Extraordinary Full Governing Body Meeting Budget Approval
Virtual attendance only - via Teams
Tuesday 19th May 2026, 5.00p.m.
MINUTES

Present:

Sean Lang (CoG)
Sarah Jarman (EHT)
Richard Wilson (joined at 5.05pm, left 5.39pm)
Ana T Rego
Isabel Nicolson
Nicole Wilson
Richard Baldwin
Julia Neal
Harriet Philips
Liz Gooster (joined at 5.04pm)
Nicki Simmons

In attendance:
Charlene Monk (Clerk), Paula Sugars (School Business Manager - SBM)

Apologies: Phil Kirkman, Hayley Brooker and Rachel Holman

	Item	Supporting Paperwork	Notes	Actions
1	Apologies for Absence		Apologies were received and accepted from Hayley Brooker, Rachel Holman and Phil Kirkman.	
2	Declaration of Interest		No declarations of interest were received.	
3	Draft Budget (SJ and CM)	• QEM Budget Analysis • QEM 26-29 Governor Approved budget. • QEM 26-29 DRP • QEM DRP Budget Scenario	EHT (SJ) reported that papers from the Finance/Budget meeting held on 18 May 2026, including a detailed review with the Local Authority School Finance Adviser, were circulated approximately one hour in advance of the meeting, that followed an initial budget meeting on 27th April All Governors confirmed receipt of the papers. At the previous FGB meeting, budgets for QEM and QED were deferred due to outstanding work, including staffing budgets, extended provision funding, ICT coding (E20C), subscription review, and correction of mis-coded expenditure. This meeting was convened to enable approval. Budget Overview – QEM and QED	

			The EHT (SJ) confirmed that **three budgets** would be presented during the meeting for Governor consideration and approval: • Proposed QEM Budget • QEM Deficit Recovery Plan • Proposed QED Budget The EHT (SJ) advised that a review of the finance email account identified c.£30,000 of unpaid invoices (January 2026), not included/reflected in year-end figures. The SBM will apportion these across QEM and QED. The EHT (SJ) confirmed that budgets are based on prior-year expenditure, confirmed commitments and updated quotations with extended provision income appropriately allocated. Income projections are considered robust; expenditure forecasts remain indicative but have been strengthened through updated staffing costs (including pay increase for 26/27 - 28/29 and 2% per pupil funding uplift) and ongoing monitoring. Work to ensure accurate coding of all budget lines continues, supported by monthly review. <u>QEM Budget</u> EHT (SJ) presented the QEM 2026–2029 budget outlining key assumptions and structure, including year-end outturns, forecasts, and income and expenditure breakdowns, based on 351 pupils. The 2025/26 position shows: • In-year deficit of **£418.** • The brought forward revenue balance is a deficit of **-£468,387**. • Total carried forward deficit of -**£468,805.** • Extended provision (Community Focus) has been corrected to show income of £418,797 and expenditure of £314,354, generating a surplus of **£104,443.** • This reduces the overall deficit to **£364,362.** Capital Budget • Capital income: **£8,588.** • Capital expenditure: **£12,931** (ICT and estates works) • Capital carry forward: **£42,802.** **Governor challenge:** Is formal approval of the year-end outturn required? Response: No. Approval relates to the forward budget.	

			Governor challenge: Can you clarify the Community Focus figures and brought-forward balances (line 90)? Response: These figures had not previously been separated. <u>QEM Deficit Recovery Plan</u> The EHT (SJ) presented the Governor Approved Budget (DRP scenario) and QEM DRP Budget scenario documentation and drew Governors to the following: • The Deficit Licence tab incorporates both the approved budget and the deficit licence application with auto-generates responses reflecting unchanged circumstances. • Includes previously agreed cost savings and income-generation measures with additional actions from the Business Plan • Tab B sets out all proposed changes from 2026/27 and overall financial impact. • Tab A identifies the section requiring formal Governor approval. • Projected deficit of **£125,424** in 2026/27, with a return to a projected surplus of £5,831 in 2027/28 and further improvement in 2028/29 (projected surplus of £35,701, forming the basis of the Deficit Recovery Plan. • Tab A: refers to where Governors are asked to formally approve the Deficit Recovery Plan (DRP). • Proposed staffing changes are expected to have a positive financial impact. • Budget performance will be closely monitored on a monthly basis. • The EHT (SJ) highlighted the extensive work undertaken and noted the timely alignment with the business case. **Governor challenge:** 2027/28 shows a credit of £5–6k could this also result in a breakeven? Response: Yes. This is why monthly monitoring is essential, as figures may change depending on scenarios. The LA School Finance Adviser confirmed the budget must reflect the best current and future estimate, with careful ongoing oversight. Governors will continue to monitor impact. **Governor challenge:** Are improved figures due to adjustments in the original spreadsheet? Response: Largely due to staffing changes and outcomes from consultations, as detailed in the Business Plan and summarised in the DRP (green tab). All factors have been incorporated. **Governor Reflection (RB):** Concern expressed that assumptions within the QEM Business Plan may be optimistic.	

