



Minutes of the special meeting of the Joint Local Board held on 21st June 2016 at Somersfords' Walter Powell Primary School

Present	Apologies
Claire Kennedy (CK): Chair Jill Rowe (JR): Executive Principal Evelyn Bone (EB): Vice Chair Rich Jefferson (RJ) Julia Harle (JH) Debbie Luter (DL) Heather Lee (HL) Margaret Palmer (MP)	Shirley Palmer (SP) Paula Jenkins (PJ) Nick Jarman (NJ) Emily Edmondson (EE) Andrea Kaye(AK)

Item no.	Notes/actions	By when
1.	<p>Opening prayer, welcome and apologies</p> <p>The Chair welcomed members to this special meeting of the Joint Local Board, convened to discuss and approve the budget in accordance with DBAT's timetable. Not all members were required to be present, but the meeting was quorate. EB conducted a short opening prayer. Apologies were received from SP, PJ, NJ, EE and AK and sanctioned.</p>	
2.	<p>Declaration of interests</p> <p>No interests were declared</p>	
3.	<p>Approval of budget</p> <p>RJ as Chair of the Resources Committee led the discussion. Thanks were given to the School Business Managers for the hard work they had put into preparing the budgets. The Resources Committee had reviewed the budgets in detail. RJ had produced a supporting paper explaining the preparation method, the pressures on school budgets and the risks to the budgets. RJ explained:</p> <ul style="list-style-type: none"> • Income is driven by number of pupils on the census date of 1 October 2015 – CM small rise on the previous year, SWP stable and SS decrease. • The majority of the costs are staff costs which have increased as a result of scale rate increases, pension contribution rates rising and the adoption of the New Living Wage; and • The remaining overhead costs have been closely reviewed and cost savings made where possible <p>Income for both SS and SWP is down, but more significantly for the former. A corresponding reduction in costs at SWP eased its budget. The budgets for all three schools are balanced for 2016/2017. However, RJ noted that for both SS and SWP this is by using the brought forward surplus.</p>	

	<p>2017/2018 outlooks had also been prepared for all schools. Members of the LB were concerned by the forecasts for SWP and SS which are both forecasting deficits in that year.</p> <p>JR explained SWP had stable pupil numbers and it is expected that this deficit will be avoided as no income has been included for PE Premium which is likely to continue. SS is a more significant concern. There have been many changes in recent months which are expected to increase the number of pupils – step up in marketing, Open Day, stronger relationship with pre-school, and provision of wrap around care. However, it is not expected that this will have enough of an impact on pupil numbers by 1 October 2016 census date. CK explained that she and JR had met with DBAT Officers to highlight concern. EB felt a further step was required and asked that a letter was written to DBAT asking for their support and assistance with an action plan for SS.</p> <p>With the Mobile classroom project progressing at CM, RJ requested that the Resources Committee was involved in monitoring the project and the financial implications as CM would be required to fund any overspend and this has not been included in the budget.</p> <p>It was unanimously agreed that the budgets be recommended to the Main Board for approval and CK agreed to write the covering letter.</p>	
4.	<p>Close of meeting The Chair thanked members for attending this additional meeting.</p>	

Blue text denotes questioning or challenging of the SLT

Signed.....

Date.....