NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE FINANCE WORKING PARTY OF NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL HELD ON THURSDAY, 20TH APRIL 2023 FROM 5.00 – 6.00 PM
MEETING WAS HELD IN THE SOUTHWARK ROOM

Vision
We fully embrace the vision stated in the Church of England's Vision for Education 'Deeply Christian Serving the Common Good' published in July 2016 of educating the whole person. We aim for our children and members of the wider school community to flourish in all they do and **'live life in all its fullness'.** (John 10:10)

Values
- We are a church school, which believes in the importance of **community**, where people from all races, religions and cultures act in **peace** together
- Our pupils, staff and families work together as a team, with **wisdom** supporting each other through our learning. We have **hope** in our challenges and in our successes.
- We recognise the **dignity** and ultimate worth of each person, created in the image of God, further shaped by the person, teaching and example of Jesus. We look to the future with **joy.**

PRESENT: Sam Nicholls (SN), Michael Hill (MH - Chair), Imogen Woods (IW), Daniel Walker-Cheetham (DWC), Serena Fowler (SF Clerk)

1. OPENING PRAYER / VISION AND VALUES

MH opened the meeting and invited IW to lead the meeting in prayer.
MH read out the Nutfield Church Primary School Vision and Values.

2. APOLOGIES FOR ABSENCE

No apologies received; all were present for the meeting.

3. DECLARATION OF INTERESTS

Governors to declare any interest in agenda items – no interests were declared.

4. MINUTES OF THE LAST MEETING HELD ON 29th JUNE 2022

All confirmed that the minutes were an accurate record of the last meeting.

5. **MATTERS ARISING FROM MINUTES OF THE MEETING HELD ON 29th JUNE 2022**

There were no matters arising.

6. **SAFEGUARDING AND GDPR**

There were no specific issues to be discussed.

7. BUDGET REVIEW 2023/2024

MH thanked DWC for notes that he had prepared on the budget, for the Finance Working Party.

MH commented that the financial situation is looking a little better than previously expected, as mainstream schools have received additional grant for the financial year 2023-24. MH asked if this has been worked in to budget going forwards. DWC confirmed it had.

The additional funding has come from the Maintained Schools Additional Grant (MSAG). This funding will be a separate grant for 2023-24 only and the funding will be incorporated into core budget allocations for 2024-25 through the national funding formula.

MH asked about the money allocated for FSM children. DWC explained the money isn't allocated to FSM children, and that it was part of the formula set by Surrey to calculate the total MSAG funding amount.

The MSAG funding rates consist of three elements:
A lump sum of £4,510 paid to all schools regardless of pupil numbers.
Basic per pupil rate, £119 basic per pupil rate for primary pupils including Reception.
A per pupil rate for all those pupils who are recorded as having been eligible for free school meals at any point in the last six years (FSM6), FSM6 Primary per pupil rate of £104 per eligible pupil.

DWC has estimated our MSAG funding allocation for the 2023-24 financial year to be £32,873.

Additional funding from the Homes for Ukraine scheme has also been received. There are now 3 Ukrainian pupils at NCPS. The grant funding is only allocated for pupils arriving on the Homes for Ukraine Scheme, although it may be spent on activities which while intended mainly for this group may also benefit others.

£600 and £700 have been received from Surrey Virtual School as a result of PEP's for two pupils, applied for by NR

DWC advised that the Free School Meal voucher scheme, operated by Surrey in the school holidays, is likely to finish soon, as surplus funding being used up by the County Council.

The current budget for 2022-23 shows a balance to carry forward at the end of the financial year of around £110,304, as against the surplus brought forward at the beginning of the year of £122,671. The in-year deficit position was originally estimated to be £52,237 but now stands at £12,367.

8. ARK BUDGET REVIEW 2023/2024

MH commented that the increase in fees, implemented at the start of the current academic year, had contributed to current Ark budget.

