

WESTGATE PRIMARY SCHOOL

MINUTES OF THE FINANCE & PERSONNEL COMMITTEE MEETING HELD ON TUESDAY 30TH JANUARY 2018

Present: Helen Carpenter (HC); Andrew Ross (AR); Susan Carson (SC); Alice Joughin (AJ)

Item	Minutes	Action
1	Apologies: Amy Bleasdale	
2	Minutes & Matters Arising: <ul style="list-style-type: none"> Item 2: SEN high needs top up finding from Bradford is being followed up Item 3: School Fund transaction log not available for this meeting due to AB's illness, but will be available at the next meeting. Item 4: Educational Visits overview shared in this meeting. Item 7: HC has booked Safer Recruitment training for governors in the Family of Schools on 26 February / 05 March 2018. HC, AR and SC will attend. Item 8: AB has been researching e-pay options. The facility through the VLE which is offered looks at present to be complicated to manage and not cost-effective. SC had conducted a review of the safe in the school office. She was satisfied that procedures in place were robust for monitoring the amount of cash held in the safe at any one time. 	
3	Finance (i) Budget Update – review of income & expenditure, including School Fund. <ul style="list-style-type: none"> AB and HC provided comprehensive notes against the budget headings for SBS and Extended School budget which were very useful. Key points to note SBS Expenditure <ul style="list-style-type: none"> Plan to increase supply budget to £6K in new financial year Other staff costs includes Apprenticeship levy of £1709.39 not in original budget model. Buildings and maintenance has been increased due to £7440 (including £4770 on flashing repairs) of unforeseen repairs or works, including works linked to School Emergency Plan. Catering billing is running 2 months behind from the catering agency. £1380 of expenditure under Educational Visits is off-set against the PE & Sport grant. £1668 additional expenditure for LA services needs to be built into new budget plan. A governor asked for clarification of the correct budget heading for Bradford Interfaith Service. AB to check. SBS Income <ul style="list-style-type: none"> DSG High Needs- school expects that the financial year will finish with £51322 income under this heading. £10289 additional PE & Sport grant was received in November under Other Government Grants £2330.53 SEN funding from Bradford has now been located in the LA and will be credited to our budget this term. Some additional trips income that had not been transferred from School Fund has been identified and actioned: this will show on future MTRs. Issues with correct accounting for residentials queried in a previous meeting have now been rectified. Early years income is slightly higher than expected (at 75% not 66%) due to higher hours take-up than originally expected. Extended School	AB

