



Governing Body of the Winchcombe School
Minutes of the Finance & Human Resources Committee
Monday 22 March 2021 at 4.00pm (via zoom)

Present: Neil Pilsworth (NP) Head teacher, Roy Wood (RW), Chair, F&HR Committee) Rachel Redgwell LA governor(CoG) (RR) Derek Peale (DP) co-opted governor, Nida Ahmed (NA) (co-opted governor)

Apologies: None

Absent:

In attendance: Harriet Skinner (HS), Clerk, Sheilagh Peacock (SP), School Business Manager (SBM),

	Key: Strategic direction/Challenge or Question/Answer/Action/Extract
Agenda item	
1.	Apologies <i>The meeting was quorate</i>
2.	Declaration of any other business (i)Friends of Winchcombe (FoWs)
3.	Declaration of interests None
4.	Minutes of the meeting of 18 January 2021 It was agreed that the minutes were a true record of the meeting. RW gave his permission to use his electronic signature.
5.	Matters arising (i)Nursery Funding Governors learnt that some funding had been received (c.£14,500) for the half term 1 in respect of those children whose parents had opted to keep them at home during the school closure, a further tranche (c.£18,000) is estimated for half term 2. NP pointed out that conflicting guidance from DfE/WBC had caused much uncertainty. (ii)Inventory Spot checks still outstanding. RW/Clerk to arrange a date for RW to visit school, by next F&HR meeting (21 st June 2021).
6.	Benchmarking RW shared the Benchmarking Report to the screen for discussion. The Committee noted information from the DfE charts fed into RW's comparison with 3 similar schools in terms of size, demographic and locality, disparities were highlighted in red, green or amber. Governors were able to see that The Winchcombe School was highest for school workforce which illustrated the school's historical in year deficit. The committee noted higher expenditure on staff development and training, which RR reflected was part of NP's School Improvement Plan (SIP).

	<p>RW commented that premises costs were high, which unfortunately reflected on the size and design of the school building. DP enquired about historical benchmarking data so any trends could be identified, RW produced a report in the same format last year and volunteered to combine the two years data in one sheet, ready for discussion at the next meeting of the full governing board (Monday 26th April 2021). It was agreed to recommend the 2020 benchmarking report for approval by the FGB at the next meeting of the full governing board (26th April 2021).</p>
7.	<p>Draft Budget Plan 2021/22- and 5-year forecast</p> <p>RW drew attention to the recent draft audit report. The committee learned that the school had been rated “well controlled” with some recommendations, the school’s response has been submitted and is awaiting final audit report. RW congratulated HS(clerk) and SP on this result. RW recognised that the minutes of FGB meetings did not always show robust debate on variances in budget monitoring – partly because RW and SP meet regularly outside of meetings and partly because only significant variances were brought to the committee. To remedy this, RW has designed a spreadsheet to highlight variances which he shared with the committee via zoom. RW asked governors if this would be a useful tool for F&HR meetings, DP agreed that it would be a starting point for further interrogation and discussion. It was agreed that a summary of variances would be tabled at each F&HR meeting, RW to action.</p> <p>SP drew attention to the first item of her report regarding retrospective approval of two contracts currently in place in accordance with the draft audit recommendations. SP explained the process for procuring supplies when catering was switched in-house and the renewal of IT service level of agreement and IT technician. (see supporting document No.4). The committee felt that due diligence had been done and retrospective approval was given.</p> <p>SP gave a brief overview of 2020/21 outturn (based on P11 budget monitoring). The committee found nothing unexpected, the main concern being nursery funding and loss of Phoenix Club income.</p> <p>The discussion moved onto the Draft budgets.</p> <p>FUND 01 main school budget RW shared his own sheets showing the opening budget plan for 2020/21, against projected year end and 2021/21 plan and subsequent 4-year forecast. The committee noted that the variances were all small, with the exception of occupation costs due from Phoenix Club. A discrepancy on E05, administration was noted which has been rectified, conversely E03, support staff will be slightly lower, although the difference to bottom line figures is negligible.</p> <p>Staffing Structure – this item is recorded under Part II confidential minutes.</p> <p>Fund 08 Pupil Premium Grant SP referred to her report to governors. The committee understood that staff paid under Fund 08, may be moved to Fund 01 in future years as PPG must not be in deficit.</p> <p>Fund 13 Primary School Sport. SP advised governors that the future of the school sports grant was uncertain beyond August 2022. The impact of this would mean the sport coach cost would move to Fund 01.</p> <p>Fund 50 Speech and Language Resource (SAL) Deficit predicted from 2022/23, support staff cost may be moved to fund 01 in future years. Staffing further discussed under Part II.</p> <p>Fund 55 Language and Literacy (LAL) Deficit forecasted 2022/23. Budget managed on behalf of LA so no impact on Fund 01.</p> <p>Fund 76 Capital small estimated carry forward at the end of 2021/22</p> <p>Fund 99 The Phoenix Club – tabled as a separate agenda item</p>

