



HEDGEWOOD SCHOOL

NON-CONFIDENTIAL MINUTES

FINANCE, PERSONNEL & RESOURCES COMMITTEE

Thursday 6 February 2025 at 7pm via Teams

Governors	Category	Attendance
Avishka Kumarasinghe (AK) - Chair	Parent Governor	PRESENT
Andrew Fenlon (AF)	Co-opted Governor	PRESENT
John Goddard (JG)	Co-opted Governor	PRESENT
Bryony Smith (BS)	Co-Headteacher	PRESENT
Pearl Greenwald (PG)	Co-Headteacher	PRESENT

Other attendees	Category	Attendance
Kate Boulter (KB)	Clerk to Governors	PRESENT

GB Core Functions

1	Ensuring clarity of vision, ethos and strategic direction – <i>engaging with stakeholders; strategic planning including succession planning; meeting statutory duties.</i>
2	Holding the Head teacher to account for the educational performance of the school and its pupils and the performance management of its staff – <i>school self-evaluation including working with data, monitoring visits and responding to reports; performance management.</i>
3	Overseeing the financial performance of the school and making sure its money is well spent – <i>annual report; Pupil Premium and PE and Sport Budgets.</i>

Ref	Item
011/24-25 FPR	Statutory Duty: Election of Vice Chair of the Committee <ul style="list-style-type: none"> Election of Vice Chair was DEFERRED to the next meeting.
012/24-25 FPR	Statutory Duty: Apologies for absence and the Governing Body's acceptance or rejection for all There were no apologies. It was reported that Sally Channing had been invited to attend future meetings.
013/24-25 FPR	Statutory Duty: Declaration of Any Other Business <ul style="list-style-type: none"> Governing Body membership.
014/24-25 FPR	Statutory Duty: Any declarations of Pecuniary Interests to be declared. No interests were declared in relation to the items on the agenda.
015/24-25 FPR	Statutory Duty: Governing Body Approval of the accuracy of the Minutes of the last meeting The minutes of the meeting held on 28 November 2024 were AGREED as a true record of the meeting. The following matters arising were discussed: <ul style="list-style-type: none"> <u>Minute 008a</u> – the report of the LA Audit which took place in November had not been received yet. The school had already implemented changes based on the oral feedback provided by the auditors on conclusion of the audit.

	<ul style="list-style-type: none"> • <u>Minute 008b</u> – AK had met with the School Business Manager to discuss developing budget reporting to governors. It was anticipated this would be in place for the next meeting. • <u>Minute 018d</u> – Quotes were being obtained for the work to classrooms agreed at the last meeting.
016/24-25 FPR	Chair's Actions Since the Last Meeting (if any) None.
017/24-25 FPR	Finance, Personnel & Resources Committee Terms of Reference This item appeared on the agenda in error – there were no proposed changes to the Terms of Reference for discussion at this meeting.
018/24-25 FPR	Co-Headteachers' Report The Committee considered the Co-Headteachers' Report to the Committee and supplementary budget documents, including the Chart of Accounts Review, which had been circulated before the meeting. The Committee asked questions and the following points were discussed: <ul style="list-style-type: none"> • The Teachers Pay and Pension Grant had been received from the LA later than expected. • All backdated pay had been processed. • Administrative staff costs had risen with the development of the School Business Manager role. • Water rates had been higher than budget and money had been moved across to cover it. • The Asset Management Plan had been re-named the Site Management Plan and an update would be shared at the FGB. • There were a number of health and safety issues which required spend to ensure the continued safety of the site. This included work to the fuseboard and server room. Work would be planned for the school holidays and would come out of the 2024/25 budget. • The school had been given two possible models for the new funding bands. Under one model the school would lose £498K, and under the other it would lose £619K. The second model was based on secondary schools getting more than primary schools. The LA was meeting with school individually to discuss the changes and was advising schools to consider ways to save money, such as reviewing leadership structures. <p>The Committee commented:</p> <ul style="list-style-type: none"> • It was disappointing that the LA had not yet progressed plans for the new build. • The school would need to explain in its end of year accounts that it had a large surplus due to the LA asking the school to hold money for planned future work. • The surplus would reduce as essential works to maintain and secure the site needed to be progressed. • There had never been different funding bands for primary and secondary schools in the past, and it was not clear why different bands would be needed. • The Minimum Funding Guarantee was supposed to protect schools from significant funding changes.
019/24-25 FPR	Statutory Duty: Any Other Business Declared Governing Body Membership The Committee noted that there were three vacancies on the Governing Body: one Parent Governor, one LA Governor and one Co-opted Governor. The Parent Governor vacancy would be advertised and the LA would be asked to nominate someone to serve as LA Governor.
020/24-25	Date of Next Meeting Thursday 1 May 2025 at 7pm via Teams

The meeting closed at 8.25pm

ACTIONS

Minute ref	Action	By Whom	Date Posted	Date Closed
011/24-25	Vice Chair of FP&R to be elected at the next meeting.	All	06.02.25	
015/24-25	SBM to include previous year's outturn and current year's forecast in budget reports – to be implemented for meeting on 1 May 2025.	AK/SBM	06.02.25	
019a/24-25	Parent Governor vacancy to be advertised.	PG/BS	06.02.25	
019a/24-25	LA to be asked to nominate someone for LA Governor vacancy.	Clerk	06.02.25	