



## **MINUTES OF GRANGEWOOD SCHOOL LOCAL GOVERNING BODY (LGB) BUSINESS FORUM**

Minutes for the Business Forum Meeting  
Held at Grangewood School  
on Monday 19<sup>th</sup> June 8:00 p.m. to 9:50 p.m.

Present:

|                     |       |   |
|---------------------|-------|---|
| John Marr           | JohnM | Chair and representative on Finance committee |
| Karen Clark         | KC    | Head of School                                |
| Michelle Antoniadou | MA    | Parent  |
| Trupti Parekh       | TP    | Diversity (from 8:05 p.m.)                    |
| Sue Cherrington     | SC    | Parent of Moorcroft pupil                     |
| Tansy Heymer        | TH    | Staff - teacher                               |
|                     |       |   |
| Sudhi Pathak        | SP    | Head of Finance and Operations (to 9:10 p.m.) |
|                     |       |   |
| Carey Philpott      | CP    | Clerk   |

The meeting was declared quorate.

| <b>Item</b> | <b>Discussions and Decisions</b>   | <b>Action</b>                                     |
|-------------|--|---|
| 60/2016-17  | <b>Welcome and apologies of absence</b><br><br>a) JohnM welcomed everybody to the meeting.<br><br>b) Roger Giles (RG), Judith Hemery (JH), Janine Marlow (JM) and Becky Haggard had sent their apologies, which the LGB accepted.  | <b>Apologies accepted.</b>                        |
| 61/2016-17  | <b>Urgent items for Any other Business or Confidential Items</b><br><br>None.  |   |
| 62/2016-17  | <b>Signing of previous Educational Forum minutes as true record and matters arising from the minutes</b><br><br>The minutes of the previous Educational Forum meeting of 9 <sup>th</sup> May 2017 had been circulated before the meeting.<br><br>Matters Arising item 57/2016-17: KC confirmed that The Rochford | <b>Previous Educational Forum minutes AGREED.</b> |

| Item       | Discussions and Decisions   | Action |
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|            | review has been added to the website.   |        |
|            | <b>Main Business Forum</b>  |        |
| 63/2016-17 | <p><b>Budgets</b></p> <p><b>a) Draft Budget for 2017-18</b></p> <p>SP had circulated a written report. He explained how the budget for the next financial year has been formulated and the main funding streams. In the report, Grangewood has a budgeting surplus of £12k but the latest updates, estimates are over £40k. This is based on an average of 108 pupils (there are 100 pupils this year). There are big increases in teacher and LSA costs due to an additional class.</p> <p>TP arrived 8:05 p.m.</p> <p><b><u>Q: Does the EHCP say which funding band a child is in?</u></b> A: KC replied that the school copy does. She does not know if it is on the parent copy.</p> <p><b><u>Q: Does the HoS recommend which funding banding is appropriate for each pupil?</u></b> A: KC responded that the LA decides the banding a pupil is on. KC has successfully challenged many of them, which have been too low.</p> <p><b><u>Q: Why is the IT budget down by £15k (from £30k) compared with last year?</u></b> A: SP replied that last year the budget was increased to cover the new IT infrastructure such as new servers and printers. That work is now completed.</p> <p><b><u>Q: Why is there no budget for the Moorcroft class?</u></b> A: KC replied because there won't be a class.</p> <p><b><u>Q: What period is the financial year for Grangewood?</u></b> A: SP replied the same as the academic year, from 1<sup>st</sup> September 2017 to 31<sup>st</sup> August 2018. This differs to the LA financial year, which can cause difficulties.</p> <p><b><u>Q: What is the Apprenticeship levy?</u></b> A: SP explained it a new tax which aims to fund three million new Apprenticeships in England by 2020. It came into effect in April 2017 and all UK employers who have</p> |        |

