

Governing Body of the Winchcombe School
Minutes of the Finance & Human Resources Committee
Monday 14 October 2019 at 4.15pm

Present: Neil Pilsworth (NP) Head teacher, Rachel Redgwell (RR) (GM), Roy Wood (RW)
Apologies: Derek Peale (DP)
Absent: Nida Ahmed (NA) <i>no apologies received</i>
In attendance: Harriet Skinner (HS), Clerk, Elode Scarlett (ES), Deputy Head teacher, Sheilagh Peacock (SP), School Business Manager (SBM),

Agenda item		Action
1.	Apologies Derek Peale (DP) <i>The meeting was quorate</i>	
2.	Election of Chair & Vice Chair RW was elected Chair of the F&HR Committee and DP (nominated by RW) was elected Vice Chair	
3.	Declaration of any other business (i) Financial Benchmarking (RW)	
4.	Declaration of interests None	
5.	Minutes of the meeting of 17 June 2019 Agreed. RW signed the minutes as a true record of the meeting.	upload to school website ASAP
6.	Matter arising (i) Dance teacher RW wanted to know if the school's part time dance teacher had been replaced. NP advised that the school is in the process of appointing a sports coach (funded by primary school sports grant) for 25 hours a week tasked with getting all children active, not necessarily sports based but as part of the curriculum. NP outlined plans to enhance teaching in PE, through training of (Higher Level Teaching Assistants (HLTAs). (ii) Financial Skills Review As the committee has some new members it was agreed that it was time for a review of competencies, the clerk will circulate financial skills questionnaire.	Clerk to Send Financial Skills Audit to Govs By next Mtg

		Action
7.	Terms of Reference (ToRs) The ToRs were reviewed and recommended for approval by the FGB.	Add to FGB Agenda Clerk
8.	School Business Manager (SBM) report Because of the IT outage from 17 th September due to a virus and the knock-on effect of restoring the financial and personnel data, SP advised that budget monitoring reports were not available to be circulated at this meeting. However, all financial records are up to date and reconciled with WBC's agresso reports and budget monitoring reports will be circulated to the committee in the next few weeks. SP was able to give some provisional figures: Fund 01, Main School Budget currently has an in-year deficit of approx. £30k with a predicted carry forward of £40k. RW stated that this was as expected. NP cautioned that this model is not sustainable and would be looking at a possible restructure of support staff should natural wastage not address this deficit. There has been additional expenditure on staff training which NP viewed as a long- term investment. SP reported that in house catering is going well, the number of children taking meals is slightly lower than the same period last year but this can be attributed to the bulge year (90 children) moving to Year 3 and therefore not entitled to universal infant free school meals. A discussion took place about Friends of Winchcombe (FoWs) and NP stated his intention to revive FoWs.	
9.	School Improvement Plan (SIP) Financial Spend SP and NP advised that the document circulated represented the link to the SIP. After looking at the school's data on the DfE website (Assessing School Performance – ASP) RW asked if the school needed any additional resources – for instance to improve results in Phonics. NP advised that an experienced teacher has been put in place to lead in Phonics. RW asked if additional resources were needed to improve attendance and RR went onto	

		Action
	enquire if the pastoral team was adequately staffed to focus on attendance. NP acknowledged that attendance was a challenge and a priority in the school and explained how attendance is monitored.	
10 & 11.	Teachers' Pay Award 2019 and Pay Policy RW asked why there was no mention of support staff in the pay policy and SP explained the pay structure for support staff. RW suggested that it be made clear that the Pay Policy was for teachers only, so it was agreed to rename the policy 'Teachers' Pay Policy'. The Committee understood the 2.75% pay award was funded. RW queried the staffing structure and it was agreed that an organisational staff structure document would be useful to the GB. The Teachers' Pay Policy and Pay Award was approved by the F&HR committee.	Produce Staff Structure NP/ES Next mtg Clerk to Upload policy to staff shared and file in policy file.
12.	Appraisal Policy NP to review, deferred to next meeting.	Review Policy NP/ES
13.	Letting Policy The committee felt that the paragraph about Prevent training should be clearer, detailing when training is applicable, wording to be reviewed and policy to be considered at the next meeting of the committee.	Amend Lettings Policy Clerk/SP Next mtg
14.	AOB (i) Financial Benchmarking RW drew attention to the DfE financial benchmarking website and circulated some of the charts comparing The Winchcombe with other local schools. It was agreed to table a Benchmarking Report at the next finance meeting on 20 th January 2020.	Produce Bench Marking Report to Govs RW/SP/ Clerk Next mtg
11.	Date and time of next meeting Monday 20 January 2020 at 4:15pm <i>The meeting closed at 6:00 pm</i>	

Documents:

Minutes of the F&HR meeting of 17 June 2019
Terms of Reference of the F&HR Committee
SIP – financial spend
Teachers' Pay policy
Appraisal Policy

Lettings Policy

Minutes of the meeting of 14.10.2019

Signed: Roy Wood

Date: 20.01.2020