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 3rd May 2024 at 9.30am

PRESENT: Ms Gemma Read (Chair), Mrs Lynne Loomes (Co-head), Mrs Sally Bull (Minutes), Mrs Rachael Merrett, Mrs Natalie Abrams (Finance Officer)

APOLOGIES: None

Item no		Action
01.05.24	**Welcome and Apologies** The Chair welcomed all to the meeting	
02.05.24	**Apologies for absence** None	
03.05.24	**Declaration of interest in items on the agenda** None	
04.05.24	**To confirm the minutes of the Finance and Resources Meeting held on 17th November, 2023 and Extra Meeting held on 13th December 2023 via Teams** Both sets of minutes were agreed as true records, with Rachael Merrett and Lynne Loomes supporting for the November meeting and Rachael Merrett and Sally Bull supporting for the December meeting. The Chair signed the minutes for the November meeting and Rachael Merrett signed the minutes for the extra meeting at which Gemma Read was not present. An email confirming GR's support for the decisions taken will be retained with the minutes.	**SB**
05.05.24	**Matters arising from the meetings held on 17th November 2023 and 13th December 2023** 03.11.23 TOR and policy responsibilities for the committee 04.11.23 It was confirmed that funds from the driveway sale, minus the outstanding debt of 13987.55, paid to the Diocese on 5th February, are now in the Governors' BIA Account. 06.11.23 – GQ Were there up to date figures for attendance at the after school club? The Co-Head reported that they were still working on this and would explore the matter over the summer. 08.11.23 This was covered by the agenda 10.11.23 GQ Had there been any progress with finding a new cleaning company? The Co-Head explained that the contract had been renegotiated but that the company owner had recently indicated he thinks we expect too much for the money we are paying. He has been told there is no room for manoeuvre, and we	**LL**

	will wait to see what happens. Traded services are a possibility. The PP statement has been shared and published. 13.11.23 was covered by the agenda	
06.05.24	**Staffing updates and discussion of SEND funding options** The Co-Head reported that Ellie Lord was appointed to cover the teaching vacancy on 2nd May. She is an ECT. NA reported that this will result in a reduction in planned salary costs which had allowed for an M6 appointment. An ECT must have an extra 10% non-contact time in Year 1 and 5% in Year 2 but the appointment still represents a saving. The Co-Head suggested two options for covering the non-contact time: asking existing part-timers to take on another half-day or asking TA Debs Adams to cover. The Co-Head intends to pay DA as a full-time HTLA from September, if she agrees. She will then be allowed to lead a class where this is helpful and will allow DA to continue her strong and valuable work with Forest School. The Co-Head is thinking of a long Forest School term for each class. Mrs Latham has requested a whole day rather than two afternoons from next year but a decision is yet to be made on this. GQ How will the maternity leave be covered from September? The Co-Head stressed that this is confidential and explained that she is thinking of moving AH to Willow with DM and ensuring that the younger children in Beech had one teacher. GQ Are any resignations expected? The Co-Head was not expecting any but the situation will not be clear until the end of May. **SEND non-contact time** The Co-Head had shared two possible options with Committee Members before the meeting. She explained our SENCO's request for guaranteed and regular non-contact time. She prefers mornings but the Co-Head has concerns about the impact on the teaching of core subjects in morning sessions. The Co-Head explained that she wanted to keep SEND cover out of the supply budget and to give the SENCO control of her own budget. She explained that the demands of EHCP paperwork were likely to disappear from September when our remaining EHCP pupil moves on. The C-Head would like the SENCO to log her use of time and to insist that it is spent in school, partly because of DSL cover issues. A log would enable her to see if there are duties which could be taken away to lighten the load and enable us to compare with the cost of buying in the service when the current SENCO gives up the role. GQ Where does the SENCO work in school? In the Phonics room. It was suggested we might consider a door in the Phonics room to make an office annex at some stage. Governors voted unanimously in support of the first and slightly more expensive option which gives the SENCO some morning sessions.	**Co-heads/SB** **RM**
07.05.24	**24 to 25 Budget – outline of key issues** Our Finance Officer had supplied notes ahead of the meeting **<u>End of Year Accounts 2023/24</u>** Please see comments on 'End of Year 2023/24 Chart of Accounts Review' spreadsheet. Total carry forward figure at the end of 2023/24 = **£61,323 contingency** (as seen at the bottom of the chart of accounts) however **£27,381** is 'ring-fenced' and must be used for specified purposes i.e. Pupil premium, sports grant, governor capital contribution or	

