

**The Ark Federation,**  
Part of St. Christopher's Multi Academy Trust  
Meeting of the Local Governing Body  
Wednesday 21<sup>st</sup> June 2017  
7.15pm at Beer school

Governor Attendees: Jean Smith (JS), Rick Dormer (RD), Gill McMenemy (GM), Jeremy Trew (JT), Rebecca Porter (RP), Lesley Webb (LW), Lesley Brown (LB), Alex Hosking (AH), Rob Evans (RE)

Also attending: Carol Rapley (CR) Clerk, Amanda Blackmore (AB) Finance Manager

**MINUTES**

| Item  | Action  |         |         |         |      |     |        |        |    |       |     |       |  |
|---|---------|---------|---------|---------|------|-----|--------|--------|----|-------|-----|-------|--|
| <p>1. Welcome, introductions and opening prayer</p> <p>a) To receive apologies for absence</p> <p>b) To consider whether to sanction absences</p> <p>c) Conflicts of Interest</p>   |         |         |         |         |      |     |        |        |    |       |     |       |  |
| <p>Welcome prayer from JS</p> <p>Apologies from Callum Mitchell which were sanctioned.</p> <p>No conflict of interest registered.</p>   |         |         |         |         |      |     |        |        |    |       |     |       |  |
| <p>2. To approve the draft budget 2018/19 for submission to the MAT Finance Board</p>   |         |         |         |         |      |     |        |        |    |       |     |       |  |
| <p>AB introduced the 3-year draft budget for each school. Currently, there is a predicted carry forward of £10k.</p> <p>The MAT has given a list of non-negotiables as follows:</p> <ul style="list-style-type: none"> <li>- A balanced budget ie. no In Year deficit – <i>2017/18 could be achieved using carry forward at AS</i></li> <li>- Salary costs should not exceed 75% of expenditure – <i>Ark Federation budgets have 70% salary costs</i></li> <li>- Single budgets for each school academy - <i>achieved</i></li> <li>- The bottom line (in year surplus brought forward) should be around 1/12<sup>th</sup> of expenditure - <i>This bottom line is unachievable</i></li> </ul> <p>AB explained that the MAT is currently focussing on the 2017/18 budget being balanced.</p> <p>AH commented that the bottom line would need to be £85,000 to meet their requirements and that this needs to be challenged as unachievable. All governors agreed with this.</p> <p>GM commented that 75% staff salaries was low, it used to be approximately 80%.</p> <p>The 3 year budgets for single schools are now forecasting the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>2017/18</th> <th>2018/19</th> <th>2019/20</th> </tr> </thead> <tbody> <tr> <td>Beer</td> <td>312</td> <td>-43202</td> <td>-39373</td> </tr> <tr> <td>AS</td> <td>-4235</td> <td>843</td> <td>19504</td> </tr> </tbody> </table> <p>Changes that have impacted upon these budgets are:</p> <ul style="list-style-type: none"> <li>- Reduction on pupil numbers in Beer from 127 to 119 causing a reduction in income for 2018/19</li> <li>- Increase in central contribution (topslice) per pupil to the MAT from Sept 2017. Currently we pay £200 per child, from September it will be £475 per child. This results in a cost of £60,325 for Beer and £49,400 for AS in</li> </ul> |         | 2017/18 | 2018/19 | 2019/20 | Beer | 312 | -43202 | -39373 | AS | -4235 | 843 | 19504 |  |
|   | 2017/18 | 2018/19 | 2019/20 |         |      |     |        |        |    |       |     |       |  |
| Beer  | 312     | -43202  | -39373  |         |      |     |        |        |    |       |     |       |  |
| AS  | -4235   | 843     | 19504   |         |      |     |        |        |    |       |     |       |  |

|   |  |
|---|--|
| <p>2017/18</p> <ul style="list-style-type: none"> <li>- New accounting software is overstating staff costs (AB awaiting advice)</li> </ul> <p>AB explained that as her new role for the MAT was procurement, she would look carefully at ways to save money on non-staff expenditure. Priority areas where possible savings could be made are cleaning and catering, amongst others.</p> <p>GM asked whether time allocation between schools for the Executive Head and the SEN lead could help balance the budget. RP agreed that this was the case.</p> <p><i>GM asked what the challenges were?</i> RP replied with a list:</p> <ul style="list-style-type: none"> <li>- the increase from £200 to £475 topslice per pupil</li> <li>- Small schools pay more per pupil than large.</li> <li>- AS and Beer are treated as separate schools rather than as a Federation of 200 pupils. This seem to be contrary to the fact that services are provided by the MAT to the Federation as one unit rather than 2 schools eg Finance and SIP</li> </ul> <p>JS asked for a show of hands in favour of approving the draft budget as recommended by Resources committee.</p> <p>In favour – RD/GM/JS/LB/LS/RD/JT – 7 governors</p> <p>Abstention – AH – (reasons being that he had no comparator to 2016/17, the figures were tabled at the meeting rather than beforehand and he has no access to detail of staff salaries)</p> <p><b>Budget approved by a majority of 7:1</b></p> <p>JS, on behalf of the LGB, thanked AB for all her hard work preparing two seperate draft 3 year budgets.</p> <p><b>Note:</b> The LGB wan to record that they are very concerned about several actions and directives received from the MAT recently and give full support to the letter that the Resources Committee intend to send to the MAT outlining these concerns.</p> |  |
| <p>3. Chairman’s business</p>   |  |
| <p>JS thanked Rick Dormor for his time and dedication as a Governor over many years and his contribution as Chair of Resources committee. Everyone wished him well in the future.</p>   |  |
| <p>4.To receive and update from Admissions committee</p>  |  |
| <p>Application for Year 3 at AS. There are already 2 on the waiting list therefore the place will be declined.<br/> Application for Year 3 at Beer. Year group is full therefore the place will be declined.<br/> Potential pupil for Year 5 at Beer for September 2017 – application awaited.</p> <p>Date of next LGB meeting : 6<sup>th</sup> July 2017 at AS at 6pm</p>  |  |

Signed..... Date.....  
Mrs Jean Smith, Chair of Governors