

**MINUTES OF A MEETING OF THE FOREST ALLIANCE OF NURSERY SCHOOLS
GOVERNING BODY FOR CHURCH HILL AND LOW HALL NURSERY SCHOOLS HELD
ON WEDNESDAY 3 MAY 2023 AT 5.30 P.M. VIA TEAMS**

Present: Pauline France (Chair)-Local Authority Governor

Head Teacher

Helen Currie

Parent Governor

Aalia Chaudhary

Associate Member (Non-Voting)

Hasina Rashid (School Business Manager)

Clerk to the Governors: Caroline Russell

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.3.	2023/24 Budgets: (i)LHNS: Governors to discuss most effective mix of provision and agree 2 year old 'loss leader' provision and principle of subsidy from CHNS to LHNS.	Governors	Ongoing
4.4.	Early Years' Pupil Premium Funding: HT to report to FGB	HT	FGB meeting
5	School Facing Financial Challenge Meeting and Action Plan: (i)HT/PF to report to FGB re risk register and action plan. (ii)Meeting prior to SFFC meeting on 15/06 to analyse	HT/PF HT/HR/ governors	FGB meeting 15/06/ Ongoing
9	Dates and Times of Future Meetings: FPP Committee:11/10/2023-5.30 p.m.-Teams FGB: 18/10/2023-6.30 p.m.-Teams. Draft agenda items per minute.	All to note. School/GS to action	11/10 and 18/10/2023.

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting.

1.2. Quorum

The meeting was not quorate with 3 voting governors present, it being agreed to proceed as a working party with information to be reported to the full Governing Body for ratification.

1.3. Apologies for Absence

Apologies for absence were received and accepted from Jana Mills.

2. **DECLARATIONS OF INTEREST**

2.1 Declarations of Interest in the Current Agenda Items

There were none.

3. **MINUTES**

3.1. Minutes of the Last Meeting Held on 18 January 2023

These were received and accepted with no matters arising not considered elsewhere on the agenda (budget monitoring, School Facing Financial Challenge, Personnel and Staffing) or agreed and auctioned (policies). The minutes were considered signed, e-copies to be retained by the School and Governor Services.

4. **SCHOOLS BUDGETS 2022-2023-HR SCREENSHARED**

4.1. Church Hill Nursery School

4.1.1. HR reported that there was a brought forward deficit of £37,000 with an accumulated reserve of £199,000 so £162,000 net. There was a surplus on daycare of £229,688 with total income and expenditure at CHNS of around £1million.

4.1.2. Budget pressures were reported as:

-National Joint Council (NJC) pay scale uplift unfunded from central government so paid from reserves and day care surplus.

-Staffing is 90% of revenue costs with an overspend of £35,000. Head Teacher costs have not been fully recharged to LHNS.

-Low pupil numbers at LHNS.

-A cap on lunch numbers and 30 hours free early educational entitlement (FEEE) at CHNS due to space constraints but in year registrations will be made where possible following completion of dining room works to fill to 45 if possible.

-Numbers pm are low so it is planned to fill with daycare or 30 hours places if possible.

4.1.3. **SEN Funding:** This is overbudget at £82,338.

4.1.4. **Day Care Places:** Income is over budget reflecting a post COVID return to work. Day care income has been used for premises and additional resources, cost of living increases.

Q. So there is still capacity to generate day care income? **A.** Yes, additional charges for breakfast and after school clubs are now levied above 30 hours FEEE provision. Ratio has an impact, also base funding and rates.

4.1.5. **Capital Funding:** A £13,000 carry forward has been used for dining room works and redecoration with additional in year income of £10,000.

4.1.6. **Support Staff Pay Award:** This is in dispute with UNISON, average £2000 per annum per employee. Pension contributions have also increased from 21.8 to 30% and are unfunded. Schools' recovery fund money of £2,000 per pupil has not been received by FANS. An increase in top up funding has been absorbed by pay and pension increases. There is no finance for a federation business manager.

4.2. Low Hall Nursery School

4.2.1. This is reporting an outturn deficit of £142,701. A revenue balance brought forward of £53, 896 has been funded from CHNS reserves (retained in bank to fund cash flow).

There are capital funds of £45,000 so the School relies on the capital budget for cash flow.

