



## Winterbourne Nursery & Infant School

### Minutes of the Extraordinary Full Governing Board Meeting of Winterbourne Nursery & Infant School held via Zoom on Tuesday 23 May 2023 at 6.00 pm

#### **Members present:**

Ms Patricia Salami (PS) Co-opted Governor (Chair)  
Ms Petra Wigzell (PWi) Headteacher  
Mr Graham Cluer (GC), Co-opted Governor  
Mr Robert Ward (RW), Co-Opted Governor  
Ms Jenny Bravery (JB), Staff Governor  
Mr Paul Walker (PWa) Co-opted Governor (from item 4)  
Mr Michael Swadling (MS) Co-opted Governor (Joint Vice Chair)

#### **In attendance:**

Ms Mel Brown (Clerk)  
Mr Edwin Alugbue (EA), School Business Manager

#### **1. Welcome / Apologies for Absence**

The Chair welcomed everyone, and no apologies were received.

#### **2. Quorum**

The meeting was quorate.

#### **3. Declarations of Interest**

RW declared that he was a Councillor for the London Borough of Croydon although he had no direct influence over budget setting for the school. Governors noted the declaration.

There were no other declarations of interest.

#### **4. 2023/24 Budget**

Governors received the 2023/24 budget report and asked the following questions:

- How accurate was the assumption that high needs top-up funding and pupil premium funding would remain unchanged for three years. PWi reported that the assumption was prudent as the criteria for pupil premium had changed, and the school would be receiving less funding.
- Why was there a budgeted increase in lettings income (I08a) to £7k and EA explained that the lettings contract had increased to three days.
- Why had the income from facilities and services (i08b) reduced significantly. EA explained that other income had been included in this cost centre this financial year but the 2023/24 budget was more realistic; the other income was now allocated to the 'additional grants for schools' cost centre.
- Why had income from contributions to visit (I12) increased from £685 to £4k per year. EA explained that this was due to a potential increase in visits and fund-raising and this income was offset by the number of visits.
- Why were no funds allocated to Supply Teaching Staff (E02), and EA confirmed that agency supply teaching staff costs were included in another cost centre.

- Why indirect employee expenses (E08) were budgeted to significantly increase, and EA replied that this was due to the increased staffing, on-going recruitment costs, and inflation.
- Why was there a budgeted increase in supply teacher insurance, and grounds maintenance and improvement, and EA replied that the budget allowed for inflationary increases.
- Why was water and sewage cost centre increasing from £5k to £12k, and EA explained that this had been under budgeted in previous years.
- Why had energy costs remained the same for three years, and EA explained that the energy costs were capped.
- Why had catering supplies increased significantly from £106k in 2022/23 to £165k by 2025/26, and this was due to an agreed contractual increase and an increase in pupil numbers.
- Was the decrease in bought in professional services (E28a) an accurate reflection of expectations. PWi explained that the Local Authority (LA) were allocating these costs to different cost centres to improve transparency. In addition, the school was moving away from agency to permanent staff and this was reflected in the budget.

Governors noted the capital expenditure this year (some funded by the LA) which included fire protection, tarmacking, health & safety, new windows, and ICT (new screens in each of the classrooms). Governors noted that there may be capital expenditure next year, but there was currently no planned expenditure.

Governors noted that the carried forward surplus for 2022/23 was budgeted to be £30k, with a budgeted surplus at the end of 2023/24 of £97k. Governors recognised that this was an acceptable level and was within the 8% maximum allowance carry forward.

Governors **approved** the 2023/24 budget to be submitted to the Local Authority.

#### **5. Any Other Urgent Business**

There was no other business.

#### **6. Part B Business**

There was no Part B business.

#### **7. Date of Next Meeting**

Thursday 13 July 2023 at 6pm at the school.