

**Governing Body of the Winchcombe School**  
**Minutes of the Finance & Human Resources Committee**  
**Monday 17 June 2019 at 4.15pm**

<b>Present:</b> Angela Hay, (AH) Head teacher, Gwen Mason (GM), Roy Wood (RW), Derek Peale (DP)
<b>Apologies:</b> none
<b>Absent:</b> n/a
<b>In attendance:</b> Harriet Skinner (HS), Clerk, Elode Scarlett (ES), Deputy Head teacher, Sheilagh Peacock (SP), School Business Manager (SBM), Nida Ahmed (NA), Neil Pilsworth (NP) incoming Head Teacher Sept 2019

Agenda item		Action
<b>1.</b>	<b>Apologies</b> none <i>The meeting was quorate</i>	
<b>2.</b>	<b>Declaration of any other business</b> <b>(i) Finance skills review</b>	
<b>3.</b>	<b>Declaration of interests</b> None	
<b>4.</b>	<b>Minutes of the meeting of 18 March 2019</b> Agreed. RW signed the minutes as a true record of the meeting.	upload to school website ASAP
<b>5.</b>	<b>Matter arising</b> <b>(i) Roof survey</b> SP advised that since the last meeting a revised estimate revealed that the true cost of repairing the roof would be in the region of £450k; still awaiting WBC's advices on whether this project will be undertaken or further patch repairs. In the meantime, masonry has fallen from the roof over the weekend of 15 <sup>th</sup> /16 <sup>th</sup> June. The area has been cordoned off to prevent a hazard to pupils, staff and parents and was inspected by committee members after the meeting. WBC have been contacted and the school is awaiting confirmation of proposed action to make the roof safe and repair the damage. RW noted the inconvenience to the school as well as the financial aspect.	
<b>6.</b>	<b>Budget monitoring report, review of 2019/20</b> <b>Budget plan, Staffing update</b>	

		<b>Action</b>
<b>6.</b>	<p>Following period 13 out-turn the committee discussed variances in carry forward v forecast.</p> <p><b>Main School budget (MSB):</b> RW noted the difference between actual and forecasted carry forward mainly due to unfulfilled purchase orders. (These were completed and paid during the current financial year).</p> <p><b>Pupil Premium Grant (PPG):</b> No significant variance between actual and forecasted carry forward. RW observed that where possible PPG should be spent in year. SP pointed out that PPG can be carried over to the end of the academic year, so there would be an allowance for April – July. GM commented that it was sensible to leave a small buffer for PPG children who join mid- year. There were no significant variances for <b>Sports Fund, Speech &amp; Language Resource (SAL), and Language &amp; Literacy (LAL).</b></p> <p>The deficit for LAL was discussed and the committee felt it important to present a true picture of the effects of in year deficit.</p> <p><b>Devolved Formula Capital (DFC)</b></p> <p>The committee noted healthy carry forward.</p> <p><b>Phoenix Club (PC)</b></p> <p>The substantial surplus was discussed and the committee understood that it would be used for improvements to benefit the whole school as well as refurbishment of the Happy Kids space for the use of the club. Governors learned that there had been a delay to the project due to a further survey requirement from the DFE, so the club will most likely remain in the dining hall until January 2020 at the earliest.</p> <p><b>Review of 2019/20 Budget plan, Staffing update:</b> SP circulated a briefing paper – amendments to 2019/20 Budget. AH summarised the staffing position. During January/February AH and ES interviewed 3 excellent candidates and employed all 3, which meant the school was at risk of being over staffed from September 2019, although there was capacity for an extra member of staff. However a senior member of staff has resigned to move to a church school and another teacher has indicated that they are looking to take a year out to travel, bringing staff totals back to the</p>	

		<b>Action</b>
	<p>planned level. Also the school's part time dance teacher has resigned, DP mentioned that his school is currently overstuffed in dance/PE and could deploy experienced teachers to work with The Winchcombe and cover Planning, Preparation and Assessment (PPA) time and offered to discuss options with NP in the Autumn Term.</p> <p>RW and GM asked about Learning Support Assistants (LSAs) and AH advised that there are interviews w/c 17<sup>th</sup> June and hoping to recruit 6 LSAs to meet specific 1:1 requirements.</p> <p>There was a discussion about the difficulty in predicting staffing needs, with more vulnerable children joining the school needing 1:1 support.</p>	
<b>7.</b>	<p><b>Consistent Financial Reporting (CFR) Return 2018-19</b></p> <p>The committee noted CFR return 2018-19 had been submitted to WBC (including SAL &amp; LAL) which informs benchmarking data from the DFE.</p>	
<b>8.</b>	<p><b>AOB</b></p> <p><b>(i) Finance skills review</b></p> <p>RW wondered if members of the F&amp;HR committee should complete a more specialised financial skills review. The clerk recommended that it was good practice to review competencies regularly as per the Terms of Reference and agreed to circulate a financial skills self-assessment.</p>	<p>Circulate Skills audit - Clerk - Autumn Term</p>
<b>14.</b>	<p><b>Date and time of next meeting</b></p> <p>Monday 14 October at <b>4:15pm</b></p> <p><i>The meeting closed at 5:30 pm</i></p>	

**Documents:**

Minutes of the F&HR meetings of 18 March 2019  
 Budget monitoring report to governors June 2019  
 The Winchcombe School Consistent Financial Reporting (CFR) Report 2018-19  
 CFR Budget Control Report for Devolved Formula Capital (DFC), Language and Literacy (LAL), Main School Budget (MSB), Phoenix Club (PC), Pupil Premium Grant (PPG), Speech and Language (SAL), Primary School Sports Fund for year-end 31.3.2019  
 MSB amended CFR budget  
 Briefing paper – amendments to 2019/20 Budget (circulated at the meeting)

**Minutes of the meeting of 17.06.2019**

**Signed .....Roy Wood..... Date .....14.10.2019.**

**Minutes of the meeting of 17.06.2019**

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