

WESTGATE PRIMARY SCHOOL

MINUTES OF THE FINANCE & PERSONNEL COMMITTEE MEETING HELD ON WEDNESDAY 26th JUNE 2019:

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

Item	Minutes	Action
1	Apologies: <ul style="list-style-type: none"> Sharon Mistry (new governor) 	
2	Minutes & Matters Arising: <ul style="list-style-type: none"> Probationary periods to be highlighted in job adverts Discrepancies in budget models resolved before approval at FGB No update on FEEE Form so 18/19 version used HC's MA application accepted; bursary update pending 	
3	Finance: <p>i) Budget Update</p> <p>56/237</p> <ul style="list-style-type: none"> Supply staff budget 50% spent due to retrospective payments Other services cannot be split down due to LEA template but school have more detailed data if required Query over 'top heavy' spending on Buildings – big projects planned for summer <p>10/237(Extended Budget)</p> <ul style="list-style-type: none"> Budget to be input by LEA – AB to chase if not in by next month <p>School Fund</p> <ul style="list-style-type: none"> Confirmed audits take place annually – signed copy of audit to be circulated for reference (latest one uploaded to eSchools portal) <p>Benchmarking Data</p> <p>Benchmarking data is still 2017/18 data</p> <p>Total staffing expenditure is mid-table; buildings expenditure is good in comparison; queries over what the LEA included in 'income'</p> <p>No alarming figures</p> <p>Review of Charges</p> <p>Music fees:</p>	<p>AB</p> <p>AB</p>

	<p>To be reviewed earlier next year – projected expenditure / income to be available regularly for review throughout the year</p> <p>Woodwind tuition to transfer to ArtForms which has led to increased cost</p>	
4	<p>Educational Visits:</p> <ul style="list-style-type: none"> Higher subsidies than expected; suggested reminder in newsletter publishing actual figures 	
5	<p>Schools Financial Value Standard (SFVS):</p> <p>Section D – Protecting Public Money</p> <ul style="list-style-type: none"> 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 – Signed audit report for School Fund upload for Governors; changes to procedures following independent and LEA audits 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 – statement of internal controls; going cashless; signing for banking; display of charity collection certificates Q22 Are all staff aware of the school's whistleblowing policy and to whom they should report concerns? YES – due to be reviewed today & recirculated; old version displayed in the staff room; policies on the website Q23 Does the school have an accounting system that is adequate and properly run and delivers accurate reports, including Consistent Financial Reporting return? YES – LEA monthly reports Q24 Does the school have adequate arrangements for audit of voluntary funds? YES – annual audit; date to be set for reviewing SFVS Q25 Does the school have an appropriate business continuity or disaster recovery plan, including an up-to-date asset register and adequate insurance? YES – Inventory; insurances provided by the LEA; to check if insurances cover cyber attacks 	<p>AR / AB</p> <p>HC</p>
6	<p>Policies:</p> <p>Emergency Plan</p> <ul style="list-style-type: none"> Updated contact information (<i>contact details to be updated as a 'live' document as changes occur</i>) Updated Page 41 with specific methods of communication (e.g. answer phone) DH (Deputy) to be added as an administrator on eSchools Practice 'bomb threat' led to practical suggestions being put in place which did not affect the plan itself First aiders – Lead first aider & paediatric first aiders named, however, all staff have had 1 day training 	<p>HC / AB</p> <p>HC</p>

	<ul style="list-style-type: none"> • Confirmation that grab-bags available in classes – HC to update relevant page. • To be reviewed 'lightly' & circulated annually (or as circumstances require) • Approved – happy that procedural changes had also occurred. • To be reviewed annually. <p>Whistle Blowing Policy</p> <ul style="list-style-type: none"> • Model policy – agreed. To be reviewed annually. <p>Work & Families</p> <ul style="list-style-type: none"> • Model policy – agreed; no issues with recent maternity etc. To be reviewed on a 3-yearly basis. <p>Capability Policy (<i>not on agenda</i>)</p> <ul style="list-style-type: none"> • Update to appendices from Leeds City Council triggered early review • HC confirmed that we hold all the policies referenced • Policy agreed. To be reviewed on a 3-yearly basis. 	
7	<p>Staffing Update:</p> <ul style="list-style-type: none"> • Long term sickness teacher absence returned to work – amended hours permanently from 0.5 contract to 0.4 (2 days). Class share partner currently on 0.7 contract, moving to 0.8 in September (same teacher hours overall) • HR returned from maternity and has support plan in place for integration back in Nursery; JN & HK attending KIT days • Internal advert for L1 TA from Sept (2 days + 0.5 + 0.5) to replace AM. 1 year temporary contract due to uncertainty in funding. 2 applicants - HC & AR to interview Tues 02/07/19 • MP (current temporary TA post) has secured a teaching job for Sept • Apprenticeships – 2 current (L2 & L3) NVQs started; 1x L3 NVQ due for Sept. • Looking at fully funded piece of training for CE (L2 – Children & Young People's mental health qualification) • HC's MA confirmed 	
8	<p>AOB:</p> <ul style="list-style-type: none"> • N/A 	
9	<p>Next Committee Meeting:</p> <ul style="list-style-type: none"> • To be set following Business Meeting in September 2019 	