

WESTGATE PRIMARY SCHOOL

MINUTES OF THE FINANCE & PERSONNEL MEETING

HELD ON TUESDAY 27TH JUNE 2017:

Present: Andrew Ross (AR) – Chair; Helen Carpenter (HC); Susan Carson (SC); Cathy Liddicott (CL); Alice Joughin (AJ) & Amy Bleasdale (AB).

		Action required
1.	Apologies: <ul style="list-style-type: none"> None 	
2.	Minutes & Matters Arising from Last Minutes: <ul style="list-style-type: none"> Minutes approved Query over increase in LEA spending last year – HC confirmed this was looked into and spending was verified. HC confirmed she would be checking income against the cost of the 30hrs Nursery option to ensure school received the monies due. 	
3.	Finance : - Governors perused MBRs for SBS & Extended Schools for month 2: <p>i) Budget Update – review of income & expenditure.</p> <p>SBS:</p> <ul style="list-style-type: none"> Grounds maintenance is already spent – HC confirmed this was due to an unexpected invoice for hanging baskets. This service has now been cancelled in writing. 94% spent on Visits & Trips – money is now being paid back into SBS share from the School Fund. Query to check 'other staff' costs of £710. Supply costs are high – due to 2 long term teacher absences. Insurance money is now being paid back. <p>Income:</p> <ul style="list-style-type: none"> DSG High Needs Block Funding seems lower. Possibly due to Y6 leavers. Query whether this should have been taken into account when budget setting – HC confirmed we also have 1 Bradford pupil whose funding adjustments take longer to come through. HC to check. Large amount in 'other income' – Visit & Trip money being paid in, then transferred over to relevant budget code. This will be evident in the next monthly budget report presented to governors in September. <p>Extended:</p> <ul style="list-style-type: none"> The budget is not yet on the system so only expenditure was visible. Budget to hopefully be uploaded 03/07/17. AB and HC have been requesting that the budget is put on the system but the finance officer has been unavailable. <p>Other</p> <ul style="list-style-type: none"> School fund to be reported on to this committee from September 2017. 	<p>AB/ HC</p> <p>HC</p>

	<ul style="list-style-type: none"> Month 13 budget to be scrutinised moving forward. <p>ii) Benchmarking Data</p> <p>https://www.education.gov.uk/sfb/ComparrisonCharts.aspx#</p> <ul style="list-style-type: none"> Data available is from 2015/16. Assumption that 2016/17 data will be uploaded further into the financial year (Nov/Feb) – agreed to look at updated data prior to setting next budget. Governors would be interested to see if Westgate’s position changes following restrictions on spending. Low supply costs evident; higher support staff costs due to PPA cover and pupils with higher needs. ‘Delegated per pupil funding’ is more reflective of the distribution of LEA funding, which varies nationally. 	
4.	<p>Educational Visits:</p> <ul style="list-style-type: none"> New systems have been put in place by AB to track income generation against trip costs. Y6 residential was subsidised by over £2k this year and was proving too costly for some families. An alternative (Herd Farm) has been booked for next year, offering similar activities at a much lower cost. It was suggested systems could be developed to look at the overall cost per class for trips, and the educational benefit vs. costs of the trips taken (thus informing if a repeat visit is viable/ value for money). Systems are also in place to track income and expenditure from Westgate Windfall – average 1st prize win is approx. £114 this academic year. Around £1100 has been made so far this year which has gone into School Fund to support visits and trips etc. 	
5.	<p>Schools Financial Value Standard (SFVS): 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- see minutes of this committee. 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)? No reported cases. School fund is audited and will be reported on at all Finance & Personnel meetings from September 2017. Q22 Are all staff aware of the school's whistleblowing policy and to whom they should report concerns? Whistleblowing policy updated for this meeting. Copies available in the staffroom and on the VLE. Q23 Does the school have an accounting system that is adequate and properly run and delivers accurate reports, including Consistent Financial Reporting return? The school has improved systems to report on income for visits and trips; School Fund will be reported to Governors from September 2017; Westgate Windfall income & expenditure will be clearer on 	

	<p>new School Fund reports. The LA-provided systems fulfil all of the above requirements.</p> <ul style="list-style-type: none"> Q24 Does the school have adequate arrangements for audit of voluntary funds? HC confirmed the school auditor is approved- this has been checked following a query raised by this committee in the past. School Fund will be scrutinised by Governors from Sept 2017. Q25 Does the school have an appropriate business continuity or disaster recovery plan, including an up-to-date asset register and adequate insurance? Complete revision of plan undertaken last term; VF takes responsibility for the inventory; The school office is making moves towards paperless records in the longer term, all of which is backed up remotely off site. 	
6.	<p>Policies:</p> <p>Whistleblowing Policy:</p> <ul style="list-style-type: none"> Approved without amendment. 	
7.	<p>Staffing Update:</p> <ul style="list-style-type: none"> 2 appointments – Heidi Ingle has moved to a L2 TA (to replace MP who leaves in July); new appointment of Wendy Silkstone as a L1 TA (Y4) with LSA hours. 2 Teachers remain on long term sickness leave but money is starting to be recouped from the insurance. <p>30 hours Free Early Education Entitlement:</p> <ul style="list-style-type: none"> In relation to before and after school club being included in this offer: although the 1:8 ratio requirement was satisfactory, there were concerns around the type of L3 & L2 qualifications held by staff and whether or not they were considered 'full and relevant' by the DfE. After possibly not being able to offer before and after care, even paid, qualifications have now been confirmed as relevant and WOOSH is included in the 30hrs offer. School is now 'over' qualified to provide the care in question. The LEA have confirmed that the staff ratios can be pro-rata for Nursery pupils (only ever max. of 4 at present) rather than for the whole of WOOSH, so the entire setting remains compliant, even in case of staff absence. A governor suggested that 'back up' staff are qualified to the required level and one further teaching assistant may complete a L3 course. Lunch time staffing from September is also compliant with the qualifications and ratios requirements as part of the 30 hours offer. Qualifications list printed out for reference in case they change – evidence of compliance at the time the offer was established. AB is to ensure that school staff qualifications are recorded accurately on the Personnel module of SIMS.net 	<p>HC</p> <p>AB</p>

8.	Any Other Business: <ul style="list-style-type: none"> In her final committee meeting, the chair thanked CL for her contributions to this committee during her time as a school governor. 	
9.	Date & Time of Next Meeting: <ul style="list-style-type: none"> Monday 25th September 2017 at 6:00pm. 	