



**Governing Board of the Winchcombe School  
Minutes of the Finance Committee meeting  
Monday 20<sup>th</sup> October 2025 at 5.00pm**

<b>Present:</b> Liam Anderson (LA) (Chair of Governors) co-opted governor; Kathryn Bowers (KB) (Vice Chair) co-opted governor; Matt Percy (MP) (Head teacher); Harry James (HJ) co-opted governor
<b>Apologies:</b> None
<b>Absent:</b> Lynda Jones (LJ) School Business Manager (SBM)
<b>In attendance:</b> Harriet Skinner (HS), Clerk E Scarlett (ES) Deputy head teacher

<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 nominated HJ, agreed unanimously by the FC. <b>Update Governor Hub, website – clerk ASAP</b>
<b>3.Declaration of any other business</b> <b>(i) SAL and LAL P&amp;M journal request (HS)</b> <b>(ii) Admin team (HS)</b>
<b>4. Declaration of interests</b> <b>(i)</b> None
<b>5. Minutes of the meeting of 31.03.2025 (parts I and II)</b> It was agreed that the minutes were a true record of the meeting and were signed by LA (chair of FC at 31.3.2025) <b>Clerk to upload part I minutes to the school website: ASAP</b>
<b>6.Matters arising</b> <b>(i) Deficit Budget-</b> HJ was updated on the past FY leading to 2025-26 budget submission. No further matters arising.
<b>7. Terms of Reference (ToRs)</b> HJ suggested changes to ToRs: <ul style="list-style-type: none"><li>• Role description for Chair of FC</li><li>• Clarification of authorisations of virements</li><li>• Authorisation for opening any new bank account (private fund) including approval of signatories</li><li>• Pay Policy – delegated approval</li><li>• SFVS to be completed by FC</li></ul>

A discussion took place about including approval of recruitment but it was agreed that this would not be a usual function of the FC.

HJ to provide clerk with amendments to ToRs by 31.10.25 and were recommended for approval by the FGB subject to HJ changes. Add to FGB agenda – clerk by 17.11.25

### **8. Budget Monitoring Reports to Governors P6**

HS presented reports to the FC and drew attention to Main School Budget (MSB) predicted deficit at YE of £37306.

HJ noted in year deficit of £97849 - cannot continue and the FC concurred that the most pressure on the budget was due to staff costs.

SEN funding and Education, Health and Care Plans (EHCP) were discussed and governors learnt that LA has contacted SEN manager at WBC on behalf of the GB to describe concerns about the effect of accepting more pupils with EHCPs in terms of staffing, budget and staff morale.

LA reported that WBC had stipulated that the school must accept EHCP pupils if The Winchcombe is the parents' choice and suggested the GB write to WBC Head of Education, revisit pupil census figures to investigate additional SEN funding, explore alternative SEN provision within the school, such as a "nurture class".

HJ wanted to know if this was feasible operationally and if WBC had a strategic SEN plan. MP advised that he is on the SEN funding review panel but as he understood it a school cannot refuse a place on the grounds that "we cannot meet need".

HJ asserted that the school budget plan is not sustainable and LA wanted to look at alternative staffing structures, including a restructure of SLT. It was agreed that budget/staff scenarios and the impact of these changes be presented at the next meeting of the FC on 15.12.25 – HS and MP by 8.12.25.

### **9. Teachers' Pay Policy**

LA commented that amendments to the policy were clearer in terms of the procedure for applying to teachers' upper pay range and asked MP to describe the process. LA asked if monitoring and evaluation informed performance management (PM). ES maintained that coaching conversations throughout the year meant there was nothing unexpected during performance management meetings.

HJ asked if there was scope for PM review meetings throughout the year. ES confirmed that teachers were offered the opportunity but it is optional.

A discussion took place about the definition of performance related pay and the timing of the Pay Policy review.

Lastly the FC recommended Teachers' Pay Policy 2025-26 for approval by the FGB. Clerk to add to FGB agenda – 17.11.25

### **10. Financial Management Policy**

HJ queried section 3.1.5 – review of competencies of school finance staff – is there any input from governors – HS advised that performance management of support staff was not part of the regular cycle of business. LA suggested revisiting the FMP when the audit report has been shared.

