**MINUTES FOR A VIRTUAL MEETING OF THE GOVERNING BODY OF**

**SHENFIELD HIGH SCHOOL**

**FRIDAY 15th JULY 2022 at 8:30am**

**Present:**

Mr Julian Beard Co-opted Governor

Mrs Katharine Boulton Co-opted Governor

Mr David Churchill Parent Governor

Mrs Victoria Noonan Parent Governor

Mr Stuart Roberts Staff Governor

Mrs Karuna Shaunak-Hobbs Staff Governor

Mrs Lynn Smith Governor

Mrs Jane Swettenham (Chair) Co-opted Governor

Ms Carole Herman Headteacher – Ex Officio

**In attendance:**

Mrs Karen Whordley Clerk

JS reminded governors that the meeting was being recorded.

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|  |  | **ACTION** |
| 1 | **APOLOGIES** Apologies for absence were received from Jo Gray and Clare Hoddy |  |
| 2 | **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST**  Nothing to declare. |  |
| 3 | **BUDGET**  Governors had previously received a narrative regarding the budget from SR. SR highlighted the following points:   * Essential to get it approved by FGB * Returned to a zero based budgeting system * Budget holders have told SR what they need and everything they have said is essential and desired can be funded * Revenue carry forward of £355,000, £303,000 last year * £161,000 reserve for this year, £70,000 last year * Astro sinking fund will be unallocated rather than contingency * £114,000 in year surplus for 2022/23 * £323,000 contingency for the start of the year, £178,000 last year * Lettings income has reduced due to for example lower lettings being held in the sports hall and the floor there needs lifting over the summer * SR has budgeted a 3% increase on teaching staff salaries from September and 2% for supports staff backdated to April 2022 and 3% from April 2023. The Teachers’ Pay Review Body is due to report imminently * Increased energy costs. 10% on electricity and 40% on gas. £320,000 has been allocated to the budget for energy. ICL are the government approved suppliers. SR will keep checking and fix at the best time he possibly can. Some providers want us to fix for two years but SR does not wish to do this. If no grant funding governors need to be aware this could eat into the contingency money. * LS asked about the water issue. SR confirmed there is definitely a leak and the exact whereabouts is being investigated next week. VN asked about other damage. It is possibly under the car park. * DC thanked SR. With a £9m income is there a reserve policy? SR confirmed ¼ a million is aspired to.   JS asked governors to approve the budget for 2022/23. *Governors unanimously approved the budget.* |  |
| 4 | **POLICY REVIEWS**  The following policies were ratified by the FGB following approval at the relevant committee meetings:   * + Sickness Management Procedure   + Redundancy & Restructuring   + Recruitment Procedure   + Grievance Procedure   + Probation Procedure   + Mental Health & Wellbeing   + Leave of absence   + Flexible working (change CJH to Headteacher on page 4)   + First aid and administering medications policy   + Discipline & Dismissal (insert 14 day time limit to any challenges to accuracy of the minutes at para 11.1)   + Capability Procedure   + Behaviour for Learning   + Uniform Policy   + Exam Contingency | **KSW**  **KSW** |
| 5 | **CHAIR’S ACTION**  None |  |
| 6 | **CHAIR’S BUSINESS/CORRESPONDENCE**  One complaint that JS has responded to. |  |
| 7 | **ESFA LETTERS AND VIREMENTS**  None |  |
| 8 | **RESOURCES MINUTES**  The minutes of the 29th April 2022 were approved by the resources committee members present. |  |
| 9 | **INSET DAYS 2023-2024**  The following inset days were approved by the FGB:  1st September 2023  6th October 2023  19th July 2024  22nd July 2024  23rd July 2024 |  |
| 10 | **AOB**  JS-Any questions on any of the documentation that had been provided to governors please send via email copying in all governors  JS will be in touch once the exam results are released in August  Next year’s FGB meeting dates are on Weebly.  KB and JS thanked CJH as this was her last FGB meeting.  KB and JS thanked SR.  JS thanked all governors for their support this year  Meeting closed at 8:55am. |  |

Signature: Date: