Woodchester Endowed Church of England (Aided) Primary School

Minutes of Finance and Resources Committee Meeting held on 2nd February, 2021 at 2.15pm

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

Item	Actions
1. Apologies for absence. An apology was received from Mr Smith.	
2. Declarations of interest in items on the agenda. There were no declarations of interest in items on the agenda.	
3. To confirm the minutes of the Finance and Resources meeting held on 13th October, 2020. These were confirmed as a true record, to be signed by TP at a later date.	
4. Questions from Governors on Cost Centre update Mrs Smith drew Governors' attention to key aspects of the budget. **Overspends were noted in:** C01 – £234 overspend due to a couple of leaks and the breakdown of the water heater. E08 – Insight package had been purchased. Income of £430 from the Playgroup (for utilities) will be allocated towards this overspend. Underspends (largely due to school closures) were noted in C06-C08 (utilities), C09 (cleaning costs) and E12A (emotional wellbeing support). E04 - Mrs Smith talked about spending with regard to the COVID-19 catch-up grant. Money had been spent in several ways, including iPads, Monster Phonics and Manga High. What remains has been allocated to TA interventions. More details on this spending were given at the Full Governing Body meeting held on the 8th February. E06 – Plans for Sports Grant expenditure were outlined. The initial priority is to replace two of the dilapidated wooden sheds with a large composite shed. PE equipment will then be purchased and can be housed in a secure and dry environment. GQ: Is there a time limit on when Sports Grant funding must be spent? Mrs Pennington explained that the guidelines are not explicit in giving a time period in which the funds must be spent. They are currently spent within the next financial year. The criteria for spending has broadened to include benefits to mental wellbeing.	

Governors were in agreement that the plans for spending seemed very appropriate.

GQ: What happens to money allocated to classes if it is not spent by the end of the financial year?

Usually the allocations are used. Any remaining funds can be carried forward.

GQ: Was the contribution from Playgroup (A02) towards the cost of recent tree work in the wooded area?

A sum of £430 was a contribution from Playgroup towards the cost of utilities. The recent tree work, carried out by a parent, was very kindly done free of charge. Mrs Pennington expressed her thanks to the parent concerned.

5. Governor accounts update.

- Woodchester Endowed School for Poor Person: **£17,165.56**
- Governor Business Instant Access: **£8,515.09**
- Coventry Governors' Account: **£3,737.65**

A contribution of £254.49 will be debited from The Coventry account as 10% payment towards laptops.

GQ: How much DFC is received per year?

This year £5,960.25 was received. Governors have three years to spend these funds on a building project or IT project (costing over £2,000)

DFC funding can be used for the proposed new build. Mrs Smith had looked into exactly how much DFC funding remains in the accounts. This needs looking into further. Once a figure has been reached, Governors will know how much more is required for the 10% contribution for the new build. This will need to be obtained through fundraising. Since the meeting LP applied for a grant from Screwfix.

6. Budget and Three-Year Projection Plan

Over the past few years the contingency has been eaten away due to deficit budgets having been set.

A low intake in Reception last year, as well as doing well in the Early Years assessment, meant the school was £25,000 down on funding on the previous year.

Before Christmas, LP and JS met with a 'deficit team' from Gloucestershire County Council. They took a detailed look at spending and made suggestions of where savings might be made.

Their concern was of cumulative debt, leading to an expectation that by 2022/23 the budget is balanced.

Their proposals will need to be considered and discussed with staff as suggestions centred round TA support.

GQ: Are there more children in need of support which might be funded externally?

An application for an EHCP has been made. Although this has not yet been

approved, one to one support is being provided in the mornings. Mixed-year classes leads to an increase in the need for support in order to ensure all children get the best experience possible. Numbers for Reception in September are not yet known, but look promising. Therefore various assumptions have been made in planning this three-year budget. A clearer picture of how much can be carried forward will be known at the end of the financial year.	
7. Devolved Formula Capital spend Governors agreed a quote for replacement of windows in the staffroom. LP will discuss replacing carpets in Willow and Beech classrooms with the Diocese, possibly to be included as part of the new build.	**LP**
8. Schools' Financial Value Standard (SFVS) This must be completed by the end of March. It was agreed JS and LP produce a draft document, with an online meeting with TP to follow.	**JS/LP/TP**
9. Update on DFC build project A tender has now been agreed by the Diocese. LP has a meeting with the co-ordinator and contractor in the next week to discuss a starting date and logistics around managing the safety and comfort of staff and pupils whilst the work is being carried out. Governors will be required to contribute 10% of the total cost. GQ: Is there any news on the sale of the driveway to the School House? TP was not able to confirm when it would be sold and suggested money from the sale may not be received in the short-term and may have conditions attached. The Governor contribution for the new build will need to rely on grant applications or other fundraising activities. It was suggested that parents with expertise in this area be asked for their support with grant applications.	
10. Staffing update Maternity cover will be required from Easter. As yet no-one has been appointed to fill the role, but a solution will be found in the coming weeks.	
11. Premises Update Several issues had arisen since the previous meeting, which have now been resolved. The guttering needs attention near the covered area as it currently leaks onto the wall. This is in hand. Windows in the staffroom and carpets for Beech and Willow classrooms were discussed in previous agenda item. A quote had been sourced to seal the asbestos on the exterior of the building. The advice from the contractor was that the asbestos is in good condition and is very high on exterior of the building; therefore the risk it poses is very low. Scaffolding needed to carry out the work would be very expensive. Therefore it was suggested this be monitored annually. Governors were in agreement that this seemed a sensible course of action. There are a couple of areas of asbestos lower down, near to the area for the new build. LP has made the coordinator aware and has asked if this might be sealed as part of the building work.	

A quote was received for work to the roof of the Blue Area which is leaking between the panels. This was erected in 2008 and is therefore no longer under warranty. The quote received was higher than expected and therefore an initial attempt will be made to fix this in house.	
12. Any other business The Finance Policy needs to be reviewed. JS will send a copy to Governors to read through and suggest any amendments. It can then be agreed at the next Finance and Premises meeting.	**JS**
Dates of Next Meetings • Finance and Resources – To be agreed • Curriculum and Standards – 17th May at 4pm • Full Governing Body – 25th May at 7pm	

The meeting concluded at 3.30pm.

Minutes were agreed and approved by:

Name: …….

Signature: …….

Date: …….