

The Cardinal Wiseman Catholic School
Minutes of the Full Governing Body
Budget Setting Meeting
Held on Thursday 27th April 2023 - 6.30 pm

Present at the meeting:

PART 'A' MINUTES

| Name | Category of Governor | Information |
|--------------------------|----------------------|--|
| Nicholas Arratoon | Co-Opted | <i>Chair of Pay Review Panel</i> |
| Nicole Alexander-Morrell | Foundation | <i>Chair of Governors</i> |
| Daniel P Coyle | Staff | <i>Headteacher</i> |
| Lystra Luke | Foundation | <i>Chair of Curriculum Committee & Chair of Admissions Panel</i> |
| Caroline Mackenzie | Foundation | |
| Michelle Samuel | Foundation | <i>Vice Chair Admissions Panel</i> |
| Michelle Sylvester | Foundation | |
| Mya Theophilou | Staff | |
| Roz Smith | | <i>Clerk to the Governors</i> |

The meeting was declared quorate.

1/ The meeting opened with a prayer led by the Headteacher.

2/ **Apologies for Absence**

Apologies were received from:

| Name | Category | Information |
|---------------------------|------------|---|
| Betty Bonnardel-Azzarelli | Foundation | Apologies received – Authorised Absence |
| Michael Doyle | Foundation | Apologies received – Authorised Absence |
| Anne Majcherczyk-Olczak | Foundation | Apologies received – Authorised Absence |
| Noel Rutherford | Co-Opted | Apologies received – Authorised Absence |

3/ **Declaration of Business Interests**

Those in attendance were asked if there had been any changes in circumstances in connection with their original Declaration of Business Interests. Their reply was 'No Change'.

4/ a) **Minutes of Pre-Budget meeting held by the Resources Committee on 19th April 2023.**

The Head confirmed that the Resources Committee had met to discuss the 23/24 Budget on 19th April 2023. A number of queries had been raised and discussed by members of the Committee as per the copy of the Minutes, which had been provided to Governors. The Minutes were taken as read.

b) **2023/24 Budget**

Governors had been provided with a copy of the school's 23/24 Budget. The document was taken as read. Following the Pre-Budget meeting, the Resources Committee was recommending to approve the proposed 23/24 Budget. The Head advised that a number of queries had been raised by a Governor and he would be going through each of them as follows:

Q1: Agency cover is down £300k. Are there risks in this new position and if so how have they been mitigated?

R: The Head advised that as per discussed at the Pre-Budget meeting last week, the reason for this is if a member of staff leaves during the year and the school is unable to fill the post, costs would be transferred from 'salaries' to the 'agency supply' budget. At the start of each financial year, we only allocate an indicative amount based on what is needed to cover 'agency supply' during the year i.e. sickness, emergency or maternity/paternity leave.

Q2: Can you please explain the reality of the benefits that accompany the new £48k spend on absence insurance?

R: The Head replied it was incumbent to do so as per our Christian ethos since this insurance will provide a raft of benefits to all staff by offering them a scheme that will look after their welfare. In addition, it would be practicable for staff retention and recruitment purposes. The scheme would be initially in place for one year and it would be evaluated. The scheme would send an important message to all staff about well-being.

Q3: ICT upgrades have been dropped completely. I would suggest it is prudent to have a rolling programme of renewal so we do not have a huge bill intermittently where best value in procurement is less likely to be achieved.

R: The Head advised that the ICT Project had been a three-year capital programme. In addition, there was a rolling programme of upgrades or renewals which were budgeted for in each financial year.

Q4: Can we explain the benefits of the extra £100k curriculum hike so we can appreciate the VFM?

R: The Head replied that as mentioned at the Pre-Budget meeting, perhaps it had been slightly hasty to reach that decision; nevertheless, the budget was linked to our School Growth Plan and he would be scrutinising all expenditure and would claw it back, as required.

Q5: I think school meals is an area worthy of consideration on many levels from financial viability of our delivery, our projections as to income/expenditure and importantly how we are protecting the most vulnerable in these difficult times.

R: The Head advised that the school meals area was worthy of consideration and confirmed that our school should not profit on this - only break even. All Free School Meal credits were automatically uploaded into the Cashless till on a daily basis. The possibility of any student missing out was nil unless they decided not to take it. In addition, there is a Stock/Logistic Administrator in the Cafeteria whose job is to source out value for money with our kitchen procurement company. However, Governors will need to look at the question of raising food prices at the school.

The Head asked those in attendance if they had any further queries regarding the proposed Budget.

There were no further questions raised by Governors. It was proposed to approve and ratify the 2023/24 Budget being presented by the Headteacher.

Decision: After careful consideration, the members of the Governing Body unanimously agreed to approve and ratify the 2022/23 Budget presented by the Headteacher and as recommended by the Resources Committee.

c) Budget Approval Certificate – Approved.

d) Three-Year Budget Forecast

The Head advised that this document had been presented to our school by Ealing Bursarial which assumed a percentage increase over the next two years on teachers and support staff salary increases. He pointed out that this was just a prediction and a forecast exercise and a discussion would take place based mainly on teachers and support staff pay awards. Ealing Bursarial had asked for this document to be approved and signed by Governors at this meeting; however, due to the late request, the Chair and other governors agreed that they had not had the opportunity to scrutinise this document carefully. The Head agreed to contact Ealing Bursarial and ask for an extension to the deadline given.

