

WESTGATE PRIMARY SCHOOL

MINUTES OF THE FINANCE & PERSONNEL COMMITTEE MEETING HELD ON MONDAY 20th NOVEMBER 2017

Present: Helen Carpenter (HC); Andrew Ross - Chair (AR); Susan Carson (SC) & Amy Bleasdale (AB)

Item	Minutes	Action
1	Apologies: Alice Joughin & James Gould	
2	Minutes & Matters Arising: <ul style="list-style-type: none"> HC confirmed new Accessibility Plan & Equality Policies are due for review in 2018. These will go to F&P and Pupil Support Committees. SEN high needs top up payments have been received from Bradford in respect of one child for Autumn 2017 but not Summer 2017. This will be chased up again. Helen Hooper has been appointed to the temporary PE & Sport TLR discussed in the last meeting of this committee. The expected teacher pay increase has been built into the budget model, as confirmed by the finance officer at the last budget review meeting. 	AB
3	Finance: 56/237 School Budget Share <ul style="list-style-type: none"> Increased building and security costs are due in part to measures arising from the School Emergency Plan. It was noted that Visits and Trips income outweighs current expenditure. This is because of difference between payment and invoice dates. A governor queries Other Services expenditure. It was confirmed that this includes Cluster payments, FOS, HC's performance management etc. 10/237 Extended School <ul style="list-style-type: none"> Nursery fees income from childcare vouchers is being paid into the extended school budget and will be moved out by the finance officer on a monthly basis. Childcare voucher login information is all being reset for increased detail regarding payments received. School Fund <ul style="list-style-type: none"> The transaction log for School Fund will be made available for reference at next meeting to give increased detail. AB outlined the reasons for expenditure being £3k+ higher than it actually is: a hypothetical build-up of petty cash on the system is being 'written off'). At the next meeting we will see this figure being removed for a more accurate picture. Music fees are being paid in to School Fund this year but costs are being paid out of School Budget Share for 1 year only, in order to recoup the losses of subsidising music from School Fund which were identified in the summer term 2017. Next year, fees will be transferred into SBS to cover costs. 	AB

4	Educational Visits: <ul style="list-style-type: none"> Overview to be provided at each meeting going forward' 	AB
5	School Improvement Plan: <ul style="list-style-type: none"> No external costs incurred for the work on improving writing as staff are working with DH via internal release. Similarly for subject leader development, cover is being provided internally. 	
6	Schools Financial Value Standard (SFVS): <ul style="list-style-type: none"> 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? YES – new governors have also been appointed this year to strengthen the committee and governing body further. Q2. Does the governing body have a finance committee (or equivalent) with clear terms of reference and a knowledgeable and experienced chair? YES- see minutes, agreed terms of reference. Q3. Is there a clear definition of the relative responsibilities of the governing body and the school staff in the financial field? YES – terms of reference; designation of office roles; HC overview of budget. Q4. Does the governing body receive clear and concise monitoring reports of the school's budget position at least three times a year? YES, at every meeting and now including School Fund as well as school budget share and the extended school budget. Q5. Are business interests of governing body members and staff properly registered and taken into account so as to avoid conflicts of interest? YES, and also published on the website. Q6. Does the school have access to an adequate level of financial expertise, including when specialist finance staff are absent, eg on sick leave? YES. The school was recently without a senior administrator and accessed the peri-bursar service. This service also provided initial induction training for the new senior administrator (AB). The school also accesses advice from the school finance officer, Kris Rossington. Q7. Does the school review its staffing structure regularly? YES – annually; always consider before replacing posts; dynamic staffing to meet internal need. For example, recent changes in individual needs in one class has led to the creation of a temporary TA post; changes to PE and Sport funding and criteria has led to the creation of a temporary TLR 3 post to provide strategic leadership of this area. Q8. Have your pay decisions been reached in accordance with a pay policy reflecting clear performance criteria? YES – following LCC Pay Policy and school's Appraisal policy. Q9. Has the use of professional independent advice informed part of the pay decision process in relation to the headteacher? YES – external advisor Trish Lawson provides this support to the governing body. 	
7.	Policies: Capabilities Policy <ul style="list-style-type: none"> Model policy – adopted. To be reviewed on a 3 yearly basis. 	

	<ul style="list-style-type: none"> A request has been submitted by AB to LCC to audit school fund – they will contact the school in due course. 	
9.	Staffing Update: <ul style="list-style-type: none"> Helen Hooper has accepted the temporary TLR post (leadership of the PE & Sports Grant) A temporary TA post (am only) has been created in Y2 to support the high level of need in the class – HR advised that school could appoint from the candidate pool from the last TA interviews as this was within 6 months. Funding to support one of the pupils will not be granted until April 2019 due to the SEN funding process; however, the finance officer has agreed the budget can support this post. A TA will be off, probably until after Christmas, due to a serious health condition – the new TA is doing additional hours to cover this class on a temporary basis. 	
10.	Head Teacher Pay Recommendation Approval: <ul style="list-style-type: none"> The appraisal of head teacher performance was positive but due to the pay scale of the post no further remuneration is available. 	
11.	AOB: <ul style="list-style-type: none"> N/A 	
12.	Next Committee Meeting: <ul style="list-style-type: none"> Monday 5th February 2018 @ 6pm 	