

Governing Body of the Winchcombe School
Minutes of the Finance & Human Resources Committee
Monday 20 January 2020 at 4.15pm

Present: Neil Pilsworth (NP) Head teacher, Rachel Redgwell (RR) (GM), Roy Wood (RW), Derek Peale (DP)
Apologies:
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) left the meeting at 5:00pm <i>The meeting was quorate</i>	
2.	Declaration of any other business (i) Friends of Winchcombe (FoWs) RW	
3.	Declaration of interests DP – member of Greenham Trust grant distribution panel	
4.	Minutes of the meeting of 14 October 2020 Agreed. RW signed the minutes as a true record of the meeting.	upload to school website ASAP
5.	Matters arising (i) Financial Skills Review The clerk advised the financial skills questionnaires have been completed by RW, RR, SP and HS. DP's has completed questionnaire in previous years and is a longstanding member of the committee. It was agreed that RW would review financial skills responses but was happy with the competence and experience of committee members. (ii) Appraisal Policy It was agreed that Appraisal Policy required further scrutiny, to be tabled for next meeting.	NA to complete 28.02.2020 Review policy – NP By 28.02.2020

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6.	School Business Manager (SBM) report The committee considered SP's report and budget monitoring sheets.	Action
	<p>Fund 01: Governors noted redistribution of Teachers' Pay and pensions grant to Funds 08, 50 and 55. Over spend on education support was discussed. An estimated carry forward for 2019/20 of £31850 was noted.</p> <p>Fund 08 (Pupil Premium Grant PPG): DP met with Kate Betts (inclusion manager) on 10th January – report to governors to follow. RR asked if SENCo role – salary solely paid from PPG would be challenged. After a discussion it was concluded that the main priority is that outcomes and impact is clear. SP pointed out that this approach was pragmatic in terms of accounting.</p> <p>Fund 13 Sports Fund: Governors learnt that a sports coach has been appointed. RR asked if he would have responsibility for reporting on participation in sport for the sports premium statement which must be published on the school website; NP confirmed that it would be PE lead teachers' responsibility.</p> <p>Fund 50 (Speech & Language SAL) Carry forward remains stable though in year deficit was noted.</p> <p>Fund 55 (Language & Literacy LAL) Predicted deficit was acknowledged.</p> <p>Fund 76 Capital – no change since period 8</p> <p>Fund 99 Phoenix Before and After School Club: The committee noted that the position is healthy but SP cautioned that numbers are dropping as parents of Foundation Stage children are using Happy Kids Pre School for before and after school care. This raised a concern that numbers in the club are not growing in line with the growth in pupil numbers at the school. SP advised that the intention was to move £20k (for</p>	<p>Circulate PPG report by 03.02.20 DP/clerk</p>

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	rent and premises costs) from Fund 99 to Fund 01 at year end and the committee agreed with this. RR asked if a marketing campaign would increase interest in the club. After a discussion it was felt that the ideal time to re – launch the club was when Happy Kids move into their new building and the Phoenix Club	
		Action
	<p>relocates to the purpose-built space currently occupied by Happy Kids Pre School. It was also agreed that the club should be open to all with no cap on numbers.</p> <p>The discussion returned to the main school budget and staffing structure and it was acceded that the current structure is not sustainable. RW put the challenge to NP to look at the staffing structure in order to present a balanced budget next year whilst delivering high quality education to all pupils. NP concurred that a re-structure was necessary and would be achieved in steps, namely: natural wastage, increasing income (after school club, extra-curricular clubs and increased letting of the school facilities), and a review of core and additional hours for educational support staff.</p> <p>DP pointed out that this approach was pragmatic and avoided the costs and time constraints of a redundancy exercise.</p> <p><i>DP left the meeting at 5:00pm</i></p> <p>Lastly, RW requested Budget Monitoring reports be circulated to the committee 6 times a year, not necessarily to tie in with meetings.</p>	<p>NP/SP/HS To meet with PC manager to agree and implement long term plan – by 28.02.2020</p> <p><i>Challenge</i></p> <p>BMF reports to F&HR SP- ongoing</p>
7.	<p>Benchmarking report Jan 2020</p> <p>RW presented his report to governors. The committee was happy with the local comparators used. It was noted that Winchcombe staffing levels are high; SP cautioned that the SAL and LAL resources are included in the figures in the school context data. Increasing lettings opportunities were discussed as the school was rated red in this area, it was agreed to consider</p>	<p>review charging arrangement for clubs NP/SP</p>

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	charging Football and Karate Club providers for use of school facilities.	28.02.2020
8.	Schools Financial Value Standard (SFVS) RW's completed checklist was circulated prior to the meeting, there were no questions and SFVS was recommended for approval by the FGB.	Add to FGB agenda Clerk- 03.02.2020
9.	Policy review Teachers Pay Policy (amendment) Letting policy Charging & Remissions Policy Reviewed and approved.	Upload to website/ Staff shared Policies folder Clerk 31.01.2020 Action
10.	Inventory (ALL) The inventory of equipment was circulated and signed off by RW. RW to complete spot checks.	Arrange spot check Clerk/RW 28.02.2020
11.	AOB (i) FoWs The committee learnt that there is a new Chair, Treasurer and Secretary. RW expressed an interest in attending the next meeting. It was felt that a fundraising target (a 1/3 share of a new minibus was mooted) would galvanise FoWs.	RW to attend next FoWs mtg Clerk/Chair FoWs
12.	Date and time of next meeting Monday 23 March 2020 at 4:15pm <i>The meeting closed at 5:45 pm</i>	

Documents:

Minutes of the F&HR meeting of 14 October 2019
 Teachers' Pay policy
 Lettings Policy
 Charging & Remissions Policy
 Staffing Structure 2019
 Budget monitoring reports to governors Jan 2020
 BMF CFR reports P9 Funds 01, 08, 13,50,55,76 & 99
 SFVS 2019/20
 Benchmarking Report 2019/20 and accompanying charts

Documents circulated at the meeting:

Inventory 2019/20
 Appraisal Policy

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Date: 06.04.2020