

Governing Body of the Winchcombe School
Minutes of the Finance & Human Resources Committee
Monday 6 April at 3:00pm

Present: Neil Pilsworth (NP) Head teacher, Rachel Redgwell (RR) (GM), Roy Wood (RW), Derek Peuple (DP), Nida Ahmed (NA)
Apologies: None
Absent:
In attendance: Harriet Skinner (HS), Clerk, Sheilagh Peacock (SP), School Business Manager (SBM),

Agenda item		Action
1.	Apologies None <i>The meeting was quorate</i> Firstly, RW asked for agreement that the Zoom video call be treated as a normal meeting. Agreed unanimously.	
2.	Declaration of any other business (i) Covid 19 update In addition to the regular communication to governors from RR, NP gave a verbal update on the numbers of staff and children of key workers attending the school for childcare.	
3.	Declaration of interests None	
4.	Minutes of the meeting of 20 January 2020 It was agreed that the minutes were a true record of the meeting. RW to sign when lockdown restrictions lifted, and the GB can meet safely.	upload to school website ASAP
5.	Matters arising (i) Financial Skills Review All questionnaires returned. Competencies of the F&HR committee to be reviewed by next meeting if possible. (ii) Appraisal Policy NP to finalise review. (iii) Happy Kids Build	Review policy – NP By next mtg 22.6.2020



	NA asked for an update and SP advised that work had stopped since lockdown and impossible to predict at present when the project will resume.	
		Action
6.	<p>2020/21 Budget and two- year forecast budget</p> <p>SP referred to the amended budget notes and version 2 Fund 01 (main school budget MSB) and Fund 99 (Phoenix Club PC). Governors were pleased to learn that the carry forward on MSB is £88,500, the increase explained by additional income for High Needs, free school meals and teachers' pension grant, together with changes to staffing, as detailed in SP's briefing note. SP advised that a 3% uplift for teachers' pay has been allowed for, although those on lower pay range may be awarded a higher percentage. However, as many Winchcombe teachers are on Upper Pay Range this should not have a significant impact.</p> <p>Pupil Premium Grant (PPG) and Sports Fund carry forward amounts were as expected. Governors assumed that Primary School Sports grant would remain at the current level for 2020/21 and DP concurred that this was a fair assumption.</p> <p>The Speech and Language (SAL) resource carry forward is at £14,500 looking healthier due to 2 support staff moving to MSB.</p> <p>The Language and Literacy (LAL) resource is in deficit to the tune of £18,000 at the end of 2020/21. NA asked why this had got worse; SP advised that this was because of High Needs funding cuts plus a very specialised teacher in the resource. SP went onto say that the LAL budget is ring fenced and the school only manage the budget, LAL is completely separate from MSB.</p> <p>The devolved formula capital (DFC) budget carry forward has increased due to fence works being lower than estimated.</p>	



	A concern was raised about the Phoenix Club and the loss of income during the school closure. SP indicated that some of the loss could possibly be claimed under Covid 19 expenses and the PC staff furloughed, discussions with WBC are ongoing.	
		Action
	<p>In the meantime, it was agreed to advertise the club in newsletters and new pupil packs ahead of the re-opening of the school. NP said that steps had already been made to improve the club: regular operational meetings, parent and staff surveys.</p> <p>RW drew attention to the predicted MSB deficit at the end of 2022/23 of £104,000. It was agreed that it would be crucial to look at staffing and restructuring in order to present a balanced budget from 2021/22.</p> <p>SP cautioned that the budget plan may be further amended after P13 had been received from WBC (expected 17th April 2020) and this would be the final budget plan presented to the full governing board.</p> <p>Lastly RW proposed that the F&HR committee recommend the draft 2020/21 budget plan for approval by the FGB. Agreed.</p>	Add to FGB Agenda Clerk next mtg
7.	<p>Staffing Review/Staff Survey</p> <p>NP updated the committee on staff changes. The FS phase leader has resigned and requested a 0.6 teaching role, there will be an internal advert for FS phase leader, so this change is all within the current budget plan. NP advised that the school is fully staffed from September and no resignations are expected. There will be no change to support staff in 2020/21 but SP cautioned that there would have to be review of support staff in 2021/22.</p> <p>NP gave a brief summary of results of staff survey.</p> <p>Very positive feedback: 100% of staff are proud to work at The Winchcombe School. Common</p>	



	<p>themes from the survey were continuing professional development and behaviour. RW asked if there was any online training available while the schools are closed. NP advised that most coaching was done in house but SLT were looking into staff doing research into their specific areas.</p> <p>DP's school is holding a whole school online twilight INSET event and invited Winchcombe staff to take part.</p>	NP & DP to arrange
		Action
8.	<p>Policy review: Financial Management Policy (inc. adoption of WBC* Anti-Fraud and Corruption Policy, Bribery Act and Procedure, Anti- Money Laundering Policy)</p> <p>Approved and adopted by the F&HR committee.</p>	<p>Circulate to staff Clerk When school Re opens</p>
9.	<p>AOB</p> <p>None</p>	
12.	<p>Date and time of next meeting</p> <p>Monday 22 June 2020 time to be confirmed <i>meeting closed at 3:50 pm</i></p>	

Documents:

Minutes of the F&HR meeting of 20 January 2020
 Report to Finance Committee 23 March 2020:
 2020/21 Budget and Two-Year Forecast Budget
 2020-2021 Allocation
 2021-2024 Allocation
 2020/21 Fund 01 (MSB) CFR Budget
 2020/21 Fund 08 (PPG) CFR Budget
 2020/21 Fund 13 (Sports) CFR Budget
 2020/21 Fund 50 (SAL) CFR Budget
 2020/21 Fund 55 (LAL) CFR Budget
 2020/21 Fund 76 (DFC) CFR Budget
 2020/21 Fund 99 (Phoenix Club) CFR Budget

V2 Fund 01 draft budget
 V2 Fund 99 draft budget
 Notes to amended draft budget

Anti-Fraud and corruption update

Minutes of the meeting of 06.04.2020

Signed



Date 23.6.2020

WBC Anti-Fraud and Corruption Policy November 2019
WBC Bribery Act and Procedure November 2019
WBC Anti-Money Laundering Policy November 2019
The Winchcombe School Financial Management Policy

Minutes of the meeting of 06.04.2020

Signed

A handwritten signature in black ink, appearing to be 'P. ...', written over a horizontal line.

Date 23.6.2020