

WESTGATE PRIMARY SCHOOL

MINUTES OF THE FINANCE & PERSONNEL MEETING HELD ON WEDNESDAY 11TH FEBRUARY 2015:

Present: Cathy Liddicott, Pippa McPherson, Andrew Ross, Matthew Collins,
Daniel Hackney & Alison Finlay.

		Action required
1.	<p>Apologies:</p> <p>Sarah Shore & Helen Carpenter.</p>	
2.	<p>Minutes & Matters Arising from Last Meeting:</p> <ul style="list-style-type: none"> The minutes were approved at the full governing body meeting in December & there were no matters arising. 	
3.	<p>Finance : - Governors perused Month 10 budget reports.</p> <ul style="list-style-type: none"> Extended Budget – It was reported that the staffing figures didn't appear to be correct & that one member of staff may still be having her salary deducted from the main school budget. Alison Finlay (AF) to investigate further. There will continue to be a rise in staffing costs due to the number of children now attending WOOSH. It was asked why there were high costs in November & AF explained these were corrections from Sept & Oct that hadn't been applied correctly by LCC. Monies made from the KS2 fruit stall are now being paid into the Extended budget & fruit is bought from that account. School Budget – There has been a discrepancy picked up from the payroll report re a leaver which AF has informed payroll services of. The monies will be reimbursed to the budget. Current spending is being reviewed in order to avoid any claw back at the end of this financial year. Governors asked about the overspend re Local Authority Services & AF agreed to look into this but thought it was due in part to internal recharges raised by LCC for training. She will report back at the main governing body meeting. The same was asked of the Communications budget but as AF had not yet had the chance to balance Month 10, she would look into the matter further & report back. The FOW are to be invoiced very soon for items they agreed to pay for re the Christmas productions. Extra funding for an SEN pupil is expected as her category has changed. Governors agreed that the overall % of 83% spent by month 10 was a healthy place to be. 	AF

4.	<p>Educational Visits :</p> <ul style="list-style-type: none"> • The price has increased this year for the Year 6 Robinwood residential. In order to cushion the blow – school will pay the extra £10 per child from the school fund account. • It was reported that other trips this year will also be funded from school fund to enable a wide range of visits to take place across the school. 	
5.	<p>School Financial Value Standard (SFVS):</p> <p>Section C – Value for Money:</p> <p>Question 12: Does the school benchmark its income & expenditure annually against that of similar schools & investigate further where any category appears to be out of line?</p> <p>Yes – discussed in detail with the Finance Officer. Also discussed at FOS meetings & the School Administrator Group.</p> <p>Question 13: Does the school have procedures for purchasing goods & services that both meet legal requirements & secure value for money?</p> <p>Yes.</p> <p>Question 14: Are balances at a reasonable level & does school have a clear plan for using the money it plans to hold in balances at the end of each year?</p> <p>Yes, they are discussed in detail at the Finance & Personnel meetings.</p> <p>Question 15: Does the school maintain its premises & other assets to an adequate standard to avoid future urgent need for replacement?</p> <p>Yes and any issues are fed back to the Property committee for inspection.</p> <p>Question 16: Does the school consider collaboration with others, eg on sharing staff or joint purchasing, where that would improve value for money?</p> <p>Yes - as follows:</p> <ul style="list-style-type: none"> • Ryan Davies, PE tutor from PHGS. • VLE which was bought into with Bramhope PS & Moortown PS, Leeds. • FFT Literacy Wave training which took place last month. • Governors collaborate with governors from other schools to discuss issues. <p>Question 17: Can the school give examples of where it has</p>	

	<p>improved the use of resources during the past year?</p> <p>Yes - laptops have increased in numbers. The library has been re-stocked this year. Improvements have been made to the playground, as well as resources. Due to the increased use of the VLE & the emailing & texting services, less paper is required by the office.</p>	
6.	<p>Policies:</p> <p>Staff Discipline, Conduct & Grievance Policy:</p> <p>It was agreed that as LCC are currently updating this policy, it will be looked at and agreed at the next meeting.</p> <p>Bullying & Harassment policy for School Based Staff:</p> <p>This was approved with no changes.</p> <p>Sickness Absence Management Policy:</p> <p>This was also approved with no changes.</p>	
7.	<p>Staffing Update:</p> <ul style="list-style-type: none"> • Gill Mullens has now returned to work. Governors were appreciative of the work done to cover Gill's absence. • Helen Hooper is currently working one day a week on a phased return following her maternity leave. Governors were again very appreciative of the work that has gone into enabling her return. • The appointment of Daniel Thurgood in Year 4 has proved to be very successful. • The SENCo post will be advertised after half term. • WOOSH staffing has increased as previously mentioned – due to the increase in children attending. • Vicki Fuller has joined the office team – again a very successful appointment. • Becky Pollhammer has been unwell but should return to work after half term. Because Year 1 has a student – TAs have been able to help out in Year 2. • Joanne Hattersley will have increased release time during the Shanghai Maths teachers' visit as maths subject leader. • An internal post has been advertised for a Teaching Assistant to take on 2 extra hours per week to deal with PE admin. • The current HLTA role undertaken by Gina Charlesworth is being somewhat stretched & it has been suggested that an additional post be created in the future. Governors appreciated that this resource is very valued and were therefore enthusiastic. 	

8.	Any Other Business: <ul style="list-style-type: none"> • Cathy Liddicott & Alison Finlay agreed to update the SFVS before submitting it to LCC. A date for this will be arranged after half term. • Andrew Ross agreed to take over the role of chair of this committee. 	
9.	Date & Time of Next Meeting: Monday 11 th May 2015 at 6:15pm.	