Woodchester Endowed Church of England (VA) Primary School

Our church school community seeks to inspire children and adults to love, learn and flourish together so we may become everything God has created us to be

MINUTES OF FINANCE AND RESOURCES COMMITTEE HELD ON 24TH MARCH 2023 @ 9am

PRESENT: Ms Gemma Read (Chair), Mrs Lynn Pennington (Head teacher), Mrs Sally Bull (Minutes), Mrs Natalie Abrams (Finance Officer)

APOLOGIES: Mrs Helen Evans

Item no		Action
01.03.23	**Welcome and Apologies** The Chair welcomed us all to the meeting. Apologies had been received from Mrs Helen Evans. These were accepted. Another day/date for the next meeting will be explored to make it possible for HE to attend.	
02.03.23	**The minutes of the meeting held on 18th November** These were accepted as a true record and were signed by the Chair. Acceptance was proposed by GR and seconded by LP.	
03.03.23	**Matters Arising** 10.10.22 Mrs Bull said she hadn't approached Renishaws and thought this would now be better left until we had a particular project in mind.	
04.03.23	**Declaration of interest in items on the Agenda** None.	
05.03.23	**Budget** **Current position**: Mrs Abrams reported a visit by Sarah Saba, Accounts Officer, from the GCC on 10th March. They had identified a possible deficit of £7000 for 2022 to 23 but this may be absorbed by underspend in some cost centres. For example, there is £800 left in general resources and the £100 budget for each class has not been spent. £1600 has been saved in admin salaries as the departing finance officer's hours have not all been covered and some have been covered more cheaply. Her hours have been partly covered by a TA on phased return after illness. The TA has now been appointed to the role and will combine her TA hours with 10½ hours in the office. Mrs Abrams is overseeing her work as she learns. Mrs Abrams was encouraged to tell LP if more admin time is needed. A huge thank you was expressed to Mrs Abrams for taking on the Finance Officer role and managing it so successfully. **Budget 23 to 24:** this has been set to allow a contingency fund of £3000. Figures include allowance of substantial increase in energy costs which may turn out to be lower. GQ Does a deficit one year affect the budget in the following year?	

	NA – not directly. It is accounted for in the 3 year rolling plan but not in the plan for the following year. There is a great deal of guesswork, including uncertainty over pupil numbers which affect our income. Changes in admin personnel have not been factored in so there will be some reduction in staffing costs. An M1 teaching appointment has been assumed. It was agreed that there is scope for more income from lettings. The LA are currently in negotiations with Playgroup over the lease and with Woodpeckers who have not been paying anything for the use of our land and play area. It was noted that only £1000 had been allowed towards the Governors DFC 10% this year. It was agreed that Sarah Saban should be asked about transferring the £4000 put aside last year and this into the Governor accounts to allow them to pay the bills. LP reported that she had written to the Diocese about our outstanding building debt, explaining that we would be able to pay off the whole sum as soon as the money from the driveway sale is released. Fortunately they are happy to wait. Extra funding: Covid catch-up money will be available for one more year. Tutoring money has been reduced further with 20% of costs only now being covered by government. GQ Have we budgeted for enough supply cover to offer some handover time for our Co-heads? The supply budget has been increased by £500 for next year, allowing for ECT release time and/or cover time for our teaching Co-head. Pupil Premium money can be shifted into curriculum development to pay for some teacher release time. LP hopes to use Forest School with TAs in charge as a way of releasing LL for PPA and/or transition time. LL will also be working on her NPQH qualification until next June and may need release time for this too. GQ Doesn't the Governor training budget look inadequate, given that we will have at least one new governor next year and possibly up to 3? Governor training could be covered by SDP money if required.	**NA/SS**
06.03.23	**Staffing Update and request for September 2023** LP has started to think about staffing for next year with LL probably staying in Year 6. We will need another class teacher who will have to be appointed on a fixed term contract because of the temporary co-headship. An advertisement will go out this weekend, suggesting the position as suitable for an ECT. LP reminded governors that ECT bring their own costs for cover and a payment to an ECT awarding body. **Staff request for September 2023** SB shared a request received by email from Kate Holmes, Ash teacher and SENCO. She is asking for a 0.77 contract to include a half day a week release for her SENCO role. LP shared her reluctance to have Ash taught by three teachers. She suggested that one half day could by covered through Forest School. The SENCO release was seen as more of a problem. KH has been given release time for courses. LP suggested offering a guaranteed 2 days of supply cover per half-term, to be taken as KH requires, to cover SENCO work. This would be cheaper for the school than the 3 day a week teaching suggestion. SB is to reply, sharing the email	**LP** **SB/LP**

