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 19th MAY 2023 at 9.30am

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
01.05.23	**Welcome and Apologies** The Chair welcomed us all to the meeting. Apologies had been received from Mrs Helen Evans. These were accepted.	
02.05.23	**The minutes of the meeting held on 24th March 2023** These were accepted as a true record and were signed by the Chair. Acceptance was proposed by GR and seconded by LP.	
03.05.23	**Matters Arising** 13.03.23 **Lettings** – a governor inquired about progress with the Playgroup lease. LP reported that she had been in touch with the LA Surveyor. As regards Woodpeckers, the organiser had been instructed to get in touch with the school re payment for use of facilities. Breakfast Club will be asked for £10 a session from September but we will need to be flexible as there are sometimes very few children involved. Other matters were covered by the Agenda	
04.05.23	**Declaration of interest in items on the Agenda** None.	

05.05.23	**Staffing Updates** **Staff hours request -** KH had not been entirely happy with the response to her request for more paid SENCO time and to reduce her teaching hours, in particular with suggested release time by asking TAs to run the Forest Schools session. She has suggested a timetable of .6 which LP would consider if CB would do the other two days, keeping the class with the two existing teachers. As CB has been absent on compassionate leave so far this term, no progress has been made. KH is happy to wait and will probably continue with the existing arrangement if CB does not want the second day, an option LP will pursue when it is appropriate. **Appointment -** an experienced teacher has been appointed on a one year contract from September to cover LL's co-head hours and the three days to be covered at the end of an existing fixed term contract. The teacher is more expensive than we had hoped but brings a lot of experience and proven willingness to take on extra responsibilities. **LP** was formally thanked for doing huge amounts of cover, saving the school a great deal of money and providing stability for the children. This obviously has an impact on how much she can do elsewhere.	**LP**
06.05.23	**Budget – update on proposed budget for 2023 to 2024** There have been some delays in completing the final details as our LA advisor has been absent. She had worked through the budget remotely with our Finance Officer on 18th May. The end of year picture is better than expected with a £1900 contingency to be carried forward for the 2023 to 24 budget and a predicted contingency for the end of next year too. The end of year accounts have been finalised. Some costs, eg superannuation were less than predicted. The Co-headship arrangement will save us money next year. Next year's budget includes allowances for substantial increases in energy costs which have been less than expected so far. **Numbers for next year** – we currently have 15 enrolled for Reception, a better position than some schools in the county with numbers down across the board. **Tutoring money** – this has been paid at 25% only since April, so costing us the remaining 75%. We still have some Covid recovery money to use for support work. The Committee were happy with the budget, showing a better position than	

	expected and reflecting consistent efforts to reduce expenditure. They will recommend it to the FGB for ratification on Monday 24th May 2023.	**All Govs**
07.05.23	**Governor Questions** SB inquired about the money ringfenced for the DFC 10% to be paid by governors and was told the £3000 from last year and £1000 set aside from next year's budget were still protected.	
08.05.23	**Governor Account Updates** **BIA** - 6630.61 **Coventry (Treasurer's Trust Account) –** 2752.56 **Poor Persons** – 24 964.61 (includes 13768 grant for energy efficiency measures) Governors are due to pay 10% on last year's DFC expenditure coming to £7492.80, largely for new laptops. £2000 has been paid for a new board in the hall. NA/LP were authorised to transfer the DFC 10%.	**LP/NA**
09.05.23	**Drive Sale Funds Update** – SB explained that no progress had been made in releasing funds, even for our debt to the diocese over which there seems to be no disagreement. Fortunately the diocese seems happy to wait for their money. Andrew Pemberton, who still heads the Woodchester Schoolhouse Trust, feels that the Charity Commission will refuse to release money for the solar panels we would like to install and has asked for evidence that GCC is not planning to install them for us. SB has been in touch with GCC who are bouncing the query from one department to another with no success as yet. The delay is frustrating and it was felt it was difficult to see how we would be allowed to spend the money if solar panels were not considered a capital project. SB will get in touch with a few other local schools to see how they funded theirs. She had inquired of Bussage who had applied for an LCVAP grant which left them to find 10%. We will investigate this further. LP reported that AP had been in touch re the money St Loes give for our leavers. LP had offered to send him the Diocese overview.	**SB**
10.05.23	**Premises Update** LP reported that the handrails outside the hall are rusted and need attention. Parents might be approached. Long-term she would like the toilets decorated and made more user friendly.	
11.03.23	**DFC update – see above** 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. Funds for this year have not arrived yet.	
12.05.23	**Feedback on Solar Panels Meeting at Stroud Valley School** LP and SB had attended the meeting, run by a cooperative which installs solar panels it leases to the school. Our roof is almost certainly not big enough and our bills too small for us to enroll. Chalford School are in the process of collecting quotations for a solar panel project. LP will contact them about their progress as we might be able to approach the same companies for quotations.	**LP**

13.05.23	**Policies** **Lettings, Charges and Remittance and Pay Policy** were all ratified Proposed by SB, seconded by GR.	
14.05.23	**Premises walk and feedback from Kevin Maybank** Kevin Maybank reported no problems apart from a funny noise made by the front door. He did remind governors that premises walks should be completed twice a year. LP accompanied GR and SB on the first half of the premises walk but was covering a class after playtime. **Observations:** • **Hall** Storage room off the hall much tidier and safer now green shed is in use for PE equipment • **Hall** Kitchen units need repairing/replacing as the doors keep coming off • **Ash/outside area** – the blue area needs major work. The water area, an unattractive lump of concrete, doesn't work and takes up room as does the sandpit. The canopy is at the end of its life and is leaking. • **Play Area** The trim trail is awaiting work and is out of use. A mini orchard has been planted with donated trees. The long jump pit is being redesignated a sand pit so that it gets use. There is as microforest in the corner • **Maisie's Garden** – OPAL have suggested opening up the area by replacing the fence with hedging. This area is underused and has lots of potential There has already been a lot of weeding and planting and the PTA are helping out regularly. • **Scooter area** - OPAL are suggesting a redesign • **Handrails from hall to playground** are rusty and worn and need attention • **Fire door restraint broken and awaiting repair** – in link from old to new building. A part has been ordered. The fuzzy felt seal has been replaced on one door. • **Classrooms** - have not been painted for at least 6 years. Some, particularly Ash's, feel cluttered. The Phonics room has clutter and debris which represent a trip hazard and needs attention (skip?) or new storage • **Old Kitchen** - is in use for intervention teaching but still has redundant units. Needs some repurposing and repainting.	**SB**

15.05.23	**AOB** None	
18.09.22	**Dates of Next Meeting:** **FGB: Monday 22nd May at 7pm (+ 10th July)** **Ethos: Monday 12th June at 7pm** **The Meeting closed with the Premises Walk**	

Signed as a true record ……..

Dated ……