



**LONDON BOROUGH OF TOWER HAMLETS**  
**GOVERNING BODY OF CAYLEY PRIMARY SCHOOL**

**FULL GOVERNING BODY MEETING**

**4<sup>th</sup> May 2022 at 16:00 pm**

**OPEN MINUTES**

| Type            | Membership   | Attendance   |
|-----------------|--|--|
| Staff           | Graham Clifford (Headteacher)<br>Nabeela Ghareb (NG)   | Attended<br>Attended                                     |
| Local Authority | Nicholas Paul (LA) (Chair)   | Attended   |
| Co-Opted        | Chris Worthington (CW)<br>Vacancy<br>Saleha Habibz-Khatun (SHK)<br>Marcia Johnson (MJ)<br>Ankita Stopa (AS)  | Attended<br>-<br>Attended<br>-<br>Attended               |
| Parent          | Vacancy<br>Hameda Begum (HS)   | -<br>Attended  |
| Observers       | Nancy Gray - SBM<br>Rochelle Clarke (Clerk)<br>Sandra Connginton- HR Consultant<br>Suhail Kadir- Finance Consultant<br>Louise Suen- Prospective Governor | Attended<br>Attended<br>Attended<br>Attended<br>Attended |

The meeting commenced at 4:00 pm and was quorate.

**Part One**

**1. WELCOME & APOLOGIES FOR ABSENCE**

The Chair welcomed those in attendance to the meeting. Louise Suen, a prospective governor was welcomed to her first FGB meeting, and Introductions were made.

**2. MEMBERSHIP ISSUES**

**2.1 Declarations of Interest**

There were no declarations of interest made

**2.2 Governor Vacancies/Instrument of Government**

The school currently had 1 school governor vacancy. The HT and Chair met with two prospective governors and had both agreed that it would be beneficial to have both join the GB.

It was AGREED that neither governor would be formally appointed to the board until the new term to ensure commitment to the school. The GB also AGREED to amend the instrument of government and increase co-opted governors by one. It was AGREED that the GB would review its terms of reference in the new academic year to ensure it met NGA recommendations.

**ACTION:** Clerk to arrange for IOG to be updated.

### 3. MINUTES

#### 3.1 Approval of Minutes of the Meetings of 21<sup>st</sup> February 2022

*The minutes of the meeting that took place on 21<sup>st</sup> February 2022 were circulated prior to the meeting for review.*

**ACTION:** HT to review minutes and return to clerk to circulate to wider GB.

#### 3.2 Review of Action Points

N/A

#### 3.3 Chair Urgent Actions Taken Since the Last Meeting.

N/A

### 4. COMMITTEES

#### 4.1 Update from Curriculum Committee

No Curriculum committee had taken place since the last FGB meeting

**ACTION:** Summer term curriculum committee dates to be shared with governors.

#### 4.2 Update from Finance and General Purposes Committee- N/A

A Finance and General Purpose's committee had not taken place since the last FGB meeting.

### 5. FINANCE

The HT thanked both the SBM and Financial Consultant for the work that had gone into drafting the budget and noted the challenges faced due to the pandemic and staffing changes.

### 5.1 Budget 2021-22

*The 2021-22 Outturn Budget was circulated prior to the meeting for review.*

*The SBM and SK provided the following update:*

#### Income

- (a) There had been an increase in **IO1** due to additional income received for Early Years.
- (b) There had been an increase in **High Needs** funding as the school had received funding for a number of outstanding EHCPs. It was noted that the school currently had a child in Year 5 awaiting a place at Phoenix. Funding for this child would continue until a space became available.

#### **Q&A- SHK- We have worked with children and provided support whilst we awaited an EHCP. Will funding be back dated?**

HT- An element of this yes, but this will not cover all of our costs. This far we have been able to manage funds quite well, so any money coming in from an EHCP is additional.

- (c) There had been an increase in **Pupil Premium** funding of almost £30k.
- (d) Due to a number of grants announced, there had been a substantial increase in **Other Government Grants**.

