

The London Borough of Richmond upon Thames

## Meadlands Primary School

### Approved Minutes of the conference call meeting to approve budget on Wednesday 23<sup>rd</sup> May at 5.30pm

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**Participant:** Charlotte McIntyre (CMcl) – Chair of Governors  
James Greenbury (JGr) – Committee Chair  
Sophie McGeoch (SMcG) – Head Teacher  
Carolyn Dodds – Committee Chair  
Nigel Seymour (NS)  
Fiona Stewart (FS)  
Annabelle Hughes (AH)

**CC:** Marc Rust (MR)  
Alex Colclough (AC)  
Jolene Gee (JoG)  
Penny Frost (PF)  
Karen Harrison (KH)  
Sarah Taunton (ST)  
Ulrich Tiedau  
Richard Smith (RS)  
Andree Frieze

**Also in call:** Kate Watts (KW) – Clerk

The meeting started at 5.35pm and was via conference call.

1.	Introduction	ACTIONS
1.1	CMcl explained that the purpose of the conference call was to approve the budget (2017/18).	
1.2	Participants confirmed attendance and the meeting was declared quorate. CMcl was able to ratify who was online as conference call administrator.	
2.	Discussion	
2.1	JGr confirmed that all relevant paperwork had been emailed to the participants prior to the meeting and that the discussion was based on the Budget year ending April 2018	
2.2	JGr said that a summary of relevant information was in the Word document compiled by JoG and SL. This was one of the documents circulated via email	
2.3	JGr briefly summarised the key points of that document. <ul style="list-style-type: none"><li>• Our reserves are £40,000 better than budgeted at £100,000.</li><li>• Although 2021 shows a negative position, the S and R committee had been assured that this was a conservative budget.</li><li>• We should have £70,000 at the end of this financial year and this puts us</li></ul>	

	<p>in a healthy position and compares well to other schools.</p> <ul style="list-style-type: none"> <li>• The nursery is full, which is a fantastic achievement.</li> <li>• Pupil funding is more generous than expected (not a 2% decrease), a small increase, although not keeping up with inflation</li> <li>• SMcG and JoG did a good job of getting budget to balance.</li> <li>• More details to be found in the schedules circulated before meeting</li> </ul> <p>Any questions?</p>	
<b>2.4</b>	<p><b>Governor question:</b> Are the reserves too high? Is the budget too conservative? JGr assured meeting that we are not leaving ourselves at risk of the Borough taking our surpluses, firstly it only represents one months' worth of money in hand and the DofE are not allowing Boroughs to take schools' surpluses. The pattern at Meadlands has been that the numbers have been really strong throughout the year, then towards the year end it has been possible to increase spend on staffing and extra support in years 5 and 6. SMcG confirmed that this is a true reflection of what has happened.</p>	
<b>2.5</b>	There were no further questions.	
<b>3.</b>	<b>Approval</b>	
<b>3.1</b>	CMcI asked if the budget was approved. All participants stated, in turn, their name and clearly confirmed their approval of the 2017/18 budget.	
<b>4.</b>	<b>Summary of Key Issues Discussed</b>	
<b>4.1</b>	➤ Budget 2017/18 Approval	
<b>5.</b>	<b>Date of next S and R meeting – Thursday 28<sup>th</sup> June 2018 at 6pm</b>	

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The meeting ended at 5.50pm.

Signed by the Chair \_\_\_\_\_ Date \_\_\_\_\_

Supporting Documents:-

- Meadlands Primary School Draft Budget Notes 2018
- Meadlands Budget Monitoring Summary March 2018
- Meadlands Budget Model 2018 Final Draft