

**Local Governing Body Meeting  
St. Andrew's CE Primary Chardstock Academy and  
Mrs Ethelston's CE Primary Academy**

Thursday 22<sup>nd</sup> June 2017 6.00pm  
Venue: Mrs Ethelston's Primary School

**MINUTES**

Attendees

Initials	Name	Initials	Name
SE	Mrs Sarah Ellis (Chair – St Andrew's)	CH	Mrs Corinne Hales (Chair – Mrs Ethelston's)
CGW	Ms Cara Gilmour White	MK	Ms Michaela Kite
JC	Mrs Judy Chisholm	NV	Mr Neil Vincent
FB	Mrs Fiona Bowie	CB	Mrs Claudia Betteridge
		JCU	Mrs Jo Cursley
ZB	Ms Zoe Betterton		

In attendance: Veronica Dower (Clerk)

Item No	Item	Actions
1	<b>Welcome &amp; opening prayer</b> CH as Chair welcomed governors to the LGB meeting. JCU opened the meeting with a prayer.	
2	<b>To receive any apologies for absence</b> Apologies were received from Brian Impey, Allison Howsam, Ciara McMackin, Debs Kellaway and Nick Ivins.	
3	<b>Declarations of pecuniary interests</b> None to declare	
4	<b>Confidentiality and Attendance</b> The confidentiality statement was on the attendance sheet signed by all attendees.	
5	<b>To confirm the minutes of the meeting held on 11<sup>th</sup> May 2017</b> Part 1 minutes were <b>agreed</b> and signed as a true record	
5.1	<u>Matters arising</u> No other matters were arising.	
6	<b>Finance</b> The 8+4 forecasts, budget and narratives were circulated prior to the meeting.  <b><u>Mrs Ethelston's – monitor annual budget</u></b> Key areas discussed and questioned were: <ul style="list-style-type: none"> <li>• The 8+4 forecast is projecting a surplus of £11,598.</li> <li>• <b>In response to a question</b>, MK commented that 'other staff costs' included supply absence and enrichment teachers, for example 'Go Active'. This would also include long term agency fees for a teacher covering sickness. There was also an assumption in the budget that some of the sports premium would be used for PPA but this is not allowed within the conditions of the sports grant. As a result, this line has shown a variance of £-25,512. Insurance income of £7k was received.</li> <li>• JCU requested a further breakdown of staff costs, to separate agency costs and other staff costs. It was agreed that CB would, if possible, attend future finance meetings between the Head and finance officer. Admin costs are showing a surplus, but this could be due to a crossover with curriculum costs.</li> </ul>	

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- Governors queried enrichment costs and the ability of the MAT to be more creative in how this is spread and shared between schools.

**Mrs Ethelston's 2017/18 Budget Review and Proposal**

In the overview, governors noted the projected surplus of £28,582, due to an increase of 4 in pupil numbers, but a decrease in GAG and ESG funding. Projected pupil numbers expected to fall to 175 for 18/19, will result in reduced funding of approximately £31k. **In response to a question**, MK explained that the census in October is critical for determining the budget in 2018/19. Reception numbers are now up to 20.

Governors queried the surplus - does this go into the school surplus or the MAT? It was agreed that this should be reported back to the LGB.

Pupil Premium numbers have reduced; there will be three pupils in 2017/18. This has given a drop in PP income.

Governors noted that the budget was tight, in particular office curriculum and premises costs.

MK gave the governors some historical and background information on the support given by the Bestic Trust.

After further discussion, the LGB **proposed** the budget to the F&A committee.

**St Andrew's – monitor annual budget**

Key points discussed and questioned by governors were:

- The 8+4 forecast projects a surplus of £46,393, with the overall positive variance to budget of £6,466.
- Savings have been achieved primarily through staffing changes since the budget was set.
- Staffing costs
- Aside from staffing, significant variances within curriculum costs are: an assessment software package rolled out across the MAT called 'Educator' costing £2k.
- Admin costs have been forecast to show an overspend of £1,167, with photocopier costs running higher than expected. CGW confirmed that these will be analysed and reduced.
- IT costs (SIMS, SWGFL, Scomis) are above budget; however the MAT is looking into more cost effective options for the MAT as a whole.

**St Andrew's 2017/18 Budget Review and Proposal**

Looking forwards, the year- end position is projected to show a surplus of £37,313. Pupil numbers have increased by 8 to 120 based on Oct 2016 census. A new head has been appointed from Sept 2017 and there is teaching provision for SENCO (0.2 FTE) and PPA (0.2FTE) cover.

Governors noted that staffing represented a healthy 67% of GAG.

CGW confirmed that numbers in reception are looking positive; there currently should be 19, with a third of these coming from outside pre-school.

Pupil Premium income of £18,480 relates to 14 pupils, derived from Jan 2017 census.

Governors **proposed** the 2017/18 budget to the F&A committee.

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7	<p><b>Policies</b> Safeguarding &amp; Child Protection Policy – (for information, approved by Trust Board)</p> <p><b>Administration</b> Meetings 2017/18 – governors discussed the proposed calendar of LGB meetings. It was agreed that this would be returned to during the self-evaluation session.</p>	
8	<p><b>Closing Prayer</b> MK gave the closing prayer.</p>	
	<p><b>Date and time of the next meeting</b></p> <p><b>11<sup>th</sup> July 2017 1.30pm</b></p>	

Signature of Chair ..... Date .....