Woodchester Endowed Church of England (Aided) Primary School

Minutes of Finance and Resources Committee Meeting held virtually on 25th March, 2022 at 1.30pm

Governors present: Mrs Pennington, Mrs Bull, Mrs Bijkerk **In attendance: Mrs Smith**	
Item	**Actions**
1. Apologies for absence An apology was received from Mrs Evans. 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 12th November, 2021 These were confirmed as a true record, proposed by SB, seconded by AB.	
3. Matters arising from the meeting held on 12th November, 2021 LP confirmed that the shortfall in hours in Juniper class has been covered internally by a combination of LP, HL and Forest School. A TA, working towards their HLTA, also covers the class for part of an afternoon.	
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 As the meeting was held towards the end of March, the final figures for year-end were not yet available. Once finalised, JS will send figures out to Finance Governors. It was agreed that next year, the Finance Meeting be held slightly later once end-of-year figures are finalised. Figures for 2021/22 are looking more positive than predicted at the start of the year. The estimated deficit is £11,200. This is £9,959 less than the predicted end of year cumulative deficit of £21,159. JS explained that some savings had been made on supply cover (BO2) as LP and HLTAs have covered classes. Savings have also been made as a result of secondment of the Deputy Head and the resignation of a member of staff, subsequently covered internally.	
6. Governor accounts update. Woodchester Endowed School for Poor Person: **£10,762.03** Governor Business Instant Access: **£6,570.31** Coventry Governors' Account: **£3,072.32**	

7. Budget for 2022/23

The budget must be submitted by the end of May after approval at the Full Governors Meeting.

JS had provided very clear proposals for 2022/23:

A balanced in-year budget had been proposed for 2022/23, with only a slight overspend of £2,546, leading to a cumulative deficit of £13,746. This compares with an in-year deficit set at £70,000 for 2021/22. Therefore the draft budget for 2022/23 paints a much more positive picture.

Although pupil numbers have stayed the same at 136, Gloucestershire CC LA budget will increase by £14,546.51 from last year (£584,941.59 in 2021/22 to £599,488.10 in 2022/23).

Prior attainment funding will increase from £18,566.36 in 2021/22 to £21,373.97 for 2022/23. The notional SEN budget will increase from £29,251 in 2021/22 to £32,380.55 for 2022/23.

Predicted pay increases for teachers and support staff have been factored in and a 50% increase in energy prices budgeted for. The draft budget was based on the assumption that the Deputy Head will return in September 2022 however, if this were not the case, a replacement teacher at Mainscale 6 would result in a saving of around £8,000.

The draft budget proposes £10,000 of Pupil Premium income 2022/23 to be allocated against TA staffing costs leaving only £2,745, plus the carried forward of approximately £5,990 from 2021/22, for all other Pupil Premium spends.

The Head is retaining the SENCO role in 2022/23 saving over £2,000 this year, although we need to consider funding a SENCO course for next academic year.

Governors questioned whether a proportion of Sports Grant funding could be used for grounds maintenance, particularly for work to the 'wild area', allowing Forest School to take place. JS will look into the possibility.

It was agreed that £1,000 be allocated to C04 – 10% Capital Contribution. This will also be considered in future years, to help accumulate funds for future building work.

Therefore, with this additional £1,000 spending, Governors agreed an in-year deficit of £3,546 and therefore a cumulative deficit of £14,746.

Proposals will be put forward for discussion at the Full Governors Meeting in May.

8. DFC update and build project

In terms of the build project, the first two instalments of £9,436.56 have been paid, with another three payments due over the remainder of a five year period. From these two initial payments, a shortfall of £1,946.56 was taken from Governor funds.

A £5,000 grant had been received and approximately £2,500 remains available from Governor funds. The PTA have also agreed to donate £1,000.

Therefore for the next two payments of £9,436.56 there is a shortfall of approximately £1,000, with a final payment of approximately £4,700. The actual figure has not yet been finalised.

For DFC, £8355.60 was spent in 2021/22. This breaks down as £3990 being spent on the build, and the remainder on 10 ipads and a laptop for admin use.

£4700 must be spent in 2022/23.

Two projects under consideration are an update to the children's toilets and to re-purpose the old staffroom.	
9. Schools Financial Values Standard This has been completed and needs to be agreed by the Full Governing Body before submission.	
10. Pay Policy This will be discussed at a later date.	
11. Safety and Fire Audits A Health and Safety Audit was carried out in November 2021. The latest Fire Safety audit was December 2021. Both reports were very positive with few action points. An issue with the emergency lighting has been resolved. An update of the Emergency Plan is ongoing.	
12. Staffing update MS continues secondment until the end of August. The resignation following maternity leave has been covered internally until the end of the academic year. A plan will need to be made for September.	
13. Premises update A tree survey had recently been carried out, with a report to follow.	
14. Premises walk LP, SB and AB carried out a premises walk, looking at recent changes, including work to the 'wild area' and new storage provision on the rear playground. Carpets had been replaced in Willow and Beech classrooms. Governors commented on how much more useable space the recent build project has provided. The old staffroom is clearly in need of re-purposing by removing some units, curtains etc., to make it a more pleasant and useful space for the children.	
Dates of Next Meetings Full Governing Body – 23rd May, 2022	

The meeting concluded at 3.30pm.

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

Name: …….

Signature: …….

Date: …….