	with LP first. LP spoke of KH's innovation and ideas for her new role, for example, her determination to give parents of SEND children more of a voice.	
07.03.23	**SFVS questions and ratification** The Dashboard shows us to be in a far better position financially than we were this time last year. The committee agreed to recommend ratification to the FGB in May.	**All Govs**
08.03.23	**Governor Accounts Update** BIA - £6570.43 Coventry - £2752.56 SB reported that she had queried a letter from the Coventry Building Society addressed to three ex governors when the signatories to the account have been updated. The building society had acknowledged they were aware of the updating but it emerged that Ann Bijierk still appears as a signatory. SB will explore how we change this. Helen Evans and Sally Bull, both serving governors, also appear as signatories.	**SB**
09.03.23	**Premises Update** The stuck valve in the hall has now been adjusted so the temperature is no longer tropical. LP reported drainage problems outside Ash class which she had been unable to solved. The professional will be called. SB suggested a premises walk as part of the agenda next meeting. LP reported that Kevin Maybanks from GCC is coming to do compliance checks on 21st April and will look at the premises log book.	
11.03.23	**DFC update** This year's money has been spent and governors now need to provide a cheque for £749.28 to cover the 10%. Windows have been made safe with film and Ipads have been purchased. There was discussion about which fund the money usually comes from. SB pointed out that Cake Sales money, designed for this purpose, had been paid into the Lloyds account which allows for on-line banking. The Coventry account seems to have been used in the past. No reason was seen why we should not take the funds from the Lloyds account.	**SB**
12.03.23	**Funds from the Driveway Sale and possible expenditure** LP and SB reported that they had had a meeting with the two Trustees (Andrew Pemberton and Jenny Tocknell) from the old Woodchester School Trust who Have been dealing with the house and driveway sale. They reported that they had asked for £70000 of the £100000 we are to be given to be made available to cover out outstanding debt and to allow us to pursue some of the energy efficiency measures identified in last summer's energy report. LP reported that SAS have organised a meeting on 16th May to allow schools to share experiences of solar panel quotations and installation and it was proposed to delay further investigation until SB and LP had attended. The committee agreed that solar panels, the window above the fish tank and LED lighting were sensible projects to use the money from the driveway, enabling us to save money in the future.	**SB/LP**

13.03.23	**Policies** **Lettings Charges and Policy** We had failed to finish our discussion of this satisfactorily last meeting when we ran out of time. The daily fee had been raised to £60 a day and we agreed to raise it to £80 from September with £40 for a half day. We agreed an hourly rate of £12. LP raised the issue of the Breakfast Club which had initially been a very small venture. Numbers have now increased substantially, and it was suggested that we ask for £10 a session from September. **Lettings Policy** – this is overdue for revision. LP will look for a newer model on the Key. **Pay Policy** - the PPMR document had been circulated before the meeting. SB suggested that teachers' performance was operational rather than strategic and that governors should only share the HT's recommendations. LP explained that the issue was potential tricky with an application for UPS when governor involvement was required. The committee indicated that they were happy for LP to adjust the pay policy. **Governors' Allowance Policy -** LP suggested that this should be shown to the FGB so all governors are aware that it is possible to claim if they need to do so.	**LP** **All Govs**
14.03.23	**AOB** LP reported details of an accident during hockey where a child suffered broken teeth. LP has contacted Atlas sports who run the session and spoken to the parents. Atlas sports have been asked what they will do, especially re gum shields, and their response has been shared with parents. The incident has been reported on the LA Health and Safety platform.	
18.09.22	**Dates of Next Meeting:** **Curriculum, Standards and Communication: Monday 24th April at 4.30pm** **Finance and Resources: Friday 19th May at 9am (subject to change)** **FGB: Monday 22nd May at 7pm (+ 10th July)** **Ethos: Monday 12th June at 7pm** **The Meeting closed at 10.54am**	

Signed as a true record …….

Dated …….