

WESTGATE PRIMARY SCHOOL

MINUTES OF THE FINANCE & PERSONNEL COMMITTEE MEETING HELD ON WEDNESDAY 19TH JANUARY 2022:

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

In attendance:

Minutes: Amy Bleasdale

Item	Minutes	Action
1	Apologies: <ul style="list-style-type: none">N/A	
2	Minutes & Matters Arising: <ul style="list-style-type: none">AB advised catering expenditure is higher than income due to FSM milk and misc. catering expenditure – income for FSM milk is paid into DSG grants. Lunch income and expenditure should balance out.HC looked into on-line document accessibility. Word and .pdf documents on the website appear to be compliant.AB has not looked at P202 report in detail – committee agreed this was not urgent, just interesting.	
3	Finance: (i) Budget Update 56/237 - Budget <ul style="list-style-type: none">LCC advised the pension grant has been paid as a debit in month 8 and will be rectified in month 9.Supply and cleaning budgets are over 100% expenditure due to in-year adjustments not yet being added to the report.The buildings budget appears underspent as £5.5k (min.) worth of invoices are still pending.£1k nursery fees due in from the extended budget (paid by childcare voucher); £4.3k due to move out to the extended budget for Nursery FEEE hours taken in wraparound care.Query regarding when LCC grant funding arrives – the simple funding formulas are paid at the start of the financial year; Nursery funding is paid termly; SEN funding is paid on receipt of successful application. 10/237 - Extended Schools Budget <ul style="list-style-type: none">£1k nursery fees due out of the extended budget (paid by childcare voucher); £4.3k due into the extended budget for Nursery FEEE hours taken in wraparound care.£5.2k due out for kitchen refurbishment - not shown on month 8 due to in-year adjustments not showing. School Fund <ul style="list-style-type: none">The audited accounts were shared with the committee and these have been sent to LCC.	

	<ul style="list-style-type: none"> • Query regarding Martin House expenditure being higher than income – cumulative income from the previous year was finally sent to the charity (previously not done due to COVID disruptions). • No updated position report as AB has not yet found a suitable alternative. AB confirmed there was approx. £3k in the account with approx. £1.2k due out for the OTC bid work being done in the playground. FOW paid £7k to school fund today to retrospectively refund monies paid towards the school laptop project. • Music – annual overall position to be shared with the group at the end of the financial year, once figures are available. Price setting to be shared once predicted numbers have been collected (after Easter 2022). <p>(ii) COVID Impact on Budget</p> <ul style="list-style-type: none"> • Agreed that this could be removed as a standing item. • The budget report reflects the need for increased supply cover, although it was recognised that this has been mostly covered internally. <p>(iii) Reception Numbers for Sept 2022</p> <ul style="list-style-type: none"> • LCC predicted bulge year of another half form entry for Sept 2022. 160-175 applications were predicted, but this looks like 144 in actuality. • Westgate had 37 first preferences (with 18 siblings) so should be full for Sept 2022. <p>(iv) School benchmarking report card</p> <ul style="list-style-type: none"> • It was noted that despite most teachers working at the top of their pay scale, overall school is below average for teacher expenditure (although it was noted this was possibly due to looking purely at the per pupil / teacher ratio and could vary depending on whether other factors were added to the benchmarking data); support staff levels are above average (as expected) due to number of funded pupils. • In comparison to other schools, Westgate was below average on expenditure at a clerical level – the committee agreed this supported the decision last meeting to restructure the admin department. • The benchmarking is in line with previous years so there were no concerns. 	AB
4	<p>Educational Visits:</p> <ul style="list-style-type: none"> • The Whitby and Herd Farm information meetings have gone ahead & payments are being received. • Moving forward, the price of trips will be increased by 1.25% (in line with the Charges & Remissions Policy) to cover Pay360 charges school incurs. The impact of COVID on the ability to run trips has caused the delay in this implementation. • Pay360 has allowed costs to be more specific so the projected subsidy to school fund is approx. £200 to date. 	
5	<p>Schools Financial Value Standard (SFVS):</p> <p><u>(i) Section E – Value for Money</u></p>	

