Woodchester Endowed Church of England (Aided) Primary School

Minutes of Finance and Resources Committee Meeting held on 4th May, 2021 at 2.00pm

Governors Present:
Mrs Pennington, Mrs Bull, Mrs Robinson, Mrs Limburn, Mrs Bijkerk
In Attendance: Mrs Smith

Item	Actions
1. Apologies for absence An apology was received from Mrs Pemberton.	
2. To confirm the minutes of the Finance and Resources meeting held on 2nd February, 2021 These were confirmed as a true record, to be signed by TP at a later date.	
3. Matters arising from the meeting held on 2nd February, 2021 GQ: What was the outcome of the meeting with Gloucestershire County Council Deficit Team? The team explained the requirement for the school to set a balanced budget in order to prevent escalation of the deficit. After having studied the breakdown of outgoings, the only area they could see where savings could be made was in staffing. They were not able to offer further suggestions. As a result of being involved in a previous quote for carpet for Willow classroom, one Governor mentioned that the advice given at that time was a need for the floor to be re-screeded before carpet could be laid to a satisfactory standard. GQ: Has the roof of the Blue Area now been repaired? Following a quote from the installers which was deemed too expensive, a repair was done at a fraction of the cost in-house. The joins have been resealed which has gone a long way to fix the leaks, with one remaining which will be looked at again. A Governor asked for clarification of details of the SFVS, which was given. This year the document needs to be submitted by the end of May. LP and JS have agreed to complete it and then pass to TP for agreement.	**LP/JS/TP**
4. Declarations of interest in items on the agenda There were no declarations of interest in items on the agenda.	
5. Discuss and agree the budget for 2021/22 A draft budget was distributed to Governors prior to the meeting. JS explained the distribution of income and expenditure. 1920/21 saw a deficit of £23, 023 (£15,879 of which is ring-fenced funds), which although not a healthy financial picture, is a significant clawback on the £43,130 deficit predicted for the year end. This improvement has been the result of a great	

deal of work to save money; LP having covered lessons instead of bringing in supply cover where possible. The requirement and proposal is to set a balanced in-year budget. The proposed budget has a surplus of £742, leaving a deficit of £22,286 at the end of 2021/22. GQ: Does the contract for grounds maintenance include a list of work to be completed e.g. quiet area, wooded area? It was confirmed that the contract includes a list of requirements. JS will pass details to EL to contact the grounds maintenance team if necessary. GQ: Is there a requirement for the COVID-related funding to be spent in certain areas? There are guidelines on what this money can be used for. There is also a requirement for schools to publish details of this spending on their website. GQ: Is it necessary for an external advisor on the panel for the Head's Appraisal (B06)? LP explained that this is a requirement of the process. GQ: Governors questioned the £753 kitchen maintenance cost (D06). This is paid to the catering company to ensure the kitchen is clean and fit for purpose. It is included as part of the contract with them. GQ: Can Sports Funding be used for swimming, which has been heavily subsidised in the past? The only situation in which the funding could be used for swimming lessons would be for children at the end of Key Stage 2 who were unable to swim 25 metres. The plan for swimming lessons has been changed for 2021/22 when only Hawthorn and Juniper classes will go swimming during the year. This will fulfil the National Curriculum requirement, but will reduce the subsidy for the school. Following the retirement of Mrs Witts, LP is now responsible for SEN provision in the school. If a SENCO has been in role for more than a certain number of years, a recognised qualification is not a requirement. However now the role is a new one, it will, after a period of three years grace, be a requirement for the SENCO to be qualified. Therefore in a couple of years' time, the school will need to appoint someone else in that role. GQ: Will the cost of the new build include furniture or will this be an additional expense? It is understood that all fitted furniture will be included in the cost of the build. The Finance and Premises Governors approved the budget for agreement by all Governors at the Full Governor meeting on the 25th May. *EL left the meeting.*	**JS/EL**

6. Governor accounts update. • Woodchester Endowed School for Poor Person: **£12,404.53** • Governor Business Instant Access: **£8,515.30** • Coventry Governors' Account: **£3,003.99** JS had calculated how much of the Governors' funds were not Devolved Formula Capital and can therefore contribute towards the new build. £4,595.17 is the figure available.	
7. Update on the DFC build Work had begun on the new build. It had been agreed with the Diocese that the 10% contribution from Governors be split over five years. A request had been made for the first payment, with the second one to follow in early 2022. LP will question this as these first two payments are not a year apart.	**LP**
8. Staffing update A member of staff is now on maternity leave. There was nothing else to report.	
9. Premises update The wooden sheds have now been replaced with a large metal storage facility which will keep equipment dry and be large enough to store PE equipment in a tidy manner. An inspection of the outdoor play equipment has been ordered. NR and AB agreed to arrange a premises inspection.	**NR/AB**
10. Any other business It was agreed the Finance Policy and Pay Policy be discussed at the next Finance and Resources meeting.	
Dates of Next Meetings • Finance and Resources – Provisionally 14th September • Full Governing Body – 25th May at 7pm	

The meeting concluded at 3.35pm.

<u>Minutes were agreed and approved by:</u>

Name: …….

Signature: …….

Date: …….