



**Governing Body of the Winchcombe School  
Minutes of the Finance & Human Resources Committee  
Monday 1<sup>st</sup> November 2021 at 2.30 pm (via zoom)**

<b>Present:</b> Neil Pilsworth (NP) Head teacher, Rachel Redgwell LA governor(CoG) (RR) Derek Peaple (DP) co-opted governor,
<b>Apologies:</b> None
<b>Absent:</b>
<b>In attendance:</b> Harriet Skinner (HS), Clerk, Sheilagh Peacock (SP), School Business Manager (SBM),

	<b>Key:</b> Strategic direction/Challenge or Question/Answer/Action/Extract
<b>Agenda item</b>	
	Roy Wood (RW) Chair, F&HR Committee, Nida Ahmed (NA) (co-opted governor) have resigned from the Governing Board
<b>1.</b>	<b>Apologies</b> <i>The meeting was quorate</i>
<b>2.</b>	<b>Election of Chair</b> DP volunteered, agreed unanimously. Clerk to update website, Governor Hub
<b>3.</b>	<b>Declaration of any other business</b> None
<b>4.</b>	<b>Declaration of interests</b> None
<b>5.</b>	<b>Minutes of the meeting of 21 June 2021</b> It was agreed that the minutes were a true record of the meeting. DP gave his permission to use his electronic signature.
<b>6.</b>	<b>Matters arising</b> <b>(i) Friends of Winchcombe (FoWs)</b> Reinstatement of charity status is still outstanding. DP to follow up and report back at next F&HR meeting 17.1.2022 <b>(ii) School Fund income and expenditure summary</b> Deferred to next meeting to align with academic year. HS and SP to table at next meeting of F&HR 17.1.2022
<b>7.</b>	<b>Review and re approval of Terms of reference</b> The committee considered the document; Approved. Clerk to update website, add to FGB agenda for approval

8.	<b>Teachers' Pay Policy 2021</b> NP and ES in the process of a review, deferred to next meeting. NP and ES to update pay policy for approval at F&HR meeting of 17.1.2022
9.	<b>Appraisal Policy</b> NP and ES in the process of a review, deferred to next meeting. NP and ES to update appraisal policy for approval at F&HR meeting of 17.1.2022
10.	<b>Budget Monitoring reports P6</b> DP thanked SP for her report and commented that the format was helpful in understanding key variances. SP cautioned that the reports were based on period 6 figures, P7 only just received from WBC today (1.11.2021). SP agreed to provide an interim P7 report to the committee and update DP ahead of the next F&HR meeting. <b>Main School Budget (MSB)</b> DP noted overspend largely due to staffing changes which cannot always be anticipated. A teacher on maternity leave has decided to return full-time and a replacement to year 5 teacher resignation has been appointed. DP felt comfortable with this scenario as the teacher post is fixed term to August 2022 and also would provide opportunity to be deployed on catch up curriculum. DP asked NP to report back at the next meeting on how this deployment has been implemented and the outcome. SP announced that the school has applied for Primary Schools in Financial Difficulty grant of £15k which would go towards further learning support assistant support. <b>Pupil Premium Grant (PPG)</b> SP reported that in year funding had increased due to COVID grant of £10k and for children in care. The committee learnt that the focus of PPG would be on recovery curriculum. On a separate issue, DP mentioned that a PPG meeting is due and asked about PPG statement on the school website. DP to meet with Mark Taylor (PPG lead) by next meeting 17.1.2022). RR asked about extra-curricular clubs for disadvantaged children, NP advised that karate, Glee and various activities had been arranged but have been put on hold because of the increase in Covid cases, to be reviewed on a 2-weekly basis. <b>Sports Fund</b> A discussion took place about the permanence of the sports fund and the consensus was that there was no certainty beyond August 2022. DP asked about the service level agreement for the School Sports Affiliation; SP advised that as many schools employ a dedicated sports coach the school sports affiliation offer only one package. <b>Speech and Language (SAL)/ Language and Literacy (LAL)</b> There were no concerns about SAL and LAL. <b>Devolved Formula Capital (DFC)</b> Governors were pleased to learn that the roof works have commenced. DP asked about interference to the curriculum/re-rooming pupils; SP confirmed that the works are all external, so apart from some noise there would be no disruption. <b>Phoenix Club (PC)</b> Governors were pleased to see income has increased and numbers are buoyant. The committee understood that families appreciated the club remaining open during the recent spike in COVID cases. DP felt it important to thank all PC staff concerned for their commitment and flexibility. DP/RR to draft letter to PC staff by the end of term (17.12.21)

	DP concluded that he would meet/telephone SP for an update prior to the next meeting on 17.1.2022.
<b>11.</b>	<b>AOB</b> None
<b>12.</b>	<b>Date and time of next meeting</b> 17.01.2022 at 4.00pm <i>The meeting closed at 3:30 pm</i>

	<b>Supporting documents</b>	<b>Agenda item</b>
<b>1.</b>	Agenda for this meeting	<b>1.</b>
<b>2.</b>	Minutes of the F&HR Committee meeting of 21 June 2021	<b>5,6.</b>
<b>3.</b>	F&HR Terms of Reference	<b>7.</b>
<b>4.</b>	FMP	<b>7.</b>
<b>5.</b>	Budget monitoring report to Governors June 2021, P6 Budget monitoring report to governors and commentary, Funds 01,08,13,50,55,76,99	<b>10.</b>