MH asked for an update on the staffing situation in Ark. DWC advised that FK is still helping out on Tuesday and Wednesday afternoons. The budget allows for employment of two more afternoon play workers, and the post is currently being advertised. FK's cleaning time has been taken on by the school's contract cleaners. This cost is, in turn, charged back to Ark.

IW commented that she would like to employ two or three more members of staff in Ark. An advert will also be put in the next school newsletter. **(SF)**

Ark expenditure on staffing is currently approximately £6,000 less than was budgeted for. The cost to premises is more than budgeted due to the additional charge for contract cleaning.

The consumables and resources allocation has gone slightly over budget as it was agreed that Sophie Russell, Play Leader, could purchase new resources for Ark. The resources included craft materials, badminton racquets, food preparation and storage equipment and a portable outside floodlight for the darker months.

DWC asked Governors if they would like to increase fees for Ark for the next academic year (2023-24).

MH commented that this is a difficult decision for governors, because the school wants to support the parent community but, at the same time, Ark is a business. MH also noted that no complaints were received from parents when Ark fees were increased in September 2022.

IW noted that she has directed parents who might need it to Smith's charity, but no one has taken the offer up to date.

IW asked DWC to prepare scenarios for various incremental increases for the Finance Working Party to consider. DWC agreed to send these via email, for Governors to comment **(DWC)**.

DWC will prepare scenarios based on varying percentages increases per session, together with the impact of each impact scenario on overall budget.

DWC advised Governors that an increase of £0.50 per session has already been allowed for in the budget for 2023-24.

9. 3 YEAR BUDGET PLAN

MH commented that 3 year budget plan looks better than previously anticipated, and deficits over coming years have decreased.

MH highlighted a decrease that had not been seen before.

DWC advised that the change is due to a fall in pupil numbers and an increase in staff costs.

MH asked whether teachers' pay goes up incrementally each year. IW explained that there are performance targets which are taken in to account.

MH commented that if Ark continues to generate the revenue that it is, then it is of a great benefit to the school financial situation.

IW thanked DWC for his work on the budget.

Governors agreed to recommend the 3 year budget plan to the Full Governing Body at the next meeting on 27th April 2023.

10. SPORTS PREMIUM

DWC advised that the school is due to receive the remaining primary PE grant funding of £7,412. This relates to the academic year 2022-23 and is included in the current budget.

DWC also noted that the Government has recently agreed to extend the Primary PE grant for another year. He estimates the grant to be circa £17-18,000 in 2023-24, and this amount has not been included in the current budget.

DB is working on the PE curriculum. Has had training at St John's Primary School. He has also received coaching from IW. The school website has also been updated to reflect the school's PE curriculum offering.

11. SCHOOL FUND (UNOFFICIAL/SCHOOL PRIVATE FUNDS) – INDEPENDENT EXAMINATION FOR THE YEAR ENDED 31ST AUGUST 2022

The School Fund was independently examined and approved by Strictly 4S in January 2023.

12. FINANCIAL MANAGEMENT POLICY - UPDATED

Following a recommendation received from the independent examination of the School Fund by Strictly 4S, the Finance Policy has been amended to incorporate the signed level of permission required for various expenditure levels. These reflect those utilised for the delegated budget.

13. GOVERNOR'S SCHOOL IMPROVEMENT FUND

SN reported that the amount received by the Governors' School Improvement Fund from parents in the last financial year was highest ever.

MH commented that he believes the marketing leaflet created by KA, which has been distributed to parents, has played a role in the upturn in contributions.

DWC asked SN if the Governors' School Improvement Fund could still pay insurance premiums. SN confirmed that it could.

14. SCHOOLS FINANCIAL VALUE STANDARD (SFVS) 2023-24

DWC confirmed that the SFVS for 2023-24 has been submitted to Surrey.

15. CAPITAL IMPROVEMENTS

DWC reported that the budget had allowed for expenditure on capital improvements, including new laptops for the teachers, a new wifi system, new fibre cabling, four new computers for PPA room, and five new admin computers.

16. AOB

SN and MH thanked DWC for putting together his first budget.

SN thanked SF for updating the Governor website.