



**Minutes of the meeting of the Governing Board, Onslow Infant School,
Held on Wednesday 21st April 2021 7.30pm via Zoom**

Present:	Katy Peters	Chair
	Jessica Sinclair	Vice Chair
	Katherine Donlon	Head Teacher
	Samatha Merchant	SM
	Tim Bevans	TB
	Roberta Guerrina	RG
	Rosie Marsen-Farmer	RMF
	Claire Morris	CM
	Amanda Pardoe	AP
	Will Salmon	WS

In attendance:	Sarah Churchill	Clerk
	Claire Bryant	Potential Governor

	The Meeting was quorate	Action
1.	<p><u>Weclcome</u> - The Chair introduced Claire Bryant who was observing the meeting as part of the governor recruitment process.</p> <p><u>Apologies for absence were received from</u> - Steven Hill and Ashley Harris</p>	
2.	<u>Declaration of Interest</u> - None	
3.	<u>Declaration of Confidentiality & Professional Negligence</u> - Were Read	
4.	<p><u>Approval of the the Budget for 2021/22</u></p> <p>Prior to the meeting the budget and explanatory notes had been circulated and governors asked to contact Sam Merchant or Katherine Donlon. The budget had been scrutinised heavily at the Finance committee.</p> <p>The Chair of the Finance Committee, SM ,explained that there had been no changes to the budget brought for approval since the update at the previous FGB meeting.</p> <p>She reminded all governors that there is a reasonable sized carry forward but going forward there is an in-year deficit for the following two years. The intention is to deal with this deficit via a staffing review panel to look at cost reductions and a working party to look at positive income streams.</p> <p>The surplus in 21/22 is due to a large carry forward however there is still an in year deficit and this deficit will need to be addressed as Surrey County Council (SCC) will expect to the Board to present a plan explaining how they will mitigate this.</p> <p>TB asked whether the Board is allowed to set a deficit budget? SM replied that the Board are directed to prepare the budget as they think it should be and SCC will ask us for a plan of how we are going to get out any deficit. KD explained further that some instances the LA will take over the budget if the plan is not robust enough to address the problem but it is hoped the measures being taken by the Board will satisfy the LA.</p> <p>TB acknowledged that the Finance Committee are recommending the approval of this budget for 2021/22. He sought clarification on whether this budget should be even more draconian to have more a surplus to carry forward to next year.</p> <p>SM explained that the Finance Committee had heavily scruitinsed the budget and it is as pared back as it can be at this time. The staffing review panel has taken outside professional advice on how this will be addressed going forward.</p>	

	<p>TB asked whether the the costs of redundancy and pension adjustments were taking into account as part of the implications of any recommendations the staffing panel made.</p> <p>JS replied that the the outside professional factored in those costs. CM added that the redundancy costs would be covered by the LA so that doesn't come from the school bugets themselves.</p> <p>JS explained that it was important to manage expectations on the type of savings that could be made by the Staffing Review Panel and the recommendations were not going to account for the whole deficit as there are very few savings to be made. JS reminded that the working party to look at positive income streams is an important part of the plan for the financial stability of the school. It was necessary to increae revenues as well as make savings.</p> <p>TB asked the members of the Finance Committee to be very clear to all governors as to what saving is needed going forward. CM and SM explained that the amount of saving needed is 102k over 3 years. They added that the plan has to then be sustainable as the situation with low admission numbers could carry on for at least 3 more years.</p> <p>KP asked whether there was any information about the withdrawal of SEN funding and whether there was more support for schools in the pipe-line. KD replied that nothing has been said about this and it is likely any support would be be on a case by case basis.</p> <p>SM asked governors to approve the budget for 2021/12 <u>All governors present were in agreement to the approval of the budget for 2021/22.</u></p>	
5.	<p><u>AOB</u></p> <p>There was a short discussion about membership of the working party to look at positive income streams. CM and TB confirmed there membership and would meet with the Head to discuss this further. It is hoped one of the new governors would be able to support this group. CM asked whether Terms of Reference would be needed. This would be looked at during the next Finance Committee Meeting.</p> <p>JS asked for an update on admissions numbers for September. KD replied that 54 offers had been made, which was a little lower than the amount budgeted.</p> <p>KP confirmed that the staff thank you cards were sent and well received.</p> <p>KP also drew attention to some national issues the board will need to add to agenda - in particular highlighting that:</p> <ul style="list-style-type: none"> • The Pupil Premium template has been updated and spending needed to be evidience based • The EYFS framework has been updated and is a big area of change for the C&L committee to look at in detail • Ofsted has recommenced light touch inspections and full inspections will start in September • The NGA was still recommending virtual meeting for the time being. 	
6.	<p>Date of Next Meetings</p> <ul style="list-style-type: none"> • Full Governing Body - 30th June 2021 • Children and Learning Committee - 23rd June 2020 • Finance, Staffing and Premises - 16th June 2020 	

Minutes agreed on 7th July 2021

Signed (Chair)