



Present: Tracy Penfold (in the Chair) Trustee  
Phil Grundy (Principal)  
Dave Brown (Trustee)  
Claudine Crossley (Trustee)  
Andy Sikora (Trustee)  
Richard Palmer (Trustee)

Also present: Tom Capewell (Deputy Principal)  
Jacob Adeshina (Temporary Chief Finance Officer)  
Tim Morris (Company Secretary/Secretary to the Board)

Clerk to the Trust Board: Sue Gill

Action summary:

12.	Jacob Adeshina to work with Alan Benton and Dave Brown on the detailed reserve fund budget code and summary.
12.13	2020-2021 budget recommended to Trust Board for ratification.

**1. Welcome and apologies**

- 1.1 Tracy Penfold welcomed everyone to the meeting.
- 1.2 Apologies for absence were received and accepted from Sophie Boyack, Ginnette Hogan, Christina Proffitt and Alan Benton.
- 1.3 The meeting was confirmed as quorate with three Trustees and the Principal present.
- 1.4 The following declarations were noted:  
Tracy Penfold – governor on Opossum Federated Governing Body

**2. Budget 2020-2021**

- 2.1 The Principal informed Trustees that at the last meeting there were significant unknowns, which meant that budget was not fit for purpose. The budget did not balance to the amount of £576,000, making it unacceptable to submit.
- 2.2 The first point drove the whole bottom line of the budget (Teachers pay and pension grants). There was uncertainty if this would continue and whether the school would receive 7/12<sup>th</sup> or 5/12<sup>th</sup> of that funding. Further research had suggested removal of the grants. If that that was going to happen it would not take effect on the academies' budgets until the next financial year. It might not be entirely removed at that point, but will move into GAG funding. This year academies had been led to believe this will not be included in the GAG funding and will be an additional payment. The amount was unknown.
- 2.2 It was anticipated that £437,000 would be received to pay towards the grants. The forecasts for 2019-2020 versus the final budget of 2020-2021 was a reasonable increase. Attention was drawn to the document with the points of amendment.
- 2.3 Amendment 2 – the forecast for 2019-2020 was noted. There had been an increase of £71,000 from £437,000 to £509,000 from rows 6 and 7 (Teachers' pay and pension. Amendment 2 was separated from amendment 1 as it was slightly more

speculative and based upon the 2.75% pay increase on £437,000. The same value of funding will give the same percentage level. It was important not to set a budget that was massively over. The actual allocation will be known in October.

Jacob Adeshina joined the meeting at this point.

- 2.4 Amendments 3 – there had been discussions about the Schools’ Direct funding and the contingency of £50,000. Rather than declare the contingency and reduce the deficit. It was proposed that the contingency be ‘flagged up’ within the salaries budget. This would build in some flexibility in the salaries line. Jacob Adeshina stated that in terms of percentage, £50,000 was a small amount and the whole budget was based on not knowing what was happening with Covid19 (staff sickness and absence etc). He supported that the contingency should remain in the salaries line. Trustees expressed views and they formally agreed with the school’s decision. This would be acknowledged in the notes column.
- 2.5 Amendment 4 - £104,000 was recouped pension. It was highlighted that the school would not have to pay contributions for those staff members who opt out of pension payments. However they are automatically re-enrolled every three years. This is the third year. With three exceptions, all staff had opted to remain in the pension scheme.
- 2.6 Amendment 5 and 6 – this related to overtime. The bottom line was still negative hence the reason for the reduction in expenditure. Overtime payments will be reduced to only pre-planned bookings and where accrued, most teaching staff were covering lunch time duties. Previously staff were paid for lunch and break time duties, but as more breaks during the day, the school was able to deploy directed time of staff to cover most of those duties. It was also reminded that the whole school did not take lunch breaks and other breaks at the same time. This was one way of making savings. It was also reminded that since the lockdown, there had been no evening events that could incur overtime costs. The school was making a saving of approximately £21,000. Overtime costs were similar to agency costs as they were unknowns and will need to be closely monitored.
- 2.7 Amendment 7 – this was partly Covid19 driven. Sheila Coppel (Office Manager) had retired. Trish Tompkins has replaced her in the internal appointment. Some tasks had been re-evaluated as more work was online and digital, there was no need to have hard copies of work. This would provide savings. There were 80+ copiers within the school the rental contract will be reduced with fixed copy cost.
- 2.8 Amendment 8 – this was to be refined. There was a government announcement that funding will be given to schools to cover targeted Covid 19 catch up work for Years 7 to 11 (£80.00 per student) – total £94,480. This will be used to fund external services for pastoral support towards anxiety and mental health issues with the return to school from lockdown. There was a £5,000 saving in this budget code.

