



New Hinksey CE Primary School

Vicarage Road Oxford OX1 4RQ

Tel: 01865 242169 Fax: 01865 242169

Email: office.3213@new-hinksey.oxon.sch.uk

Website: www.new-hinksey.oxon.sch.uk

Headteacher: Mrs Charlotte Haynes

Chair of governing body: Harm-Jan Fricke

Minutes of a meeting of the Full Governing Body of New Hinksey CE Primary School 6 May 2022

The meeting started at 5.15 pm.

Item	Discussion	Action																																					
	<p>Present:</p> <table border="0"> <tr> <td>Samrah Ahmed</td> <td>Parent</td> <td>SA</td> </tr> <tr> <td>Richard Bailey</td> <td>Parent</td> <td>RB</td> </tr> <tr> <td>Brad Baines</td> <td>Co-opted</td> <td>BB – joined at 17.46</td> </tr> <tr> <td>Kieran Cox</td> <td>Parent</td> <td>KC</td> </tr> <tr> <td>Crispin Chatterton</td> <td>Parent</td> <td>CC</td> </tr> <tr> <td>Harm-Jan Fricke</td> <td>Co-opted (Chair)</td> <td>HJF</td> </tr> <tr> <td>Fiona Hawkins</td> <td>Co-opted</td> <td>FH – by video link</td> </tr> <tr> <td>Charlotte Haynes</td> <td>Head Teacher</td> <td>CH</td> </tr> <tr> <td>Miriam Jackson</td> <td>Foundation</td> <td>MJ</td> </tr> <tr> <td>Helen Nash</td> <td>Staff</td> <td>HN</td> </tr> <tr> <td>Denise Tucker</td> <td>Foundation</td> <td>DT</td> </tr> </table> <p>Apologies: None</p> <p>In attendance :</p> <table border="0"> <tr> <td>Tracey Haslam</td> <td>School Business Manager</td> </tr> <tr> <td>Martin Pounce</td> <td>Clerk</td> </tr> </table>	Samrah Ahmed	Parent	SA	Richard Bailey	Parent	RB	Brad Baines	Co-opted	BB – joined at 17.46	Kieran Cox	Parent	KC	Crispin Chatterton	Parent	CC	Harm-Jan Fricke	Co-opted (Chair)	HJF	Fiona Hawkins	Co-opted	FH – by video link	Charlotte Haynes	Head Teacher	CH	Miriam Jackson	Foundation	MJ	Helen Nash	Staff	HN	Denise Tucker	Foundation	DT	Tracey Haslam	School Business Manager	Martin Pounce	Clerk	
Samrah Ahmed	Parent	SA																																					
Richard Bailey	Parent	RB																																					
Brad Baines	Co-opted	BB – joined at 17.46																																					
Kieran Cox	Parent	KC																																					
Crispin Chatterton	Parent	CC																																					
Harm-Jan Fricke	Co-opted (Chair)	HJF																																					
Fiona Hawkins	Co-opted	FH – by video link																																					
Charlotte Haynes	Head Teacher	CH																																					
Miriam Jackson	Foundation	MJ																																					
Helen Nash	Staff	HN																																					
Denise Tucker	Foundation	DT																																					
Tracey Haslam	School Business Manager																																						
Martin Pounce	Clerk																																						
1	<p>Welcome and apologies</p> <p>The chair noted that the meeting had been called simply to agree the school budget for 2022-23. He thanked all governors for making the effort to attend this important meeting. He checked that Fiona Hawkins could hear and would be able to ask questions and make comments.</p> <p>The meeting was quorate.</p>																																						
2.	<p>Budget 2022-23</p> <p>Budget papers were tabled. Introducing the budget, Tracey Haslam explained it had been drawn up with support from Education Finance who had verified the figures. The proposed 2022-23 budget must be set in the context of likely budget figures for 2023-24 and 2024-25. In all three years the school will be spending more than its income but the</p>																																						

size of the brought forward figure from 2021-22 (£99.3k) means that even at the end of year 2024-25 there is predicted to be a brought forward figure of £17.6k. Second and third years are always difficult to predict.

Income in 2022-23 is expected to be £849.2k while proposed expenditure will total £899.3k. This means that the school will be eating into its brought forward reserves by £50k leaving a brought forward figure of £49.3k. This brought forward figure is predicted to decrease to £37.8k in 2023-24 and to £17.6k in 2024-25.

The main expenditure in all schools is on staff. The cost of employing teachers, supply teachers, Education Support Staff and Admin and Clerical staff will be £687.5k in 2022-23.

Governors asked whether inflation has been accounted for in the figures. Yes. How much? Inflation is different for different items. Energy costs will have a higher inflation than salaries.

The headteacher wanted governors to understand that the only reason the budget looks manageable is that spending has been pared down. It doesn't allow for SENCO or Caretaker time. Learning Resources which had been cut to £18.4k in 2021-22 had been further reduced to £14.4k.

Governors asked what other items had been cut. There would be no spending on sports coaches and reduced amounts spent on supply cover and staff training.

Governors asked whether there was any more scope for further cuts in this or future years. When would the governors find themselves unable to make further cuts? Now. There is no scope for further cuts. The budget is at the 'critical' stage. If the school were to recruit more children by the time of the October census it would make such a difference. The Age Weighted Pupil Unit (AWPU) is £3,288.42. (Nursery is a different figure).

