

**MINUTES OF A MEETING OF  
THE VILLAGE INFANTS SCHOOL FINANCE COMMITTEE  
HELD ON 18 MARCH 2025  
IN SCHOOL AND BY VIDEO CONFERENCE  
(5:15 pm – 6:15 pm)**

**Present:** Mr A Carr (Chair)  
Ms Y Cattle (Head Teacher)  
Ms N Akhtar  
Miss N Bridge  
Mr L Buckingham  
Ms S Joy  
Mrs D Rosaman  
Mrs L Sparks  
Mr G Spoor  
Councillor H Spoor  
Mrs B Thompson (*joined 5:55 pm*)  
Mr R Wells

**Also present:** Miss J Day, BDSIP Governor Services

**MINUTES – PART 1**

**1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr S Aladetoyinbo, Miss J Archer, Miss N Bridge and.

**2 DECLARATION OF INTERESTS**

Governors had no personal or business interests to declare.

**3 COMMITTEE MEMBERSHIP AND APPOINTMENT OF CHAIR**

Mr A Carr was appointed as Chair of the committee.

**4 MINUTES**

The minutes of the meeting held on 6 February 2024 were confirmed as a true record. There were no matters arising.

**5 FINANCIAL MANAGEMENT STANDARDS AND GUIDANCE AT VILLAGE INFANTS SCHOOL**

Governors received the Financial Management Standards document for Village Infants School. This was based on the Local Authority template. Governors **approved** the document.

## 6 SCHEME OF DELEGATION

Governors were informed that the Scheme of Delegation had been updated due to the retirement of Mrs K Bishop. Mrs Bishop's role would be covered by other staff due to the budget deficit, and the position would be reviewed to ensure it was manageable. Mrs L Spoor was added to the list of persons authorised to make purchases. Governors **asked** if any staff training would be necessary, and they were informed that Ms Joy had booked training for the financial year end procedures.

The Scheme of Delegation was **approved**.

## 7 SCHOOL FINANCIAL VALUE STANDARD

Governors received the draft School Financial Value Standard checklist for 2024/25. They noted that some actions had been identified, including update of the Critical Incident Plan and Recovery Plan. Staff have attended training on handling critical incidents. The staffing structure will be linked to financial planning.

Governors **approved** the document and agreed that it would be good for a governor to be involved when the next checklist was completed.

## 8 BUDGET UPDATE – FEBRUARY 2025 MONITORING REPORT

Governors received the budget monitoring report up to February 2025. Arising therefrom the governors:

- 8.1 noted the slight changes and the additional income.
- 8.2 were informed that a year end surplus of £38k was possible. Committed spending was included but not all invoices had been received yet so the carry forward looked higher. The carry forward from last year was £184k.
- 8.3 noted that some building work costs would be refunded by the LA.
- 8.4 congratulated the School Business Manager on keeping close to the original budget.
- 8.5 were informed that a recovery plan would be required for the coming year. Spending on staffing and SEND was high and it was difficult to make savings. Another staff restructure may be necessary. Ofsted recognised that SEND is a strength of the school, and the school can demonstrate that the money is spent wisely.
- 8.6 noted that some very high needs pupils in Years 1 and 2 will be leaving for specialist placements so the school may make some savings on SEND support staff. However, three new requests for consultations had been received. The school will consider whether it can meet these children's needs. Governors **asked** if the support staff for the children who leave can be used with other children. They were informed that the school knows that some children coming up from Nursery have complex needs. The Nursery was filling up with children who are below expected levels.
- 8.7 would like to know the EHCP figures for other primary schools. Village has 12 children with EHCPs which is a high percentage of the number on roll. More children's needs are being recognised at a younger age. Trinity and Monteagle Primary staff had visited Village and were surprised at the high levels of need which the school deals with.

9 **BENCHMARKING**

Governors received the benchmarking report comparing the school’s spending against similar schools in 2023/24. It was noted that spending on staff at Village Infants was high, but most of the schools with lower spending were outside London. Staff costs are higher in London, and Village has a high proportion of experienced staff on upper pay scales. Staffing was the biggest expense and it was difficult to make savings on other costs. Governors were satisfied that the budget was being spent wisely.

10 **INDICATIVE BUDGET 2025/26**

The first look at the three-year budget was presented. Governors noted that there would be a deficit of £151,700 at the end of 2025/26 if no savings were made. Assumptions had been made for SEND funding which is usually received near the end of the financial year.

Staffing is the main expenditure due to the high proportion of experienced teachers.

The Organisational Change Committee would meet to consider steps to remove the deficit. Options would be considered and informed decisions would be made so that staff can be notified as soon as possible. The School Business Manager agreed to circulate suggested meeting dates.

11 **SERVICE LEVEL AGREEMENTS**

Governors received the list of goods and services for 2025/26. They noted that BDSIP SLAs will run in line with the school year rather than the financial year from September 2025. Prices had not been announced yet, and current SLAs would continue until the end of the Summer Term.

It was **agreed** that quotes need not be obtained for the following services which have an annual value above £5k: Payroll, Human Resources, ICT Support, Photocopiers, Education Psychology, and Waste Collection because the school was happy with the current providers.

12 **ANY OTHER BUSINESS**

There were no other urgent items.

13 **DATE OF NEXT MEETING**

Governors noted that the next committee meeting would be held on 13 May 2025 at 5:15 pm.

<b>Actions/Follow up</b>		
Min 10	Suggested dates for Organisational Change meeting to be circulated.	SBM