

**MINUTES OF A MEETING OF
THE VILLAGE INFANTS SCHOOL FINANCE COMMITTEE
HELD ON 21 OCTOBER 2025
IN SCHOOL AND BY VIDEO CONFERENCE
(5:15 pm – 5:55 pm)**

Present: Councillor H Spoor - chair of the meeting
Ms Y Cattle (Head Teacher)
Mr L Buckingham
Ms S Joy
Mrs D Rosaman
Mrs L Sparks
Mr G Spoor
Mrs B Thompson
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 A Carr.

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. Councillor H Spoor chaired the meeting in his absence. It was **agreed** that all governors should continue to be invited to attend this committee's meetings due to the school's financial position.

4 MINUTES

The minutes of the meeting held on 18 March 2025 were confirmed as a true record. There were no matters arising.

5 BUDGET UPDATE

Governors received the budget update for the period ending 30 September 2025. A deficit of £40,687 was predicted at the year end. Governors **agreed** the revised budget with adjustments as presented.

6 OCTOBER BUDGET REVIEW INCLUDING SCENARIOS

Governors received the October budget review report. Arising therefrom:

6.1 The Organisational Change Committee had met recently to review the budget position. It had been decided not to produce a recovery plan at this point

because staff movement was expected to produce savings. Also, the increase in SEND pupils should bring additional income. Therefore, it should be possible to manage the budget without making staff cuts.

- 6.2 Governors noted possible scenarios if the expected staff changes did not happen. They **agreed** that no staffing changes should be made this year, and the position would be reviewed in April when further information about the primary schools' funding formula should be available. The Schools Forum was considering possible changes to the local funding formula.
- 6.3 Governors were satisfied that the budget is managed carefully. The budget was based on assumptions including possible funding for SEND pupils. Schools had already been informed that a National Insurance grant for Nursery staff was being rolled out. The school should receive £8k which will help to reduce the deficit.
- 6.4 The school cannot set a deficit budget, but the March 2026 salaries invoice will not be paid until after the end of the financial year so the budget will appear balanced. The school does not want to request a loan which will incur interest payments. Governors **asked** if the budget was fixed, and they were informed that there was flexibility to make adjustments. The budget will be monitored each month and the Chair will be kept informed.
- 6.5 Governors **queried** the water bill and were informed that it was high due to a leak. The school had paid the bill, and William Ford School and the Children's Centre would reimburse their share.
- 6.6 Solar panels were being installed by the LA and these should bring a reduction in energy costs when they are operational.
- 6.7 The caretaker was investigating the cause of water damage to the sports hall floor.

7 **TERMS OF REFERENCE - FINANCE COMMITTEE**

Governors **approved** the Terms of Reference for the Finance Committee. They noted that there had been a small change with the appointment of the committee chair being decided at the Autumn Term meeting of the full governing board rather than at the committee meeting.

8 **TERMS OF REFERENCE – PAY AND PERSONNEL COMMITTEE**

Governors **approved** the Terms of Reference for the Pay and Personnel Committee. They noted the amendment regarding the appointment of the committee chair being decided at the Autumn Term meeting of the full governing board rather than at the committee meeting.

9 **WRITE OFF/DISPOSAL POLICY**

Governors **approved** the Write off/Disposal Policy which had no amendments.

10 **CHARGING POLICY**

Governors **approved** the Charging Policy which had no amendments.

11 SCHEME OF DELEGATION

Governors **approved** the Scheme of Delegation 2025/26. No amendments were necessary.

12 STATEMENT OF CONSISTENT FINANCIAL REPORTING

Governors noted that the Statement of Consistent Financial Reporting had been reviewed and no changes were necessary. Governors **approved** the statement.

13 SCHOOL FUND AUDITS

Governors received and noted the audited statements of the School Fund account and the Parent Pay account.

14 ANNUAL STOCK CHECK CERTIFICATE

Governors received and noted the Annual Stock Check certificate for 2024/25.

15 ANY OTHER BUSINESS

The governors:

- 15.1 **asked** if the school would hold a Christmas fete again this year. They were informed that it would. Last year's fete was successful and well attended, raising funds for the school. Mr Spoor agreed to be Father Christmas again, and he would need help from some elves.
- 15.2 **asked** if alumni could be contacted to help with fund raising. It was suggested that there should be an item on the school website and LinkedIn contacts could be approached. Some companies also provide support in local communities. Governors **asked** if the school could have charity status for fundraising. They were informed that a PTA or Friends of Village organisation would be needed to obtain charitable status.
- 15.3 **agreed** that staff should be informed as soon as possible that no cuts were planned this financial year despite the tight budget position. This should help them feel more secure. Staff would also be asked to let the school know if they were looking for other jobs – this would help to inform budget planning.

Actions/Follow up		
Min 7 & 8	Chairs of committees to be appointed at the Autumn Term full GB meetings in future (new terms of reference)	GB