Governors asked how many children the school can take. If every class was full, with 25 pupils the total school population would be 175. Currently there are 143 children in total. They are spread unevenly through the school. All schools in Oxford are finding that there is a shortage of children admitted in September 2022.

Governors asked how many children are expected in Reception. The first allocation is 18 out of 25 and the headteacher expects that figure to increase in the second and subsequent allocations. St Ebbe's is planning to reduce from two-form entry to 1-form entry and that may help New Hinksey's numbers in the long term.

Governors asked whether any assumptions had been made regarding staff changes. Yes. Two experienced staff are leaving, and the budget assumes that their replacements will be less experienced and on lower salaries. It's not always possible to recruit suitable staff who expect lower salaries. The priority is to ensure that good teachers are appointed and that may require appointing teachers on higher salaries.

Governors asked whether the headteacher hoped to recruit more children. Yes,
Governors asked what would increase the chances of recruiting more children Would an improved website help? The headteacher believes that the problem is deeper:

- Birthrates in New Hinksey's typical catchment area have been falling over the past years (in common with other areas in Oxford), therefore, year groups entering the education system are smaller than in previous years.

Governors asked how many children living in the area are being home-schooled. During the pandemic some children were removed for home schooling. One or two have returned.

Governors asked how much the PTA contributes to school income. They have committed themselves to making £3k donation each year. They also contribute to certain class expenses. Predicted contributions by the PTA is shown in 'Other income'.

Governors asked whether they could help the PTA increase funds raised. The headteacher was pleased to report that there were 8 or 9 parents at the meeting to plan the summer fete but securing community involvement is more important than fund-raising. **Can the governors encourage donations?** Yes there's a Just Giving page but household budgets are stretched. **Governors asked whether they could help PTA to make grant applications.** Grants are always project based and can't pay for staff unless it is time to carry out the project. It takes energy and expertise to make grant applications, **Governors noted that the PTA had also organized a Christmas Bazaar and wondered whether this might be re-instated.**

Governors noted they were the only school to have a planned admission number of 25. Could this be used as a unique selling point. No, the school has mixed age classes and some have 27-31 pupils.

Brad Baines joined the meeting at 17.46.

A governor remembered that the previous year the school had submitted a deficit budget for 2023-2024. That is correct but the county changed it. Should the school make a point of showing a deficit at the end of y2024-25? No, the county will insist on cuts and governors might not have a say in where the cuts would fall.

Governors questioned how the brought forward figure had been accumulated. In 2019-20 it had been £120k and was gradually being eroded. Expanding premises would enable the school to take on more pupils but the current site had too many constraints. The chair had contact Cllr Liz Brighthouse to seek her help in exploring options. He will try again.

If further cuts were necessary, the school could decide not to replace a Teaching Assistant if one leaves.

Governors asked whether the budget made allowance for pay increases. There have been modest increases for some staff and some staff benefit from incremental increase.

Governors asked how concerned the school should be that the brought forward figure is reducing. When does it become too low? Now. The reduction of the brought forward figure in the 2022-23 year should be a cause of concern.

Governors recognized that some of the problem is caused by the school having a bulge of experienced teachers. It would be ideal to have a mix of experienced and less experienced staff. *Is it inevitable that there will be this bulge?* Part of the problem is that

HF

young teachers can't afford to live in Oxford. The school may be lucky and appoint a less experienced teacher at lower cost, but the teacher will have the additional challenge of teaching mixed-age classes so may need to appoint more mature candidates.

Governors asked what changes of staff are built into the assumptions of staff costs in 2023-24 and 2024-25. By 2024-25 the school expects some staff to leave and has assumed they will be replaced by less expensive staff. **Governors asked whether the staff structure will be maintained.** There will be no changes in the number of teachers needed. **Governors asked how easy it will be to recruit replacements.** It will be difficult and if the school needs to offer incentives it will add to staff costs.

Richard Bailey left the meeting at 18.05.

Governors asked how likely it was that the brought forward figure of £49.3 in the 2022-23 year would be increased. Good housekeeping to keep spending down might result in an increased brought forward figure. In 2019 the brought forward figure was budgeted to be £84k but turned out to be £99k.

Governors asked whether it might be possible to ask the PTA to contribute more than £3k. The PTA has always been open to requests and very supportive of making contributions to the school. Purchases by the PTA of goods or services that are then provided to the school as contributions in kind, thereby avoiding time-consuming entry into the school's budget and accounts, are most efficient.

Governors asked whether there would be additional income from the breakfast and after school club. Since lockdown fewer children use breakfast and after school clubs so it currently runs at a loss. However, the school is obliged to offer this facility and it is important to the school for other reasons – including recruiting pupils.

Governors expressed concern about the long term prospects with ever-decreasing brought forward figures. The school business manager pointed out that the budget was healthier than it had been in some previous years.

Governors asked for an assurance that Education Finance would allow the proposed budget. Yes, it had been drawn up in consultation with Education Finance. They will accept it but will ask clarifying questions. They always say the school has too many Teaching Assistants.

Having checked that governors had no further questions, the chair asked whether governors were happy to agree the budget. **Agreement was unanimous.**

Date of the next meeting was confirmed as **Tuesday 12 July, 6.30pm.**

In closing the meeting, the chair thanked the school business manager and the headteacher for their work in preparing the budget.

The meeting closed at 18.15.

DRAFT