Due to the above increases, the school finished 2021/22 with £155k in additional income.

#### Expenditure

There had been significant changes to expenditure since the budget had been set, however, SK advised that this was to be expected. There had been variances due to a number of contingencies that had been made and had then not been realised. The Q3 budget had taken all of this into account. The main variance between the Q3 and final budget related to a contingency in Curriculum (E19) spend that had not been utilised, meaning the school had made a saving of approximately £49k. Due to rising energy costs, the school had also added an additional £10k to this budget which had not yet been spent. However, it was noted that this would soon become a challenging area for all schools.

At the end of 2021/22, total expenditure was £4,044,348.78, £149k less than previously projected. This coupled with the £150k additional income received meant the school finished the financial year with a substantially smaller deficit of £136k. SK noted that a lot of work had been done when setting the 2022-23 budget to mitigate these types of variances.

There had been no variances in Capital since the Q3 report.

Taking all of this into account, the school ended the financial year with a deficit of £256k. The school's current surplus carry forward now stood at £793,430k.

**Q&A-CW- Are we allowed to have this type of surplus?**

HT- We are allowed to have a surplus of up to 8%, and we are well over this. However, it's worth noting that some of this built up over the pandemic. We will be drafting a surplus action plan to address how we will spend this money over the coming years.

**RESOLVED:** The FGB APPROVED the 2021/22 budget.

**5.2 2022-23 Draft Budget**

*The draft 2022-23 budget was shared prior to the meeting for review.*

As the 2022-23 budget had not yet been agreed at school level and some variances would be made, It was AGREED by the FGB that the 2022-23 budget approval be delegated to the F&GP Committee.

**ACTION:** Clerk to arrange a F&GP Committee meeting before the end of May.

**Income**

- (a) The school anticipated £3,392k in **E01** this year, an increase of £86k.
- (b) The latest statement had been used to forecast **High Needs** funding. Adjustments would be made in year as changes were made to EHCPs and children left the school.
- (c) The school would receive £316k in **Pupil Premium** funding with FSM 6 data used to estimate this grant. Adjustments would be made, and actuals would be known by December. The school projected an increase of approximately £69k.
- (d) The covid grant would continue this financial year, however it was not clear if this would continue after this. SK advised that talks were underway, and the GB would be informed in due course.
- (e) The **Sports Premium** had been included into the budget, however this had not been confirmed after the summer term.
- (f) The **KS2 Free Schools Meals** grant had been included in the budget, however it was noted that the current Mayoral elections were underway, and it was unclear, if there was a change in administration, if this would continue.

The school projected income of just under £4,019,000k.

**Expenditure**

- (g) **E01** included exits costs of £244k related to the AHT restructure. Salaries had increased due to pay increments and the uplift in national insurance, increasing pension costs and the potential pay award for teachers and support staff.
- (h) Both the HT and SBM had reviewed all remaining expenditure, some of this still required amendment as the school awaited further information. The final budget would be presented to the F&GP Committee.
- (i) Projected expenditure was significantly higher than the previous year as it included a number of non recurring costs that were being made to ensure future efficiencies in the years to come. However, it was noted by SK that even though the school projected savings from 2023/24, due to increased living costs, the three-year budget showed an increase in expenditure from 2023/24.
- (j) Excluding one-off staffing costs, the school would spent approximately 77% of statutory income on staffing costs which was lower than the 80-82% average of schools in the LA.
- (k) Staffing costs projections made allowances for all staff to join the pension scheme. SK noted that it was highly unlikely that all staff would join and so an in-year adjustment would be made.

**Q&A- Chair- I am very conscious of the cost of living, especially when looking at catering and energy costs. Is there any contingency for this if there is any drastic increase?**

HT- They are already out of hand. Part of our contingency is our surplus and also the savings we have made to staffing costs as before the restructure this was 82% of the budget. This is in line with DfE guidance and is a positive piece of work we have carried out. We will also make savings as not everyone will sign up for the pension, although I think it is my moral duty to suggest sign up to all staff. We also anticipate additional EHCP funding and we also have 70 children in the Nursery and we have never had this before and will generate more income for us. The branding work we have been doing is really paying off. You can see that because of this, at the end of three years, we are still projecting a healthy surplus. The three-year budget was set annually, so any changes will mean a revision to the plan.

