



**Governing Body of the Winchcombe School
Minutes of the Finance & Human Resources Committee
Monday 21st November 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.	Election of Chair DP agreed to Chair the meeting
3.	Declaration of any other business (i) Summary Appraisal Report (ii) Personal, Social, Health and Economic (PHSE) Resource
4.	Declaration of interests None
5.	Minutes of the meeting of 20th June 2022 Agreed. DP signed the minutes as a true record of the meeting.
6.	Matters arising (i) Energy savings – action completed. LED installation scheduled for 17 th /18 th December 2022 (ii) Pupil Premium Report (PPG) report DP reported on a positive meeting with PPG lead in school but raised a concern about the robustness of the PPG strategy statement published on the school’s website. NP to review statement - by next meeting 6.2.2022 (iii) Voluntary Contribution SP reported that £2775.00 had been donated so far. It was agreed that a thank you letter and gentle reminder would be sent to families by the end of term – NP/SP
7.	Review of Terms of Reference/dissolution of the committee The briefing paper and existing ToRs were reviewed, it was agreed unanimously to dissolve the F&HR Committee and integrate this function within full governing board meetings (subject to the approval of the FGB)

	DP agreed to lead on finance, working collaboratively with SP. Amend website, Governor Hub, Finance Policies – Clerk by next FGB meeting 6.2.22
8.	Budget Monitoring Reports Period 6 The committee understood that the 2022/23 year would see the school in deficit, despite an increase in Early Years funding due to the popularity of the Nursery and the efforts of Kate Betts (inclusion manager) in securing Education, Health and Care Plans (EHCPs) and additional funding for high needs pupils. Governors acknowledged the high staff costs due to the teacher profile of the school – all very experienced at the top of the pay scales. The committee also noted that the bulge year is in year 6 which will further impact the budget plan. DP felt it important to point out that governors and leadership had proactively planned for a forecasted deficit, considered 3 cost saving scenarios and had approached WBC head of education/schools in financial difficulty to no avail. A frank discussion took place and DP concluded that the budget was under control as much as it could be in these challenging times; various rationalisation scenarios had been discussed. NP agreed that actions have already been taken and could not see how the school could cut costs anymore and operate effectively. SP pointed out that P9 budget reports would be crucial and committee agreed that the FGB would make it a priority to monitor the position with rigour.
9.	Insurance/Risk Protection Arrangement Governors were pleased to learn that the school had signed up with (RPA) with effect from April 2023, an estimated saving to the school of £11,852.
10.	AOB (i) Summary Appraisal report – recommended for approval by the FGB (ii) PHSE resource – DP to liaise with SLT for a trial of 2 lessons, no obligation for the school
11.	Date and Time of next meeting n/a The meeting closed at 4.50pm

	Supporting documents	Agenda item
1.	Agenda for this meeting	1.
2.	Minutes of the F&HR Committee meeting of 20 th June 2022	4,5.
3.	Terms of Reference/ dissolution of F&HR Committee	7.
4.	Report to F&HR Committee October 2022, Budget Monitoring Reports Funds 01, 08, 13, 50, 55,76 & 99	8.