

## Draft

### MINUTES OF THE ANNUAL GENERAL MEETING OF KATHARINE LADY BERKELEY'S SCHOOL 26<sup>TH</sup> February 2014

Present:

- Mr A Harris (Head Teacher)
- Mrs G Hayward (Chair of Governors)
- Mr S Blackshaw (Finance Director)
- Mr C Mann (Deputy Head)
- Ms H Khan (Deputy Head)
- Mrs M Clarke (Chair of Foundation)
- Mr C Sanders (Governor)
- Mr V Jotcham (Governor)
- Dr J Cordwell (Governor)
- Mrs L Chase (Governor)
- Mr M Valentine Governor)
- Mrs R Robinson (Governor)
- Mr T Andrews (Teacher/Governor)
- Mr G Robson (Governor)
- Mrs J Kendall (Governor)

20 parents/guardians attended

#### **Welcome, introductions and apologies**

GH welcomed all present and explained that the AGM is a legal requirement. She gave a brief description of how the meeting would develop and confirmed that all the paperwork available on the evening was on the school website.

Apologies had been received from Miss A Dixon, Mr S Harding & Mr M Challis, Governors

#### **Matters Arising**

The minutes of the previous AGM on 27<sup>th</sup> February 2013 were approved – *It was later confirmed to GH that Mrs L Chase was not present at that meeting and this was noted*

#### **Formal presentation of annual report and accounts**

SB presented the second year's accounts since becoming an Academy ending 31.8.2013. He explained that the report was divided into three sections – Auditor's Report, Financial Report and Policies, Notes & breakdown of finances. He highlighted the most relevant parts pointing out that teachers' salaries make up over 60% of the budget and other costs such as non teaching staff, cleaning, catering, premises etc make up the remainder. He confirmed that the school had received the significant sum of £600,000 in the last financial year, allowing £700,000 worth of improvements to the school, which included much needed

drainage of part the playing field, refurbishment to the Sports Hall, updated CCTV system and much remedial work which had taken place during the 2013 Summer break.

SB confirmed that the carry forward amount is in the right range at present and the school has adequate resources.

He confirmed that the school had a comprehensive risk register which is constantly under review.

In answer to a question from the floor, SB confirmed that the largest amount of money received into the school comes from the Government.

### **How we manage our money in practice**

AH informed the meeting that 80% of the budget in the last financial year was spent on staffing. An exceptional amount was also spent in 2012/13 on cover for absent staff. It is hoped that this will be substantially reduced in 2014.

It was pleasing to report that Sport England had given grants to the school of £200,000 and the carry forward figure was £250,000.

The budget for 2013/14 shows a similar picture. Staffing is very slightly down. Income is frozen but there will still be a 1% pay increase. Although as an Academy we are not duty bound to give this increase, we will do so to help keep high staff morale. There is low staff turnover at KLB which results in an upward drift in staff salaries.

AH reported that the forecast for September 2014 shows a full intake for year 7 of 248. There is always the chance this could change due to churn but is not expected to be any less than 240.

Although finances look healthy at the moment, future years show a different picture. There will be a significant drop in the number of pupils coming into the school, maybe to as few as 198, and GCC projections suggest numbers are not expected to rise until 2020. As funding is based on the previous year's intake and includes a fixed amount per pupil of around £3,500 the financial impact could be significant. VI form numbers are also likely to decrease but could stabilise between 260 and 265. This prospective loss of income, coupled with a 1% pay increase and a cut in Government income of 3% for post 16 students could mean a decrease in funding of £500,000 over the next few years. It will be necessary to reduce the salary bill by £80,000 between 2014/15 and 2015/16 which poses real challenges.

In 2016 there will be significant change to National Insurance contributions by the employer which will increase the amount we have to pay by £100,000.

The budget forecast is not good and the above financial cuts will mean a gradually reducing carry forward figure to maybe as little as £41,000. AH informed the meeting that

Academies are not allowed to go into deficit but there will have to be some skilful management of the School's finances in order to plan for the changes.

A questioner from the floor asked if other schools have similar problems. GH responded by saying that Gloucestershire is a low funding county which also makes balancing the budgets of other schools a challenge.

Another questioner asked if KLB, being known as a provider of a large number of languages, would draw pupils to attend the school. AH responded by saying that there is no longer funding as a specialist school for languages and our language provision is due to be reduced by the discontinuation of German and Latin due to small numbers. AH expressed a wish to change from French to Spanish as a first language as he believes that this is, and will be, of greater use to our students in the future but it hinges on staffing.

There is no expected reduction in funding for Special Educational Needs pupils.

It is becoming increasingly more important to promote the school and encourage pupils to attend who would otherwise go to other local schools or be educated privately, both inside and outside the area to mitigate the decrease in funding.

### **The Wider Education Agenda**

- There will be fewer entries for vocational courses
- New courses are planned for English and Maths in 2014
- AH expressed concern over recruitment difficulties, particularly for Mathematics, Physics and Chemistry
- AS, as the first part of the A2 qualification, will stop in 2015 but continue only as a stand alone subject.
- 2015 will be the first year of teaching of new linear A levels
- 2016 will be the first year of teaching of new GCSE in subjects other than English & Maths
- 2016 will be the first year for a new performance table system
- 2017 will be the first year for a new system of 1-9 grading for English and Maths
- There is and will be an ongoing focus on Pupil Premium
- AH expressed concern over the inconsistency of Ofsted inspections
- AH also expressed concern about the limited recurrent capital funding on which planning could be based

### **School Improvement Plan**

AH went over the specific points mentioned in the School Improvement Plan which was included in the paperwork for attendees.

AH admitted that in the past we may have lost pupils to another local school due to their enhanced sporting facilities but in future, with our ability to use the new artificial pitches, this should no longer be a reason.

### **Reviewing and reaffirming our purpose and values**

GH explained that Governors were in the process of re-visiting the school's vision and aims in the light of the significant changes happening in education and because it was some time since this had been done, in order to quickly gauge what was important to the parents present, she asked if they would call out a word which represents their view of what is most important to them for their child's education and overall experience at KLB. The responses were:

Love of learning  
Happy at school  
Teachers being interested in the pupils  
Welcoming  
Supportive teachers  
Encouraging  
Inspiration and aspiration  
Motivation  
Enthusiasm  
Challenging  
Caring  
Inclusive  
Dedicated  
Rewarding  
Rounded  
Achievement

These opinions will be taken into account when the aims are re-drafted in a few weeks time.

### **Foundation Report**

MC, as Chair of the Foundation, asked if there were any questions about the report included in the paper for attendees. There were none. GH elaborated on the function of the Foundation and the financial contribution it makes to the school. There will soon be a vacancy for a Foundation Governor and she asked for anyone to come forward if they were interested in applying. The role will be advertised shortly in the school newsletter.

### **Q & A**

In answer to a question on IT provision, AH said there is a demand on KLB to generate skills and understanding on the working of computers and he is looking at the future provision of

IT as incorporating it within other subjects in years 8 and 9 has not developed as he would have hoped.

**Close**

GH thanked those attending and said how encouraging it was to see a substantial increase in the numbers this year.

27.2.14