			Response: EHT (SJ) advised that, given timescales, the plan is considered reasonable. While income is largely fixed, staffing is being actively managed, and additional income streams are being developed. The position has improved and will be monitored closely. **Governor challenge:** Impact of a one-form entry move – what are the differences? Response: Changes are relative; reduced income is offset by lower staffing costs. **Governor challenge:** Following the Finance Manager's departure and review of the finance mailbox identifying ~£30,000 in unpaid invoices from January 2026 (not included in year-end figures), what is the current position? Response: The identified invoices (~£30,000) are not yet reflected in the current budget figures. The finance mailbox is now shared, and additional invoices are still being received, so the final total remains unconfirmed. These costs will be incorporated into the current year budget and formally noted. SBM will apportion the total between QEM and QED once clarified. This has been logged with the LA, who are aware. **Governor challenge:** Concerning regarding the unpaid invoices especially following a recent monitoring visit, this had not been identified earlier, what measures will ensure this does not reoccur? Response: SBM is reviewing and strengthening financial practices, procedures, and SOPs. Purchase Order (PO) numbers will be systematically allocated, with a clear audit trail and approvals overseen by the EHT (SJ). Revised processes will ensure invoices are tracked effectively, with prompt follow-up on outstanding items. Improved audit trails will provide visibility of invoice status and payment timelines. SBM now has shared ownership of the finance mailbox to support oversight and continuity. **Governor challenge:** How does the £30,000 in unpaid invoices impact the position? If attributable to 2025/26, does this represent a missing cost that could escalate and become a compounded risk? Response: The EHT (SJ) acknowledged this as a weakness but confirmed it has now been identified. Once incorporated and addressed within the budget, the position will move further from the original forecast. Greater clarity and assurance will be in place next year with the new postholder established. The CoG recognised the significant work undertaken in developing the budget, noting an improved position from a previously projected **-£512,000** deficit to **-£364,362** which was	

		• QED Budget Analysis • QED 26-29 Governor Approved budget.	considered a strong outcome given the circumstances; the EHT (SJ) noted this as the most challenging budget to date**.** EHT (SJ) advised that the LA has provided the Federation with confirmation of its year end position. Governors welcomed the Local Authority Finance Team's recognition of the school's financial improvement and acknowledged the collective effort across the Federation. It was reconfirmed that the Finance/Budget meeting on 18 May 2026, attended by the Local Authority School Finance Adviser, reviewed the initial budget, with submission due Friday and provision for amendments if required. <u>QED Budget</u> The SBM presented the QED 2026–2029 budget outlining key assumptions and structure, including year-end outturns, forecasts, and income and expenditure breakdowns, based on 363 pupils. • Includes pupil premium, SEND, and Local Authority (LA) funding. • SEND assumptions have been informed by an LA tool, with coding reviewed and supported by the LA. • Income and expenditure breakdowns projections presented, including lettings income estimates. • Extended provision (breakfast club, nursery, and after-school) included, with allocations refined and corrected. • Nursery provision identified as a significant income generator. The 2025/26 position shows: • In-year deficit of **-£167,879** • The brought forward revenue balance a surplus of **£176,505.** • Total carried forward deficit of surplus of **£8,626.** • Extended provision (Community Focus) has been corrected to show income of **£194,067**and expenditure of **£70,105**, generating a surplus of **£123,962.** • This reduces the overall **surplus of £132,588.** Capital Budget • Capital income: **£8,690.**	

			• Capital expenditure: **£12,833** (ICT and estates works) • Capital carry forward: **£28,819.** It was noted that the projected year-end balance for next year (2026/27)is a surplus of **£317,637.** EHT (SJ) noted the proposed nursery restructure to operate separately, highlighting its strong income contribution and the positive impact of community provision on QED's overall financial position. <u>Budget Forward Planning</u> SBM provided an update on budget forward planning noting: • No general inflation has been applied to expenditure budgets, as this could distort the financial position. • Increased cost assumptions have been included for electricity and gas, based on a two-year inflation outlook. • No additional inflationary increases have been applied at this stage. <u>Capital Update 2026/27</u> EHT (SJ) drew Governor's attention to the following key aspects: • Both schools: projected capital works to be undertaken. • QEM: nursery toilet refurbishment planned. • Solar panels at both schools underperforming; no maintenance since 2016. Quotes being obtained for repair. • Potential use of earmarked capital funding due to scope. • QED: safeguarding capital works; LA supportive of reinvestment via earmarked funds. **Governor challenge:** Have government grants reduced significantly (from ~£80k to £50k)? Response: EHT (SJ) advised review of line 106 for detail; reduction relates to one specific area. **Governor challenge:** Did the QEM budget create additional workload not required for QED? Response: Yes. Additional work relates to deficit recovery planning at QEM. QED is not a deficit school. No further questions were raised. The CoG confirmed that three items required formal approval and, following Governor scrutiny, **recommended** submission to the Local Authority of:	

			• QEM School Budget Plan 2026/27 • QED School Budget Plan 2026/27 • QEM Deficit Recovery Plan Decision – Governors **unanimously ratified/approved** the QEM School Budget Plan for the financial year 2026/2027. Decision – Governors **unanimously ratified/approved** the QED School Budget Plan for the financial year 2026/2027. Decision – Governors **unanimously ratified/approved** the QEM School Deficit Recovery Plan The CoG concluded the meeting and thanked the EHT (SJ) and SBM (PS) for the significant work undertaken, noting the Local Authority correspondence as positive recognition. Meeting ended at 5.59pm	
4	Date of next meeting:		**Monday 13th July, 6pm** **Held at Queen Edith School**	

S. F. Lang

Signed: Date: 15/07/2026

Dr Sean Lang, Chair of Governors