

# WESTGATE PRIMARY SCHOOL

## MINUTES OF THE FINANCE & PERSONNEL COMMITTEE MEETING HELD ON TUESDAY 8<sup>TH</sup> OCTOBER 2019:

**Present:** Helen Carpenter (HC); Andrew Ross - Chair (AR); Alice Joughin (AJ); Neil Richardson (NR); Sharon Mistry (SM); Amy Bleasdale – minutes (AB)

Item	Minutes	Action
1	<b>Apologies:</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>	
2	<b>Minutes &amp; Matters Arising:</b> <ul style="list-style-type: none"> <li>Bursary update – approx. £700 received from Yorkshire Leadership Community towards cost of HC's Masters degree.</li> <li>Signed School Fund audit for 2017-18 was uploaded to the VLE following last meeting.</li> <li>Review date to be set for financial standards review (April 2020).</li> <li>HC to chase up insurance in relation to cyber-attacks.</li> <li>DH added as an administrator on eSchools.</li> </ul>	HC
3	<b>Finance:</b> <p><b>i) Budget Update</b></p> <p><b>56/237</b></p> <ul style="list-style-type: none"> <li>Higher supply costs discussed at last meeting.</li> <li>No issues highlighted.</li> <li>SEN top-up from Bradford comes through 'other income' – income received from Bradford &amp; Northumberland. Confirmation received of another Bradford SEN pupil due to start November.</li> <li>Healthy Pupil Grant (capital budget) is going towards new bike sheds. Other Capital monies planned to be spent on staff laptops and Early Years outdoor equipment.</li> </ul> <p><b>10/237 (Extended Budget)</b></p> <ul style="list-style-type: none"> <li>Issue highlighted with income figures – LCC due to resolve issues in reporting in month 6 (response circulated by email 09.10.19)</li> </ul> <p><b>School Fund</b></p> <ul style="list-style-type: none"> <li>Music costs are not a true reflection as £3900 still due out; true subsidy approx £400.</li> <li>Audit due – AB to speak to D. Tinslay to arrange.</li> <li>Residential trips are the most cost effective to date- very little non-payment.</li> </ul> <p><b>Benchmarking Data</b></p> <p>Not discussed.</p> <p><b>Review of Charges</b></p> <p>Not discussed.</p>	AB
4	<b>Educational Visits:</b>	

	<ul style="list-style-type: none"> <li>3 trips planned – consent required via SIMS Pay to encourage usage of this system (no paper copies of letters were sent).</li> </ul>	
5	<p><b>Schools Financial Value Standard (SFVS):</b></p> <p>Section A – The Governing Body and School Staff</p> <ul style="list-style-type: none"> <li>Q1. In the view of the governing body itself and of senior staff, does the governing body have adequate financial skills among its members to fulfil its role of challenge and support in the field of budget management and value for money? <b>YES – Access to Governor Support sites. NR now responsible for training &amp; an audit of skills is planned. Governor's experiences of financial skills:</b>  <b>NR – ACMA (Accountant)</b>  <b>AR – Degree in maths; treasurer of other organisations (including FOW); budget management in work role</b>  <b>SM –financial services employment and management of team budgets (removing &amp; reducing cost)</b></li> <li>Q2. Does the governing body have a finance committee (or equivalent) with clear terms of reference and a knowledgeable and experienced chair? <b>YES – AR as experienced Chair</b></li> <li>Q3. Is there a clear definition of the relative responsibilities of the governing body and the school staff in the financial field? <b>YES – discussed in FGB (Terms of Reference)</b></li> <li>Q4. Does the governing body receive clear and concise monitoring reports of the school's budget position at least three times a year? <b>YES – Discussed at every meeting (4 times per year)</b></li> <li>Q5. Are business interests of governing body members and staff properly registered and taken into account so as to avoid conflicts of interest? <b>YES – Forms completed</b></li> <li>Q6. Does the school have access to an adequate level of financial expertise, including when specialist finance staff are absent, eg on sick leave? <b>YES – Access to Peri-Bursar service and support from FOS if required</b></li> <li>Q7. Does the school review its staffing structure regularly? <b>YES – When need arises, structures are considered</b></li> <li>Q8. Have your pay decisions been reached in accordance with a pay policy reflecting clear performance criteria? <b>YES – Model Policy</b></li> <li>Q9. Has the use of professional independent advice informed part of the pay decision process in relation to the headteacher? <b>YES – Trish Lawson</b></li> </ul>	NR
6	<p><b>Devolving power to HT (length of contracts) – for discussion</b></p> <ul style="list-style-type: none"> <li>Issue raised at FGB – is there a maximum amount of time for which the Head can agree a contract? Majority of contracts are 1-3 years.</li> <li>Agreement to review the length of contracts &amp; their values at the next meeting to determine if monitoring is necessary.</li> </ul>	AB
7	<p><b>Policies:</b></p> <p><b>(i) Appraisal</b></p> <p>Approved – based on Union agreed model policy. To be reviewed annually.</p>	

	<p><b>(ii) Governors' allowances</b></p> <p>All new Governors due to receive a copy – RW was looking at an 'induction pack'. This to be followed up. To be reviewed annually.</p> <p><b>(iii) Recruitment</b></p> <p>Approved – based on Union agreed model policy. Most recruitment panels include a Governor, and several Governors have had 'Safer Recruitment' training. Safer Recruitment Policy observed. To be reviewed on a 3-yearly basis.</p> <p><b>(iv) Pay (now available)</b></p> <p>Approved – based on Union agreed model policy. To be reviewed annually.</p> <p>2.75% pay award – figures have been amended since the previous policy (2018-19).</p> <p>HC removed parts not relevant (i.e. Instructors; Unqualified Teachers etc.).</p> <p>Request for a 'comparison document' to highlight changes from last year.</p> <p>Allowance for SENCO has increased in line with TLR3 increases.</p> <p>No anticipated pay changes.</p>	<p>HC / AR</p> <p>HC</p>
8	<p><b>Staffing Update:</b></p> <ul style="list-style-type: none"> <li>• IJ started as part time TA; settling into role &amp; has support from colleagues</li> <li>• New Y3 pupil with SEN – increases High Needs Top Up Funding but will require an increase to staffing. No recruitment required as current TAs to increase hours (on a temporary basis in the first instance).</li> <li>• All maternity leave is over &amp; all staff have returned.</li> <li>• 1 staff member on formal support plan so exempt from normal appraisal structure. Progress being made. HR advisor from LCC involved.</li> <li>• Change to PC's role - reduction in hours from 0.5 to 0.4 FTE; no longer sharing a class so HH has increased hours from 0.6 to 0.8 FTE.</li> </ul>	
9	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>• The committee expressed thanks to AJ for her contribution and wished her well for the birth of her first child.</li> </ul>	
10	<p><b>Next Committee Meeting:</b></p> <ul style="list-style-type: none"> <li>• Wed 22<sup>nd</sup> January 2020 @ 6pm</li> </ul>	