

WESTGATE PRIMARY SCHOOL

MINUTES OF THE FINANCE & PERSONNEL COMMITTEE MEETING HELD ON MONDAY 8TH 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: <ul style="list-style-type: none"> N/A 	
2	Membership & Terms of Reference: <ul style="list-style-type: none"> Approved at FGB but remit confirmed in the meeting - covering any staffing, resources or finance (including pay committee). NR agreed to vice-chair the F&P committee in AR's absence. 	NR
3	Minutes & Matters Arising: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Budget Update (including outcome of budget review 02/11/21) 56/237 - Budget <ul style="list-style-type: none"> Insurance expenditure higher due to budget being set on previous LEA charges. Supply costs over budget due to long term sickness, and COVID absences not being covered - staff insurance income to off-set the over-overspend. Catering expenditure should be off-set by catering income. 10/237 - Extended Schools Budget <ul style="list-style-type: none"> 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. Increase in numbers so income looking healthy. AB to arrange for £10k contribution to SBS to be moved. School Fund <ul style="list-style-type: none"> End of year position looking healthy but large amount of expenditure still outstanding. £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. 	AB

	<p>fulfil its role of challenge and support in the field of budget management and value for money?</p> <p><i>Governors able to identify anomalies in the budget data, and ask relevant, probing questions. Relevant & appropriate skills are available across the committee- finance & HR.</i></p> <p>Q2. Does the governing body have a finance committee (or equivalent) with clear terms of reference and a knowledgeable and experienced chair?</p> <p><i>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.</i></p> <p>Q3. Does the governing body receive clear and concise monitoring reports of the school's budget position at least 6 times a year?</p> <p><i>Budget reports are available on a monthly basis and all additional data (where possible) is uploaded for perusal prior to meetings.</i></p> <p>Q4. Are business interests of governing body members and staff properly registered and taken into account so as to avoid conflicts of interest?</p> <p><i>'Declaration of Interest forms' are 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?</p> <p><i>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.</i></p> <p><u>(ii) Section D - Staffing</u></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?</p> <p><i>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.</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?</p> <p><i>The schools has an independent advisor (Kim Porter) for school improvement & the Head Teacher's performance management.</i></p> <p>Q16. Does the school benchmark the size of its senior leadership team annually against that of similar schools?</p> <p><i>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)</i></p>	
7	<p>Policies:</p> <p>(i) Data protection (from last term) – approved. To be reviewed in 3 years' time.</p>	

	<p>(ii) Freedom of Information (from last term) – approved. To be reviewed in 3 years' time.</p> <p>(iii) Equality action plan - defer to next meeting (first draft received today)</p> <p>(iv) Governors' allowances - approved (model policy). To be reviewed annually.</p> <p>(v) Staff Discipline - approved (model policy). To be reviewed in 3 years' time.</p> <p>(vi) Emergency plan - approved (reviewed Summer 2021). To be reviewed annually.</p> <p>(vii) Pay - approved (model policy with agreed customisation) To be reviewed annually.</p> <p>HC to look at accessibility guidance for uploading documents to website.</p>	HC
8	<p>Staffing Update:</p> <p>(i) General update</p> <ul style="list-style-type: none"> • 1x Maternity leave brought forward by 1 week to 08/11/21 - TA post being covered by existing staffing redeployment and some increased hours. • LSA position available - unable to recruit due to no applications. • 3 year funding agreed for a pupil with S&L needs, from Jan 2022 - funding for 2 terms this year means creation of a temporary TA post (likely to be an internal recruitment). • 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. 	AB
9	<p>AOB:</p> <ul style="list-style-type: none"> • SC queried any completed training which required logging on the FGB training document. AR recommended NGA overall finance courses for any newer members. • Numbering committee / FGB documents against the agenda to be standard, moving forward. 	AB / HC
10	<p>Next Committee Meeting:</p> <ul style="list-style-type: none"> • Wednesday 19/11/22 @ 6pm 	