

WESTGATE PRIMARY SCHOOL

MINUTES OF THE FINANCE & PERSONNEL MEETING

HELD ON TUESDAY 15TH NOVEMBER 2016:

Present: Andrew Ross (Chair), Helen Carpenter, Susan Carson, Alice Joughin, Cathy Liddicott & Alison Finlay.

		Action required
1.	Apologies: <ul style="list-style-type: none"> None. 	
2.	Minutes & Matters Arising from Last Minutes: <ul style="list-style-type: none"> Credits due from Good Energy have been misplaced due to the school code not being applied & Finance are to trace them. From now all monies will be received into the school fund account & then transferred by cheque to SBS*. Helen Carpenter (HC) reported that there had been a big reduction in consumption generally, & specifically from the National Grid. She provided governors with an easy to read spread sheet outlining consumption and payments & was duly thanked. Governors were informed that school doesn't require a new Statement of Internal Control at the present time. It was suggested that school have an assembly to highlight to children the energy savings. <p><i>*AF has since been able to confirm that LCC have located the missing credits*</i></p>	
3.	Finance : - Governors perused MBRs for SBS & Extended Schools for month 7: <p>Budget Update – review of income & expenditure SBS:</p> <ul style="list-style-type: none"> Training budget is high due to training events being organised & paid for in full by Westgate. The monies are then re-couped from the other schools & agencies & paid back into SBS. All Other Staff anomalies are due to NI. The lighting loan has been offset against Other Income & AF is to request that Finance Officer journal to Buildings & Maintenance budget. The totals in Local Authority Services are dependent on where internal recharges are off set to. It was confirmed that not all SEN monies have yet been received & this can be a complicated process depending on which authority is paying the funding. <p>Extended:</p> <ul style="list-style-type: none"> Other Services cost of £56 was due to a new DBS being obtained for a member of staff at WOOSH. It was noted that more people are now paying by childcare vouchers. 	AMF

4.	Educational Visits: <ul style="list-style-type: none"> • Y3 & 4 visited Leeds City Museum. Children were asked for a voluntary contribution of £8 each. The total cost of the trip including coach & workshop was £490.00. • Y5 & 6 visited Saltaire at a cost of £659.00 however, due to residential costs in 2017, they were asked for a contribution of just £6.00 each. 	
5.	School Improvement Plan: <ul style="list-style-type: none"> • School has purchased maths Times Table Rock Stars at a very reasonable cost. • The successful TLR post is going well abd building capacity in middle leadership through subject leaders. • Two members of staff attended an AfL conference in Manchester. • School has booked peer mediation training. • 1 TA has been trained in 1st Class@Writing Dragon Hunters and 3 in FFT Wave 3 Literacy. • All level 2 Teaching Assistant posts have now been filled. 	
6.	Schools Financial Value Standard (SFVS) Section A – The Governing Body & School Staff. <ul style="list-style-type: none"> • Q1: In the view of the governing body itself & of senior staff, does the governing body have adequate financial skills among its members to fulfil its role of challenge & support in the field of budget management & value for money? • Yes, & has been strengthened by the appointment of Susan Carson & Andrew Ross to the committee. • Q2: Does the governing body have a finance committee (or equivalent) with clear terms of reference & a knowledgeable & experienced chair? • Yes. • Q3: Is there a clear definition of the relative responsibilities of the governing body & the school staff in the financial field? • Yes. The budget setting is delegated. • Q4: Does the governing body receive clear & concise monitoring reports of the school's budget position at least three times a year? • Yes. Monthly Budget Reports are made available to members of this committee at each meeting for perusal & discussion. • Q5: Are business interests of governing body members & staff properly registered & taken into account so as to avoid conflicts of interest? • Yes. • Q6: Does the school have access to an adequate level of financial expertise, including when specialist finance staff are absent, eg on sick leave? • Yes. Peri Bursar service is available as well as the Finance Officer from LCC. • Q7: Does the school review its staffing structure 	

	<p>regularly?</p> <ul style="list-style-type: none"> • Yes. An update is discussed at each meeting of this committee provided by the headteacher. • Q8: Have your pay decisions been reached in accordance with a pay policy reflecting clear performance criteria? • Yes & school has improved on it this year. • Q9: Has the use of professional independent advice informed part of the pay decision process in relation to the headteacher? • Yes, with the aid of the School Improvement Officer. 	
7.	<p>Policies:</p> <p>Pay Policy:</p> <ul style="list-style-type: none"> • There were not a huge amount of updates. • It was agreed that the headteacher would not fill in 4.2. • This committee cannot think of a reason whereby the headteacher would be released & paid elsewhere for duties but would amend if deemed necessary. • Appendices have been added this year to include a UPS application form and a draft letter to be included which is sent annually to confirm teacher's salaries. • A discussion was held re time line restrictions re pay decisions tied to the school year. • Governors asked if a similar policy was available re Teaching Assistants & HC emailed HR to ask & confirm. <p>Continuity/Crisis Plan:</p> <ul style="list-style-type: none"> • Susan Carson volunteered to help with this & to hold a meeting in due course to look at & complete. • It was asked if school had informal arrangements in place should school ever need to be evacuated. • A draft of the plan will be circulated to this committee prior to the next meeting. 	HR
8.	<p>Staffing Update:</p> <ul style="list-style-type: none"> • Rebecca Pollhammer has been promoted to level 2 teaching assistant with effect from 1st October 2016. • Sharon Cardwell has resigned from her lunchtime supervisory assistant post & will not be replaced. • Head Cook, Helen Marshall has left & transferred to another Otley school. Hazel Ashton has replaced her for the time being & is receiving training. • 2 teachers have moved up to UPS 2 & 3 with approval. • Alison Finlay is providing support to another school on an ad hoc basis. 	
9.	<p>Head teacher Pay Recommendation Approval:</p> <p>CONFIDENTIAL MINUTE:</p> <ul style="list-style-type: none"> • The headteacher's pay recommendation was approved by the committee. • One governor asked how the pay scale & increments works. 	
10.	<p>Any Other Business:</p> <ul style="list-style-type: none"> • None. 	

11.	Date & Time of Next Meeting: <ul style="list-style-type: none">Monday 6th February 2017 at 6:00pm.	
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