



MINUTES OF THE FULL GOVERNING BODY MEETING
DARNHALL PRIMARY SCHOOL
HELD ON THURSDAY 28th MARCH 2024 AT 17.30pm

Members of the Governing Body

Name	Category of Governor	Date of end of tenure	Designated Role	Attended
Mrs Sarah Tomlinson	Headteacher		Headteacher	✓
Mr Richard Strachan	Co-opted	19/05/2028	Chair SEP 25	Apologies
Ms Jackie Stringer	Co-opted	20/05/2025	Co Vice Chair May 24	✓
Mrs Steph Crane	Co-opted	09/05/2027	Co Vice Chair May 24	✓
Mr Chris Bate	Co-opted	09/05/2027		✓
Mrs Hayley Rigby	Co-opted	19/10/2026		✓
Mr Andrew Robinson	Co-opted	01/03/2027		Apologies
Ms Chloe Lupton	Staff	21/10/2025		✓
Mr Richard Mault	Parent	19/10/2026		Apologies
Mrs Lyndsey Tasker	Parent	25/03/2025		✓
Mr Colin Meachin	LA	09/07/2024		✓
Vacancy	Co-opted			
Also in Attendance				
Helen Young	School Business Manager			✓
Stephen Ewell	Clerk to Governors			✓

Part One Non-Confidential Minutes

1. APOLOGIES FOR ABSENCE

Apologies had been received in advance of the meeting from Richard Strachan, Andrew Robinson and Richard Mault.

RESOLVED:

- That the apologies received from Richard Strachan, Andrew Robinson and Richard Mault be accepted.
- That the meeting was deemed quorate.
- Steph Crane would Chair the meeting in the absence of Richard Strachan.

Darnhall Primary School FGB

28th March 2024

Part 1 Minutes



2. DECLARATION OF PECUNIARY INTEREST

There were no additional declarations of pecuniary interest for this meeting.

RESOLVED: that there were no additional declarations of pecuniary interest for this meeting.

3. MEMBERSHIP OF THE FGB

Governors considered the remaining Co-opted Governor vacancy and noted that the recruitment to fill this position was ongoing.

4. MINUTES OF PREVIOUS MEETING

Governors considered the non-confidential minutes of the previous meeting held on 29th February 2024, which had been circulated in advance of the meeting.

RESOLVED: That the non-confidential minutes of the previous meeting held on 29th February 2024 were confirmed to be a true record.

The minutes would be signed electronically.

5. MATTERS ARISING

There were no actions carried forward from the previous meeting for Governors to review.

AGENDA ITEM NO.	ACTION	BY WHOM	UPDATE

6. FINANCE

Finance Committee 21st March 24

The Finance Committee Minutes were shared on screen. Governors reviewed the Final Budget Tab and noted that Column H detailed the elements of the budget that had been agreed, and also included comments were applicable. A number of areas were



highlighted including Pupil Premium, Sports Premium and expenditure on memberships and subscriptions.

Steph Crane and Lyndsey Tasker stated that they had gone through all the Budget lines in detail during the Finance Committee meeting, as well as reviewing the comparative figures from last year. Headroom was built into certain lines, so that the Budget prepared was a worse case position.

Governors considered the output from the Finance Committee and noted that it would be helpful to have a cover sheet that detailed summary details including the date and attendees for the meeting.

ACTION: To include a cover sheet to the Finance Committee minutes.

RESOLVED: Governors received the Finance Committee minutes.

Finance Report

Helen Young shared the Finance Report on screen and took Governors through the report.

The original 23/24 Budget was a £9k surplus carry forward, and the current anticipated end of year position is a deficit of £76k. Whilst Income has increased by £265k, expenditure has increased by £350k driven primarily by Employee Costs increasing by £159k, and Supplies Costs increasing by £169k.

Governors reviewed the increase in Employee Costs. TA hours were originally too low at 894 hours and should have been 1,098 hours, and Education and Support Staff hours have increased from 874 to 1,068 hours.

Q. *Are we sure the new hours calculations are correct?*

A. *Yes, have confirmed the new hours are correct.*

Helen Young added that she had been through the income side in detail, as well as reviewing the expenditure lines that have fed through into this year's budget and was confident that everything had been picked up correctly and that the actuals versus budget could now be monitored effectively on an ongoing basis.

