

Governing Body of the Winchcombe School
Minutes of the Finance & Human Resources Committee
Monday 16 October 2017 at 5.15pm

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

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.	Election of Chair TS nominated RW, agreed unanimously by the committee.	Clerk to update website, ASAP
5.	Election of Vice Chair RW nominated DP, agreed unanimously by the committee.	Clerk to update website, ASAP
6.	Minutes of the meeting of 20 June 2017 Agreed. RW signed the minutes as a true record of the meeting.	Clerk to upload to school website ASAP
7.	Matters arising (i) Higher Level Teaching Assistant (HLTA) Planning, Preparation & Assessment (PPA) cover RW wanted to know if the deployment of HLTA to cover PPA time was successful and AH advised that it was working well. (ii) Disclosure & Barring Service (DBS) checks SP reported that renewal of DBS checks are being rolled out to all staff.	

		Action
8.	<p>Terms of reference 2017/18 RW asked for an example of how "best value" can be achieved; the committee explained the school's procurement process and how the governors monitor and approve purchases. It was felt that it would be helpful to include dates when finance duties must be fulfilled. Other than this, the committee recommended the Term of Reference of the F&HR committee for approval by the full governing body.</p>	<p><i>challenge</i> Clerk to add key dates & include on agenda for next FGB meeting.</p>
9.	<p>SBM report & budget monitoring Period 6 SP advised that at P6 expenditure should be at 50%, currently expenditure is at 49% overall. SP highlighted areas that are overspent: unplanned maintenance due to unexpected repairs to boiler and water heaters and IT learning resources due to replacement of laptops. RW noted overall £34k underspend so far and SP pointed out that this was mainly because 6 teacher vacancies had been filled efficiently with a broad mix of experience and newly qualified teachers (NQTs). It was noted that budget for Pupil Premium Grant (PPG) is on track. RW queried underspent £8k on the Speech & Language Resource (SAL) and AH explained that the teacher in charge retired at the end of the Summer term and has been replaced by a cheaper, part-time teacher. AH went onto say that the SAL budget is separate from the main school budget (MSB) although the school utilises the expertise and resources of SAL to enhance the main school. There were no comments on the position of the Language & Literacy resource (LAL) or Devolved Formula Capital (DFC) budgets; the committee will continue to monitor these funds. A discussion took place about the amount underspent on the Sports Fund and SP explained that increased funding had been received (over the academic year), which will</p>	<p><i>Challenge</i></p> <p><i>challenge</i></p> <p><i>Challenge</i></p>

	<p>be used to provide external coaching for pupils and staff. RW noted the forecasted £78k carry forward and wanted to know if was vulnerable in any way. SP asserted that she was confident the school would receive the growth fund due to extra class in year 6, but even without this the school is in a good position this year. AH agreed that the school was cautious in setting the budget for 2017/18; RW wondered if some of the carry forward can be used to provide additional resources for the current year 6, who as a cohort has a high proportion of Special Educational Needs (SEN). AH asserted that capacity to support this cohort has already been built into the budget: experienced teachers have been recruited and AH is looking at specialist Maths support. AH went onto explain that many pupils with SEN have not received Educational, Health & Care (EHC) plans/funding and the process of applying is arduous but in the meantime these children still need to supported, a healthy surplus gives the school scope to do this. Lastly TS requested that the headings of the budget monitoring report are changed from "current budget" to "revised budget". <i>At 6.00pm JB left the meeting</i></p>	<p>Action</p> <p><i>Challenge</i></p>
<p>10.</p>	<p>Long term modelling The committee concurred that the current position is positive but counselled SP & AH to look beyond 2018/19 and consider what would need to be done in terms of rationalisation to balance the budget. TS conceded that there are unknown factors such as the future of schools funding and natural wastage but pointed out that it should be possible to build a model to illustrate what impact rationalisation would have and report on the risks and advantages. DP opined that such a plan may not be viable to deliver the curriculum but stressed the need for a long term plan.</p>	<p><i>Challenge</i></p>

	AH stated that an alternative staffing structure had been presented to governors illustrating where savings could be made and pointed out that SP and AH do this on an ongoing basis. After a robust debate, it was agreed that an updated 5 year budget forecast would be presented at the next F&HR meeting.	Action SP to include 5 year forecast in SBM report , Feb F&HR meeting.
11.	Review of Financial Management Policy No changes, approved.	
12.	WBC anti-fraud and corruption policy (whistleblowing) It was felt that the WBC model focussed on WBC staff and a more appropriate schools version was needed. The clerk advised that there is an alternative version available on Governor hub and would add it to the next meeting agenda.	Clerk to update Whistle-Blowing Policy. Next meeting
13.	School Fund Accounts It was noted that the 2016/17 financial accounts have been completed and independently audited; approved unanimously.	
14.	Cleaning Contract Governors considered SP's proposal to leave WBC contract and bring cleaning in house. After a discussion the committee agreed to support the proposal.	
15.	Summary Appraisal Review AH circulated a summary of the recent teacher appraisal process. Governors understood that teachers had to provide evidence to be eligible for a review. The F&HR committee recommended the appraisal review for approval by the FGB at the meeting on 13 November 2017 and noted that pay awards would be back dated to September 2017.	
16.	AOB None	
17.	Date and time of next meeting Monday 5 February 2018 at 5.15pm <i>The meeting closed at 7.00 pm</i>	

Note: after the meeting, RW asked for confirmation that teachers pay increases and performance management were included in the P6 forecast. SP confirmed that they were.

Documents referred in the meeting:

- Minutes of the F&HR meeting of 20 June 2017
- F&HR Terms of Reference 17-18
- Financial Management Policy 2017
- WBC Anti-Corruption Policy
- The Winchcombe School Fund Financial Accounts 2016-17
- Cleaning contract proposal
- In house cleaning calculation
- Budget monitoring report to governors
- Fund 01 BMF P6 Appendix A
- Fund 08 BMF P6 Appendix B
- Fund 13 BMF P6 Appendix C
- Fund 50 BMF P6 Appendix D
- Fund 55 BMF P6 Appendix E
- Fund 76 BMF P6 Appendix F
- Fund 99 BMF P6 Appendix G