Woodchester Endowed Primary School

Minutes of Finance and Resources Committee Meeting held on 23rd April, 2019 at 9.15am

Governors Present: **Mrs. Pennington, Mrs. Pemberton, Mrs. Bijkerk, Mr. Close, Mrs. Latham, Mrs. Robinson** **In Attendance: Mrs. Smith**	
Item	**Actions**
1. Apologies for absence. There were no apologies for absence.	
2. To confirm the minutes of the Finance and Resources Meeting held on the 5th March, 2019. These were confirmed and signed as a true record by Mrs. Pemberton.	
3. Matters arising from the meetings held on 5th March, 2019 • SFVS had been completed. • JS had spoken with Area Finance Officer following a couple of questions arising from a discussion on benchmarking data. All schools in the county receive the same funding per pupil. Variation in benchmarking figures of per pupil funding can be due to funding for pupils with low prior attainment, high levels of deprivation, EAL etc. In benchmarking tools, 'LA and other Government Grants' might include grants for children of Service Personnel. Grants other than those from the LA or Government should not be included in this cost centre; discrepancies exist as some Finance Managers may incorrectly include all grants in this category. • Signatories have now been changed with The Coventry Building Society. The signatories for this account are now TP, AB and NR. • JS had received information on the requirements for Health and Safety compliance. AB agreed to read through the documents and compile a list of requirements. • An inspection of play equipment had been carried out and although the report had not yet been received, no problems had been reported. Any issues arising from the report will be discussed at the next Finance and Premises meeting, (unless more urgent action is required). • AL had fixed the trim trail which is now in use. • GDPR policies have now been prepared for Governors and will be agreed at the Full Governing Body meeting on 29th April. • Some work had been done to look at alternative provision for swimming lessons, but this is ongoing. • Seys and Bridges had approached LP to ask if assistance was required for funding of projects within the school. LP will write back before the 30th April. • LP had confirmed with architects that Governors had agreed to go ahead with a feasibility study to work to improve safeguarding the school grounds and	**AB** **Govs** **LP/JS** **LP**

building. The company have since carried out a site visit.	
4. Declarations of interest in items on the agenda. There were no declarations of interest in items on the agenda.	
5. Receive update on GDPR This was covered under item 3.	
6. Discuss and agree the budget for 2019/20 JS reported on funds to be carried over from 2018/19. £7,400 of Pupil Premium funding will be carried over. £10,919 of Sports Grant Funding will be carried over. A proportion of this is allocated to Mini Marines and a remaining invoice for Atlas Sports. The total surplus to carry forward to 2019/20 is £51,200; £32,880 after the deduction of this ring-fenced money. The proposed budget for 2019/20 will see a shortfall of £17,531 with no contingency. Therefore a Recovery Plan is required. This needs to be carried out by June in collaboration with the Area Finance Officer. LP will contact Governors should an additional meeting be required. Governors discussed areas where further saving could potentially be made. The current broadband contract will come to an end in July. JS will look at potential savings, but the current provider is SWGFL whose provision includes filters required for use by children. For a regular telephone company this would be an additional cost and they may not be as aware of requirements for schools. LP reported a drop in numbers for Reception for September 2019. With a larger number of pupils leaving in Year 6 (22) than are joining the school, this will mean a significant drop in funding for 2020/21 unless pupil numbers rise through in-year admissions. A Governor asked whether the proposed Rooksmoor Mills development may include a contribution to the school. AB will contact SDC to enquire about s.106 payments. A Governor asked whether there might be savings to be made with gas and electricity. JS confirmed that the school is currently in a contract and that the heating had already been turned down in certain areas of the school. It was suggested that a group be formed to look into possible grant funding for the future. After discussion Governors agreed the proposed budget and this will be presented at the Full Governors meeting on the 29th April for agreement.	**JS** **AB**
7. Any other business LP was in the process of completing the Local Authority Audit which is required every three years. This requires updates to the Health and Safety policy where there is a requirement for a designated Health and Safety Governor. NR agreed to take on this role. A Crisis Management Plan will also need to be written. JS mentioned invoices for white boards and the DFC feasibility study require payment and signatures from Governors.	
Dates of Next Meetings Full Governing Body: 29th April, 2019 at 6.00 pm	

Actions	
LU	**Benchmarking** – Circulate summary of findings to Finance Governors.

AB	**Terms of Reference** – Ensure a copy is available at the meetings to refer to if necessary.
AB	**Health and Safety** – Compile a list of requirements for compliance and circulate to Finance and Premises Governors.
Finance and Premises Govs	**Inspection of Play Equipment** – Go through report at next meeting and arrange action as required.
LP/JS	**GDPR** - Continue to work through meeting the requirements of GDPR and seek support from Governors where appropriate.
LP/JS	**Swimming Lessons** – Consider alternative options.
LP	**IT Project** – Write to Seys and Bridges to request their support in providing some financial assistance.
LP/MS	**Funding for IT Curriculum** – Discuss options for improving software for curriculum provision with GHS.
AB/NR	**Maintenance Check** – Carry out maintenance check in April.

The meeting concluded at 10.08am.

Minutes were agreed and approved by:

Name: …….

Signature: …….

Date: …….