

**Governing Body of the Winchcombe School**  
**Minutes of the Finance & Human Resources Committee**  
**Monday 18 January 2021 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> <i>The meeting was quorate</i>	
<b>2.</b>	<b>Declaration of any other business</b> <b>(i)HR Review</b>	
<b>3.</b>	<b>Declaration of interests</b> None	
<b>4.</b>	<b>Minutes of the meeting of 12 October 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
<b>5.</b>	<b>Matters arising</b> <b>(i)DfE catch up</b> – DP did not have an update, suggested NP contact the primary school lead. <b>(ii)Training and competencies</b> RW and the clerk felt that the committee had the skills and experience to effectively support and challenge the school. NA has less experience (although has a finance background) and was keen to attend WBC training on the role of the finance governor at the next available date. <b>(iii)Drainage in playground and security fence in Foundation</b> RW asked if these projects funded by Capital budget had been completed; SP confirmed that they had.	
<b>6.</b>	<b>Impact of Covid 19 on school finances</b> NP reported a severe impact: a predicted deficit budget in 2021/22 resulting in a possible	

		<b>Action</b>
	<p>re-modelling of the staffing structure. Additional funding proposals from the DfE lack clarity and no guarantees of funding support.</p> <p>NP stated that on a positive note, the school is well resourced with devices and chrome books which have been deployed for home learning. RW asked about internet access for pupils learning remotely. SP advised that data cards had been sourced from Vodafone although as yet, there have been no reports of families struggling with access to the internet.</p> <p>RW opined that having teachers concentrate on providing high quality remote learning with support staff supervising the keyworker/vulnerable children in school demonstrated the advantages of having a strong support staff. RR commented that this would be a chance for professional development of teaching assistants. DP added that he was exceptionally impressed with the curriculum planning having met with (senior leadership team) SLT recently.</p>	
<b>7.</b>	<p><b>Budget Monitoring Reports P9</b></p> <p>SP and NP highlighted confusing messages from the Department of Education (DfE) and West Berkshire Council (WBC) around early years funding during lockdown – if the nursery does not open before 22<sup>nd</sup> February, the Spring term funding could be withheld. The Committee learnt that the children are still accessing education via online learning together with weekly visits from teachers. Governors were of the understanding that it was private nurseries that were to remain open to reduce the number of employees on furlough.</p> <p>RW felt that the school was engaging with all children and with a high-quality provision of education. RR agreed that a balance of safety and the service provided has been achieved and the committee were unanimous in their support of the school’s stance on this.</p> <p>RW drew attention to the predicted deficit of £21,230 at year end for the Phoenix Club (before and after school provision) which will come out of the main school budget resulting in a reduced carry forward of £5,700 (from £30,643 in P6).</p>	

		<b>Action</b>
	<p>RW asked if loss in income (due to the club being closed during lockdown) would be reimbursed.</p> <p>SP advised that self-generated income was not eligible as a Covid 19 expense. If the Main School Budget goes into deficit it would be noted by Schools' Accountancy that was due to loss of income during the club's closure.</p> <p>SP asserted that the P9 reports had been prepared with a cautious approach and was looking at ways staff could be allocated to PPG and SAL funds.</p> <p>There were no comments about the Sports Fund and SAL, although NP did point out that SAL children are all in school – provision is as normal.</p> <p>RW asked about LAL – NP advised that the provision will be a blend of in house (for Winchcombe children) and outreach for other schools.</p> <p>The discussion moved back to the Phoenix Club and the committee understood that although the PC staff are on furlough to end of February, the situation is dire and much will ride the success of a marketing to promote the club when it can re - open. RR urged the committee not to lose sight of this development when it is safe to re- open.</p> <p>NA suggested a banner on the fence outside the school to promote the club.</p> <p>NA asked about 2 recent staff resignations – are they being replaced, if not is this due to Covid?</p> <p>SP advised that the school cannot afford to replace these 2 positions, however NP assured NA that the Winchcombe School has an adequate staff of general teaching assistants who can be redeployed. DP agreed that this was a general reflection of the budgetary pressures schools are under, even before Covid and staff resignations were looked upon as an opportunity to make savings.</p>	
<b>8.</b>	<p><b>School Fund Accounts 2019-20</b></p> <p>School Fund accounts for the year ending 31<sup>st</sup> August 2020 have been audited, presented to the committee and were duly recommended for approval by the FGB.</p>	Add to FGB Agenda Clerk

		<b>Action</b>
<b>9.</b>	<b>Review of School Fund Policy</b> Approved unanimously. A discussion took place about the year 6 residential visit to Rhos y Gwalia, which sadly has been cancelled.	Add to website & Policy folder clerk
<b>10.</b>	<b>School Financial Value Standard (SFVS)</b> RW gave a brief summary of the SFVS which he has worked through with SP's assistance. There were no queries from the committee and was recommended for approval by the FGB.	Add to FGB Agenda Clerk
<b>11.</b>	<b>Benchmarking</b> RW noted that the 2019/20 charts are not available yet – when the data is available RW and volunteers to prepare report to governors.	Check BM website SP/clerk
<b>12.</b>	<b>Inventory</b> A section of the inventory maintained in school was circulated – the full inventory is available for inspection.	RW/DP to inspect inventory (when safe to visit)
<b>13.</b>	<b>AOB</b> <b>(i)HR review</b> There were no staff changes to report, although NP/SP advised that the school cannot recruit new staff due to financial constraints. RW asked about any teachers/support staff self-isolating and NP was happy to advise that there were none.	
<b>14.</b>	<b>Date and time of next meeting</b> Monday 22 <sup>nd</sup> March 2021 at 4:00pm <i>The meeting closed at 5:00 pm</i>	

**Documents:**

Minutes of the F&HR meeting of 12 October 2020  
Budget monitoring report to governors January 2021  
Fund 01 CFR Budget P9  
Fund 08 CFR Budget P9  
Fund 13 CFR Budget P9  
Fund 50 CFR Budget P9  
Fund 55 CFR Budget P9  
Fund 99 CFR Budget P9  
School Fund Financial Accounts 2019-20  
School Fund Policy  
SFVS 2021  
Inventory

**Minutes of the meeting of 18.01.2021**

**eSigned .....Roy Wood.... Date 22.03.2021**

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