

Governing Body of the Winchcombe School
Minutes of the Finance & Human Resources Committee
Tuesday 16 October 2018 at 4.15pm

Present: Angela Hay, (AH) Head teacher, Gwen Mason (GM), Roy Wood (RW), Derek Peale (DP)
Apologies:
Absent: n/a
In attendance: Harriet Skinner (HS), Clerk, Sheilagh Peacock (SP), School Business Manager (SBM)

Agenda item	<i>Items 1. -5. Chaired by the clerk</i>	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 RW was nominated by AH, agreed unanimously.	
5.	Election of Vice Chair DP was nominated by AH, agreed unanimously.	
6.	Minutes of the meeting of 19 June 2018 Agreed. RW signed the minutes as a true record of the meeting.	upload to school website ASAP
7.	Matters arising (i) Phoenix Club surplus Following a challenge, the committee were in accord that income would be used for enhancing the club's facilities and for the wider benefit of the school. (ii) Primary Golden mile Governors were pleased to learn that healthy pupil capital fund and primary school sports funding will be used to improve the outside space to facilitate the golden mile. (iii) School Improvement Plan (SIP) AH confirmed that the SIP would be tabled at the next meeting of the full governing body.	

		Action
8.	<p>Terms of Reference 2018/19 RW asked about review of competencies, the clerk advised that a skills audit has been completed by Natalie Pearton (development governor) and the need to recruit governors with finance experience identified, although the current F&HR committee have the skills and knowledge to hold the school to account. There were no further comments, so the Terms of Reference were recommended for approval by the Full Governing Board.</p>	<p>Add ToRs To FGB Agenda Clerk</p>
9.	<p>SBM report and Budget Monitoring P6 SP advised that FMS and Agresso have been reconciled to period 6 and period 6 has been closed. SP alerted the committee to version 2 of the budget monitoring reports for Fund 01 as the previous version had used teacher's annual salaries as opposed to 7/12 of the remaining financial year.</p> <p>Fund 01 Main School Budget (MSB) RW noted the overspend on staffing costs and SP pointed out that changes in staff since the budget was set (increase to pastoral team, teacher recruitment) had contributed to this. SP advised that she has assumed national uplift for all teachers applied to all scales together with performance related pay awards, SP cautioned that this liberal approach is not sustainable in future years. The committee agreed it prudent that the transfer of funds (between £10 – 25k) from MSB to Capital be deferred to period 9. AH gave an update on the new build for Happy Kids Pre School so the school can reclaim the space currently occupied by Happy Kids; governors learnt that the project is progressing and that money has been allocated to refurbish the space for it to become suitable for a before and after school club for 4-11 year olds.</p> <p>Fund 08 Pupil Premium Grant (PPG) The predicted carry forward of £13,190 was noted and RW queried if other expenditure could be met from PPG. DP cautioned that evidence must be published that PPG is used for PPG pupils.</p> <p>Fund 13 Primary School Funds RW noted that there are sufficient funds to enhance the outdoor area for school sports.</p>	

		Action
	<p>Fund 50 Speech and Language Resource (SAL) It was noted that SAL budget is healthy and a discussion took place about hiring another Learning Support Assistant (LSA). AH mentioned that the school is advertising for a specialist 1:1 Learning Support Assistant (LSA) for a Looked after Child (LAC) who has been admitted to the school, and the committee supported this idea.</p> <p>Fund 55 Language and Literacy Resource (LAL) AH advised that the funding decision is being reviewed by the LA. Governors understood that the predicted deficit for the LAL is not included in the school's fiscal responsibility.</p> <p>Fund 76 Capital The school is investigating installation of CCTV, the pro and cons of which were discussed. RW concluded that the F&HR committee would support this expenditure if AH decides that CCTV would help with behaviour management.</p> <p>Fund 99 Phoenix Club RW noted increased staff costs due to long term sickness cover and additional casual staff.</p>	
10.	<p>Policy review: Financial Management Policy, Lettings, School Fund, Procurement Card The committee considered the above policies: Financial Management Policy – reviewed and approved. To be reviewed in November 2020. Lettings – a discussion took place about increasing lettings income. The policy was approved. To be reviewed in October 2020. School Fund – RW requested that the wording changed to school trips/educational activities. Approved subject to this amendment. Procurement Card – approved.</p>	Update Policy Tracker And save in school policies folder
11.	<p>Teachers' pay award/policy 2018 The committee debated this at length. It was felt that more investigation was vital. AH wanted to discuss with her colleagues in the link group to ensure The Winchcombe is aligned to other schools in the locality. DP pointed out that 2% (teacher main range) and 1% (leadership) uplift was agreed when setting the 2018/19 budget. AH was also concerned with fairness and consistency for all</p>	

		Action
	Teachers. AH pointed out that many of her colleagues had not made a decision on this issue. RW drew attention to the fact that the promised DfE funding for part of the uplift was unclear. SP was concerned about payroll deadlines for implementing the uplift, but governors believed that once a decision has been reached, increases can be backdated. The consensus was that further clarity was needed and it was decided to convene an extraordinary meeting of the F&HR committee on Tuesday 20 th November at 9:30am to consider Teachers Pay Award 2018.	
12.	School Fund accounts (draft) Draft accounts were circulated, audited accounts will be tabled at the next FGB meeting for approval.	Add to FGB agenda
13.	AOB None	
10.	Date and time of next meeting Tuesday 20 th November at 9:30am <i>The meeting closed at 5:45 pm</i>	

Documents:

Minutes of the F&HR meeting of 19 June 2017
F&HR Terms of Reference 18-19
Financial Management Policy 2018
Lettings Policy, School Fund Policy, Procurement Card Policy
The Winchcombe School Fund Draft Financial Accounts 2017-18

Budget monitoring report to governors Oct 2018
Fund 01 BMF P6 Appendix A&B
Fund 08 BMF P6 Appendix C&D
Fund 13 BMF P6 Appendix E&F
Fund 50 BMF P6 Appendix G&H
Fund 55 BMF P6 Appendix I&J
Fund 76 BMF P6 Appendix K
Fund 99 BMF P6 Appendix L&M

Teachers' salary September 2018 summary
Fund 01 BMF P6 Appendix A&B v2