

Governing Body of the Winchcombe School
Minutes of the Finance & Human Resources Committee
Monday 18 March 2019 at 4.15pm

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

Agenda item		Action
1.	Apologies Sheilagh Peacock (SP), School Business Manager (SBM) <i>The meeting was quorate</i>	
2.	Declaration of any other business None	
3.	Declaration of interests None	
4.	Minutes of the meeting of 21 January 2018 Agreed. RW signed the minutes as a true record of the meeting.	upload to school website ASAP
5.	Matter arising None	
6.	SBM report and budget monitoring period 11 RW presented SBM report to the F&HR Committee in SP's absence. There were no significant variances since Period 9 report. GM noted the carry forward of £ 8,775 for Pupil Premium Grant Fund (PPG) and asked if this was because a Family Support Worker (FSW) had left and not been replaced. AH assured the committee that the pastoral team was well resourced. Devolved Formula Capital (DFC) RW mentioned the roof survey which had thrown up a repair bill in the region of £300k. This will, in theory, be funded by West Berkshire Council (WBC), as the project was overseen by them, although The Winchcombe are liable for 5% of the	

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	total cost. AH advised that a meeting had taken place with WBC and the school is awaiting their response.	
7.	<p>2019/20 Budget and two Year Forecast Budget</p> <p>RW circulated his own spreadsheet to demonstrate the revenue balances year on year (including 2 year forecast).</p> <p>RW explained that he and SP have been through the School Improvement Plan Financial Spend 2018-19 and were satisfied that all school priorities listed were funded in 2018/19 or will continue in 2019/20 and as such are included in the 2019/20 budget plan.</p> <p>MSB</p> <p>AH advised that the 0.6 year 5/6 teacher employed in 2018/19 has worked out well and wished to continue this appointment. AH went onto say that that there are 4 teacher going on maternity leave, so the school took the opportunity to advertise early. The committee learnt that two highly experienced teachers had been appointed together with a Newly Qualified Teacher (NQT) in anticipation of future vacancies. AH understood that this presents a risk, and was cautioned against this by SP, however believed there would be scope as it would not be clear until 31st May 2019 if there would be any teacher resignations.</p> <p>The committee understood this approach in terms of attracting high quality professionals to the school.</p> <p>The committee were concerned about the predicted deficit budgets in 2020/21 and 2021/22. AH explained that WBC have introduced a new budgeting tool and SP had mainly concentrated on presenting a balanced budget in 2019/20. Governors had the same concerns about PPG and DFC funds, although the other Funds (SAL, LAL, Sports Fund and Phoenix Club were as expected). It was pointed out that this was a draft budget and there would be time for further scrutiny on years 2020/21 and 2021/22 before the 2019/20 Budget and Two Year Forecast is presented for approval at the meeting of the full Governing Body on 2nd April 2019.</p>	

		Action
	Therefore it was agreed, to recommend the 2019/20 Budget Plan for approval by the FGB, with further contingencies to be made for 2020/21 and 2021/22 forecast budget plans.	Add to FGB agenda-clerk
8.	AOB None	
14.	Date and time of next meeting Monday 17 June at 4:15pm (note change of time) <i>The meeting closed at 6:00 pm</i>	

Documents:

Minutes of the F&HR meetings of 21 January 2019
 Budget monitoring report to governors February 2019
 Fund 01 BMF P11 Appendix A&B
 Fund 08 BMF P11 Appendix C&D
 Fund 13 BMF P11 Appendix E&F
 Fund 50 BMF P11 Appendix G&H
 Fund 55 BMF P11 Appendix I&J
 Fund 76 BMF 11Appendix K
 Fund 99 BMF P11 Appendix L&M

2019/20 Budget and Two Year Forecast Budget
 Report to Finance Committee
 18 March 2019

Final WBC Budget allocations for 2019/20 and subsequent years
 2019/20 Fund 01 (MSB) CFR Budget
 2019/20 Fund 08 (PPG) CFR Budget
 2019/20 Fund 13 (Sports) CFR Budget
 2019/20 Fund 50 (SAL) CFR Budget
 2019/20 Fund 55 (LAL) CFR Budget
 2019/20 Fund 76 (DFC) CFR Budget
 2019/20 Fund 99 (Phoenix Club) CFR Budget