

**Governing Body of the Winchcombe School**  
**Minutes of the Finance & Human Resources Committee**  
**Monday 12 October at 4:00pm**

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

Agenda item		Action
<b>1.</b>	<b>Apologies</b> DP to leave meeting at 4:30pm <i>The meeting was quorate</i>	
<b>2.</b>	<b>Elections of Chair and Vice Chair</b> RW and DP were elected Chair and Vice Chair respectively.	Update GovernorHub & website
<b>3.</b>	<b>Declaration of any other business</b> <b>(i) Department of Education Catch up (DP)</b> DP reported on this item first: DP who is Secondary School lead, working with WBC, reported that there is a catch-up allocation of £80 per pupil. SP advised that this funding was included in the figures in her report. An initial 25% instalment has been distributed to the LA. but has not yet been received by the school. DP advised that further clarification would be shared with NP by the School Improvement Advisor (SIA) and the Primary School lead. DP also indicated that there is the possibility of additional funding available from Sports England (related to Covid recovery).	
<b>4.</b>	<b>Declaration of interests</b> None	
<b>5.</b>	<b>Minutes of the meeting of 22 June 2020</b> It was agreed that the minutes were a true record of the meeting. RW gave his permission to use his electronic signature.	upload to school website ASAP

**Signed** 

**Date .....18.1.2021**

		<b>Action</b>
<b>6.</b>	<b>Matters arising (i)F&amp;HR committee competencies</b>	RW & clerk to review ASAP
<b>7.</b>	<b>Review and re approval of Term of Reference</b> RW requested that a sentence should be added to reflect the fact that part of the committee's remit was review and monitoring of Human Resources and this was agreed. ToRs (subject to this addition) were recommended by the F&HR Committee for approval by the FGB.	Amend and pass for Approval At FGB mtg 16.11.2020 Clerk
<b>8.</b>	<b>Financial Management Policy 2020-21</b> RW noted that the policy was last reviewed in April 2020, however an amendment to Appendix B and C to allow SBM (SP) to authorise expenditure up to £1000 is required. The committee agreed that this was a pragmatic approach, given the purchase of items for premises and maintenance are often needed urgently. NP gave his full support to this proposal and the FMP was approved by the F&HT Committee.	Circulate and Add to policies File Clerk ASAP
<b>9.</b>	<b>Teachers' Pay Policy 2020-21</b>  SP reminded the committee that in 2017/18 the GB had approved the budget plan and Teacher Pay Policy allowing for a 1% uplift to Teachers and Support staff pay. The DfE announced an advisory increase of 2% to teachers' pay and each school had to decide if the 2% pay recommendation would be accepted, the GB agreed to adhere to what was agreed in the 2017/18 budget plan, which meant that Winchcombe pay rates <i>differ from</i> other West Berkshire schools even though in subsequent years the school has awarded WBC advisory rates. SP prepared a comparison for the committee's consideration and advised that at some point in the future The Winchcombe could bring the pay rates in line with the WBC advisory rates.	Amend rates To Winchcombe scale Add to policies File Clerk ASAP

**Minutes of the meeting of 12.10.2020**

Signed



Date .....18.1.2021

		<b>Action</b>
	<p>It was pointed out that the 2020/21 budget plan had been agreed based on Winchcombe's existing pay rates; DP asked if there could be an impact on retention and recruitment and NP suggested that the effect would be negligible.</p> <p>RW suggested that the advisory rates could be included in 2020/21 budget plan, the committee discussed this and it was agreed that the advisory rates be incorporated in the 2020/21 budget.</p> <p>The Committee agreed the national pay award applied to Winchcombe pay scales and approved Teachers' Pay Policy 2020-21.</p> <p>RW reported that the Head Teachers Performance Management panel had met and completed HT review. The panel sought advice from the school's SIA and a recommendation was made which has been implemented.</p>	
<b>10.</b>	<p><b>Budget Monitoring reports P6</b></p> <p>Governors' noted that there had been no significant change to P4 budget monitoring reports, although it was felt important to note that the Main School budget must carry the predicted deficit for the out of hours club (the Phoenix Club PC) of £7,500. Measures are being put in place to address the deficit, including closing at 5:30pm (to cut staff costs) and opening another bubble of 15 children when the Happy Kids space becomes available.</p> <p>A discussion took place about 1:1 catch up tutoring funding, but there is still lack of clarity on how this would work and NP is reluctant to add to existing staff workload.</p> <p><i>DP left the meeting at 4:30pm</i></p> <p>SP cautioned that there will be expenditure from Devolved Formula Capital (DFC) to address the</p>	



	<p>flood on the MUGA (new drainage) and Foundation security fence, the contribution towards roof repair will add to this, although this could be in the next financial year.</p> <p>There was nothing of significance with Sports Fund (small purchase of equipment) or Speech and Language (SAL) or Language and Literacy (LAL).</p> <p>RW commented on increasing expenditure on Covid related items – cleaning supplies, handwash etc.</p>	
<b>11.</b>	<p><b>Review of HR issues</b></p> <p>NP updated on staffing. Interviews for teacher in charge of LAL and maternity leave cover teacher have been shortlisted and will take place week commencing 19<sup>th</sup> October 2020.</p> <p>A new member of support staff has been appointed in Foundation to replace a teaching assistant recently resigned and to cover forthcoming maternity leave.</p>	
<b>12.</b>	<p><b>AOB</b></p> <p>None</p>	
<b>11.</b>	<p><b>Date and time of next meeting</b></p> <p>Monday 18<sup>th</sup> January 2021 at 4:00pm</p> <p><i>The meeting closed at 4:50 pm</i></p>	

**Documents:**

Minutes of the F&HR meeting of 22 June 2020  
Finance & Human Resources Committee Terms of Reference 2020-21  
Financial Management Policy 2020  
Teachers' Pay Policy 2020-21  
Teachers' Pay Winchcombe rate vs advisory points  
Budget monitoring report to governors October 2020  
Fund 01 CFR Budget P6  
Fund 08 CFR Budget P6  
Fund 13 CFR Budget P6  
Fund 50 CFR Budget P6  
Fund 55 CFR Budget P6  
Fund 99 CFR Budget P6

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