

WESTGATE PRIMARY SCHOOL

MINUTES OF THE FINANCE & PERSONNEL COMMITTEE MEETING HELD ON WEDNESDAY 8TH MAY 2019:

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

Minutes: Amy Bleasdale

Item	Minutes	Action
1	Apologies: <ul style="list-style-type: none"> Neil Richardson 	
2	Minutes & Matters Arising: <ul style="list-style-type: none"> HC confirmed that going forward, school would ensure that probationary periods are included in job advertisements and contracts for new starters. Pupil Premium strategy and projected spend information for 2018-19 is already on the school website. 	HC/ AB
3	Finance: <p>i) Budget Update</p> <p>56/237 (School Budget Share) 2018-19:</p> <ul style="list-style-type: none"> Large overspend on supply as expected, due to long term sickness absence We appear to be under budget on training however a lot has been billed under LEA services; utilities require the month 13 position; £22.5k still outstanding for block funding (expected in month 13- has been chased by HC & AB); PTA contribution – income under 2 different headings. Everything on track as expected. <p>10/237(Extended Schools Budget) 2018-19:</p> <ul style="list-style-type: none"> As expected; positive balance and better income levels; Planning for increased expenditure on resources for next year. <p>School Fund</p> <ul style="list-style-type: none"> Breakdown of current income and outgoings was discussed. AB explained variances in trip incomes, due to money still being collected) Overall, governors commented positively on the increased accuracy and detail of financial information made available to them in the last 18 months, particularly in relation to WOOSH income and School Fund expenditure and income. <p>ii) Approval of New School Budget</p> <p>Helen Carpenter and Amy Bleasdale met with the new school finance officer, Kathleen Acquah-Hayford, on 01/05/19 to set the school budget.</p> <p>56/237 School Budget Share 2019-20</p>	

	<ul style="list-style-type: none"> • Overspend on teaching in 2018-19 relates to staff sickness; employment of job share for Reception; increase in teaching hours for internal maternity cover. • Query about 'other staff costs' as there is a significant to MTR 12. The apprenticeship levy is included in this category. HC to query a possible error inputting into the budget model. • Increase in training includes £900 iPad training and £700 FOS for one year only. • Gas costs to increase by 24% per kWh & electric costs by 14% per kWh. • Conservative curriculum budget has been set so there is a risk of overspend we are aiming to be frugal. (includes a £3k PE contract). • 'Other services' overspend in 2018-19 is several factors, including: increase in PE coaching costs which has been amended going forward; SIMS Pay contract was a late addition after the budget was set; GDPR costs were not known when the budget was set. Budget for 2019-20 is strictly based on known costs. • Reduction in LEA Support services is due to no longer accessing Orchard Centre for one pupil. <p><i>Governors were happy with the expenditure and agreed the budget was tight, but potentially manageable in several areas.</i></p> <ul style="list-style-type: none"> • Delegated grants income reduction apparent over 3 year forecast; pupils with top-up funding due to leave within 3 years. • A fault for 2021-21 in the DSG simple funding formula was identified (£780K drop off?). HC to query. <p>10/237 Extended School Budget</p> <ul style="list-style-type: none"> • Fees and charges underestimated in the budget model presented to governors– expected income should be £52,410.18 due to under-estimating income from Nursery pupils attending WOOSH. Should have £8k surplus at end of 19/20. LCC to be advised. • Governors agreed to keep WOOSH charges as per last year <p>Online Payments</p> <ul style="list-style-type: none"> • A governor queried the overall cost of SIMS Pay. AB outlined transaction costs of £330 relating to income of £25k. A further £11K of income was received via cash or cheque. • AB further outlined benefits of online payments, including time saved, decreased risk of fraud and increased security. • Governors agreed that this meant that going as near to cashless as possible was financially viable from September 2019. <p><i>**Both budgets agreed in principle. These will be approved following amended budget models from LCC (with exact end of year position) and with noted issues addressed**</i></p>	<p>HC</p> <p>HC</p> <p>HC/AB</p> <p>HC/AB</p>
4	<p>Educational Visits:</p> <ul style="list-style-type: none"> • Breakdown provided of all trips, including projected shortfalls against actual School Fund subsidies. 	

