



**Governing Body of the Winchcombe School
Minutes of the Finance & Human Resources Committee
Tuesday 5th April 2022 at 4.00 pm (via zoom)**

Present: Neil Pilsworth (NP) Head teacher, Rachel Redgwell LA governor(CoG) (RR) Derek Peaple (DP) co-opted governor, Chair of F&HR Committee
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 None
3.	Declaration of interests None
4.	Minutes of the meeting of 17th January 2022 It was agreed that the minutes were a true record of the meeting. DP gave his permission to use his electronic signature.
5.	Matters arising (i) Schools in financial difficulty grant (item 6. Budget monitoring p9) DP, NP and SP met with Head of Education WBC (Ian Pearson (IP))to ascertain the rationale behind the decision to reject The Winchcombe School's bid. As expected the outcome did not change and the meeting with IP focussed on future strategic choices. DP was not expecting the decision to be reversed but felt it important for the committee's views to be acknowledged by WBC. (ii) Energy savings (item. 7 Benchmarking 2020-21) SP in the processing of investigating energy saving LED bulbs, grants for solar panel installation. SP to report back to Committee in due course.
6.	2022-23 draft budget and 2-year forecast Firstly, DP commended SP on presenting a balanced budget, outstanding work considering the circumstances. The committee learnt that DP had attended a preliminary meeting with SP to consider the budget plan for each fund in detail and agreed that the staffing and non-staffing assumptions made in setting the budget,

	<p>were within a reasonable level of risk. DP asked SP and NP if there were alternative scenarios in place should the assumed staffing moves do not happen. NP confirmed that alternative models had been proposed to maintain a balanced budget but cautioned that the school was starting to struggle to be effective operationally. NP went onto say that there were areas where the school needed to continue to improve but he cannot replace key staff due to budgetary restrictions. DP wanted to know if the staffing situation would be clear by 31.05.22 (deadline for notice of teacher resignations), SP advised that this was correct together with confirmation of a returning maternity leave. DP counselled the committee to consider if they were confident that the budget plan was robust and workable going forward and that they were comfortable with the level of risk/assumptions around the budget plan. RR agreed that operating effectively and within budget would continue to be challenging. NP confirmed that contingencies were in place and could work within the 2022-23 budget plan.</p> <p>DP proposed that the F&HR committee recommend the 2022-23 budget plan for approval by the full governing board at the next FGB meeting (Thursday 28th April 2022) with the caveat of minor adjustments when Y/E period 13 data is received from West Berkshire Council. Agreed unanimously. Clerk to circulate budget reports to FGB in advance of FGB meeting.</p>
7.	<p>The Winchcombe School Teachers' Pay Policy</p> <p>DP, NP and SP have collaborated and the above Policy has been tailored for The Winchcombe School. The F&HR Committee approved the Teachers' Pay Policy. Clerk to update Policy file ASAP.</p>
8.	<p>The Winchcombe School Appraisal Policy</p> <p>DP, NP and SP have prepared a policy to reflect practice at The Winchcombe School. The committee approved the policy, subject to minor operational adjustments. Clerk to update Policy file ASAP.</p>
9.	<p>AOB</p> <p>None</p>
13	<p>Date and Time of next meeting</p> <p>Monday 20 June 2022 at 4.00pm (format to be confirmed)</p> <p><i>The meeting closed at 5.05pm</i></p>

	Supporting documents	Agenda item
1.	Agenda for this meeting	1.
2.	Minutes of the F&HR Committee meeting of 17 January 2022	4,5.
3.	Report to F&HR Committee March 2022, Fund 01 Draft 3yr Budget, Fund 08 Draft 3yr Budget, Fund 13 Draft 3yr Budget, Fund 50 Draft 3yr Budget, Fund 55 Draft 3yr Budget, Fund 99 Draft 3yr Budget	6.
4.	The Winchcombe School Teachers' Pay Policy	7.
5.	The Winchcombe School Appraisal Policy	8.

