

## WESTGATE PRIMARY SCHOOL

### MINUTES OF THE FINANCE & PERSONNEL COMMITTEE MEETING HELD ON WEDNESDAY 6<sup>TH</sup> MAY 2020 via Microsoft Teams:

**Present:** Helen Carpenter (HC); Andrew Ross - Chair (AR); 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>Now tracking changes on policies</li><li>Schools Broadband contract - renew for 1 year and review properly next year</li></ul>	
3	<b>Finance:</b> <b>i) Budget Update</b> <b>56/237</b> <ul style="list-style-type: none"><li>Underspend on buildings and curriculum - projects not completed which will roll into next year</li><li>Visits &amp; trips income down as Whitby &amp; Herd Farm not proceeding</li><li>Other SEN income - £5k missing from Bradford; in-year adjustment made for additional pupil; funding issues with Northumberland (all income should be in by the end of month 13).</li><li>AB to circulate month 13 report when received</li></ul> <b>New 56/237 Budget:</b> <ul style="list-style-type: none"><li>Not available - currently with LCC (SLA, pupil numbers and SEN information provided to allow budget model to be set up)</li><li>To circulate on receipt from LCC - to go to FGB for approval</li></ul> <b>10/237(Extended Budget)</b> <ul style="list-style-type: none"><li>Curriculum spending to carry over</li><li>Income outstanding was £1800 - lower than previous year</li><li>Outgoings remain due to payment of staff. No income being generated - potential impact on amount we can transfer to SBS.</li></ul> <b>New 10/237 Budget:</b> <ul style="list-style-type: none"><li>TBC - to be looked at once WOOSH reopens and numbers / income can be projected</li></ul>	AB

	<b>School Fund</b> <ul style="list-style-type: none"> <li>• Report provided</li> <li>• Visits &amp; trips expenditure is mostly projected subsidies; Martin House income to be transferred at the end of the financial year; Y5&amp;6 residential to be refunded in due course; music fees to be paid out pending invoices.</li> </ul>	
4	<b>Educational Visits:</b> <ul style="list-style-type: none"> <li>• Year 5 Residential has been refunded. Herd Farm to be refunded once we receive official confirmation this is not proceeding.</li> <li>• School Fund paid £275 (half) towards the Roman Visit - only a £10 shortfall</li> <li>• Coach hire for Whitby, Leeds Lieder &amp; Piano Fantasia will not be chargeable (total £914.76) as these trips did not go ahead.</li> <li>• Provisional cancellation made of coaches for Herd Farm, Jorvik &amp; Armley Mills trips - hopefully no charges.</li> </ul>	
5	<p><b>(i) Section C - Setting The Budget</b></p> <p><b>Q9 Does the school set a well-informed and balanced budget each year?</b> Yes - the end of year position is more accurate this year than previously.</p> <p><b>Q10 Does the budget setting process allow sufficient time for the governing body to scrutinise and challenge the information provided?</b> Usually - this year sees exceptional circumstances (COVID-19) and last year saw a delay due to LCC personnel. Any delays tend to be due to external factors.</p> <p><b>Q11 Is the school realistic in its pupil number projections and can it move quickly to recast the budget if the projections and the reality are materially different?</b> School is able to readjust staffing in line with pupil numbers and appointments always take into consideration changes to pupil requirements.</p> <p><b>Q12 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?</b> End of year position is close to projections. Any significant in-year changes were discussed at length at the F&amp;P meeting.</p> <p><b>Q13 Are balances at a reasonable level and does the school have clear plan for using the money it plans to hold in balance at the end of each year?</b> The balances are reasonable within the confines of the budget. To be used to prevent cuts in other areas or subsidise any shortfalls due to COVID-19.</p> <p><b>(ii) Annual submission</b> AR &amp; AB to pull together.</p>	AR & AB

6	<p><b>Policies:</b></p> <p>Whistle blowing:</p> <ul style="list-style-type: none"> <li>• Approved in the meeting. To be reviewed on an annual basis.</li> <li>• LCC model policy. Only changes are to phone numbers and GDPR regulations.</li> <li>• HC to circulate to staff this week</li> </ul> <p>Nursery Policy:</p> <ul style="list-style-type: none"> <li>• Approved - amendment made to date. To be reviewed annually</li> <li>• Adjustment made to the cost per year (now £4.38 per hour)</li> <li>• Food costs to be updated if any changes occur</li> </ul> <p>AR requested updated Policy Spreadsheet be uploaded to Governor's area</p>	<p>HC</p> <p>HC</p>
7	<p><b>Staffing Update:</b></p> <ul style="list-style-type: none"> <li>• Staff member of extended sickness absence in Spring 2 has now returned to work with an OT report and wellbeing plan.</li> <li>• No resignations yet but possible TA resignation due.</li> <li>• No staffing plan for Sept as awaiting outcome of emergency EHCP review.</li> <li>• HC co-ordinating childcare requests for Keyworker care - many Westgate staff available to work. Safeguarding lead, senior leader and first aiders all present on site.</li> <li>• Admin working from home; Superintendent supporting cleaning at the Hub and deep cleaning Westgate; HC conducting regular staff team meetings.</li> </ul>	
8	<p><b>Impact of COVID-19 and school closures on finance and personnel (if not covered above):</b></p> <ul style="list-style-type: none"> <li>• No detailed plans in place for returning to school as awaiting guidance from Government; HC to develop plan as and when more information becomes available.</li> <li>• WOOSH mostly impacted due to loss of income.</li> <li>• Small increase in service costs - Rockalingua Spanish on-line (£150); White Rose Maths subscription (£100); Datto for remote working (£40)</li> </ul>	
9	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>• AR expressed gratitude to HC and Westgate staff for their work.</li> <li>• HC highlighted the work of AB in continuing to work remotely to close the budget and prepare for the new financial year, while also looking after 2 small children at home.</li> </ul>	
10	<p><b>Next Committee Meeting:</b></p> <ul style="list-style-type: none"> <li>• To be confirmed in the new academic year</li> </ul>	