Lastly the FC recommended FMP for approval by the FGB. Clerk to add to FGB agenda – 17.11.25

### **11. Lettings Policy**

A discussion took place about lettings rates and the effect of support staff pay increases on care taker overtime. HJ recommended charges reflect rises in over- head costs such as utilities.

The Lettings Policy was approved. Clerk to update school policies folder (staff shared and hard copy in staff room), website ASAP, Existing lettings costs to be reviewed from 1.4.26.

### **12. Register of Authorising Officers**

Approved and dully signed. To be reviewed again after restructure of admin team. **Clerk to send to WBC schools accountancy and append to FMP.**

**13. AOB**

**(i) SAL and LAL journals** – duly signed by LA. **Clerk to send to WBC schools accountancy by 21.10.25**

**(ii) Admin team** – HS advised the SBM has resigned, leaving early December. It was agreed to advertise for an experienced SBM, and recruitment for SBM post was approved. HJ to join interview panel. In the meantime, HS will continue to ensure the school finance function operates.

**(iii) HJ** signposted a number of resources to share with governors – self-evaluation and risk register. **HJ to circulate to GB by 31.10.25**

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

**FBG:** Monday 24<sup>th</sup> November 2025 at 5.00pm

**Finance Committee:** Monday 15<sup>th</sup> December 2025 at 5.00pm

*The meeting closed at 6.20pm*

	<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 31.3.25 Parts I and II	<b>5, 6.</b>
<b>3.</b>	Terms of Reference	<b>7.</b>
<b>4.</b>	Budget Monitoring report to governors P6	<b>8.</b>
<b>5.</b>	Teachers’ pay Policy	<b>9.</b>
<b>6.</b>	Financial Management Policy	<b>10.</b>
<b>7.</b>	Lettings Policy	<b>11.</b>
<b>8.</b>	Register of Authorising Officers	<b>12.</b>
<b>9.</b>	Journal requests SAL and LAL	<b>13.</b>

**ACTIONS**

	<b>Action</b>	<b>By whom</b>	<b>By when</b>	<b>Completed</b>
<b>1</b>	Update governor hub, and the school website, to include Harry James as Chair of the Finance Committee (FC)	HS	ASAP	21/10/25
<b>2</b>	Upload Part 1 minutes of the FC meeting of 31/03/25 to the school website	HS	ASAP	21/10/25
<b>3</b>	Provide clerk with suggested updates to FC Terms of Reference	HJ	31/10/25	
<b>4</b>	FC Terms of Reference updated and include on the agenda of next FGB meeting for approval	HS	Ready for next FGB meeting	
<b>5</b>	School to contact WBC Head of Education, revisit pupil census, investigate additional SEND funding for the school, explore alternative SEND provision, and report back to FC.	LA & MP	ASAP – advise FC when this is happening	

<b>6</b>	FC to be presented with scenarios that would result in a balanced budget and a financially sustainable future. This to include cost cutting measures (staff restructures) as well as potential strategic alliances (e.g. collaboration, joining a MAT), as well as the potential operational, and reputational, impact on the school.	MP & HS  MP to present to FC	8/12/25  15/12/25	
<b>7</b>	FC to present financial proposals to the FGB	MP & HJ	FGB 2/03/2026 following FC meeting of 15/12/25	
<b>8</b>	Teachers Pay Policy to be added to FGB agenda	HS	8/12/25	
<b>9</b>	FMP to be added to FGB agenda FMP to be reviewed when audit report received	HS	8/12/25	
<b>10</b>	Lettings Policy to be uploaded to the School Polices folder and website	HS	ASAP	22/10/25
<b>11</b>	Existing lettings cost to be reviewed and (if necessary) revised from 1/4/26	FC to review costs at FC meeting prior to 1/4/26. HS to include on agenda		
<b>12</b>	SAL and LAL journals to be sent to WBC schools accountancy	HS	21/10/25	21/10/25
<b>13</b>	Register of Authorising Officers to be sent to WBC accounting and appended to the Financial Management Policy	HS	ASAP	24/10/25
<b>14</b>	Circulate good practice documents (governors year planner & example risk register) to governors	HJ	31/10/25	21/10/25