

WESTGATE PRIMARY SCHOOL

MINUTES OF THE FINANCE & PERSONNEL MEETING HELD ON WEDNESDAY 30TH SEPTEMBER 2015:

Present: Andrew Ross, Helen Carpenter, Daniel Hackney, Cathy Liddicott & Alison Finlay.

		Action required
1.	<p>Apologies:</p> <p>Pippa McPherson.</p>	
2.	<p>Minutes & Matters Arising from Last Minutes:</p> <ul style="list-style-type: none"> It was noted that this meeting doesn't look at SFVS. Updated questions have been received & will be put onto the VLE for perusal. Re Benchmarking data - the headteacher is to speak with the Finance Officer to query some items, eg the IT spending which appears for each child. It seems somewhat low at approx. £1.00 per child (not reflecting actual spending) but could be linked to budget coding. 	HC
3.	<p>Election of Chair & Vice Chair:</p> <p>Andrew Ross was elected as Chair & Cathy Liddicott was elected as Vice Chair.</p>	
4.	<p>Review Terms of Reference:</p> <p>No updates were necessary, however school is to contact Governor Services to request the most up to date version.</p>	HC
5.	<p>Finance : - Governors perused MBRs for SBS & Extended Schools for month 5:</p> <ul style="list-style-type: none"> Budget Update – review of income & expenditure – SBS: <ul style="list-style-type: none"> The supply budget was seen as high however monies have been received into the Staff Insurance Income budget due to 2 members of staff being absent through long term illness. The Educational Visits figure was high – due to residential over the summer term – monies have since been transferred into Other Income from the School Fund account where the instalments for the trips were received. Training & Recruitment figure was also quite high due to the recruitment of 3 new members of staff in the summer term (to start autumn term). 	

	<ul style="list-style-type: none"> The DSG- High Needs SEN figure was again quite high due to funding being received for a child who did live in North Yorkshire. The headteacher is in the process of chasing further funding from Leeds LA which may be due, due to funding more than 3 blocks of £6000 from the notional SEN budget. Further discussion took place re budget specifics. Both solar panels (RCCO budget heading from School Budget Share) & kitchen dishwasher (from Capital Budget) have now been paid for in September. Some further income may be received re the dishwasher. Extended School: Both income & expenditure were deemed to be on course. May be a slight increase in curriculum spending over the winter months when outdoor play isn't an option. The only anomalies re staffing were NI contributions for certain staff. 	
6.	Educational Visits: <ul style="list-style-type: none"> No visits have been planned yet this term. 	
7.	Policies: <ul style="list-style-type: none"> Statement of Internal Controls: <p>This was signed & agreed by the headteacher & chair. School is to check with the Finance Officer whether or not the FMSiS Governor checklist needs updating.</p> <ul style="list-style-type: none"> Appraisal Policy & Procedure/Pay Policy: No changes are to be made to the Appraisal policy. The headteacher has uploaded the Pay policy with mark-ups to changes required. Governors discussed the possibility of a TLR post being advertised to teaching staff to help fill the gap now that Gill Mullens has left the school & her role as Assistant Headteacher. Joanne Hattersley works 0.8 as Assistant Headteacher but Helen Carpenter (HC) feels there is the need on the leadership team for someone to pick up the duties of curriculum leader. School would be able to benchmark the TLR2 allowance which starts at £2613 per annum. HC will firstly check with HR at Leeds to see if our policy can be changed to reflect this decision & will in turn report to full governing body meeting next week. The policy will then be updated & uploaded onto the VLE. Governors need to review membership of the headteacher's pay review committee at the full meeting. Check Number of Safer Recruitment Governors: <p>School has 5 safer recruitment governors (Pippa McPherson, Jane O'kane, Cathy Liddicott, Daniel Hackney, Helen Carpenter) which is sufficient.</p>	HC/AF

	<ul style="list-style-type: none"> • Staff Discipline, Conduct & Grievance: <p>Governors were happy to adopt the policy & it was signed & agreed.</p>	
8.	<p>Staffing Update:</p> <ul style="list-style-type: none"> • Current Staffing Update: • Joanne Ireland is currently on sick leave & is hoping to start a phased return either before or just after half term. Diane Cook has been covering Y2 on Tuesdays & every other Wednesday afternoon. She has also covered Y3 on Mondays to allow Zoe Romaine to stay in Y2 & familiarise herself with her class. • Marie Colannino has made a good start in her SENCo role and as reception teacher. • Gail Brogden has settled in well in the Nursery as Early Years HLTA. • Joanne Hattersley is now working well as Assistant Headteacher on 0.8 (4 days per week). • Linda Rich – Teaching Assistant will be off work for approx. 6 weeks following surgery. Her hours are being covered by the other TAs. • Temporary TLR: • This has already been discussed in detail in point 7. • TA Gradings: • We have both level 1 and level 2 TAs: however several level 1 TAs are carrying out work associated with a level 2 pay grading. HC proposes we evaluate the roles in school and assess the Teaching Assistants with a view to changing the structure & ensuring that staff are being paid appropriately for the duties they are carrying out. Research suggests that best value for pupil outcomes is associated with TAs carrying out duties commensurate with level 2 and this should be reflected in our staffing structure. 	
9.	<p>Any Other Business:</p> <p>None.</p>	
10.	<p>Date & Time of Next Meeting:</p> <p>Thursday 19th November 2015 at 6:15pm.</p>	