	<p>The committee understood the challenges of the past year and the impact on the budget which has been in an in- year deficit position for many years. Governor agreed that the draft budget plan was sustainable in the longer term and recommended the 2021/22 draft budget plan for approval by the FGB. SP cautioned that the final budget for submission would be subject to change once P12 and P12 agresso reports have been received from WBC.</p>
8.	<p>HR Matters RW asked about staff morale and the wider opening of school on 8th March 2021. NP advised that staff were pleased to be back in school.</p>
9.	<p>Phoenix Club (PC) The PC reopened on Monday 15th March and RW felt it important that the club is publicised to build up numbers. NP explained that the club has opened in a limited capacity to keep children in consistent bubbles as far as possible. RW wondered when "bubbles" would give way to wider mixing within school and NP stated that nothing was certain at this point but possibly in September the club could open to more children. RW was keen for the school to advertise the club in advance of the Autumn Term 2021. RR cautioned that the pandemic had resulted in societal changes with increased home working is likely to reduce the need for wrap around care. It was agreed to market the PC (via website/newsletter/Facebook/posters) over the next few months as restrictions ease and it is safe to increase numbers, (clerk/FO and PC manager).</p>
10.	<p>AOB (i)FoWs RW brought the committee up to date on FoWs: last February NP, RW and RR attended FoWs AGM and were pleased to see enthusiastic fundraising activities planned, sadly these were curtailed by Covid. RW has learnt that FoWs have not prepared financial accounts for 3 ½ years and as a result has lost charity status – governors found this horrifying and RW was able to reassure the committee that the bank statements have been seen and 2 signatures to authorise expenditure - there was no evidence of financial impropriety. However, RW was anxious to have this issue resolved and relaunch FoWs. RW has spoken with the outgoing treasurer, who has agreed in writing to complete the first 2 years financial accounts by the end of term 31st March 2021. The current treasurer (and only active FoWs member) will complete the subsequent years accounts with assistance from NA who has agreed to step in as treasurer. RW was keen to generate interest from parents in resurrecting FoWs but NP cautioned that the immediate task was to resolve the issues around the accounts and charity status. After discussion it was agreed that pressure must be kept on the former treasurer with a recommendation that, in parallel, a call for expressions of interest should be sent to parents with the aim of an initial meeting to discuss the future of FoWs during the Summer term. RW agreed to monitor closely.</p>
11.	<p>Date and time of next meeting Monday 21st June at 4:00pm <i>The meeting closed at 5:20 pm</i></p>

	Supporting documents	Agenda item
1.	Agenda for this meeting	1.
2.	The Winchcombe School benchmarking report January 2021	6.
3.	Benchmarking Charts: Community expenditure (Phoenix Club) Cost of occupation Grant funding Premises Self-generated income Staffing Summary expenditure Supplies & services Total income	6.
4.	Report to F&HR Committee March 2021	7.
5.	Staffing Structure 2021-22	7.
6.	Winchcombe Budget Checklist 2021-22	7.
7.	Fund 01 Draft 5yr budget	7.
8.	Fund 08 Draft 5yr budget	7.
9.	Fund 13 Draft 5yr budget	7.
10.	Fund 50 Draft 5yr budget	7.
11.	Fund 55 Draft 5yr budget	7.
12.	Fund 76 Draft 5yr budget	7.
13.	Fund 99 Draft 5yr budget	7.
14.	Summary of variances P11 RW	7.
15.	Fund 01 Draft 5yr Budget RW	7.
16.	Fund 08 Draft 5yr Budget RW	7.
15.	Fund 13 Draft 5yr Budget RW	7.
16.	Fund 50 Draft 5yr Budget RW	7.
17.	Fund 55 Draft 5yr Budget RW	7.
18.	Fund 99 Draft 5yr Budget RW	7.

Action No:	Summary of Actions	Lead by
1.	RW/Clerk to arrange a date for RW to visit school, by next F&HR meeting (21 st June 2021).	RW/ clerk
2.	RW volunteered to combine the last two years benchmarking data in one sheet, ready for discussion at the next meeting of the full governing board (Monday 26 th April 2021).	RW
3.	It was agreed that a summary of variances would be tabled at each F&HR meeting, RW to action from next F&HR meeting 21.06.2021.	RW
4.	It was agreed that a summary of variance would be tabled at each F&HR meeting, RW to action.	Clerk/ NP
5.	Follow up FoWs treasurer on completion of accounts by 31.03.21.	RW