

WESTGATE PRIMARY SCHOOL

MINUTES OF THE FINANCE & PERSONNEL COMMITTEE MEETING HELD ON MONDAY 18TH JUNE 2018:

Present: Helen Carpenter (HC); Andrew Ross - Chair (AR); Alice Joughin (AJ)

Item	Minutes	Action
1	Apologies: <ul style="list-style-type: none"> James Gould, Susan Carson, Amy Bleasdale 	
2	Minutes & Matters Arising: <ul style="list-style-type: none"> Approve budget Appointment of a teacher to share Reception class with M Colannino has been completed. Mrs Liz Jagger was the successful candidate. 	
3	Finance: <p>i) Budget Update (56/237) 56/237</p> <ul style="list-style-type: none"> Month 2 budget not available – AB to circulate before next meeting (the LEA does not produced a budget sheet for month 1) <p>ii) Extended Budget (10/237)</p> <ul style="list-style-type: none"> Uploaded with amended figures and new charging structure. HC confirmed billing will be reconciled in the office from September – allows office to chase payments. AR queried why estimated figures were so far out. The budget has been set by sampling one week's attendance previously and it would seem that this has not given us accurate enough information. Attendance figures are being compiled weekly going forward so the next budget will be set on actual figures for the previous year. WOOSH charges have not increased in 6 years. New proposals: <ul style="list-style-type: none"> ➤ Morning: £2.50 up to £3 ➤ Afternoon: £7.50 up to £8.50 ➤ Afternoon (Sibling): £5.50 up to £6.50 ➤ Nursery: £4.20 up to £4.25 ➤ Staff – 50% discount Governor's approved increase charges & AR agreed to sign off the extended budget. HC to write to parents to confirm changes. <p>iii) SBS Overview</p> <ul style="list-style-type: none"> Audit of 2016-17 school fund has been undertaken (accounts covered transition in staff to AB). A report has been received from the auditor. This notes that where issues were identified, school has already recognised the issue and taken steps to improve practice. SC suggested (via email) 'spot checks' – agreed this would be good housekeeping. <p>iv) Benchmarking</p> <ul style="list-style-type: none"> AR raised query over 'occupation' total given the school's drive on energy conservation. HC confirmed it was from 2017 & benefit may not have been felt yet. AR queried 'cost of finance' (this is the loan repayment.) & 'community expenditure' (HC consulted website and this is community focus staff and costs) Benchmarking assisted in identifying school's position against other schools. Agreed income benchmarking is useful but limited due to lack of 	<p>AB</p> <p>HC</p> <p>HC</p>

	<ul style="list-style-type: none"> • Appendices updated • School can now see references (safeguarding) • Policy approved – review on 3 year cycle unless an issue arises <p>Freedom of Information</p> <ul style="list-style-type: none"> • Agreed this will likely need to be re-reviewed with GDPR • Data Protection Policy broadly still relevant – review with GDPR as necessary. • Subject Access Requests – HC confirmed she would seek out advice on requests due to child's rights / parent's responsibilities. 	HC
7.	<p>GDPR Update:</p> <ul style="list-style-type: none"> • School has allocated a Data Protection Officer (though the DPO Centre) • AB to attend training 	
8.	<p>Staffing Update:</p> <ul style="list-style-type: none"> • Appointment of JC as HLTA • Recruiting TA and WOOSH Leader to replace JC • Appointed LJ to share MC's role and increase SEN time – working well. • KD – temporary TA appointed at Easter is now to be permanent • TW - temporary TA appointed at Easter is leaving in summer <p>Maternity Leaves:</p> <ul style="list-style-type: none"> • HR – Sept 2018 - covered internally (DC, ZR and JI increases to hours / temporary contract) • JN (Early Years HLTA) – starts Nov 2018 – may be able to cover internally (GB/ KG) • TA & WOOSH assistant – starts end Dec 2018 	
9.	<p>AOB:</p> <ul style="list-style-type: none"> • Funding update: received SEN funding (FFI) at the levels applied for; • A new fund for SEN in Early Years, SENDIF, is providing funding for 2 children & backdating this to March 2018 – expected to be around £3K. 	
10.	Next Committee Meeting: Deferred to FGB as structure may vary and half the F&P members were absent.	