

Governing Body of the Winchcombe School
Minutes of the Finance & Human Resources Committee
Monday 5 February 2018 at 5.15pm

Present: Derek Peuple (DP), Tom Satterthwaite (TS), Angela Hay, (AH) Head teacher, Jo Brisland (JB), Roy Wood (RW) (chair)
Apologies: None
Absent: n/a
In attendance: Harriet Skinner (HS), Clerk, Sheilagh Peacock (SP), School Business Manager (SBM)

Agenda item		Action
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 16 October 2017 TS requested that a challenge is recorded for item 8 & 9. Agreed. RW signed the minutes as a true record of the meeting.	Clerk to Amend upload to school website ASAP
5.	Matters arising (i) Cleaning contract SP advised that notice has been given to Churchills to leave the contract at the end of March 2018. The Winchcombe will be employing its own cleaners from now on. DP suggested SP contact Park House School's site controller for advice on hiring temporary agency cleaners.	
6.	SBM report & budget monitoring Period 9 RW circulated his own spreadsheet which summarised the more detailed figures prepared by SP for Funds 01, 08, 13,55,55,76 & 99. It was noted that Fund 01(main school budget (MSB)	

		Action
	<p>was healthy, mainly due to the bulge year and a larger than anticipated take up of places in the Early Year Foundation Stage (EYFS). RW commented that the school was using the staffing allocation well and AH made the GB aware of the excellent calibre of staff and highlighted the success of the appointment of higher level teaching assistants (HLTAs). RW pointed out that non staffing costs were slightly overspent and SP advised that this was due to an increase in planned preventative maintenance (PPM), renewal of laptops and parental leave surcharge. Governors felt, that on balance, with a projected £83k surplus this slight drift was not a concern.</p> <p>RW noted the carry forward for Pupil Premium Grant (PPG) and questioned why it will not be spent in year on PPG children. AH conceded that this was a valid concern, however the emphasis this year has been on teaching rather than activities and educational visits. For example, last year PPG children participated in the Greatwood programme, which is not being run for the same children this year. Moreover, money was set aside for the Year 6 residential trip but the school was successful in bidding for other grants to fund the trip for PPG children.</p> <p>The slight underspend on the Speech & Language Resource (SAL) was noted and SP explained that this was due to some changes in staffing and receipt of the high needs top up fund. AH commented that she was pleased that there is a buffer here as future funding for the SAL is very uncertain.</p> <p>TS reiterated a point made at a previous finance meeting; that the SAL and Language and Literacy (LAL) budgets – although managed by the school were the responsibility of the Local Authority (LA) and the school would not be liable for any deficit.</p>	<p><i>challenge</i></p> <p><i>challenge</i></p>

		Action
	<p>A similar discussion took place about the LAL and the uncertainty about future funding. The service level agreement (SLA) between the LAL and the school was discussed briefly. Governors will monitor the SAL and LAL budgets carefully.</p> <p>It was noted that the meagre Devolved Formula Capital budget (DFC) has been used on the rolling renewal of laptops.</p> <p>The Phoenix Club (PC) looking very healthy. The surplus will be earmarked for equipping the new stand-alone club once completed. AH briefly updated the committee on the progress of the build. It was noted that AH was still not happy with the quality of the end product having viewed one of the chosen suppliers completed projects in a Wiltshire school. Governors learnt that AH and SP are meeting with the project team at WBC this week and offered their support.</p>	
<p>7.</p>	<p>Long term modelling</p> <p>Governors discussed SP's paper on potential savings from 2020/21. It was agreed that as future funding for education was unknown, it was sensible to base assumptions on what is known to be the position now. TS agreed that it was prudent to acknowledge the risk of altering the school's staffing profile. RW was reluctant to cut back on leadership and felt that expenditure on maintaining current staffing levels was entirely justified, especially with the number of pupils needing specialist support.</p> <p>The cost of changing PPA arrangements was discussed and it was felt that the savings would be negligible.</p> <p>RW liked the ideas for increasing income and ways of increasing lettings potential were discussed.</p> <p>Lastly, DP opined that this exercise was important in that it demonstrates that there is a potential strategy for making savings although in terms of maintaining quality of teaching and learning, may not be deliverable.</p>	

		Action
8.	Whistle Blowing Policy review It was agreed to include the Vice Chair's details as a contact as well as CoG. The committee agreed to adopt the WBC model policy, although it was noted that WBC last reviewed it back in March 2014.	Circulate To staff Update policy file Clerk By next mtg.
9.	Schools Financial Value Standard (SFVS) TS raised a concern about item 10: is there a link between the School Improvement Plan (SIP) and the budget. SP and AH acknowledged that costs have not always been included against actions/resources and they are addressing this. DP advised that the SIP for his school is costed even if it just allocating a teachers time to an action. It was pointed out that costing the SIP was included in the SFVS remedial action plan. It was agreed to recommend the SFVS for approval by the FGB prior to submission to schools audit.	<i>challenge</i> Cost SIP: AH/SP Add SFVS to FGB 13/03/2018 Agenda: Clerk
10.	Inventory It was noted that the inventory of equipment had been maintained by the school's IT technician. RW agreed to spot check a few entries prior to signing off inventory.	Spot check Inventory. RW By next mtg
11.	AOB None.	
12.	Date and time of next meeting Monday 19 March 2018 at 5.15pm <i>The meeting closed at 6.50 pm</i>	

Documents:

Minutes of the F&HR meeting of 16 October 2017
 Budget monitoring report to governors Jan 2018
 Fund 01 BMF P9 Appendix A
 Fund 08 BMF P9 Appendix B
 Fund 13 BMF P9 Appendix C
 Fund 50 BMF P9 Appendix D
 Fund 55 BMF P9 Appendix E
 Fund 76 BMF P9 Appendix F
 Fund 99 BMF P9 Appendix G
 Draft Budget Plan Fund 01
 Potential savings doc & detail Jan 2018
 Whistle blowing policy (WBC model)
 Draft SFVS 2017/18
 Inventory spreadsheet Jan 2018

Minutes of the meeting of 07.02.2018

Signed **Date**

Minutes of the meeting of 07.02.2018

Signed **Date**