	<p>Q17 Does the school benchmark its income and expenditure annually against that of similar schools and investigate further where any category appears to be out of line?</p> <p><i>The F&P committee look at benchmarking data when available; FOS share information relating to any new expenditure items (local benchmarking).</i></p> <p>Q18 Does the school have procedures for purchasing goods and services that both meet legal requirements and secure value for money?</p> <p><i>School follows LCC procurement recommendations; a value for money exercises is conducted for large purchases or contract renewals; the national portal is used for large capital outlays.</i></p> <p>Q19 Is the governing body given the opportunity to challenge the school's plans for replacing contracts for goods and services that are due to expire shortly?</p> <p><i>All major contracts are discussed at governors (anything over a set cost or certain number of years); a log is maintained of contract start / end dates to ensure timely cost value exercises which are shared, where appropriate.</i></p> <p>Q20 Does the school consider collaboration with others, e.g. on sharing staff or joint purchasing, where that would improve value for money?</p> <p><i>Recently, the FOS was consulted about phone contract renewals in case a better deal could be sought via a joint contract; the extended services cluster allows for joint training (e.g, recent EYFS training) and service provision.</i></p> <p>Q21 Do you compare your non-staff expenditure against the DfE recommended national deals to ensure you are achieving best value?</p> <p><i>The government procurement portal was recently used for a large capital outlay project (school laptops) - the best value was a local provider, but this was evidenced against national deals.</i></p> <p>Q22 Does the school maintain its premises and other assets to an adequate standard and make best use of capital monies for this purpose?</p> <p><i>Yes – The LEA funded boiler a boiler replacement last year. School will source income for capital or premises projects from other sources from e.g. LEA (as per a 2nd new boiler scheduled for 2022) or local charitable grants (OTC funding the current redevelopment of the Butterfly garden).</i></p> <p><i>The premises development plan is to look with strategic focus at capital expenditure (e.g. school kitchen / EYFS kitchen; resurfacing the playground) and plan long term.</i></p> <p>*SFVS form due to be returned to LCC by end of March 2022 – AR & AB to collaborate*</p>	AR / AB
6	Policies:	

	<p>(i) Equalities action plan (held over from last meeting) - Approved</p> <ul style="list-style-type: none"> Confirmed that actions dated 'Oct 21' are from when the plan was last reviewed. Training costs have already been included in the budget. The plan is in place until 2024. <p>(ii) Charging and remissions – Approved (with amendments)</p> <ul style="list-style-type: none"> Explanation of acronym to be included ('WOOSH'). HC to update the remission information with FSM eligibility data. To be reviewed in 3 years' time. <p>(iii) Probation - Approved</p> <ul style="list-style-type: none"> Model policy from Leeds City Council. Rarely used - for non-teaching staff or staff from other authorities. To be reviewed in 3 years' time. <p>(iv) Appraisal – Approved</p> <ul style="list-style-type: none"> Model policy dated 2013 (HC confirmed this was most up to date and legislation has not changed since this date). Policy accurately reflects procedure at Westgate, although teachers agreed to change review dates slightly (objective setting in October then final review in July; nothing carries over until the next year) To be reviewed annually. 	HC
7	<p>Pupil Premium:</p> <ul style="list-style-type: none"> Pupil Premium Strategy: The DfE have updated the format for this year, the differences being: <ul style="list-style-type: none"> Overarching 3 year strategy Specific actions for this year Focus on progress (due to no external data) in order to measure impact. A joint form for PP funding and COVID recovery funding Linking costs to evidence of progress (evidence driven) The COVID recovery premium is a reduced amount compared to last year. The School Led Tutoring grant is money to be used or it is clawed back. 3x TAs are trained as School Led Tutors – they know & work with the children, so support is personalised and targeted. The focus is on pupils in Y4-6 as this is where the progress gaps have been highlighted. This will be delivered as work paid at a higher rate within usual hours, with back filling classroom support. By the end of the year there should be 21 pupils who have received school-led tutoring. 4x pupils have been targeted for the continuation of the 1-1 national tutoring program. 	

	<ul style="list-style-type: none"> Overall, £3k worth of school led tuition will be delivered but £2.4k will be funded. 	
8	Staffing Update: (i) General update <ul style="list-style-type: none"> 1x member of staff is on maternity leave – back filled with additional hours from existing staff members (the main person providing cover is going for surgical procedure so will be absent for 1 month – proposal is to manage with 1 staff member down due to lack of existing staff availability to cover). 1x staff member on stage 1 absence management proceedings – this may progress to stage 2 when reviewed later this term. 3x staff COVID absences at the start of term but no further cases and everyone is now back. 	
9	AOB: <ul style="list-style-type: none"> AB provided a Telecoms update – the original proposal to move to Schools Broadband could not be pursued due to an issue with the notice period. A new contract has been sought with the existing provider which still provides an overall cost saving. School is currently without a LCC finance officer and will arrange their budget setting meeting as soon as possible. 	
10	Next Committee Meeting: <ul style="list-style-type: none"> Wednesday 6th May 2022 @ 6pm 	