Q. *Do you feel in control of the budget?*

A. *Yes, now that further analysis work has been undertaken feel much more in control.*

A Governor stated that this has been an issue in the past, whereby later in the school year there are surprises which result in the final position getting much worse.



Helen Young replied that there will be much more control going forward. All invoices have been receipted for payment, but there will be some small variance to the revised projected outturn at year end.

Q. *Does the school have an internal check on hours?*

A. *Yes, there is a line-by-line report on staff hours.*

Q. *Could the issue with the TA hours have been spotted earlier?*

A. *Potentially, but it was not spotted at the time. This may have been because of the number of iterations that were applied to the numbers.*

Governors discussed the workload of the SBM and whether some duties could be adjusted to allow more time to concentrate on the Budget. The Headteacher stated that the school has already made adjustments including some time Working from Home, and absences being managed by another member of staff. Helen Young confirmed that she now has more time available to focus on the Budget.

Q. *When are the three times a year?*

A. *It is once per term.*

Governors discussed and agreed a schedule for the FGB meeting dates for the next Academic Year, and in terms of scheduling of the Finance Committee, it was agreed that Helen Young would propose dates that would follow the receipt of the updated numbers from Kristy Gomery, and be in advance of the relevant FGB meeting.

Meeting Type	Day	Date	Time
FGB	Thursday	26/09/2024	17:30
FGB	Thursday	24/10/2024	17:30
FGB (Teams)	Thursday	28/11/2024	17:30
FGB	Thursday	16/01/2025	17:30
FGB	Thursday	13/02/2025	17:30
FGB	Thursday	13/03/2025	17:30
FGB	Thursday	01/05/2025	17:30
FGB	Thursday	05/06/2025	17:30
FGB (Teams)	Thursday	03/07/2025	17:30

ACTION: To confirm the dates for the future Finance Committee meetings.

Q. *What do we need to do to avoid a similar situation going forward?*

A. *Now that we have the Finance Committee in place, and we get the timing of the meetings scheduled then all variances will be reviewed at the three key meetings each year following the updated figures from Kristy Gomery.*



School Meal Prices

The School Meal Budget schedule was shared on screen.

The outturn for 23/24 was a credit of £21,755. This is reducing to £3,983 for 24/25 as there are less FSM children.

Governors considered the schedule.

Q. *What are Edsential charging for School Meals?*

A. *This is £2.89 from April 24, and the school will be charging £2.90 to parents.*

Budget 24/25

In terms of the Budget 24/25, two scenarios have been prepared.

SCENARIO A – The school implements the new mobile classrooms and increases the number of children in Resource Provision and Nursery.

SECTION 1 - SUMMARY MEDIUM TERM PLAN		Actual 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26
(A) Balance Brought Forward (previous E)		-48,515	13,402	-76,829	-64,369
(B) Projected Income (From F)		2,712,482	3,073,442	3,233,482	3,308,584
(C) Projected Expenditure (from D)		2,650,565	3,163,673	3,221,022	3,284,924
(D) In year surplus/-deficit (B-C)		61,917	-90,231	12,460	23,660
(E) Projected Carry Forward (A+D)		13,402	-76,829	-64,369	-40,708

This illustrates a £12k in year surplus, with a further £24k reduction of the deficit carry forward in 25/26. Currently there is a £30k reduction in SEND funding included for 25/26, which may change so potentially there will be some upside here. In addition, it is anticipated that the income from Resource Provision will be higher than included within the Budget, and the expectation is that there will be a positive carry forward by the end of 25/26.

Q. *What are the implications of setting a deficit carry forward?*

A. *It is an in-year surplus, and the school will need to illustrate a clear plan for how the deficit will be resolved. The understanding is that there are other schools in a far worse position.*

Q. *If Governors approve the Budget, could CWAC still reject it?*

A. *Yes, that is possible.*

SCENARIO B – The school does not implement the new mobile classrooms and Resource Provision and Nursery remain at current levels.



SECTION 1 - SUMMARY MEDIUM TERM PLAN		Actual	Forecast	Forecast	Forecast
		2022-23	2023-24	2024-25	2025-26
(A) Balance Brought Forward (previous E)		-48,515	13,402	-76,829	-84,369
(B) Projected Income (From F)		2,712,482	3,073,442	3,163,482	3,238,584
(C) Projected Expenditure (from D)		2,650,565	3,163,673	3,171,022	3,284,924
(D) In year surplus/-deficit (B-C)		61,917	-90,231	-7,540	-46,340
(E) Projected Carry Forward (A+D)		13,402	-76,829	-84,369	-130,708

This shows a worse position, with an in-year deficit of £7,540 and a deficit carry forward of £84,369, and further worsening in 25/26.