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|      | <p>a total employee pay bill above £3m a year will pay the levy. Employers get a £15k fixed annual allowance to offset against the levy payment which must be used for training, it cannot be used for salaries.</p> <p><b><u>Q: How much does an Apprentice cost?</u></b> A: SP replied approximately £16k p.a.</p> <p>Governors discussed whether it is worthwhile for Grangewood to employ an Apprentice.</p> <p><b><u>Q: Why is the budget for therapists down by £11k?</u></b> A: SP explained that last year the budget was based on what the staff thought was needed. This year, as the budget is tight, a zero based budget approach has been used.</p> <p><b><u>Q: What is the family services staffing line of £19k which was zero last year?</u></b> A: SP replied it is for support by LSAs. Last year this was included in the Education Support Staff line, but a new line has been added for transparency.</p> <p>In terms of cash flow, SP anticipates that at 31<sup>st</sup> August 2018, Grangewood will have £122k in the bank. He will monitor this closely throughout the financial year.</p> <p><b>b) 2016-17 Budget compared with actuals</b></p> <p>SP said total expenditure in the financial year to 31<sup>st</sup> May 2017 is £2.5m, £19k ahead of budget. Some cost centres are overspent, but the school is where they want to be in the year.</p> <p><b><u>Q: Why is there no pupil premium spend?</u></b> A: SP replied that money has been spent but Grangewood staff have entered the wrong cost code. Pupil premium is reported separately but the school should work at entering it correctly.</p> <p><b><u>Q: Why do the 2016-17 budget on the 2016-17 and 2017-18 pages not tally?</u></b> A: SP stated they should, he will send an updated version to governors.</p> | <p><b>School should work at entering pupil premium into correct cost code.</b></p> <p><b>SP to send updated versions of 2016-17 budgets.</b></p> <p><b>Governors</b></p> |

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|            | Governors recommended that the Finance committee agree the Grangewood budget to be ratified afterwards by the Board of Trustees.   | <b>recommended budget.</b>   |
| 64/2016-17 | <p><b>Any other resources/premises items</b></p> <p>SP talked through a powerpoint presentation of a RNIB and Grangewood proposal. This was discussed by governors and received their agreement.</p> <p>SP will confirm whether Grangewood will receive funding for the 6 additional pupils that would move from Sunshine House School.</p>  | <b>SP to confirm Grangewood to receive funding for 6 pupils.</b>   |
| 65/2016-17 | <p><b>Risk Register</b></p> <p>SP will circulate the latest Grangewood risk register via CP.</p> <p>SP left 9:10 p.m.</p>  | <b>SP to circulate latest G/W Risk Register.</b>                   |
| 66/2016-17 | <p><b>School Development Plan (SDP)</b></p> <p>KC stated that this year's SDP is on track, but is not RAG rated yet. She has started to write the new SDP.</p>   |  |
| 67/2016-17 | <p><b>New Eden Governance Statement</b></p> <p>JohnM told governors that part of the new Free School bid requirements is an Academy Governance Statement which reflects current government thinking. JohnM presented a summary of the draft new Governance Statement. In practice it will make little difference at local school level although the name "Local Governing Body" is likely to change to "Local Advisory Board", with members being referred to as "Advisers" rather than "Governors".</p> <p>Discussion ensued where current Governors expressed strong disquiet with the new concept, although in reality the responsibilities as defined by the Scheme of Delegation have not changed.</p> <p>*****</p> <p>Post-meeting addition: JohnM has agreed with Barry Nolan, Chair of BoD to arrange an informal meeting with LGB members to address their concerns and clarify any queries.</p> <p>*****</p> | <b>JohnM to arrange informal meeting with BN &amp; LGB members</b> |
| 68/2016-17 | <p><b>Feedback from Governors</b></p> <p>a) SC still wants to arrange to meet Emma Watson with BH to discuss IT.</p>   | <b>SC and BH still need to organise IT meeting with EW.</b>        |

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| Chair Initials |
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|            | <p>b) JohnM and TP have been discussing translating forms that are sent to parents re outcomes for individual children into their natural languages. TP will liaise with Caroline Aplin about this.</p> <p>c) JohnM is still not receiving Grangewood newsletters. KC will follow this up.</p> <p>d) KC is being interviewed next week to move from the role of Head of School to Headteacher.</p> <p>e) Governors who attended the Inclusive day congratulated staff for a very successful and enjoyable event. KC will pass on thanks to staff.</p> | <p><b>TP to liaise with CA about translating for parents.</b></p> <p><b>KC to follow up distribution of newsletter to governors.</b></p> <p><b>KC to congratulate staff for organising inclusive event.</b></p> |
| 69/2016-17 | <p><b>Proposed meeting dates for 2017/18</b></p> <p>Future meetings will not be split between Educational Forums and Business meetings. As many governors were not able to attend the daytime meetings, JohnM suggested that future meetings would be evenings. Some of the governors would not be able to attend if the start time was before 8 p.m. Preferred days of the week were discussed. JohnM will ask those who could not attend meeting their preferred nights.</p>  | <p><b>JohnM to ask RG, JH, BH and JM their preferred nights for future meetings.</b></p>  |
| 70/2016-17 | <p><b>Any Other Business / Confidential items</b></p> <p>None.</p>  |   |

Meeting closed at 9:50 p.m. There are **no** confidential minutes for this meeting.