	<ul style="list-style-type: none"> • A discussion took place about shortfalls to projected income and how this shortfall is covered. HC explained that in some cases, larger shortfalls are planned and offset against other income streams: for example, Y3 Youth Music Prom shortfall was offset by income generated by the choir at Christmas. • To monitor Y3&4 trip income as projected levels and actual income show significant variances due to non-payment of contributions from a small number of families (not including planned subsidies). 	
5	<p>Schools Financial Value Standard (SFVS):</p> <p>Section A – The Governing Body and School Staff</p> <ul style="list-style-type: none"> • Q10 Is there a clear and demonstrable link between the school's budgeting & its plan for raising standards and attainment? YES – issues discussed although not necessarily in direct budget context (e.g. PP budget expenditure meetings; particular training linked to SIP; staff changes & wellbeing for positive class impact; employment of a learning mentor; HLTA / experienced TAs to ensure interventions in class). • Q11 Does the school make a forward projection of budget, including both revenue & capital funds, for at least three years, using the best available information? YES • Q12 Does the school set a well-informed and balanced budget each year (with an agreed and timed plan for eliminating any deficit)? YES – increasingly well informed as things get tighter. • Q13 Is end year out turn in line with budget projections, or if not, is the governing body alerted to significant variations in a timely manner, and do they result from explicitly planned changes or from genuinely unforeseeable circumstances? YES – budget discussed at each meeting to identify unforeseeable issues. Budget setting is more well informed now so variances more likely to be unforeseeable. 	
6	<p>Policies:</p> <p>Confidentiality Policy</p> <ul style="list-style-type: none"> • Agreed but with amendments to highlight GDPR: • Amendment to first sentence (Rational): “.....are expected to work within the guidelines of this policy and conform to all legislation and government guidelines including full General Data Protection Regulations 2018” • Add footnote: “See also Freedom of Information Policy & Data Protection Policy” • Agreed an Equality & Diversity impact assessment is not necessary for this policy. • To be reviewed in 3 years’ time. <p>Nursery Charging Policy</p> <ul style="list-style-type: none"> • Approved with amendment to say charges are “as we expect” them to be (governors agree that this can be updated if LCC change the rate per hour) • No updated FEEE Form (appendix one) – governors agree this can be updated if LCC amend the form for 2019-20. • To be reviewed annually. 	<p>HC</p> <p>HC/ AB</p>

	<p>Equality & Diversity Policy*</p> <ul style="list-style-type: none"> Model policy – adopted with references to other equality policies. To be reviewed in 3 years' time. A short discussion took place about this policy's relationship with the Single Equalities Policy. HC confirmed that this policy is an HR-specific policy, whereas the Equalities Policy oversees every aspect of school's work. <p>Managing Attendance Policy</p> <ul style="list-style-type: none"> Amendment to Page 7; 2:1 – clarification that sickness should be reported to the head teacher as close to 7am as possible or the evening before (wording taken from staff handbook). Model policy – adopted. To be reviewed in 3 years' time. <p>General</p> <ul style="list-style-type: none"> A governor raised a query about the use of the words 'model policy' on the front covers – HC agreed to add Westgate logo to ensure these appear more personalised, and governors agreed to keep the wording of 'Model Policy' to evidence clearly that the substance of the document is that which has been agreed with Unions. 	<p>HC</p> <p>HC</p> <p>HC</p>
7	<p>Staffing Update:</p> <ul style="list-style-type: none"> A teacher has now returned from a long term sickness absence and is completing a phased return at present. As part of reasonable adjustments to facilitate her return, she has permanently varied her hours to 0.4 FTE. From Sept this will be spread across 2 classes. A teacher returns from maternity leave on 20/05/19. Cover arrangements will cease on 24/05/19. She is using KIT days this half term to support the preparation for her return to work. A TA is returning from maternity leave on 08/07/19 and an Early Years HLTA is returning from maternity on 01/07/19. We have secured Apprenticeship levy funding for a level 1 TA to complete funded NVQ L3 and for a EYFS supervisory assistant to complete an NVQ L2. Both courses are workplace-based learning. Yorkshire Leadership Community has worked with Leeds University to develop a 2 year part-time MA in Education. A bursary of up to £1K is available and the overall cost is significantly discounted. Governors have agreed to part-fund this qualification for the head teacher, who will also at least match-fund school's financial contribution (c£750 pa?) 	HC
8	<p>AOB:</p> <ul style="list-style-type: none"> N/A 	
9	<p>Next Committee Meeting:</p> <ul style="list-style-type: none"> Wednesday 26th June 2019 @ 6pm 	ALL