Woodchester Endowed Primary School

Minutes of Finance and Resources Committee Meeting held on 4th February, 2020 at 9.15am

Governors Present: **Mrs. Pennington, Mrs. Pemberton, Mrs. Robinson, Mrs. Bijkerk, Mrs. Limburn** **In Attendance: Mrs. Smith**	
Item	**Actions**
1. Apologies for absence. There were no apologies for absence. Following the resignation of Mr. Upton, it was agreed the meeting be chaired by Mrs. Pemberton.	
2. To confirm the minutes of the Finance and Resources Meeting held on the 15th October, 2019. These were proposed by Mrs. Robinson, seconded by Mrs. Pemberton and signed as a true record by Mrs. Pemberton.	
3. Matters arising from the meeting held on 15th October, 2019 • Pay Panel – Mrs. Pemberton had carried out some research into this. Staff members cannot stand on a Pay Panel. Since the resignation of Mr. Close and Mr. Upton, the Finance Committee would not be quorate in discussing pay issues, unless another Governor is willing to sit on the committee or join for the purpose simply of discussing pay issues. This will be discussed with the Governing Body and will need to be resolved before the autumn. • Crisis Management Plan – Work to complete this is ongoing. LP will contact Gloucestershire County Council in the first instance to obtain the latest template for this policy. NR agreed to then go through the document, highlighting where information specific to Woodchester should replace the generic statements. A Lockdown Policy is also required. • The SIMS update is now complete and staff will use this to input assessment data.	**TP** **LP** **NR** **LP**
4. Declarations of interest in items on the agenda. There were no declarations of interest in items on the agenda.	
5. Questions from Governors on Cost Centre Update GQ: Can better value for money be achieved by moving to another broadband provider? RM have taken over SWGfL and the new contract is therefore with RM. SWGfL have a good reputation for having filters in place in their system which are robust and are used by many local schools. Governors agreed this was very important, but questioned whether between now and the end of the contract LP makes contact with local primaries who use other providers to ask for recommendations which may provide the same level of service and filters for a lower cost.	**LP**

GQ: Can Sports Grant Funding be spent on swimming lessons? This can only be used for this purpose in the case of any Year 6 who is not able to swim 25 metres. Otherwise, because it's a National Curriculum requirement, it cannot be funded through this means. GQ: Can we learn anything from the experience of those children who have chosen to leave the school and move elsewhere? A number of these were to private schools with lower class sizes. One family left to move to another part of the country. The school has also increased its number through children moving from other schools. The drop in numbers in intake for 2019 led to a £24,000 drop in LEA funding. Although too early to make any concrete judgements, numbers recently released of numbers of children applying for primary places locally for 2020 intake are almost double the numbers for 2019. GQ: Does the Teachers' Pay and Pension Grant cover this additional cost? Mrs. Smith confirmed that it didn't, adding to the budget deficit. GQ: What is the reason for the £544 shortfall in lettings income (A15)? Mrs. Smith explained that one of the regular users no longer requires use of the Hall. Governors discussed the possibility of making more of the school Hall and football pitch as a source of income. It was agreed AB would ask the Village Hall organiser to suggest the school to anyone wishing to hire the Village Hall at a time when it's already booked. AB agreed where possible to be available to open the building and lock up afterwards. It was agreed that more thought be given to advertising the facilities more widely to parents through the newsletter and the village through the Woodchester Word, in terms of someone being available at these times to open and lock up. Mrs. Pennington reported the generous donation from the Church in part-funding the iSing Pop experience. The PTA will also subsidise class budgets by £100 each for additional activities. Through careful allocation of resources, the deficit has been reduced from a budgeted £16,000 to £9,000. This will leave a balance of approximately £7,000 at year-end.	**AB**
6. Governor Accounts Update. • Woodchester Endowed School for Poor Person: **£13,750.19** • Governor Business Instant Access: **£8,512.32** • Coventry Governors' Account: **£3461.30** Mrs. Smith had looked into the details of these accounts to ascertain how much remains once Devolved Formula Capital is accounted for. Between the Woodchester Endowed School for Poor Person and the Business Instant Access accounts, approximately £3500 is Governor funds. It was suggested this amount be moved to the Coventry account to keep funds separate.	**JS**
7. Staffing Issues. Several staff absence issues were discussed; solutions to which have currently been managed in house, without the need for external supply cover. This will benefit the children in being taught by staff known to them. Unfortunately a student teacher was due to start work in Ash class; the University has	

agreed she work in Beech Class and complete her Foundation experience elsewhere later in her course. Recruitment will need to begin shortly for a new teacher, following a resignation. The MDSA vacancy has now been filled, although until one member of the team returns following an injury, staff remain stretched at certain times of the week.	**LP**
8. DFC Build Project and 2019/20 DFC spend Mrs. Pennington had not yet had confirmation from the Diocese as to whether the bid application had been successful. NR confirmed she was on a list for details of possible grant funding. Governors agreed that if successful, TP would contact Mr. Close to ask that he become an Associate Governor for the purposes of offering advice on the build process. £1,100 of Devolved Formula Capital (DFC) needs to be spent in this financial year. Governors agreed an additional £900 of DFC funding be used to subsidise the PTA contribution of £7,000 for the IT project to purchase laptops for children.	**TP**
9. Report on the water hygiene survey. A summary of the findings were given, some points for action have been completed or are underway. AB will circulate a copy to Governors. A system is now in place to regularly monitor the water supply throughout the school to avoid any issues with legionella. AB agreed to descale the taps throughout the school.	**AB** **AB**
10. Premises Issues. AB had carried out a maintenance check and disseminated copies to those present. A number of jobs had been completed since the last check in September. An issue with the trim trail will need to be added as staff are not happy with how the new surface has weathered. LP will contact the installation company to ask that they resolve the issues. It was suggested, instead of cutting through the root under the canopy, which currently poses a trip hazard, that a bench be placed over the area to avoid any potential damage to the tree.	**LP** **LP**
11. Any other business There was no other business to discuss.	
Dates of Next Meetings • Curriculum and Standards – 3rd March at 9.15am • Finance and Resources – 24th March at 9.15am • Full Governing Body – 27th April at 6pm	

The meeting concluded at 11.10am.

Minutes were agreed and approved by:

Name: …….

Signature: …….

Date: …….