

# WESTGATE PRIMARY SCHOOL

## MINUTES OF THE FINANCE & PERSONNEL COMMITTEE MEETING HELD ON TUESDAY 26<sup>TH</sup> JANUARY 2021:

**Present:** Helen Carpenter (HC); Andrew Ross - Chair (AR); Neil Richardson (NR); Sharon Mistry (SM); Sally Clough (SC); 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>Hard copy Westgate Windfall letters went out to Nursery &amp; Reception pupils but no take up</li> <li>AB to upload monthly budget reports moving forward</li> </ul>	AB
3	<b>Finance:</b> <p><b>i) Budget Update</b></p> <p><b>56/237 - Budget</b></p> <ul style="list-style-type: none"> <li>Month 9 increase in teaching costs due to pay awards being backdated</li> <li>Overall drop in training costs due to COVID-19; training still going ahead but costs are covered by other means (i.e. apprenticeship levy, STEM funding)</li> <li>Delays in utilities and catering recharges from LCC</li> <li>Sports charges not utilised so far this year - plan for intensive swimming lessons at Aireborough (5x 1hr lessons in one week) which could increase travel costs slightly</li> <li>Query regarding use of Capital monies due to expire at the end of this year - most capital funding now diverted towards EYFS playground (invoice payment pending)</li> </ul> <p><b>10/237(Extended Budget)</b></p> <ul style="list-style-type: none"> <li>Query regarding increased staffing costs - no casual staff factored into the budget. Cost off-set by successful furlough claim for Spring / Summer 2020</li> <li>Extended hours care charges for evening hot snack only - usual WOOSH charges suspended</li> </ul> <p><b>School Fund</b></p> <ul style="list-style-type: none"> <li>Drop in Westgate Windfall due to change in induction processes - hard copies sent out but no take up.</li> <li>Signed audited school fund records sent to AR</li> <li>Some expenditure still due but overall the budget looks healthy despite contribution to EYFS playground</li> </ul> <p><b>ii) Impact of COVID on the budget</b></p>	

	<ul style="list-style-type: none"> <li>• Main concern was loss of income due to WOOSH but furlough has off-set some losses</li> <li>• Utilities may be increased as heating is higher due to windows being open</li> </ul> <p><b>iii) Reception numbers for Sept 2021</b></p> <ul style="list-style-type: none"> <li>• Potential bulge year next year in Otley (not sited at Westgate) so expecting to be full in Reception in September.</li> <li>• Nursery numbers for January 2021 slightly lower as some children have stayed with original providers; school have been able to claim funding for children based on what hours they should be attending (only 3 pupils not claimed for following January intake)</li> </ul> <p><b>iv) School benchmarking report card (see DfE School financial benchmarking)</b></p> <ul style="list-style-type: none"> <li>• To revisit at a later date, when most recent data is updated on the system</li> </ul>	
<b>4</b>	<p><b>Educational Visits:</b></p> <ul style="list-style-type: none"> <li>• No information on when trips can resume - costing for Whitby &amp; Herd Farm going ahead just in case</li> <li>• Use of virtual visits to the museum in the Autumn term &amp; on-line visitors (KS2)</li> </ul>	
<b>5</b>	<p><b>Schools Financial Value Standard (SFVS):</b></p> <p>(i) Section E – Value for Money</p> <p><b>Q17 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?</b> Consideration given to benchmarking data but there is no new data available at present. Regular discussions with other Family of Schools e.g. SEN allowance</p> <p><b>Q18 Does the school have procedures for purchasing goods and services that both meet legal requirements and secure value for money?</b> School follows Leeds procurement procedures e.g. photocopier contract done through LCC framework. Best value exercises done regularly.</p> <p><b>Q19 Is the governing body given the opportunity to challenge the school's plans for replacing contracts for goods and services that are due to expire shortly?</b> All contracts over 5 years / a certain amount are brought to F&amp;P for discussion. Most major contract changes are considered for the purpose of transparency.</p> <p><b>Q20 Does the school consider collaboration with others, e.g. on sharing staff or joint purchasing, where that would improve value for money?</b></p> <p>Use of LCC framework. Collaboration with Family of Schools e.g. S&amp;L Therapy, cluster training</p> <p><b>Q21 Do you compare your non-staff expenditure against the DfE recommended national deals to ensure you are achieving best value?</b></p> <p>No opportunity in recent times. Replacement of laptops will be the next large project which will go through these channels.</p>	

