#### **WESTGATE PRIMARY SCHOOL**

## MINUTES OF THE FINANCE & PERSONNELCOMMITTEE MEETING HELD ON MONDAY 8<sup>TH</sup> NOVEMBER 2021:

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

In attendance:

Minutes: Amy Bleasdale

Item	Minutes	Action
1	Apologies:	
	• N/A	
2	Membership & Terms of Reference:	
	<ul> <li>Approved at FGB but remit confirmed in the meeting - covering any staffing, resources or finance (including pay committee).</li> </ul>	
	NR agreed to vice-chair the F&P committee in AR's absence.	NR
3	Minutes & Matters Arising:	
	Emergency plan - reviewed & updated in June. AB updated grab bag information for classes (also available on-line).	
	Safer recruitment training - confirmation that SMu. was the governor who attended, not SMi.	
4	Finance:	
	Budget Update (including outcome of budget review 02/11/21)	
	56/237 - Budget	
	<ul> <li>Insurance expenditure higher due to budget being set on previous LEA charges.</li> </ul>	
	<ul> <li>Supply costs over budget due to long term sickness, and COVID absences not being covered - staff insurance income to off-set the over- overspend.</li> </ul>	
	Catering expenditure should be off-set by catering income.	
	10/237 - Extended Schools Budget	
	<ul> <li>National Insurance payments for SBS staff do not have budget set against them - committee agreed this was acceptable as only the overall staffing costs were considered.</li> </ul>	
	Increase in numbers so income looking healthy.	
	AB to arrange for £10k contribution to SBS to be moved.	AB
	School Fund	
	<ul> <li>End of year position looking healthy but large amount of expenditure still outstanding.</li> </ul>	
	<ul> <li>£7.2k contribution due out for SBS laptop project - better quality laptops and a donation of more devices meant an upgrade and increased number of laptop trollies. £7k contribution from FOW next financial year will off-set the expenditure. Old laptop trollies are to be sold to generate more income.</li> </ul>	

Annual music costs are top-heavy for Sept (annual contracts paid upfront). Music income will be generated as fees are paid over the academic year. AR gueried a better way of presenting the School Fund position - AB to look at alternative reports but noted that the options were limited. School Fund accounts for Sept 2020- Aug 2021 are currently being audited. **Budget Review**  Unbudgeted expenditure has been added into the budget but there has also been some recent income which was also unbudgeted. Overall position is good, with a healthy carry forward. Reduction in teaching costs due to a UPS3 teacher day being replaced by UPS2; unbudgeted severance costs relate to the notice period for the ill-health dismissal; 1x LSA resigned and there is currently a vacancy; increased TA costs are due to funding for Y3 pupil (until April) and an ECHP in Nursery; Learning Mentor hours have been increased to AB facilitate subject leadership time - this was done after budget setting when it was known to be affordable. Catering expenditure much higher than catering income (inclusion of FSM pupils who receive their income via DSG funding?) AB to check. 'Contribution to Extended Budget' relates to the FEEE hours taken in WOOSH but funded as part of Early Years DSG grants. AB The increase in grants income is due to COVID catch-up funding and School Led Tutoring - funds will be paid out accordingly. Budget review agreed - AB to send to RW for signature & submit to the LEA. **Re-grading of Administrator Post** Finance committee agreed the move to a C3 position, and a staffing restructure review to potentially create a School Business Manager position from Sept 2022. The committee noted the high quality of the administrator's work, and the strategic overview of finance now in place, alongside attention to detail and more effective systems. **Educational Visits:** Parental contributions have been more successful since using Pay360. The per-person cost of trips can be charged more accurately using this system and there has been a nearly 100% contribution rate following the COVID closures. One trip has been cancelled due to COVID but several have already taken place and more are planned. 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

5

6

### fulfil its role of challenge and support in the field of budget management and value for money?

Governors able to identify anomalies in the budget data, and ask relevant, probing questions. Relevant & appropriate skills are available across the committee- finance & HR.

## Q2. Does the governing body have a finance committee (or equivalent) with clear terms of reference and a knowledgeable and experienced chair?

Long-serving and experienced Chair in place; a committee with regular and consistent attendance; terms of reference clarified at the start of each academic year.

### Q3. Does the governing body receive clear and concise monitoring reports of the school's budget position at least 6 times a year?

Budget reports are available on a monthly basis and all additional data (where possible) is uploaded for perusal prior to meetings.

## Q4. Are business interests of governing body members and staff properly registered and taken into account so as to avoid conflicts of interest?

'Declaration of Interest forms' are completed annually.

## Q5. Does the school have access to an adequate level of financial expertise, including when specialist finance staff are absent, eg on sick leave?

LEA finance officer supports school in setting and reviewing the budget; there is access to the peri-bursar service; FOS are available for support, if required, even on an ad-hoc basis.

#### (ii) Section D - Staffing

### 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?

Yes - recently a deleted a 0.4 teacher post has been covered internally by existing staff / HLTA which is more cost effective; the Administrator post has been reviewed at this meeting; TA hours are reviewed every year as these are based on funding levels.

# 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?

The schools has an independent advisor (Kim Porter) for school improvement & the Head Teacher's performance management.

### Q16. Does the school benchmark the size of its senior leadership team annually against that of similar schools?

The committee looks at the national benchmark data (when available, and changes to leadership are made as need arises (e.g. specific TLR posts, changes to SENCO position due to the needs of the role)

#### 7 Policies:

(i) Data protection (from last term) – approved. To be reviewed in 3 years' time.

10	Next Committee Meeting:  • Wednesday 19/11/22 @ 6pm	
	Numbering committee / FGB documents against the agenda to be standard, moving forward.	AB / HC
	<ul> <li>SC queried any completed training which required logging on the FGB training document. AR recommended NGA overall finance courses for any newer members.</li> </ul>	
9	AOB:	
	<ul> <li>P202 report issued by the LEA - interesting personnel data but with unknown context. AB to report if this correlates to the upcoming work force census.</li> </ul>	AB
	<ul> <li>3 year funding agreed for a pupil with S&amp;L needs, from Jan 2022 - funding for 2 terms this year means creation of a temporary TA post (likely to be an internal recruitment).</li> </ul>	
	LSA position available - unable to recruit due to no applications.	
	<ul> <li>1x Maternity leave brought forward by 1 week to 08/11/21 - TA post being covered by existing staffing redeployment and some increased hours.</li> </ul>	
	(i) General update	
8	Staffing Update:	
	HC to look at accessibility guidance for uploading documents to website.	НС
	(vii) Pay - approved (model policy with agreed customisation) To be reviewed annually.	
	(vi) Emergency plan - approved (reviewed Summer 2021). To be reviewed annually.	
	(v) Staff Discipline - approved (model policy). To be reviewed in 3 years' time.	
	(iv) Governors' allowances - approved (model policy). To be reviewed annually.	
	(iii) Equality action plan - defer to next meeting (first draft received today)	
	(ii) Freedom of Information (from last term) – approved. To be reviewed in 3 years' time.	