- 4.2.2. Income, special educational needs and early years pupil premium funding targets have been met or exceeded, likewise day care.

Staff restructure has reduced costs but there is no capacity for absence cover.

There is an in year revenue deficit of £40,227 with a cumulative deficit to be recouped and IT recharge needed.

- 4.2.3. There has been no capital spend apart from £5,000 architects fees.

There is an estimated closing deficit of £49,157 so the schools remains in financial challenge.

Q. No provision for supply staff? **A.** No, paid on timesheets and E31.

Q. Catering has £10,000 anticipated income? **A.** There is provision for 30 FEEE charged to invoices. Invoices from Barncroft have been paid.

It was concluded that, overall, the federation can continue to keep LHNS going with the principle of subsidy from CHNS to LHNS **AGREED.**

- 4.3. 2023/4 Budgets

- 4.3.1. LHNS: Income and expenditure has been allocated between 2 and 3 year olds on a 70:30 basis. Provision for 2 year olds shows a £70,000 in year loss but the provision is a loss leader for 3 and 4 year olds with a 90% retention rate.

Base funding for 2 year olds is expected to increase in September but will be top sliced and teaching and support staff costs will increase. Minimum funding of £9.50 per hour is needed. HR noted that there is some mobility locally but private and voluntary institutions are still operating.

ACTION: Governors to discuss best mix of provision for effective use of resources.

- 4.3.2. CHNS: There is a financial deficit on 2 year old provision reflecting a staffing ratio of 1:7 due to the layout of the nursery. There have been community requests for 2 year old day care which could be provided as funded places.

PM places could be reduced which would reduce staffing costs with effect from September 2023.

Additional income has been received but there are significant projected year on year staffing costs increases due to employment of teachers, use of single status job descriptions and year round contracts.

Staffing could be moved between schools.

- 4.4. Review Early Years Pupil Premium Funding

ACTION: HT to report to full Governing Body.(CHNS £3700, LHNS £3938).

5. **SCHOOL FACING FINANCIAL CHALLENGE MEETING**

- 5.1. It was noted that an action plan has been given and will be reported to the FGB meeting including re financial risk register, update of financial monitoring, meeting with GK re Schools' Recovery funding, intentions for SEND funding.

- 5.2. Risk Register

-Financial implications of delays in funding Education and Health Care plans.

-LHNS: High staff costs, high supply costs, unforeseen and unfunded pay agreements, EYFS funding insufficient to meet the statutory requirements of a school, insufficient income and low take up.

ACTION: Meeting to consider prior to SFFC meeting on 15/06/2023.

6. SCHOOL FINANCIAL VALUE STANDARD STATEMENT

This was submitted by the due date of 31-03-2023 but with a specimen signature to be obtained from the chair of governors.

7. PERSONNEL AND STAFFING MANAGEMENT

7.1. 5 Pillars of Well Being

HC noted challenges re staffing supervision but generally staff well being is satisfactory. There have been long term absences but strike days have been financially beneficial.

7.2. Confidential Staffing Matter

Minuted under separate cover.

8. POLICY REVIEW

8.1. Charging and Remissions Policy

This was **AGREED** with the addition of an insert to the effect that a £50 administration fee will be charged for registration for places that are not subsequently taken up.

9. ANY OTHER BUSINESS

9.1. Term Time Only Compensation Costs

It was noted that this liability is not known but may be backdated for 5 years. No provision has been made for 2023/4 but payout is likely in September following meetings with the LA (LA will fund 50%).

9. DATES AND TIMES OF FUTURE MEETINGS

9.1. **Finance, Pay and Personnel Committee:** 11 October 2023-5.30p.m.-Teams.
Full Governing Body: 18 October 2023-6.30 p.m.-Teams

9.2. Draft Agenda Items

- Welcome and apologies for absence
- Minutes of 03-05-2023 to approve and consider matters arising.
- Budget Monitoring for CHNS/LHNS Month 6
- Review of use of EY Pupil Premium funding
- Report back re School Facing Financial Challenge meeting.
- Personnel and Staffing Management
- Policy review.
- Date and time of spring term meeting.
- AOB and confidential personnel matters.

10. ANY OTHER BUSINESS

There was none.

The meeting closed at 7.15 a.m.