



**Governing Board of the Winchcombe School  
Minutes of the Finance Committee meeting  
Monday 14<sup>th</sup> October 2024 at 5.00pm**

<b>Present:</b> Richard Blofeld (RB) (Chair of Governors) co-opted governor; Liam Anderson (LA) (Vice Chair) co-opted governor; Kathryn Bowers (KB) parent governor (via teams); Matt Percy (MP) (Head teacher)
<b>Apologies:</b> None
<b>Absent:</b>
<b>In attendance:</b> Sheilagh Peacock (SP), School Business Manager (SBM); Harriet Skinner (HS), Clerk

<b>Key:</b> Strategic direction/Challenge or Question/Answer/Action/Extract
<b>1. Apologies</b> None <i>The meeting was quorate</i>
<b>2. Election of Chair</b> LA was nominated by RB, seconded by KB and agreed unanimously by the committee. <b>Update website and Governor Hub - clerk</b>
<b>3. Declaration of any other business</b> <b>(i) SBM resignation</b> <b>(ii) Teaching Assistant (TA) recruitment (covered in agenda item 8.)</b>
<b>4. Declaration of interests</b> <b>(i) None</b>
<b>5. Minutes of the meeting of 12.06.24</b> It was agreed that the minutes were a true record of the meeting and were signed by LA. <b>Clerk to upload minutes to the school website: ASAP</b>
<b>6. Matters arising</b> <b>(i) Happy Kids rent review</b> Ongoing: <b>RB to approach WBC by next meeting of FGB – 25.11.24</b> <b>(ii) SEN review (RB &amp; MP)</b> Exploring SEN settings is still something RB and MP would like to do, may not be realistic to complete this term. A discussion took place about a WBC SEN funding meeting attended by MP. <b>RB to share WBC SEN report with LA by next meeting of the FC – 27.01.25</b> <b>(iii) Budget monitoring reports</b> Period 4 budget monitoring reports were circulated to FC on 13.08.24

## 7. Terms of Reference (ToR)

ToRs were reviewed and approved. Clerk to add to website and Governor Hub by the next meeting 27.01.25

## 8. Budget monitoring report to governors P6

Governors were pleased to note estimated carry forward of £7k. SP advised partly due to Core Budget Schools Grant awarded by DfE to cover the 2.5% of teachers award. SP acknowledged the efforts of Inclusion Manager in securing Education, Health and Care Plans (EHCPs) as well as funding for pupils with medical needs. SP informed governors that the 2 recent TA hires are included as well as a further 2 but urged caution as it still early in financial year.

KB asked if the move to outsource catering would have an impact on expenditure. SP advised that this was unknown – free school meals and paid meals would be paid direct to contractor. LA queried the discrepancy between school's Pupil Premium Grant (PPG) based on October pupil census and funding allocated by the DfE for looked after children (LAC). SP advised that this anomaly has never been explained and the committee wondered if funding was awarded to WBC virtual school. MP to email Gus Marriott (head of virtual school) for an explanation by next FC meeting – 27.01.25.

LA asked about the number of EHCPs which are outstanding and learnt that there are 8 new EHCP applications. A discussion took place about the funding bands and appeals process. RB had some questions about E08 indirect employee expenses which SP explained was due to local government pension deficit. RB raised a query about I03 SEN funding and SP advised was medical needs funding which was accounted for under I06: other grants received. Further queries about PPG and SAL were due to payroll error which are still ongoing – SP continues to chase.

## 9. Teachers' Pay Policy

LA queried Governing Board roles and responsibilities. The clerk explained that the pay decisions may be delegated to the head teacher but the GB should approve an anonymised pay award report after completion of the appraisal process and ensure pay and appraisal policy are reviewed on an annual basis.

MP queried section 12. Acting allowances. MP to seek advice from RB, LA regarding individual staff member with any recommendation submitted in writing to the GB – MP.

The FC recommended the Teachers' Pay Policy for approval by the FGB. Add to FGB agenda 25.11.24, Clerk

## 10. Capability (Performance Procedure)

RB queried if it was clear that a HR professional would be in attendance at a Decision meeting (section 24). KB thought it was implied however RB requested the clerk clarify this with HR – clerk by 25.11.24.

The FC recommended the Capability (performance procedure) for approval by the FGB. Add to FGB agenda 25.11.24, Clerk

## 11. Teachers' Appraisal Policy

MP explained the appraisal procedure. RB felt section 6. School Leader wording should be replaced by Head Teacher. RB also wondered about specifying qualifications required of others delegated to carry out appraisals. Clerk to seek clarification from HR by next FGB meeting.

The FC recommended the Capability (performance procedure) for approval by the FGB. Add to FGB agenda 25.11.24, Clerk

**12. AOB**

(i) SP has resigned as SBM, leaving at the end of term before Christmas. Post is being widely advertised, WBC schools' accountancy to be involved in interview process.  
MP thanked SP for her many years of service.

**13. Date & time of next meeting**

**FBG:** Monday 25<sup>th</sup> November at 5.00pm

**Finance Committee:** Monday 27 January 2024 at 5.00pm

*The meeting closed at 6.00pm*

	<b>Supporting documents</b>	<b>Agenda item</b>
<b>1.</b>	Agenda for this meeting	<b>1.</b>
<b>2.</b>	Minutes of the meeting of 12.6.24	<b>5, 6.</b>
<b>3.</b>	Terms of Reference	<b>7.</b>
<b>4.</b>	Budget monitoring report to governors October 2024 Fund 01 BMF Budget P6 & Commentary Fund 08 BMF Budget P6 & Commentary Fund 13 BMF Budget P6 & Commentary Fund 50 BMF Budget P6 & Commentary Fund 55 BMF Budget P6 & Commentary Fund 76 BMF Budget P6 & Commentary Fund 99 BMF Budget P6 & Commentary	<b>8.</b>
<b>5.</b>	Teachers' Pay Policy	<b>9.</b>
<b>6.</b>	Capability (performance) Procedure	<b>10.</b>
<b>7.</b>	Teachers' Appraisal Policy	<b>11.</b>