINANCE COMMITTEE  
HELD ON 6 FEBRUARY 2024  
IN SCHOOL AND BY VIDEO CONFERENCE  
(5:15 pm – 5:50 pm)**

**Present:** Naureen Akhtar (Chair of the meeting)  
Joy Barter  
Yolanda Cattle, Headteacher  
Su Joy (School Business Manager)

**Also present:** Karen Bishop, Office Manager  
Jackie Day, BDSIP Governor Services

**MINUTES – PART 1**

**1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Andy Carr, Kelly Nicholls and Arifur Rahman.

**2 DECLARATION OF INTERESTS**

Governors had no personal or business interests to declare.

**3 COMMITTEE MEMBERSHIP AND CHAIR**

Naureen Akhtar agreed to chair this meeting.

**4 MINUTES**

The minutes of the meeting held on 30 March 2023 were confirmed as a true record. Governors noted that there had been no committee other meetings this financial year due to low attendance. There were no matters arising.

**5 QUARTER 3 RETURN – HEADLINE DATA**

The Quarter 3 return for the period ending 31 December 2023 was received and noted. Governors were informed which budget headings varied from the planned budget:

- Income from Water and Sewerage was set too low. This cost is shared with William Ford Junior School.
- Administrative and Clerical Staff costs had increased due to the office restructure. A member of staff had changed from full time to part-time, so cover was needed for 2 days.
- Agency supply teaching staff was less than expected due to a change to supply maternity cover. School now using contracted teacher alongside agency [job share]. In addition, the original budget estimate was for the complete length of

the maternity cover not the maternity cover within the 2023/24 financial year.

## 6 BUDGET UPDATE

Governors received the budget monitoring report for the period up to 31 January 2024. Arising therefrom:

- 6.1 Income had increased by £3,247 due to additional income for water and an increase in school generated income, e.g. commission from school photos.
- 6.2 Additional funding was received for the School Led Tutoring Programme.
- 6.3 Spending on Administration and Clerical staff increased by £15k for providing cover for 2 days per week.
- 6.4 The Water and Sewerage budget was increased by £4k because it had been set too low.
- 6.5 The Learning Resources budget increased by £3.9k.
- 6.6 The Catering Supplies budget increased by £3.8k.
- 6.7 The Agency Supply Staff budget reduced by £17k due to the teacher returning early from maternity leave.
- 6.8 A carry forward of £37,400 was predicted if there were no unexpected expenses. There was an in-year deficit of £126k which was covered by the previous year's carry forward.
- 6.9 Governors **asked** how much the budget for SEN staffing had increased. They were informed that costs had increased from £430k in 2020/21 to £733k this year due to the large increase in SEND pupils. Additional support staff are needed to keep pupils and adults safe.

## 7 VIREMENTS

Governors **approved** the list of virements which had been necessary. Funds had been moved from Contingency to the various Premises and Curriculum budgets, Administrative Staff, and School Dinners (FSM vouchers). Funds were moved from Supply - Teaching Staff to Contingency because maternity cover was shorter than expected.

## 8 BENCHMARKING

Governors received DfE benchmarking data comparing the school's spending in 2022/23 with similar schools. Arising therefrom the governors:

- 8.1 noted that the percentage spending on teaching staff was in the lowest 10% of similar schools.
- 8.2 were informed that the pupil to adult ration was in the lowest 20% of similar schools. This was due to the high number of education support staff required for SEND pupils (highest 10% of similar schools).

## 9 BEST VALUE STATEMENT

Governors **agreed** the Best Value Statement and noted that there were no changes. The statement was recommended for approval by the full governing board.

## 10 ANY OTHER BUSINESS

### 10.1 Register of Goods and Services 2024/25

Governors noted the proposed Service Level Agreements for the new financial year. The following services were above the £5k limit and would normally require three quotes:

- Payroll
- Human Resources
- Primary Internet Service (36 months)
- Contract Cleaning (36 months)
- Catering (36 months)
- ICT Support
- Waste Collection

It was agreed that quotes would not be obtained for six of the services because the school was happy with the services or the contracts were not due for renewal. Quotes for other waste collection services were being obtained. The school is happy with the service from Veolia but other providers may be cheaper. However other schools are moving back to Veolia because other providers have been unsatisfactory.

### 10.2 Pupil Numbers

The summary of pupil numbers over five years was presented. The intake for September 2024 is expected to be similar to 2023, and mobility remains high due to families moving away to cheaper accommodation. Year 1 numbers were low this year, and governors noted that this was being seen across the borough. Nursery numbers usually increase after the Autumn Term as Rising 3's are admitted. The school is still receiving regular enquiries for Nursery places from working parents. This should also help Reception numbers in September. Early years funding is covering the Nursery running costs. Governors noted that other schools in the borough had low Nursery numbers and were closing their nurseries or running morning sessions only.

### 10.3 SEND Funding

Governors were pleased to note that funding for SEND was close to the predicted £300k.

Governors thanked SJ and KB for carefully managing the school finances.

## 11 DATE OF NEXT MEETING

Governors noted that the next committee meeting would be held on 14 May 2024 at 5:15 pm.

Actions/Follow up		
Min 9	Best Value Statement was agreed for approval by the full governing board.	Governors