	<ul style="list-style-type: none"> £2730.21 Nursery funding income will be paid into this budget from SBS for last term, and a similar amount again at the end of this term. <p>(ii) Reception numbers for Sept 2018</p> <ul style="list-style-type: none"> School expects to have 30 pupils in Reception in September, based on the number of applications on the local authority's admissions system. 	
4	<p>Educational Visits</p> <ul style="list-style-type: none"> AB had provided a summary of the cost, income and subsidy for all educational visits this year, prior to the meeting. The information was felt to be detailed and useful and allowed governors to see clearly how School Fund and School Budget Share is use to subsidise these enhancements to the school curriculum. A governor suggested that an additional column in the Visits and Trips master could be added to monitor expected costs to SBS / School Fund. 	AB
5	<p>Schools Financial Value Standard (SFVS)</p> <p>(i) Section C – Value for Money</p> <p>Q14 Does the school benchmark its income and expenditure annually against that of similar schools and investigate further where any category appears to be out of line? Yes. This confirmed we have relatively high staff salary costs but this is due to teacher experience.</p> <p>Q15 Does the school have procedures for purchasing goods and services that both meet legal requirements and secure value for money? Yes- for example we require 3 quotes for large purchases. An analysis of payments and cost for the Y6 residential led to school changing the provider this year- a similar experience but with lower residential and transport costs leading to better payment rates from families and lower school subsidy rates. We have also changed our refuse collection provider and we are looking at recycling food waste separately to reduce the weight of our refuse and be more sustainable.</p> <p>Q16 Are balances at a reasonable level and does the school have a clear plan for using the money it plans to hold in balances at the end of each year? Yes. The budget is reviewed regularly by governors at every meeting of this committee.</p> <p>Q17 Does the school maintain its premises and other assets to an adequate standard to avoid future urgent need for replacement? Yes, wherever possible (see above for budget notes this month about Buildings repairs and maintenance expenditure). The annual Health & Safety inspection by governors identified issues prior to the new budget being set that are then planned into the annual programme of works managed by the superintendent.</p> <p>Q18 Does the school consider collaboration with others, eg on sharing staff or joint purchasing, where that would improve value for money? Yes. For example, this term we are sharing the cost of governor safer recruitment training with the Family of Schools.</p> <p>Q19 Can the school give examples of where it has improved the use of resources during the past year? Investment in IT hardware using capital budget match-funded by the PTA; new refuse collection provider; improved financial admin systems in the school office have made the office work more efficiently and enabled better analysis of costs and income for trips and music tuition to inform future pricing; switching of supplier for IT support has resulted in a better service at lower cost.</p>	
6	<p>Policies</p> <p>Grievance, Bullying & Harassment Policy</p> <ul style="list-style-type: none"> This is a model policy and was adopted with the following amendment: Under 4.1, amend the first sentence to read "At every stage in the procedure, the employee, and any person against whom a complaint is made, may be accompanied by a Trade Union representative or colleague, not employed in a legal capacity and not a relative." The policy was duly adopted and will be reviewed in February 2021. <p>Confidentiality Policy</p>	

	<ul style="list-style-type: none"> Paragraph 16 was discussed with regard to governors who are parents having access to other children's books. However paragraph 18 covers governor duties so this was felt to be OK. This policy will be used to shape / refine procedures to ensure school takes full account of the need to handle information sensitively with regard to maintaining confidentiality. It will need to be reassessed in light of GDPR in due course. Added into Rationale bullet points: "Personal records are only taken off site when absolutely necessary." The policy was duly adopted and will be reviewed no later than February 2019 in light of GDPR. Other policies looked at included Data Protection (Personal Data Handling) Policy and Privacy notices for staff and pupils. HC to investigate privacy notices being disseminated with data collection documentation. Further information is needed on these requirements before the policies and notices are adopted. 	HC
7	GDPR <ul style="list-style-type: none"> HC has provided the committee with the policies and documentation currently available in relation to this via Leeds Education Hub, for discussion. The What You Need to Know and Do Now document from the NAHT was felt to be useful. A separate meeting to specifically look at GDPR is therefore planned by this committee for 12/03/18 at 18:00, preceded by a data audit on 07/03/18 in the morning. HC to circulate the Records Management Toolkit prior to the data management audit on 07/03/18 Governors were happy with the format of the Subject Access Request (SAR) template. School is awaiting further information from the LA about what they can / will offer in relation to GDPR, before deciding to purchase the £500 start-up pack. Similarly, a decision about the appointment of a Data Protection Officer (DPO) will partly depend on the LA's offer. 	
8	PE & Sport Grant expenditure <ul style="list-style-type: none"> Helen Hooper leads this area and her Impact Summary document was felt to be very useful. Governors asked about sustainability of impact beyond the funding's end date. Key to this is investing in staff development to increase capacity in teaching PE & Sport and also investing in equipment so that the subject is well-resourced. The Impact Summary is publicly available on the school website, as required by the DfE / Ofsted. 	
9	Staffing <ul style="list-style-type: none"> School will be advertising a temporary TA post due to an increase in SEN high needs top up funding now confirmed from April. September staffing will depend on longer-term map of individual needs. A TA in Y3 has had a request for a reduction in her hours agreed on a temporary basis following a sickness absence related to an ongoing health condition. HC is reviewing staffing to see if this can be made permanent from September 2018, but no decision has yet been made. A maternity cover for a teacher may be needed later this year 	
10	AOB: None	
11	Date & time of next meeting: Monday 30 th April 2018 at 18:00	