

FGB Committee – Extraordinary Meeting
Notes and Actions of the Meeting held on Monday 31st January 2022
at 6:00pm via Google Meet



Eva Prieto Arbour (EPA)	Co-opted Governor	Absent
Amy Bone (AB)	Foundation Governor	Absent
Eileen Bone (EB)	Foundation Governor	Present
Fran Boto (FB)	Co-opted Governor	Present (<i>in part</i>)
Claire Hadcocks (CH)	Co-opted Governor	Present
Brian Ikin (BI)	Co-opted Governor	Present
David Murden (DM)	Ex-Officio Governor / Headteacher	Present
Stephenie Shvern (SS)	Parent Governor	Absent
Chris Williams (CW)	Local Authority Governor	Present
Tracey Townsend (TT)	Staff Governor	Present
Barry Walder (BW)	Finance Consultant; SMS	Present

	Item	Action
1.	<p>Welcome; Apologies for absence and quorum (3) CH opened the meeting at 6pm, welcoming all to the meeting. Apologies were received and accepted from Amy Bone and Stephenie Shvern; no apologies were received from Eva Prieto Arbour. The meeting was declared quorate.</p> <p>Declarations of Interest There were no declarations of interest regarding items on the agenda.</p>	
2.	<p>Minutes of the previous meeting held on 8th December 2021 DECISION: Approval of the minutes of the meeting held on 8th December 2021 was deferred to the next meeting</p>	
3.	<p>December A3 return / 3 year plan submission BW presented the work to date on the 3-year plan. The plan is still a work in progress but some challenging issues are emerging. At this stage the income is c£500k per annum less than that anticipated in the DRP and costs, particularly staffing and agency related costs are greater as a consequence of which the plan is showing the following;</p> <ul style="list-style-type: none"> - Year One deficit of £770k - Year Two deficit £1.157m - Year Three deficit £1.4m <p>The Governors were clearly not able to approve a plan at these levels and at this stage. The following ACTIONS were agreed;</p> <ul style="list-style-type: none"> - DM and BW to review all the assumptions (both cost and revenue) this week - DM to manage communications to the LA about a delay to the submission to the plan - BW to manage the requirement to borrow from the LA to manage our cash flow and to provide a cash statement for Governors to review - DM to confirm when he and Barry will be ready for Governors to review the 3 year plan and DRP in detail (subsequent to the meeting a special FGB has been scheduled for 23/2/22. 	<p>8</p> <p>9</p> <p>10</p> <p>11</p>

Signed: Claire Hadcocks Print Name: HADCOCKS / C
 Chair Date: 30/1/21

Action list – Note: the following actions as greyed out are recommended for closure.

Item	Action point	Who	By when	Update
Actions arising from the Meeting of the 21 st October 2021				
1.	To provide details of the curriculum block budget / financials in future reports	DM	Ongoing	
2.	To review the capacity of the SLT and the potential risks to budget recovery	DM/AB	Next FGB	
3.	The half-year review of the budget is due. DM and AB to review the current Annual Income and Expenditure Report and 3-year Income and Expenditure Projections. To receive the bank reconciliation / unreconciled items statement.	DM/AB	Next FGB	
4.	To discuss the Responsible Officer Report at the next Finance Meeting.	BI	Next Finance	
5.	DM to advise on the consultant's report assessing the current budget software and making recommendations moving forwards.	DM	Next Finance	
Actions arising from the meeting of 26 th January 2022				
6.	AB and DM to meet BW regarding reporting needs for both the GB and HT.	AB, DM, BW	Finance March 22	
7.	RV to send out a notice about an extraordinary FGB on Monday 31 st January from 6:30 – 7:30pm. The meeting is to be held remotely - DM to set up a Google Meets invite	RV, DM	30/01/22	Action completed and closed
Actions arising from the meeting of 31 st January 2022				
8.	DM and BW to review all the assumptions (both cost and revenue) this week	DM, BW		
9.	DM to manage communications to the LA about a delay to the submission to the plan	DM		
10.	BW to manage the requirement to borrow from the LA to manage our cash flow and to provide a cash statement for Governors to review	BW		
11.	DM to confirm when he and Barry will be ready for Governors to review the 3 year plan and DRP in detail (subsequent to the meeting a special FGB has been scheduled for 23/2/22.	DM		