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:	
	 James Gould, Susan Carson, Amy Bleasdale 	
2	Minutes & Matters Arising:	
	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:	
J	i) Budget Update (56/237)	
	56/237	
	• Month 2 budget not available – AB to circulate before next meeting (the LEA	AB
	does not produced a budget sheet for month 1)	
	ii) Extended Budget (10/237)	
	 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:	
	\blacktriangleright 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	HC
	 Governor's approved increase charges & AR agreed to sign off the extended budget. HC to write to parents to confirm changes. 	
	iii) SBS Overview	
	 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.	
	iv) Benchmarking	
	• 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)	HC
	 Benchmarking assisted in identifying school's position against other schools. 	
	Agreed income benchmarking is useful but limited due to lack of	

explanation. Benchmarking balance as expected – small in-year deficit but healthy revenue reserve.	
 Educational Visits: Whitby – cost £2295.29 (subsidised by £8.29) Herd Farm – cost £4755 (subsidised by £259) Upcoming – Jorvik Esholt Farm – cost increased due to Play Barn and not all payments received. HC confirmed how each cost as recorded: income, school fund, sports funds. Mainly hitting income targets but this will continue to be monitored (especially Nursery) 	
 Schools Financial Value Standard (SFVS): SFVS for 2017/18 returned to LEA Finance Q20 Is the governing body sure that there are no outstanding matters from audit reports or from previous consideration of weaknesses by the governing body? YES. Looked at audit report; issues already picked up by school. Q21 Are there adequate arrangements in place to guard against fraud and theft by staff, contractors and suppliers (please note any instance of fraud or theft detected in the last 12 months)? YES. Follow practices. SC carries out spot checks. Discrepancies checked externally. No discrepancy in SBS revenue. Q22 Are all staff aware of the school's whistleblowing policy and to whom they should report concerns? YES. Whistleblowing policy. Q23 Does the school have an accounting system that is adequate and properly run and delivers accurate reports, including Consistent Financial Reporting return? YES. Deliver reports to Governors. Q24 Does the school have adequate arrangements for audit of voluntary funds? YES. Review audit in meetings; annually checked; independently audited. Q25 Does the school have an appropriate business continuity or disaster recovery plan, including an up-to-date asset register and adequate insurance? YES. Policy: asset register backed up and off- site. 	
 Policies: Emergency Plan Staffing updated as per governor comments. Outstanding actions: HC to update pro-formas in office in case of a bomb First aid training – add who has been trained School to buy air horn Staff on the bottom playground always to have walkie-talkies for communication School to have lockdown/ invacuation practice Do we need staff member for media? SC may not always be available / have the right training. To be left for the moment – LCC to deal with media if incident is severe. Plan approved – needs a run through and will be reviewed annually. Whistleblowing Policy DPA & FOIA to be updated to GDPR Policy approved – HC to circulate to all staff Voluntary Helpers 	нс
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	 Appendices updated School can now see references (safeguarding) 	нс
	 Policy approved – review on 3 year cycle unless an issue arises 	
	Freedom of Information	
	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.	GDPR Update:	
	 School has allocated a Data Protection Officer (though the DPO Centre) 	
	 AB to attend training 	
8.	Staffing Update:	
0.	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	
	Maternity Leaves:	
	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.	AOB:	
	• 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.	