	<p><b>Q22 Does the school maintain its premises and other assets to an adequate standard and make best use of capital monies for this purpose?</b> Yes - comparatively low expenditure (based on benchmarking) for an old building</p>	
6	<p><b>Policies:</b></p> <p>(i) Appraisal Policy (held over from last time due to delay at Leeds City Council) - Approved (model policy), to be reviewed in October 2021</p> <p>(ii) Teacher Pay Policy (held over from last time) - Approved (model policy), to be reviewed in October 2021</p> <p>(iii) Complaints Policy &amp; Procedure (Including Unreasonable Complaints - Approved (model policy - no changes from last year - no update to LEA policy). To be reviewed in 2 years' time.</p> <p>(iv) Grievance, Bullying &amp; Harassment Policy- Approved (model policy - no update to LEA policy; union details updated) , to be reviewed in January 2024</p> <p>(v) Safer Recruitment Policy- Approved (model policy), to be reviewed in January 2024</p> <p><i>Agreed to ensure any personalisation to policies is evident for transparency</i></p>	HC
7	<p><b>Staffing Update:</b></p> <ul style="list-style-type: none"> <li>• 1x Teacher on long term sick (welfare meeting due next week)</li> <li>• Appraisal cycle - objectives reviewed in July 2020 then set new objectives in the Autumn term. Teacher objectives around writing, curriculum &amp; subject leadership - may see some disruption due to lockdown but there will be progress seen with the development of remote learning</li> <li>• Extended school staff furloughed; extended care provided by TAs varying their usual TA working hours</li> <li>• Shielding staff: 3x TAs (working with SEN children via Teams, where appropriate) &amp; 1x admin staff (working remotely)</li> <li>• Keyworker care: Teachers are working 40% of the working week face to face in school &amp; the rest at home managing remote learning; TAs supporting in classrooms working varied hours</li> <li>• 3x TAs doing L3 apprenticeships; 1x admin staff due to start L4 apprenticeship &amp; 1x teacher doing a L5 leadership &amp; management course</li> </ul>	
8	<p><b>Pupil Premium</b></p> <p>Update on PP plans and spending</p> <ul style="list-style-type: none"> <li>• The plan from last year has objectives not achieved due to COVID-19; the current year report is essentially a continuation of last year; no statutory data included on the current year report as there is none available (other than Y2 phonics data, which was the best ever)</li> <li>• 9x PP children accessing school at present and there is enhanced TA support in their bubbles; 1x PP child accessing specific remote support</li> <li>• Some crossover with SEN - all PP children with SEN are receiving some form of support; food parcels mean weekly contact with any pupils who are</li> </ul>	

	<p>also FSM; the Learning Mentor is making regular welfare checks during lockdown</p> <ul style="list-style-type: none"> <li>Pupil assessment data being compiled for December but no target setting took place in the Autumn term due to disparities following 2020 lockdown</li> </ul>	
9	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>AR is the only Governor with Safer Recruitment training - more governors are required to complete this (take to FGB / arrange with Family of Schools to reduce cost?)</li> <li>Communication system to be updated - eSchools to become website only and not a full platform. Moving to Sims In-Touch for communication with parents (with a possible move to the Parent App at a later date). 'Best Value' exercise completed by Amy Bleasdale and saving of approx. £1k pa expected.</li> <li>Query regarding governors day in school - how to communicate with teachers this year and what areas to focus on? HC to consider options.</li> </ul>	<p>AR / HC</p> <p>AB</p> <p>HC</p>
10	<p><b>Next Committee Meeting:</b></p> <ul style="list-style-type: none"> <li>Tuesday 11<sup>th</sup> May 2021 @ 6pm</li> </ul>	