

WESTGATE PRIMARY SCHOOL

MINUTES OF THE FINANCE & PERSONNEL COMMITTEE MEETING HELD ON TUESDAY 17TH NOVEMBER 2020 via MICROSOFT TEAMS

Present: Helen Carpenter (HC); Andrew Ross - Chair (AR); Neil Richardson (NR); Sharon Mistry (SM); Sally Clough (SC); Amy Bleasdale – minutes (AB)

Item	Minutes	Action
1	Apologies: <ul style="list-style-type: none"> N/A 	
2	Minutes & Matters Arising: <ul style="list-style-type: none"> All outstanding actions completed 	
3	Finance: <p>i) Budget Update</p> <p>56/237 - Budget Review</p> <ul style="list-style-type: none"> SEN budget decreased due to an unexpected leaver. Should not have staffing implications as funding some applications should be approved later this year. £80pp Covid Catch Up grant - can be spent on resources. Used for staffing costs for intervention & to cover staff absence; tutoring programmes; on-line parents evenings etc. Confirmed receipt of £1896 for Covid Additional Costs Reviewed budget agreed <p>MTR7:</p> <ul style="list-style-type: none"> £70k charged / refunded for toilet renovation - LCC error, now rectified <p>10/237(Extended Budget) - Budget Review</p> <ul style="list-style-type: none"> Furlough payments received for WOOSH staff during lockdown WOOSH numbers are lower but conservative estimates used Transparency of FEEE Hours income going to WOOSH <p>School Fund</p> <ul style="list-style-type: none"> Drop in Westgate Windfall due to change in induction processes - possibility of targeting EYFS with paper copies? Starting position for 2020-21 is approx. £4800 in the 'general' pot Cancellation of Y5&6 residential - only SIMS pay processing charges incurred; other cancelled trips incurred no coach hire cancellation fees Audited accounts due to LCC by 01/12/20 - currently looking for a new auditor. NR to offer assistance if one cannot be found. 	HC/ AB
4	Educational Visits: No information available. Trips not likely to resume until possibly Summer term.	
5	Schools Financial Value Standard (SFVS): (i) Section A – The Governing Body and School Staff Q1. In the view of the governing body itself and of senior staff, does the governing body have adequate financial skills among its members to fulfil its role of challenge and support in the field of budget management and value for money? <i>Yes - good compliment on F&P committee; lots of probing questions asked - improvement on previous years.</i> Q2. Does the governing body have a finance committee (or equivalent) with clear terms of reference and a knowledgeable and experienced chair? <i>Yes</i> Q3. Does the governing body receive clear and concise monitoring reports of the school's budget position at least 6 times a year? <i>No - full review 4 times per year. Senior Administrator to start circulating monthly budget reports.</i>	

	<p>Q4. Are business interests of governing body members and staff properly registered and taken into account so as to avoid conflicts of interest? <i>Yes - forms completed annually</i></p> <p>Q5. Does the school have access to an adequate level of financial expertise, including when specialist finance staff are absent, eg on sick leave? <i>Support from LCC (Peri-Bursar service available); Family of Schools</i></p> <p>Q14. Does the school review its staffing structure regularly to ensure it is the best structure to meet the needs of the school whilst maintaining financial integrity? <i>Yes - TA hours changed at the end of the academic year to reflect changes to student body. Reviewed at least annually.</i></p> <p>Q15. Has the use of professional independent advice informed part of the pay decision process in relation to the headteacher and is it tightly correlated to strong educational outcomes and sound financial management? <i>Yes - new advisor appointed</i></p> <p>Q16. Does the school benchmark the size of its senior leadership team annually against that of similar schools? <i>Yes - spread sheet available as part of the SFVS to show staff weightings (to be circulated next year); annual review of benchmarking data within F&P committee</i></p>	
6	<p>Policies:</p> <p>(i) Alcohol and drug misuse - model policy: APPROVED. To be reviewed in 3 years' time.</p> <p>(ii) Confidentiality - APPROVED WITH AMENDMENTS. To be reviewed annually.</p> <ul style="list-style-type: none"> • Addition of "see also 'Acceptable Use of IT Policy'." • Point 18: add reference that Governors should ensure that no confidential documents are stored on personal devices / paper copies to be destroyed <p>(iii) Equality action plan monitored without comment.</p> <p>(iv) Governors' allowances – APPROVED. To be reviewed annually</p> <p>(v) Leave of absence and annual leave - model policy: APPROVED</p> <p>(vi) Emergency plan - APPROVED (pending new named media contact – to discuss at FGB). To be reviewed annually</p> <p>(vii) Appraisal (awaiting updates from LCC) - Not available until 19/11/20</p> <p>(viii) Pay (awaiting updates from LCC) - Not available until 19/11/20</p>	<p>HC</p> <p>HC</p> <p>HC</p> <p>HC</p>
7	<p>Staffing Update:</p> <ul style="list-style-type: none"> • 1x Teacher on long term sick • 4x Staff members unable to attend school due to being clinically extremely vulnerable. 1 office member is working remotely; 3 TAs are trying to support from home but costs are incurred as other TAs are backfilling some hours. • Several TA / LSA days lost through isolation • 1x bubble collapse (implications for 4 staff) - Y6 Teacher working from home; Y6 TA supporting from home where possible; 1x TA / LSA off (currently working across 2 classes) - being covered by additional hours; HC covering HLTA post. • Performance management for TAs has included objectives & increased responsibility around COVID related protocols - ventilation, hand-washing, social distancing etc. 	
8	<p>AOB:</p> <ul style="list-style-type: none"> • N/A 	
9	<p>Next Committee Meeting:</p> <ul style="list-style-type: none"> • Tuesday 26th January 2021 @ 6pm 	