



**Governing Body of the Winchcombe School
Minutes of the Finance & Human Resources Committee
Monday 17th January 2022 at 4.00 pm (via zoom)**

Present: Neil Pilsworth (NP) Head teacher, Rachel Redgwell LA governor(CoG) (RR) Derek Peaple (DP) co-opted governor,
Apologies: None
Absent:
In attendance: Harriet Skinner (HS), Clerk, Sheilagh Peacock (SP), School Business Manager (SBM),

	Key: Strategic direction/Challenge or Question/Answer/Action/Extract
Agenda item	
1.	Apologies <i>The meeting was quorate</i>
2.	Declaration of any other business None
3.	Declaration of interests None
4.	Minutes of the meeting of 1 November 2022 It was agreed that the minutes were a true record of the meeting. DP gave his permission to use his electronic signature.
5.	Matters arising (i) DP confirmed minutes of the meeting of 21 June 2021 had been uploaded to the school website and DP commented that the website looked superb. (i) Friends of Winchcombe (FoWs) Reinstatement of charity status is still outstanding, action is with FoWs. (ii)Teacher' Pay Policy, Appraisal Policy Still outstanding. NP and DP to schedule a meeting to complete review, by next F&HR meeting 21.3.2022 (iv)Deployment of new member of teaching staff NP reported that currently she is deployed as recovery teacher and covering Covid absences. There is a possibility that she could cover a proposed staff sabbatical and DP agreed that this would make financial sense. (v)PPG meeting DP to meet PPG lead 20.01.2022 (vi)Phoenix Club letter still outstanding; DP and RR to action ASAP

6.	<p>Budget monitoring report to governor P9</p> <p>Main School Budget (MSB)</p> <p>DP commented that year end figures are very tight. Discussion about the £28k overspend in staffing took place (due to maternity leave returnee and recruitment of new teacher) and it was felt that there could be some flexibility to cover a staff sabbatical which could mitigate this. The committee learnt that the school's bid for 'schools in financial difficulty grant' had been rejected. Governors were aggrieved that the school had been proactive in cutting costs and a rationalisation of staff to present a balanced budget for 2021-22 and were concerned that there would no additional funding to replace just one of the Learning Support Assistants. DP felt strongly that the committee's views should be heard by the WBC Head of Education. SP to provide copy of bid and DP to draft letter, by next meeting 21.03.2022.</p> <p>DP commented that on reflection, overspend of supply costs due to Covid absences were not excessive. A discussion took place about the deployment of senior leadership team to cover teaching and governors were concerned about the additional burden on leadership.</p> <p>PPG</p> <p>Year end carry forward is estimated at just £660 but governors reflected that PPG is being spent in year on the current cohort.</p> <p>Sports Fund</p> <p>Again, numbers are very tight and DP opined that the grant is being used to enhance the experiences of the pupils.</p> <p>Speech and Language resource (SAL)</p> <p>Currently, year- end carry forward prediction is healthy, but SP cautioned that MSB may need to make a bigger contribution to SAL next year if pupil numbers drop, therefore it is important to preserve the carry forward. The committee supported this approach.</p> <p>Language and Literacy resource (LAL)</p> <p>Cost of teacher in charge is the bulk of expenditure, SP reminded the committee that LAL is funded separately by the local authority and has no impact on other funds.</p> <p>Capital (DFC)</p> <p>Expenditure has been solely on roof repairs, which are proceeding well.</p> <p>Phoenix Club (PC)</p> <p>The committee was hopeful for estimated income of £75k, the club is now open to all.</p>
7.	<p>Benchmarking 2020-21</p> <p>The report card and charts were considered. Two areas for improvement were support staff and energy costs. SP pointed out that the report card was based on 2020/21 data and since then support staff have been subject to rationalisation and governors expect subsequent benchmarking results to be different. The committee agreed that this issue had already been addressed.</p> <p>SP acknowledged that energy costs are high, despite many attempts to make savings. DP suggested obtaining a cost analysis of energy saving strategies and offered to assist with this. DP to liaise with SP.</p> <p>SP mentioned that SAL and LAL are included in benchmarking data which skews the figures because of the high staff to pupil ratio in these units.</p> <p>The findings of this benchmarking exercise will be shared at the next meeting of the full governing board. Clerk to add to FGB agenda by 7.2.2022</p>
8.	<p>Draft School Financial Value Standard (SFVS)2020-21</p> <p>There were no comments or challenges, DP recommended SFVS for approval by the FGB. Clerk to add to FGB agenda by 7.2.2022</p>

9.	Inventory An extract from the inventory/asset register was circulated. RR to spot check items 20.1.2022
10.	Draft Financial Management Policy (FMP) Agreed and recommended for approval by the FGB. Clerk to add to FGB agenda by 7.2.2022
11.	The Winchcombe School Fund financial accounts year ended 31.08.2021 DP asked if there were any plans for the £11,650k balance at year end. SP pointed out that a healthy balance was needed to support extra- curricular activities/trips as they were funded by voluntary contributions. RR suggested fund raising through leaflet/flyer distribution with school communication. The School Fund accounts were approved by the F&HR Committee.
12.	AOB None
13	Date and Time of next meeting Monday 28 March 2022 at 4.00pm (format to be confirmed) <i>The meeting closed at 5.05pm</i>

	Supporting documents	Agenda item
1.	Agenda for this meeting	1.
2.	Minutes of the F&HR Committee meeting of 1 November 2021	4,5.
3.	Budget monitoring report to Governors January 2022, P9 Budget monitoring report to governors and commentary, Funds 01,08,13,50,55,76,99	6.
4.	The Winchcombe School self-assessment dashboard 2021-22, 20-21 benchmarking card, Benchmarking Charts 20-21	7.
5.	The Winchcombe School SFVS checklist 2021-22 (draft)	8.
6.	Inventory	9.
7.	Draft Financial Management Policy Jan 2022	10.
8.	The Winchcombe School Fund Financial Accounts y/e 31.8.21 The Winchcombe School Fund Income and Expenditure summary 202-21	11.