**Q: The £150,000 for that row was a reduction to £145,000. The previous budget submission agreed a £5,000 reduction, but this year there was an £8,000 increase. was the budget for £145,000 or £150,000?**

**A:** There was a forecast of £143,000 and net impact of £5,000. The correct figure was £155,000 reduced to £150,000, which was a reasonable sum to cover professional fees towards SEN.

- 2.9 Amendment 9 – historically the school had made good use of the CIF money. The school had contributed 15% towards the cost of the project. Funds were not spent from the maintenance plan. Another way to release £5,000 saving was to have a rolling programme of refresh and revamp of classrooms. Each summer, the school had tried to work on those classrooms on a priority basis. The Sixth Form and P blocks will need repainting eventually and the west wing has some outstanding work to be completed. Trustees noted those classrooms and areas of the school which had been revamped. It was noted that the lettings income was zero, but the school is taking bookings, so any profits generated can be used to cover the £5,000 savings if need be.
- 2.10 Amendment 10 – this was not a carefully itemised budget plan. Every year the Principal attended the ASCL weekend conference. The cost was usually £400.00 for two days. This year's conference will be hosted online and the cost will be reduced to approximately a quarter. Savings could be added to the external professional services to support all staff, especially the 10 NQTs, who had missed 2/3<sup>rd</sup> of training. There will be no reductions to the training budget, currently £15,000. Trustees formally agreed this.
- 2.10 With regard to the GAG income, it was stressed that it was important to use the actual value in the statement from the ESFA rather than the calculated from the DfE. Tracy Penfold had been updated on this prior to the meeting.
- 2.11 Trustees were informed that there was an update to the spreadsheet. Values (row 25 miscellaneous income) had reduced from £80,000 to £40,000 due to the pandemic. Items under this budget code includes school uniform, book fairs etc. Row 39 (music tuition), there was a differential last year of £3,000 between income and cost. Jacob Adeshina will be looking at the actual cash received, but there were a number of pupil premium students that benefited from music lessons. The external peripatetic teachers' salaries came entirely from the additional payments from students. Jacob Adeshina and the Principal will be looking at this in more detail. It was noted that the number of Pupil Premium students had dropped considerably in terms of those wishing to take up music tuition. Trustees recommended agreement of row 39.
- 2.11 Capital section – the format had changed, this was separate capital from the revenue, whereas last year this was in the same place. DFC capital income was given to the school every year. In the earlier version, there was a misunderstanding, but it related to two CIF bids from 2019-2020. It was agreed to commit £70,000 from the reserve and an additional £40,000 that the school would like to make a provision for in case there was a need to spend more on the capital side (additional canopies, washing facilities etc). The capital miscellaneous expenditure was in the main for all works carried out for additional covid 19 related resources.
- 2.12 Attention was drawn to the reserve fund analysis. Jacob Adeshina agreed to investigate with Alan Benton and Dave Brown on the details of this entry and provide suitable commentary for easier understanding.  
**Action: Jacob Adeshina.**
- 2.13 Concluding the discussion, the Resources Committee would like to recommend to the Trust Board, the approval of the 2020-2021 budget, as stated in the document 'School budget 20/21 dated 23 September 2020' as follows:
- Revenue 20/21:           Projected Income £9,760,805  
                                  Projected Expenditure £10,020,175

Projected revenue balancing amount required from the school reserves £259,369

Capital 20/21:            Projected Income £577,559  
                                 Projected expenditure £687,559

Projected capital balancing amount required from the school reserves £110,000.

Note: This balancing amount comprises the schools contribution of £70,000 towards the cost of the current CIF bid works taking place (fire safety works) and £40,000 for works/improvements needed due to the current Covid situation ie additional wash areas/toilets. The dfe have stated that any work a school needs to undertake due to the current Covid situation has to be funded from existing school budgets.

Total amount required to balance the budget £369,369.

It needs to be noted that the 19/20 budget set in July 19 required a revenue balancing amount from reserves of £230,369. Currently the forecast revenue outturn for the 19/20 financial year requires a revenue balancing amount of £35,496.

**Action:            Budget recommendation to Trust Board.**

2.13      Tracy Penfold thanks Trustees for attending the meeting and Jacob Adeshina and the finance team for their work during the pandemic and on the budget.

The meeting closed at 7.05pm.

Chair: ..... (print)

..... (sign)

Date: .....