	funds collected for trips in 2023/24. This leaves a total contingency for the year of **£33,942**.. The fixed budget at the start of 2023/24 was predicting a potential contingency of **£5732** and at the half year point had grown to **£15,543.** The contingency has grown this year largely due to statement support costs for EHCP children leaving, and working hard during 2023/24 to save where we can and give great consideration to any spending, saving in other cost centres such as individual class cost centres and gas and electricity. **Draft Budget 2024/25** 1. A predicted Year End contingency (in year) of **£11,546** which is healthier than first thought. The extra maternity costs have been covered by the increase in the delegated budget and the staffing changes for 24/25 have helped towards this predicted contingency. 2. Although pupil numbers have stayed relatively stable at 135, overall the Gloucestershire CC LA budget has increased by £35,847 from last year (£636,835 in 2023/24 to £672,682 in 2024/25) Prior attainment increased from £26,202.06 2023/24 to £33,394.83 for 2024/25 and the mobility figure increased from £1,749.77 2023/2024 to £7,691.59 for 2024/25. 3. Predicted pay increases for teachers and support staff have been factored in as well as the pension increase for teachers and the new headteacher staffing structure from September 24. 4. We are suggesting £9,000 of Pupil Premium income 2024/25 to be allocated against TA staffing costs this year. 5. No increase in gas/electricity prices so figures are the same as last year 6. Shared parental leave costs for staff maternity have been roughly calculated. JJ does not need to notify the school until 8 weeks before commencing a block of SPL. The additional cost to the school for using SPL is around £7-8K for blocks used during the summer holidays, Christmas holidays and either October half term or February half term. Maternity costs have been predicted to cost school around £19K 7. Suggesting a £2K pot of SEN supply cover costs on top of the general supply budget of £6,500.0	
08.05.24	**Questions from Governors on budget position and recommended ratification for FGB** GQ What is the TPAG grant? Teachers' pensions What is covered by External Income? Donations Is the projected rise in staffing cost based just on expected progression? Yes Governors commented that the cost of maternity cover would be crippling if we had more than one teacher out at once. It was agreed that another pupil with a statement would also challenge the budget. The Finance Officer reminded Governors that the water pipe repair had been paid for with DFC money which will attract the 10% charge to be paid by the school. She confirmed that the water bill does not allow for any costs caused by the leak. It was confirmed that the support service charge for GCC includes the GLOSSI subscription. GQ What happens to donations from the village shop? This varies, depending on what it is used for.	

	It was agreed that the government benchmarking document raises no serious concerns about our expenditure. The reserve held by some schools appears very large but we do have the receipts from the driveway sale which will make a larger project possible. The document shows that our staff are well supported in the classroom and in planning and subject leader by schemes and resources purchased for that purpose and supporting the SDP priorities. Governors unanimously agreed to recommend the budget to the FGB who will be sent the proposed budget, NA's supporting notes and the government benchmarking document before being asked to support its ratification.	
09.05.24	**Governor accounts and signatories update** **Coventry –** £2828.41 **BIA -** £95710 (including driveway sale funds of £89587) after payment of outstanding £14996 to the diocese in February for the building debt. GQ – Could solar panels not be seen as a capital project and an appropriate use of the driveway sale funds? SB and Co-Head reported that there had been an email about possible funding of solar panels from the Diocese, that she had spoken to David Williams and that he will visit with a surveyor on Tuesday 18th June to explore possible projects, including work on the toilets. SB confirmed that the signatory details for the Coventry account are now up to date with SB, AH and GR as approved signatories. She has received a survey from the Coventry to confirm the nature and use of the account but had been told to wait for 7 days after the updating of signatories before completing it. GR offered assistance and advice if needed. SB will now begin the process of updating signatories for the Lloyds account.	**SB/GR**
10.05.24	**DFC update** The DFC money has paid for the LED lighting so we are left with about £3000 to spend. The C-Head pointed out that it can be used to update computers for more energy-efficient replacements and for safety/security upgrades such as that identified as necessary for data in the office. Other DFC expenditure has included £8500 for the new board in the hall, replacement laptops for teachers and the pipe leakage. The Governors' 10% is due and can be paid from the money reserved in the budget. 2 separate invoices will be required for standard and energy-efficiency spending.	**NA/SB**
11.05.24	**Premises update, possibly including premises walk, to agree list of priorities for DFC and driveway funds** As one governor needed to leave by 10.40 and a second meeting for the Woodchester School Trust was timetabled for 11, a premises walk was not possible and will happen in the June meeting. The C-Head identified buildings priorities as follows: • Revamp of all toilets which suffer from regular blockages and leakage. School council reps report regularly that these are the area where they do not feel safe so it is important that they are redecorated, plumbing works	**SB agenda** **NA/SB**

	and doors shut and lock properly. • Ash outdoor area which currently suffers from a leaking roof and inappropriate and inflexible facilities. LL has arranged a visit from Karen Davenport, EYFS lead to look at provision and storage. This costs £50 but is part of the SDP focus on EYFS provision. It was suggested that parents or FOWES might be willing to contribute to the cost of more appropriate storage.	
12.05.24	**Health and Safety Issues** No issues. LL and NA need to undertake various training including the courses on Legionellas and water safety.	**Co-Head**
13.05.24	**Policies to ratify:** **Appraisal policy:** following GQs about timing for the cycle, it was agreed that the policy needs further attention and will be presented with the pay policy at the next Finance Meeting. **Equality, Diversity and Inclusion**: accepted after some minor layout issues were highlighted for editing. Approval proposed and seconded: Gemma Read and Sally Bull **Shared Parental Leave:** it was suggested that this was incredibly complicated. The possible choices for parents were clearly explained to Governors. Approval proposed and seconded: Gemma Read and Sally Bull **Statutory Parental Leave –** further explanation of parental rights was given. Approval proposed and seconded: Gemma Read and Sally Bull **Pay Policy**- consideration deferred to next meeting Mrs R Merrett left the meeting at 10.40	**SB-Agenda**
14.05.24	**Date of next meeting to be agreed:** 14th June at 9am (LL to ask LP to lead Worship so we can start earlier)	**LL/LP**
15.05.24	**AOB** None	
	The meeting concluded at 10.45	

Dates of next meetings:

Ethos	**Tuesday 21st May 2024 at 6.30**
Finance	**Friday 14th June 2024 at 9am**
FGB	**Monday 3rd June 2024 at 7pm,Monday 8th July 2024 at 7pm (if required)**

Signed as a true record …….

Dated …….