

WESTGATE PRIMARY SCHOOL

MINUTES OF THE FINANCE & PERSONNEL COMMITTEE MEETING HELD ON MONDAY 23rd APRIL 2018

Present: Helen Carpenter (HC); Andrew Ross - Chair (AR); Susan Carson (SC); Amy Bleasdale (AB); Alice Joughin (AJ)

Item	Minutes	Action
1	Apologies: <ul style="list-style-type: none"> 	
2	Minutes & Matters Arising: <ul style="list-style-type: none"> Interfaith Bradford should be charged under 'Other Services' moving forward. Suggested column on 'Educational Visits' to show the 'expected' compared to 'actual' shortfall for visits. 	
3	Finance: <p>i) Budget Update</p> <p>56/237</p> <ul style="list-style-type: none"> Many LEA training recharges have been coded under 'LEA Services' not 'Training & recruitment' – amended for next financial year. Final utilities recharge possibly & other insurance payment anticipated for month 13. Other Services expenditure – query £6k payment in October (Answer: PHGS Sports provision and Autumn peri-music charges) <p>10/237</p> <ul style="list-style-type: none"> Income was lower than anticipated – WOOSH billing to go into main office to establish regular monitoring and more accurate predictions. Query adjustment for Play workers at mid-year review – no notes on file as to rationale. <p>SBS Overview</p> <ul style="list-style-type: none"> Educational Visits: spread sheet to include a column for 'expected shortfall'. To be monitored at each meeting. Music: increased shortfall over the year due to pupil's stopping lessons. Governors agreed to a 1 year minimum contract, and prices will be reviewed next year when more cost analysis is available. WOOSH, Music & Nursery charges to be reviewed annually (April meeting) and Visits Costs to be reviewed annually (Summer meeting) <p>ii) Approval of New School Budget</p> <p>56/237</p> <ul style="list-style-type: none"> Figures were not accurate on the '3 year projection sheet' due to an error on the budget model – to be chased up with finance. Governors agreed in theory to run a small in-year deficit but require accurate figures to confirm. 	<p>AR</p> <p>AB/HC</p>

	<ul style="list-style-type: none"> • Sentence added regarding Nursery trips – to be reprinted and signed at FGB. <p>Freedom of Information</p> <ul style="list-style-type: none"> • Deferred to next meeting pending GDPR. 	
7.	<p>GDPR Update:</p> <ul style="list-style-type: none"> • FOS agreed to sign with 'THE DPO Centre' to manage GDPR. • Good 'risk balance' based on cost: £450 DPO (per annum) & £380 'start up' cost. Governors agreed. 	
8.	<p>Staffing Update:</p> <ul style="list-style-type: none"> • Maternity cover for Nursery (Sept 2018 – May 2019): internal cover provisionally in place with current staff members increasing their hours, however an additional maternity cover (via recruitment) may be required. This will be finalised pending conversations with staff next week. • 2 additional TAs are working in Foundation following receipt of funding for 2 pupils in there. This is projected to continue. • Budget includes a TA 5x half days to support a Y2 pupil (funding not due until April 2019). • Governors queried staff welfare / workload balance for DH & MC (SENCO). HC confirmed DH was using leadership time effectively but agreed the increasing SEN workload may require consideration – HC to discuss with MC. 	HC
9.	<p>AOB:</p> <ul style="list-style-type: none"> • School Fund was checked by Governors – no issues. 	
10.	Next Committee Meeting: Monday 18th June 2018 @ 6pm	