Woodchester Endowed Church of England (Aided) Primary School

Minutes of Finance and Resources Committee Meeting held virtually on 12th November, 2021 at 1.30pm

Governors present: Mrs Pennington, Mrs Bull, Mrs Evans, Mrs Bijkerk **In attendance: Mrs Smith**	
Item	**Actions**
1. Apologies for absence An apology was received from Mr Ashley Smith. Mrs Smith was thanked for altering her hours to be able to attend the meeting.	
2. To confirm the minutes of the Finance and Resources meeting held on 4th May, 2021 These were confirmed as a true record, proposed by LP, seconded by AB. A copy will be signed by SB and passed to CR.	**SB**
3. Matters arising from the meeting held on 4th May, 2021 The SFVS had been completed and submitted. GQ: Has there been progress on the replacement of the carpet in Willow classroom? LP confirmed that she is waiting for confirmation from the Diocese on the financial situation.	
4. Declarations of interest in items on the agenda There were no declarations of interest in items on the agenda.	
5. Questions on Cost Centre update GQ: What plans are there for the Sports Grant funding (A13)? Some of the funding has already been allocated. The cost for Atlas Sports is approximately £800 per month. A dance and gymnastics teachers has been booked for one afternoon per week, which will be funded through the Sports Grant. A proportion has been allocated for the KS1 multi-sports club. £500 of hand ball and lacrosse equipment has been ordered. Hawthorn, Juniper and Willow will be taking part in swimming lessons from January to July. As these will be catch-up sessions, it may be possible to use Sports Grant funding. Governors commented on the wide range of sporting activities children are able to participate in at Woodchester. Building Maintenance (C1) – Unforeseen costs have been paid for, including fixing a faulty boiler (£800) and work to the emergency lighting to bring it to compliance (£200).	

GQ – Will the current allocation for LSW salaries (B03) cover the additional EHCP?
There has been some movement of LSW hours, partly due to the recent retirement of one TA.
Gaps in support have been covered, but the situation may alter again. Another 1:1 support will be required and this is being arranged. Pay will be back-dated to September.
LP was thanked for the work she had done in putting the most recent EHCP application together.
GQ - In light of the recent increase in energy prices, is there anything more the school could do to reduce a future increase in costs (C06 and C07)?
The County Council provides a capped energy price, which it's believed will continue for another year.
Energy costs have been reduced as much as possible.
Willow class have been looking at sustainability with a view to a project by the School Council to raise awareness of what each individual can do to help.
The Diocese has a target of carbon neutrality by 2030. There has been no information filtered down yet on how they hope to achieve this. In the long-term, solar panels might be an option worth looking into.
GQ: What is the reason for the 20% increase in the catering budget (E12)?
The initial charge from the catering company was incorrect. They have since adjusted their charge.
GQ: What is the reason for the budget for Emotional Wellbeing Support (E12A) having been adjusted from £3,000 to £955?
During lockdown and since, when visitors were not able to be in schools, this service was not used. A TA has qualified as an ELSA and has since taken on some of that work. Both factors have led to a reduction in cost. However, should the service be required in the future, the school are able to access it as and when needed.
GQ: Will there be a reduction in overall staffing costs (B01) as a result of the forthcoming secondment?
From January, the school will not be paying a Deputy salary, which will mean a reduction in costs. However, this might be balanced by an increase in TA support for a child in KS1.
GQ: £2,105 of the budgeted £2,450 has been spent on the School Development Plan (D11). What has that money been spent on?
It has been spent primarily on Science development, including:
Primary Science Quality Mark £850
Membership of the Association for Science £130
The Key Support Services £600
Picture News £340

A six month plan must be sent to the County Council in the coming weeks.
Despite a rise of 1.7% in support staff costs, rather than the budgeted 1%, the school have reduced the deficit by £158!

6. Governor accounts update.

- Woodchester Endowed School for Poor Person: **£14,404.03**

• Governor Business Instant Access: **£5,988.34** • Coventry Governors' Account: **£3072.32** The Business Instant Access account is being used for fundraising for the building work as it has a slightly higher rate of interest.	
7. Update on the DFC build The first instalment of £4718.28 has been paid, with another four payments due over the remainder of a five year period. Regency Contracting had been paid £3900 from Devolved Formula Capital funds. £2190 has been raised through fundraising to date, with other grant applications in the pipeline. Some fundraising is required for the payment in January. The fundraising committee are meeting on the 30th November to discuss options for further applications. A musical event is planned for the spring to help with fundraising. SB agreed to discuss fundraising for the build with the PTA.	**SB**
8. Staffing update A TA retired at half term. These hours have been replaced with existing staff. Three staff have been trained as Forest School leaders. They have been taking classes in the afternoons. One member of staff will take secondment for the spring and summer terms. The temporary post as teacher for Hawthorn class has been advertised. Mrs De Lisle Wells has resigned and will need to be replaced.	
9. Premises update All covered in other agenda items.	
10. Any other business It was agreed the next Finance and Resources meeting include a walk around to look at any premises issues. Health and Safety Policy – Staff are trained on a three-year cycle. The last training took place in 2019. GQ: Who is the volunteer mentor for Health and Safety? The Head confirmed that she carries out an induction with volunteers, but that the class teacher will then give training on any issues relevant in that particular classroom. A Health and Safety audit and Fire Risk Assessment need to take place every three years. A fire audit had been carried out during that week and a virtual session to discuss Health and Safety arrangements was booked in the coming weeks. The reports from these will be considered at the next Finance and Premises meeting. Adoption of the Health and Safety Policy was agreed, proposed by SB, seconded by AB. Adoption of the Charging and Remissions Policy was agreed, proposed by HE, seconded by SB. The Risk Assessment Toolkit was discussed. GQ: A Governor asked whether a 'yes' for a series of questions applied to all questions in that section. LP confirmed that it did.	

GQ: Now that one TA has retired, do more staff need to be trained in first aid? LP confirmed that there are sufficient staff currently trained in paediatric first aid. GQ: Is there now someone living locally to the school who could respond to the alarm going off in the school building? LP confirmed that there are a couple of trusted residents with keys to the school and an additional couple who have the Headteacher's telephone number should the need arise. It was suggested the school advertise the use of the school hall by the community, possibly in the Woodchester Word. However, Governors were keen that an increase in rentals should not lead to an increase in the workload of the Headteacher, in terms of the need to open up and lock up afterwards.	
Dates of Next Meetings • Finance and Resources – 25th March 2022 at 1.30pm • Full Governing Body – 7th February, 2022 at 7pm	

The meeting concluded at 3.00pm.

Minutes were agreed and approved by:

Name: …….

Signature: …….

Date: …….