



**Governing Body of the Winchcombe School
Minutes of the Finance & Human Resources Committee
Monday 20th June 2022 at 4.00 pm**

Present: Neil Pilsworth (NP) Head teacher, Rachel Redgwell LA governor(CoG) (RR) Derek Peaple (DP) co-opted governor, Chair of F&HR Committee
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: None <i>The meeting was quorate</i>
2.	Declaration of any other business None
3.	Declaration of interests None
4.	Minutes of the meeting of 5th April 2022 Agreed. DP signed the minutes as a true record of the meeting.
5.	Matters arising (i) Energy savings SP to contact the supplier who organised Park House installation, SP has received a quotation from an existing supplier for LED lights etc. SP to obtain minimum of 3 quotations for consideration by F&HR Committee. (ii) Appraisal Policy DP asked NP if the policy reviewed at the last meeting was operationally precise – NP confirmed that it was. No further action required.
6.	Budget Monitoring Reports Period 2 2022 DP noted variance in Main School Budget of £10k due to staff movements: 1 part-time teacher resigned, 2 maternity returnees on part-time contracts and non-extension of fixed term teacher contract. The committee recognised that it is early in financial year; and there were no variances of note with the other funds; DP mentioned that a meeting with PPG lead was due. Clerk to arrange meeting for DP and Mark Taylor by next F&HR meeting. Governors were pleased to learn lettings opportunities have increased. The roof works are nearing completion. SP advised that Period 6 budget monitoring reports will be tabled at the next meeting.

7.	Consistent Financial reporting (CFR) return 2021-22 SP confirmed that CFR return has balanced with WBC Agresso reports and has been submitted. This will inform schools' financial benchmarking charts.
8.	Staffing Update DP enquired about outstanding appointments for September 2022. NP advised that interviews for a Teaching Assistant are scheduled for 7 th July which would be a direct replacement for a retirement, netting off - not increasing TA support. NP reiterated the challenges of operating with fewer support staff.
9.	The Winchcombe School Fund Account The committee noted that most educational trips and activities were covered by voluntary contributions from parents, although there was a concern about the rising costs of trips and the impact on families; requiring the school to make up the difference. It was felt that it was reasonable to charge for one-off activities such as ingredients for cooking, specialist supplies for art and DT projects. SP suggested asking parents for a one-off voluntary contribution of £25.00 an academic year to help with these extra costs. It was agreed to write to parents at the start of the next academic year. RR and NP to write to parents by end of September 2022. The discussion moved onto swimming lessons and school dinners. It was agreed that the cost of swimming lessons be passed to parents (with the exception of PPG children). The committee also agreed that dinner money should be increased to £2.50 per day to cover the increase in food prices, this will be communicated to parents before the end of the Summer Term. SP and NP to draft letter to parents by 20.7.2022.
10.	AOB None
11.	Date and Time of next meeting TBA <i>The meeting closed at 4.40pm</i>

	Supporting documents	Agenda item
1.	Agenda for this meeting	1.
2.	Minutes of the F&HR Committee meeting of 5 April 2022	4,5.
3.	Report to F&HR Committee June 2022, Budget Monitoring Reports Funds 01, 08, 13, 50, 55,76 & 99	6.
4.	The Winchcombe School Fund Account 2021-22	9.