



Charlton Kings Infants' School

MINUTES

of the Annual General Meeting of the MEMBERS of the Governing Body

Held at Charlton Kings Infants' School on Monday 18th March 2024 at 18:30 pm

Present:

Mr A Waller (AW) Chair of Governors
 Mr J Atack (JA) Chair of the Members
 Mr W Partridge (WP)
 Mrs L McRitchie (LM)
 Mr S Thomas (ST)
 Mrs K James (KJ) Headteacher

Attendance:

Mrs R Watson (RW) Governance Professional

AGM_1803_01	<p>Welcome and introductions</p> <p>JA welcomed all the members and thanked them for their commitment to the Governing Body.</p>	
AGM_1803_02	<p>Apologies for absence - <i>receive and consider</i></p> <p>All members were present.</p>	
AGM_1803_03	<p>Declaration of Interest</p> <p>All members completed pecuniary interest forms.</p>	
AGM_1803_04	<p>To approve the minutes of meeting held on 16th March 2023</p> <p>The minutes were circulated prior to the meeting. JA asked for changes or objections and none were raised. The minutes were approved and signed by JA.</p>	
AGM_1803_05	<p>To receive the Annual Report and Accounts for the year ending 31st August 2023</p> <p>AW lay the accounts before the members, comparing the balance sheets between the current and previous year. There is currently a deficit of £164k and the balance of the reserves is £237k, down from £401k at the end of 2022.</p> <p>The school has a reserves policy of £250k which historically has been maintained, but the school is now below this. Unusually, there are some unrestricted funds leftover which will bring the reserves back above £250k this year, but this is not expected to be maintained going forwards.</p>	

By Governors challenge questions:

What does this say?

What are the trends?

How else can we check this?

Why do you think this has happened?

Why hadn't you seen it earlier?

What are we going to do about it?

What are we going to do differently?

How is it going to make a difference?

How do we know it is going to make a difference?

Is there consistency/progression?

	<p>This illustrates that the school is underfunded, as is the case in most schools. We are fortunate to still have some reserves as some schools are setting deficit budgets.</p> <p>AW noted that the audit report is clean and there were no significant points raised on the management letter.</p> <p>Govs asked why the fixed assets have decreased.</p> <p>AW shared that this is mainly due to depreciation. The school purchased tables and chairs and interactive whiteboards. The library was also refurbished, and while this was funded by the PFA, it is still counted as a fixed asset.</p> <p>AW presented the income statement (how figures are made up) and noted that while the school had budgeted for a loss of £67k, the actual figure was £111k. This was due to long-term sick pay and unexpected SEND needs.</p> <p>A discussion was held around why the sick pay was not covered by insurance, with KJ sharing that it was denied due to the matter being a pre-existing condition. A governor who specialises in insurance checked this for the school but the claim was unsuccessful.</p> <p>Members asked if there was an opportunity for a lesson learnt in notifying the insurers at the first instance and if there is a medical form that new joiners complete.</p> <p>KJ agreed, and noted that the timing of the illness complicated the case as the individual wasn't initially absent for 10 days or more, and so no claim would have been made.</p> <p>KJ shared the schools SEND provision costs have increased as the school's strong reputation for inclusion has grown. A number of Year 2 children's funding for their EHCP's has only just come in, the school has been subsidising these costs until now.</p> <p>Govs asked what the forecasted expenditure for SEND provision is for the next few years.</p> <p>KJ explained that before the current Reception cohort started, the school worked with local feeder settings and the Kindergarten to get EHCPs in place. The school's SENDCO has been very successful in securing the appropriate banding for the children's needs.</p> <p>Govs asked if the EHCP funding covers all the costs and what the SEND cost includes.</p> <p>KJ shared that the school has to provide the first £6k which covers approximately 60% of the cost. Money is mostly spent on 1-1 Teaching Partners and specialist support. Gloucestershire's high need funding is massively underfunded and it is an issue KJ raises in her role on the GAPH inclusion committee.</p> <p>A discussion was held over whether these costs could have been foreseen with AW sharing he has compared current spending to last year's in case it is possible to spot trends. The sick pay was expected to be covered by the insurance and the school also thought some of the SEND money would be repaid, which it wasn't. The school is currently in similar spending position to this time last year, with slightly lower SEND spending. Currently there is nothing to suggest the rest of year costs will be as high as last year, but this was also the case this time last year.</p>	
AGM_1803_06	To note the Audit Report and Management letter points	

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	<p>AW shared the audit report and the management letter. Byrd + Link carried out the school's audit (in the second of a three year contract). The school will retender this time next year.</p> <p>The audit raised the following issues:</p> <ul style="list-style-type: none"> • The school shouldn't have staff trustees. As this is a 'should' rather than a 'must' the school will continue to have staff governors, due to the value they bring to the governing body. • The declaration of business interests were not published on the website. This was corrected and is in order. • The PFA was not disclosed as a related party. • The financial management policy was not up to date. This was due to it being under review by AW, and has now been updated to reflect current practice. <p>Govs asked how the school's policies are being reviewed. KJ shared these are reviewed by governors and the school has purchased an administrative tool to ensure they are updated in line with the policy schedule.</p>	
AGM_1803_07	<p>Members' resolutions</p> <p>Govs raised a question as to how much involvement should members have in order to be confidently holding the governing body to account e.g. attending governing body meetings or reading the minutes.</p> <p>AW affirmed that members are welcome to attend any meeting, and asked the members whether the current set up provides enough assurance for them, or whether they would like more information.</p> <p>Members shared their full confidence in the Governing Body and that, due to their familiarity with the school, they are assured by the AGM, management letter and auditing.</p> <p>Members concluded that it would be helpful to be able to view the FGB minutes and reiterated their willingness to be contacted by AW or KJ throughout the year.</p> <p>ACTION: RW to email the minutes of FGB meetings to date to all members.</p>	RW
AGM_1803_08	<p>Any other business</p> <p>Photographs of the members were taken to create a display.</p> <p>Govs asked if the external review of governance carried out last year will be repeated. AW shared that it would be helpful to do repeat approximately every 5 years.</p> <p>Members requested that the school's School Development Plan be shared with them by email.</p> <p>ACTION: RW to email the SDP to all members.</p>	RW

There being no further business the Chair thanked everyone for their attendance. The meeting closed at 19:19 pm.

.....(Chairman's signature)

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