



**Governing Board of the Winchcombe School
Minutes of the Finance Committee meeting
Monday 15th December 2025 at 5.00pm**

Present: 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; Laurence Andrews (L Andrews) co-opted governor
Apologies: None
Absent:
In attendance: Harriet Skinner (HS), Clerk E Scarlett (ES) Deputy head teacher

Key: Strategic direction/Challenge or Question/Answer/Action/Extract
1. Apologies None <i>The meeting was quorate</i>
2. Declaration of any other business (i) None
3. Declaration of interests (i) None
4. Minutes of the meeting of 20.10.2025 It was agreed that the minutes were a true record of the meeting and were signed by HJ Clerk to upload part I minutes to the school website: ASAP
5. Matters arising The actions following the meeting of 20.10.25 were checked and marked as completed. Follow up matters: (i) Action 5: LA and MP contacted West Berkshire Council (WBC) and Head of Education and interim director of Special Educational Needs & Disability (SEND) visited the school. Governors learnt that in the short term, there is no additional funding forthcoming. MP advised that WBC schools accountancy, a Schools Resource Management Advisor (SRMA) appointed by the Department of Education (DfE) had met with LA, MP and HS. SRMA had some recommendations and the school is awaiting a full report, due to be published in January 2026.
6. Budget Monitoring (Period 8) report to governors Deferred until next meeting when Period 9 budget monitoring available and checked by WBC schools accountancy. HS advised that position at P7 (end of October) for Fund 01 (main school budget MSB): -£45,000 . LA asked if there were other funds that HS was concerned about. HS advised that income for the before and after school club (Fund 99) had decreased due to falling attendance and staff sickness.

<p>7. Register of Authorising Officers (RAO) Governors learnt that a school business manager has been appointed. RAO duly signed by HT and CoG. Clerk to send to WBC schools accountancy and append to Financial Management Policy (FMP).</p>
<p>8. Report to Governors HS summarised report, the committee concurred that the cause of the deficit budget was largely due to number of fixed term learning support assistants (LSA) employed in the last two years as 1:1 support to SEND and pupils with an education, health and care plan (EHCPs). It was felt that altering leadership structure would have little effect on the deficit if an Assistant Head teacher (AHT) remains a class teacher. MP shared some of the SRMA's suggestions which included a specialist SEND Hub and expanding the school's nursery provision. MP and ES felt SEN Hub may not be the answer because of the varied age range of the children. HJ was keen to explore collaboration with specialist SEN schools and suggested SEND pupils go on the roll of a special school but remain in main stream school on a part time basis. MP pointed out that this approach was not supported by WBC. HJ asked MP if he was confident that recovery plan options will be presented to governors by budget submission date (1st May 2026. MP advised that this was achievable but cautioned that there would be a deficit for a number of years – a five-year plan and SRMA's report could inform decision making. Update FC – Next meeting MP</p>
<p>9. School Fund Financial Accounts Accounts have been prepared and independently audited. Approved by the FC.</p>
<p>10. Audit Report Recommendations were considered and all agreed but LA wanted to review again in 3 months to ensure lettings insurance certificates all up to date and HT/SBM monthly budget monitoring meetings in place. The statement of completion was duly signed by MP and LA.</p>
<p>11. Schools Financial Value Standard (SFVS) HJ to present SFVS at next FC meeting.</p>
<p>12. Benchmarking LA, HJ and L Andrews to prepare report to governors.</p>
<p>13. AOB (i) None</p>
<p>14. Date & time of next meeting Finance Committee: Monday 19th January 2026 at 5.00pm FBG: Monday 26th January 2026 at 5.00pm</p>
<p><i>The meeting closed at 6.00pm</i></p>

	Supporting documents	Agenda item
1.	Agenda for this meeting	1.
2.	Minutes of the meeting of 20.10.25	4, 5.
3.	RAO	7.
4.	Report to Governors – Draft Budget 2026-27	8.
5.	School Fund Accounts	9.
6.	Audit Report, Statement of Completion	10.

ACTIONS

	Action	By whom	By when	Completed
1	Upload minutes of the FC meeting of 20/10/25	HS	ASAP	YES 17/12/25
2	Register of Authorising Officers to be sent to WBC accounting and appended to the Financial Management Policy	HS	ASAP	YES 17/12/25
3	Circulate SRMA report, P9 budget monitoring reports	MP/HS/SBM	19.1.26	
4	Statement of Completion to be returned to WBC internal audit	HS	ASAP	
4	Complete SFVS	HJ & HS	19.1.26	
5	Benchmarking report	LA, HJ, L Andrews	31.1.26	