The Headteacher added that this is based on current staffing levels, although there may be some potential upside if expensive staff leave and are replaced by cheaper staff. The school does not believe that CWAC will allow the setting of an in-year deficit for 24/25.

Governors discussed the Budget and any potential resolutions to the situation. It was noted that the likely solution was a reduction in staffing costs which constitute 80% of the expenditure. A Governor added that at the Finance Committee they had gone through the Budget line by line, and that there were no areas of significant spend identified that could easily be reduced.

Q. *Have the TA numbers in the Budget been cut?*

A. *Yes, there have been some reductions.*

Q. *Is there any update on the mobile classrooms?*

A. *No, we are still waiting for a response on the CWAC contribution to the funding.*

Governors noted that the implementation of the mobile classrooms will allow Resource Provision to contribute positively to the school finances, and resolve the deficit carry forward.

Q. *Is there more staff in Scenario A?*

A. *Yes, this includes the additional staff required in Resource Provision and the Nursery.*

Governors resolved that further work is required on the Budget. Helen Young stated that a further detailed review of the staffing would take place, as well as SEND funding and the relationship with TA hours. An updated version would then be presented to the next FGB, following review at the Finance Committee scheduled for 18th April 24.

RESOLVED: Governors received the Finance Report and the update on School Meal prices and the draft Budget 24/25.



SFVS

The SFVS had been circulated in advance of the meeting.

Governors considered the SFVS submission, and it was noted that Steph Crane, Jackie Stringer and Lyndsey Tasker had reviewed the SFVS in detail.

The completion of the Business Continuity Plan and the Asset Register would need to be carried forward.

RESOLVED: Governors approved the SFVS for submission.

Home Hub and Breakfast Club Costings

Governors reviewed the Home Hub and Breakfast Club Costings summary schedule.

Q. *Can you clarify the £8,212 figure?*

A. *Yes, this is the deficit from providing the Home Hub and Breakfast Club for his year ending March 24. Next year, this is reduced to a small deficit of just £722.*

Q. *It states that it includes £11,889 from Pupil Premium. Is this included in the Pupil Premium statement?*

A. *Yes, it is included in the statement. This has been reviewed and it is evident that only 25% of the children in Home Hub are Pupil Premium, and so there will be less funding allocated for next year.*

Governors reviewed the proposed increased charges from September 2024.

Q. *50% is a large increase in charges?*

A. *Yes, it is but given the current Budget challenges it would be irresponsible of the school to allow it to continue to run at a deficit contribution.*

The Headteacher added that only one parent had raised it as an issue, and they have multiple children in the school, and the school will look to support them if possible. Helen Young indicated that she would continue to monitor the costings and report them back to the Finance Committee.

RESOLVED: Governors approved the proposed increase in the Home Hub and Breakfast Club charges.

7. GOVERNANCE

There were no Governance matters raised at the meeting.



8. COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

There were no matters brought to Governors' attention:

9. DECISION SUMMARY

- Received the Finance Committee Minutes.
- Received the Finance Report.
- Received the Update on School Meal Prices.
- Received the Update on the Draft Budget 24/25.
- Approved the SFVS for submission.
- Approved the proposed increase in the Home Hub and Breakfast Club charges.
- Received the Confidential Staffing Update.
- Received the Safeguarding Update.

10. AOB

There were no additional non-confidential matters for Governors to discuss.

Helen Young left the meeting at 18:57pm.

11. DATE AND TIME OF NEXT MEETING

The 23/24 meeting schedule is detailed below.

FGB	Thursday	16/05/2024	17:30
FGB	Thursday	13/06/2024	17:30
FGB	Thursday	11/07/2024	17:30



Signed:Date:

There following actions were carried forward to the next meeting.

ACTION PLAN

AGENDA ITEM NO.	ACTION	BY WHOM	UPDATE
28 MAR 24 Item 6.	To include a cover sheet to the Finance Committee minutes.	Helen Young	
28 MAR 24 Item 6.	To confirm the dates for the future Finance Committee meetings.	Helen Young	