Action1: The Head will contact Ealing Bursarial and request an extension to the deadline given.

Action2: Governors were asked to scrutinise the document and, if there were any queries, to contact the Head.

Action3: The Chair of Governors could be reached to arrange the signing of this document.

5/ **Approval & Ratification of the 2023/24 Scheme of Delegation of the School's Main Account**

The Main Account's Scheme of Delegation had been provided to Governors to read prior to the meeting. Changes to this document had been highlighted for ease of identification. A Governor queried if the Chair of Resources had seen this document. The Head replied she had not. He advised that a number of other finance procedures and policy documents would be brought for discussion to the Summer term meeting of the Resources Committee.

Decision: After careful consideration, the Full Governing Board agreed to approve and ratify the school's Main Account 23/24 Scheme of Delegation.

6/ **Approval & Ratification of the following documents:**

The Head advised the following finance protocols documents had been provided to Governors to read prior to the meeting, changes/updates had been highlighted in each document:

a) ***Authorised BACS/Cheque Signatories List 23/24***

Decision: Approved and ratified by the Full GB.

Action: To be reviewed in September 2023, should it be required.

b) ***BACS & Cheque Payment Procedures 23/24***

The Head confirmed that both he and the Chair of Resources had interviewed and appointed a School Business Manager for the school.

Decision: Approved and ratified by the Full GB.

c) ***List of School's Bank Accounts 23/24***

The Head advised that the Petty Cash section had been amended and proceeded to read out the changes required. He pointed out that although we are a cashless school, the Chaplaincy's monetary situation was different as the Chaplain needed to have a ready cash-flow in order to reimburse stipends to those priests who came to our school to celebrate Mass for our students; in addition, the Chaplain needed to obtain bereavement or thank you cards to members of our school community, or to buy holy communion hosts, etc. The Head had prepared a Risk Assessment and provided details of how this would work out. Governors asked for this document to be emailed to them.

Action: The Head will email to Governors a copy of the Risk Assessment document.

Q: A Governor asked where the money would be kept and what would happen if the School Chaplain lost the money.

R: The Head replied that a strong safety box would be kept in a locked cabinet in the Chaplain's office.

Q: What happens if the cash dispensing machine does not issue you with a 'Cash Receipt'?

R: The Head replied the Finance Manager would check our bank transactions on line.

Q: How often would you need to go to the bank?

R: The Head replied that he would need to go once a month.

A discussion followed where Governors provided their opinions and concerns regarding the security of the cash in the Chaplaincy office and provided possible solutions.

Decision1: After careful consideration, Governors agreed to proceed as requested by the Head on the understanding that the money would be kept by the Finance Office in the safe and not in the School Chaplaincy office. Governors asked to add a line to this effect to the Petty Cash procedures.

Decision2: After careful consideration, Governors would like to add to the Petty Cash procedures that this is not a £100 cash per month transaction but it is a £300 float.

Decision3: Governors will approve and ratify this document once the above amendments are made.

Action: The following documents will be emailed to Governors:

a) List of School's Bank Accounts 23/24

b) Protocol for Signatories of Cheque & BACS Payments and Petty Cash 23/24.

d) *Protocols for Signatories of Cheque & BACS Payments and Petty Cash 23/24*

Decision: Governors will approve and ratify this document once the above amendments are made.

e) *Ealing Schools Finance Handbook 23/24*

The Chair of Governors highlighted that as per the Ealing Schools Finance Handbook, schools should not be setting a deficit budget.

Action: The Headteacher will look further into this.

Decision: Governors agreed to adopt this Handbook.

f) *List of Exemptions Payments 23/24*

Decision: Approved and ratified by the Full GB.

g) *Model Framework for Management of a School Budget 23/24*

Decision: Approved and ratified by the Full GB.

h) *School Expenses Policy 23/24*

Decision: Approved and ratified by the Full GB

i) *Staff Expenses Form 23/24*

Decision: Approved and ratified by the Full GB

j) *Governors' Allowance Policy 23/24*

Decision: Approved and ratified by the Full GB

k) *Governors' Allowance Claim Form 23/24*

Decision: Approved and ratified by the Full GB

l) *Car Mileage VAT Receipts*

Decision: Agreed by the Full GB

m) *Car Mileage Rates 23/24*

Decision: Agreed by the Full GB

The above documents will be signed by the Chair of Governors, Chair of Resources Committee and the Headteacher, as applicable.

7/ **D.O.N.M.:**

Summer Term Meeting: Wednesday 22nd June 2023 – 6.30pm

Meeting closed at 7.30pm

Part 'A' Minutes Approved by:

Nicole Alexander-Morrell

Chair of Governors

Roz Smith

Clerk to the Governors