The SBM advised that she had contacted the energy suppliers and they had been unable to advice school energy costs. Due to this, the decision to add additional funds to this budget had been agreed. This would be reviewed throughout the year and amended when necessary. The HT also informed that he was in the process of reviewing where resources could be pooled with other schools in the LA to brings some costs down.

**Q&A- CW- In terms of energy, is the budget based on current costs with some uplift?**

SK- Last year we ended up spending just under £71k and this year we have ringfenced £170K. This is a substantial uplift, and we hope that this is not the case.

**Q&A-CW- What is the thinking behind this additional £100k?**

SK- There is a huge gap between national advice and the advice from the energy supplier's advice. The government state that bills will go up on average by between 50-60% and the energy supplier is saying that it will be more like 100%. We do not anticipate it being more than 100%.

Taking all projected expenditure into account and factoring in all one of costs, the school would end of 2022-23 with a deficit of £397k.

When looking at the three-year budget, the school then projected an in-year surplus by the end of 2023/24 and then a deficit of £105k by the end of 2024-25.

The school projected a carry forward balance of approximately £404k at the end of 2022-23 with the 3-year budget projecting a carry forward of £323k at the end of 2024-25. However, this would likely change over the coming years due to additional government funding and an increase in costs.

**Q&A- CW- What are we expecting in terms of pupil numbers?**

HT- Year 5, 6 and 4 are still three forms of entry, Reception- Year 3 are two forms of entry. We have had a lot of interest in our Nursery, and we are now up to 70 children and we are full across the rest of the school. If we are able to recruit an additional 20 children, then we will have a good case to revert back to three forms of entry. We are currently over subscribed by approximately 10 children in the Reception and so this is positive but we do not have final data from Admissions as of yet.

**Q&A-SC- Are you a two-form entry of three form entry for your PAN?**

HT- We are 2.5 forms of entry.

SFVS

The SBM noted that she had previously sent the SFVS to governors for review and had received no feedback. This had been approved by the Chair and had been sent to the LA. The GB was still able to make amendments to this and resubmit if it so wished and requested that any questions/amendments be shared with her.

The GB thanked SK for his work on the budget.

*SK left the meeting*

## **6. POLICIES**

**ACTION:** SBM to meet with HR and Clerk to review policy cycle.

**ACTION:** H&S Policy to be approved by Link Governor

## **7. GOVERNOR ISSUES**

### Governors Day

All governors had been invited to attend a governor's day at the school on 28<sup>th</sup> March.

The day had been designed to give governors time to look at the school in a more strategic way. Governors Agreed that the day had been beneficial and would be held annually. Governors had been given the opportunity to meet with the staffing team, parents and had been able to have lunch with the children. Martin Tune from THEP had also attended to discuss Ofsted with governors. The White paper had also been discussed.

Governors had AGREED that they would like to have somebody independent attend a meeting to discuss academisation and what the white paper now meant for schools.

The Chair noted that he had found the day to be very productive as it had allowed governors to start conversations and good contributions had been made. Having this annually would bring everyone together to support the school and GB vision.

**ACTION:** Clerk to include a governor's day when setting dates for 2022/23.

## **8. ANY URGENT BUSINESS OR ITEMS FOR NEXT AGENDA**

Ofsted Preparation  
Draft SDP  
Staffing profile  
The White Paper

## **9. DATE OF NEXT MEETINGS- 4<sup>th</sup> July 2022**

## **10. ANY URGENT BUSINESS**

### Summer Fair

The Summer Fair would take place in June and all governors were welcome. Donations were also welcomed.

**ACTION:** HT to check if there is a governor's fund where a donation to the fair could be made.

The meeting ended at 18.23pm.

**Chair's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_