

**HOLMLEIGH GOVERNORS FINANCE COMMITTEE**  
**AGREED MINUTES OF VIRTUAL MEETING**  
**HELD ON 7 Feb 2024 AT 5.00PM**

ATTENDEES:

- Matt Caudle (Chair of Finance Committee) [MC]
- Margaret Boateng (Assistant Head, and incoming Headteacher) [MB]
- Sophie Persson (Deputy Chair of Governors) [SP]
- Sarah-Jane Dooley (apologies)

MINUTES:

- Review of the SFVS for final approval and submission ahead of half term
- Extending the deficit reduction plan in terms for 3 years
- Have had a number of reductions due to senior staff leaving and one agency staff moving to Holmleigh full time
- Risk on the staffing costs with regards to uplift for staff; with supportive staff having to be covered and paid
- Question - what other opportunities to reduce costs if needed. Review of catering costs is the main area where we are higher on average vs. other schools
- As part of the premises committee look at any requirements for Capex spending
- Pupil numbers are up to 220 and looking positive going forward into next year
- Question on how PPG is used for the students
- Outlined of the plan with regards to the pupil premium
- Working on building on consolidating all of the list to formalizing the structure and understanding the impact

**Actions**

- Share budget in May for 24/25 for approval (MB)
- Premises review capex budget and understand with Finn to see if there any opportunity (SP)
- Check to see if the screens with regards to Capex budget (MB)
- Margaret to ask Asha to join for the next finance committee for pupil (MB)
- Develop and meeting the meets needs on how the PPG needs are being (MB)

**END 5.30pm**