

SHELDWICH PRIMARY SCHOOL

Board of Trustees' Meeting

Term 2 – Wednesday 10th December 2025 at 4.00pm

Present: Mr D Milham (Chair), Mrs S Garrett, Mrs C Lay, Mr M Lee, Mr A Brookes, Mrs A du Plessis, Mrs S Paice, Mrs E Griffiths and Mrs R Fairs

Mr Alex Baker – Burgess Hodgson Accountant

Clerk: Mrs J Linter

1. Apologies

Apologies received from SGr.

2. Declaration of Business Interests

No changes were required to the declarations of business interests.

3. Membership

SGr Term of Office had ended on 1st November 2025. Trustees had unanimously agreed to co-opt SGr on to the Board of Trustees for a further four year term. DM will contact Members to confirm appointment.

A parent trustee election had taken place and one nomination received. Emma Griffiths was appointed on 13th November 2025. SG and DM had met with EG to welcome her to the Board of Trustees and induction an induction.

4. Finance and Resources Committee

6.1 Annual Accounts and Report

The Annual Accounts and Trustees' Report for the year ended 31 August 2025 had been circulated to the trustees prior to the meeting.

Alex Baker (AB) thanked the trustees for appointing Burgess Hodgson to audit and prepare the accounts for 2025. AB presented and discussed all sections of the annual report with trustees.

AB stated that the large differences in income and expenditure between the 2024 accounts and 2025 accounts were due to the CIF project being completed in 2024. AB discussed the defined benefit pension scheme liability and stated that the reserve is now £0 although the actuaries report states that there is a small surplus of c. £300K. AB confirmed that surpluses are not shown with academy accounts. The entry does not have any cash value.

It was noted that there was an in-year deficit in 2025 overall which includes a deficit for the first time in unrestricted funds. The funds carried forward at the year-end total £79,881.

Trustees asked AB if other schools that Burgess Hodgson work with were in similar positions of having to use their reserves to fund salaries etc. AB said that the increase to employers' NICS had not been fully funded by the DfE and general costs had greatly increased, particularly maintenance costs, and funding from the DfE was not keeping up with the changes. It was also noted that the funding for Universal Infant Free School Meals no longer covers the cost of providing lunches for children in Classes R, 1 and 2. In 2024/25 this had cost the school c. £4K.

One low risk issue was reported.

The outstanding balance report figures from ParentMail for Extended School Clubs had not been entered at the year-end. JL will ensure information is posted as required at 2026 year-end.

There were some minor changes to be made to the annual report regarding the reserve policy and pupils' results. ML proposed that the accounts are accepted and published as seen including the minor changes. Seconded by AB and agreed unanimously.

On behalf of the trustees, DM thanked JL in her commitment and work in looking after the school accounts.

Monitoring reports for Revenue and Capital had been circulated. It was noted that the pre-school income was down from this time last year. There was also an adjustment to the budget for pre-school salaries.

ML had visited on 8th December 2025 to conduct a Health and Safety inspection with Neil Griffiths (Site Manager). The report had been circulated.

5. Headteacher's Report

SG presented her HT report to trustees.

The School Community Group had recently met and agreed to provide £1,000 to each school to fund Speech and Language Link.

SG had made contact with Westmedes Infant School in order to plan a visit to see their pre-school building partly funded by the DfE. Westmedes have sent information about visiting with a cost of £200 per person. It was agreed that DM will contact their Chair of Governors.

SG said the PTFA had raised over £8,100 so far this academic year. They will be funding part of the OT upgrade and new I-pads and trolley.

6. Education

SGr is now the chair of Education.

Trustees discussed formal visits that will be taking place this year:

Term 3	Safeguarding	AW and AdP
Term 4	English	AB and EG
Term 5	IT	DM and SP
Term 6	PE	ML and SP
Term 6	SEN	ML

7. Policies

There were no policies to review/agree.

8. Dates of Meetings and School Events

Forthcoming meeting dates are shown below. .

Term 3	Wednesday 4 th February 2026	AGM followed by Board of Trustees' Meeting	4.00pm
Term 4	Wednesday 25 th March 2026	Board of Trustees' Meeting	4.00pm
Term 5	Wednesday 20 th May 2026	Board of Trustees' Meeting	4.00pm
Term 6	Wednesday 3 rd June 2026	Trustee Development Day	2.00pm
Term 6	Wednesday 15 th July 2026	Board of Trustees' Meeting	4.00pm

9. Any Other Business

10. Confidentiality and Publication of Minutes

10.1 Confidentiality

No items were considered confidential.

10.2 Publication of Minutes

The minutes are to be made available for inspection under Regulation 13 of the School Governance (Procedures) (England) Regulations 2003, except for those items considered confidential.

Meeting closed at 5.55pm