

**Governing Body of the Winchcombe School**  
**Minutes of the Finance & Human Resources Committee**  
**Tuesday 19 June 2018 at 5.15pm**

<b>Present:</b> Tom Satterthwaite (TS), Angela Hay, (AH) Head teacher, Roy Wood (RW) (chair), Jo Brisland (JB)
<b>Apologies:</b> DP
<b>Absent:</b> n/a
<b>In attendance:</b> Harriet Skinner (HS), Clerk, Sheilagh Peacock (SP), School Business Manager (SBM)

Agenda item		Action
<b>1.</b>	<b>Apologies</b> Derek Peale (DP) <i>The meeting was quorate</i>	
<b>2.</b>	<b>Declaration of any other business</b> <b>(i) Educational Services Grant (ESG) RW</b> <b>(ii) Healthy Pupil Funding Grant AH</b>	
<b>3.</b>	<b>Declaration of interests</b> None	
<b>4.</b>	<b>Minutes of the meeting of 19 March 2018</b> TS asked that page 4 be amended to say "lastly the committee recommended the 2018/19 <i>budget</i> (after inclusion of A.N. Other teacher on a 0.5 part time basis)" and remove reference to the 5 year forecast. Agreed. RW signed the minutes as a true record of the meeting.	upload to school website ASAP
<b>5.</b>	<b>Matters arising</b> <b>(i) Phoenix Club surplus</b> TS wanted to know if the carry forward was earmarked for any use. AH advised that further investment will be made in improving the club's facilities and the outdoor environment for use by the club and the rest of the school. TS argued that a statement should be made to parents explaining this. After a robust discussion it was felt this was not necessary.	<i>challenge</i>
<b>6.</b>	<b>Out-turn report 2017-18 &amp; SBM report</b> SP informed the committee that Periods 1 & 2 (for the current financial year (2018-19)) Agresso and FMS have been reconciled and balanced, budget monitoring to take place after P3.	

		<b>Action</b>
	<p><b>The 2017/18 Budget Outturn for Fund 01 Main School Budget (MSB)</b> was considered. RW noted that the staffing budget was close to the wire but not overspent. The committee recognised the overspend on E19 learning resources was cross charged against I12 &amp; 13 contributions and donations. TS pointed out the overspend on E25 catering supplies due to increased take up in school meals. At this point SP mentioned that the school will be investigating the possibility of taking the catering contract in house as the ISS contract finishes in July 2019. The committee was supportive of this proposal.</p> <p>RW noted the carry forward of £96,787 and the committee commended SP on managing the budget.</p> <p><b>Pupil Premium Grant (PPG) Fund 08</b></p> <p>RW asked why bought in professional services was underspent. SP explained that MNR coaching and music lessons costs were not as high as expected.</p> <p><b>Primary School Sports Grant Fund 13</b></p> <p>The funding increase from September 2017 was noted. AH explained that some of the sports fund would be used for sports marking on the school field and to improve outside space for PE lessons. TS wondered if the teacher with TLR for PE could come to a GB meeting to talk about sports in school. It was agreed that this was a good idea, however the post for PE co-ordinator is currently vacant due to a recent resignation but this would be followed up in the future. Governors learnt that the bulk of the rest of the sports fund was spent on MNR coaching services and swimming. The committee was pleased to hear that the new swimming arrangements (walking to Northcroft Leisure Centre) for years 4 to 6) were working well.</p> <p><b>Speech &amp; Language Resource (SAL) Fund 50</b></p> <p>SP pointed out that the SAL carry forward is healthy due to a senior teacher retiring and replaced by a teacher on a lower pay scale and an experienced LSA also retired. RW noted the underspend on IT learning resources and was reassured that SAL is well resourced.</p>	<p><i>challenge</i></p>

	<p><b>Language &amp; Literacy (LAL) Fund 55</b> The committee understood there would be a potential deficit for 2018/19.</p> <p><b>Devolved Formula Capital (DFC) Fund 76</b> It was noted that the bulk of this fund was used for IT resources renewal.</p> <p><b>Phoenix Club (PC) Fund 99</b> The healthy carry forward was noted. Governors learnt that numbers have increased to cope with demand. The committee wished to thank the club's manager Sharon Frost for her hard work and commitment and suggested a bouquet of flowers on behalf of the GB as an acknowledgment of her efforts.</p>	<b>Action</b>
<b>7</b>	<p><b>Review of financial aspects of the School Improvement Plan (SIP)</b> RW was keen to monitor the financial aspects of the SIP and the impact on pupils. AH explained that some funding is available from the LA/DFE (such as Mastery in Maths) which was proving to be very successful and resources and materials have been purchased to consolidate this learning. AH advised that the impact on the children has been positive with many pupils understanding and enjoying Maths. The discussion moved onto Values Based Education. ES said this has been received well by the children and staff and has had a positive effect on behaviour. TS commented that it was good to know that this investment was having an effect and to be discussing pupil outcomes in a finance meeting. RW requested an update on the SIP in the Autumn term.</p>	<i>challenge</i>
<b>8</b>	<p><b>Staffing update</b> AH advised that 4 teachers in Years 1, 2 &amp; 3 have resigned. 1 is on maternity leave and is not returning to The Winchcombe. However, 3 teachers have been recruited to fill these posts together with a part time year 6 teacher on the recommendation of the F&amp;HR committee. The committee was pleased to learn the school is fully staffed for September 2018. AH advised that the Family Support Worker is leaving and this post is currently being advertised. RW drew attention to the 2016/17 benchmarking website and shared the results of a comparison</p>	

		<b>Action</b>
	of staff levels between The Winchcombe and 3 similar sized local schools. The comparison showed that The Winchcombe had a higher level of staff than the other schools. SP pointed out that the benchmarking website does not take into account the SAL and the LAL resources and AH mentioned the high level of LSAs in post were necessary to support the level of SEN children in school. The committee agreed that this explained the apparent discrepancy.	<i>challenge</i>
<b>9.</b>	<p><b>AOB</b></p> <p><b>(i) Educational Services Grant (ESG)</b> RW has learnt that the ESG has been abolished. SP is aware of this and this is factored into the 2018/19 budget plan and beyond.</p> <p><b>(ii) Healthy Pupil Funding Grant</b> AH advised that after a weigh in of all primary school children, The Winchcombe has a high level of obesity and as such qualifies for a grant of £8.5k to help address this. SP has produced a project brief but broadly speaking the money will be spent on the outdoor environment and measures to get children moving more and eating healthily.</p>	
<b>10.</b>	<p><b>Date and time of next meeting</b> TBA <i>The meeting closed at 6.30 pm</i></p>	

**Documents:**

Minutes of the F&HR meeting of 19 March 2018  
SBM report to Finance Committee June 2018  
School Improvement Financial Spend 2017  
2017-18 Budget Out-turn report  
CFR report P13 2017 for Funds 01,08,13,50,55,76,99