



ST NICHOLAS CE PRIMARY ACADEMY
Minutes of a meeting of the Intervention Board
Wednesday, 22nd May 2019 at 11:00am.

Governors Present: Mr. Brian Sullivan: Chair
Mrs. Karen Gunn (KG),
Mr. Simon Molony (SM),
Dr. Richard Webster (RW),
Dr. Racheal Stone (SG).

Additional Attendees: Mr. Nick Morgan, Head of Governance & Estates Aquila Trust

Clerk to the Governing Body: Mrs. Lorraine Bondzie-Mensah

Item	Procedural	Action by
1.	Welcome, Prayer and Apologises: The Chair welcomed everyone to the meeting. Apologies were received and unanimously accepted from Suzanne Guest, Suzanne Bader, Kerri Miller, Julie Brown and Chris Dale.	
2.	Declaration of business interests <ul style="list-style-type: none">• BS: Chair of the Governing Body for John Mayne Church of England Primary School Biddenden, and for Greatstone Primary School; as well as a member of the Governing Bodies of Palmarsh Primary School and St Peters at Folkestone.• RW: Is a member of the Diocesan Board of Education. He is Chair for Nonington Church of England Primary School and Sibertswold Primary School. He is also a member of the Governing Bodies for Goodnestone Church of England Primary School and Eythorne Elvington Community Primary School.	
3.	Previous Minutes Approval The minutes of the previous meeting held on 27 th March 2019 and the EGM on 30 th April 2019 were accepted as a true and accurate reflection of the meetings.	
3.1	Matters Arising Today, the school was being inspected by OfSTED, under section 5 of the Education Act 2005. Consequently, the HT was unavailable to attend the meeting and the following items on the agenda were deferred to the next meeting in July: <ul style="list-style-type: none">• VULNERABLE GROUP DATA: however, this has already been discussed with the inspector this morning.• OFSTED Preparation is no longer applicable.• SKILLS AUDIT has been completed and training needs identified. Further to the structure of governance decision at the EGM, monitoring pairs will be formed and this audit will form the basis of responsibility allocation.	

- Election of Vice Chair was also deferred as there was a limited number of governors available for this meeting.

SCHOOL IMPROVEMENT

4. Budget 2019/20

A copy of the proposed budget for 2019/20 and a copy of the 5 year plan was circulated to Governors in advance of the meeting. The plan had been comprehensively reviewed by RW with the HT and the school's finance team. He provided the following summary to the Governing Body:

- Other income drops from £74k to £18k as it is unclear whether the government will continue to fund the increase in NI contributions and wage increases. Consequently, these have been removed from the 5 year plan. All other figures are standard estimations, with a slight increase in the GAG as the school is expecting an increase in pupil numbers.
- Staffing costs decrease in 2020/21 as a result of a teacher retirement.
- Whether or not the school should reduce to 13 classes was discussed but as agreed by the Intervention Board, the school will retain 14 classes and this is reflected in the budget.
- Expenditure is relatively flat.
- A surplus of £10.5k is predicted for 2019/20, with a cumulative rollover of £60k.
- A rollover surplus of £30k is reasonable for this school. The money received in the year should be spent within the same academic year but schools' cannot set a deficit budget.
- Capital money is being used next year for replacement of laptops and there is an overall plan for IT replacement to be completed by the end of 20/21. There will then be no rollover capital.
- Predicting pupil numbers is difficult. Government funding uncertainty and / or a change of government could have significant impacts on the school in the future. Charity law requires a 5 year budget plan and this worse-case scenario budget needs to be reflected in the risk register. Model of other scenarios have been created and discussed.

Q1: Why are teaching staff costs for this year so high?

R1: There is an unqualified teacher for 1 year.

RW proposed the Governing Body accepted this budget and send it to the Trust for final approval. The Governing Body unanimously approved the 2019/20 and the 5 year plan.

5. Policies

The Governing Body reviewed and adopted the following updated Trust policies:

- Financial Admin and Control Policy
- Fraud Policy and Procedure
- Charge Card Policy
- Risk Management Policy
- Complaints Policy

The Governing Body reviewed and approved the following School Policy updates:

- Attendance
- English
- SEND
- Pupils with medical conditions

ACTION: SEND Policy should not name the person, it should include the role of the person instead.

Policies were discussed at the Aquila HTs meeting and schools were advised to ensure they have all statutory DfE policies in place and only generate those which are relevant to key priorities within the school.

OTHER

6. Any Other Urgent Business

Next Meeting: 19th July at 10am.

Meeting Schedule for 2019/20 was approved:

Date	Start	End
Wed 16 Oct 2019	10:00	12:00
Thu 12 Dec 2019	10:00	12:00
Wed 12 Feb 2020	10:00	12:00
Wed 25 Mar 2020	10:00	12:00
Wed 20 May 2020	10:00	12:00
Wed 15 Jul 2020	10:00	12:00

7. Confidentiality

No items were deemed confidential and recorded separately.

Meeting closed at 11:25.

Signed _____ Date _____

Chair of the Local Governing Body