

WESTGATE PRIMARY SCHOOL

MINUTES OF THE FINANCE & PERSONNEL MEETING

HELD ON MONDAY 4th May 2017:

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

		Action required
1.	Apologies: <ul style="list-style-type: none"> None 	
2.	Minutes & Matters Arising from Last Minutes: <ul style="list-style-type: none"> Minutes agreed. 	
3.	Finance : - Main School Budget Governors examined the monthly budget report for month 12. The following points were raised: <ul style="list-style-type: none"> 189% spend in training & recruitment – appears ‘over’ as training that was held and invoiced for has seen the revenue from other schools attending go into ‘other income’ section of budget. Other income is similarly above expectation. Gas higher than expected due to erroneous billing which is now in system and will hopefully be rectified in the near future (mix up between meter readings for buildings). Water over budget – check for next time. Pupil transport – in credit due to payments received for the cluster in respect of a pupil who left in July 2016 and who needed regular transport prior to April 2016. LA Services over slightly – HC to look into why. She will ask bursar to look into this tomorrow. Extended School: <ul style="list-style-type: none"> Anomaly with administrative staff’s NI has now been changed to say ‘other staff’ so problem has now been resolved going forward. Insurance premium to cover extra staff – all looks pretty healthy and within ‘normal’ expected state. We intend to develop more systematic methods for payments over the next 12 months. Going Forward: The school budget for 2017-18 was set with the finance officer, Kris Rossington, today. Some points to note: <ul style="list-style-type: none"> In 2014-15, school’s electricity bill was £7496; In 2016-17 it was £3330 (+ a FIT payment of £1100). This represents a saving 71% saving from 2 years ago; the current saving (£5000) equate to almost a TA salary. This is as a result of the 	HC

	<p>solar panel and LED lighting installations (August 2015 and April 2016 respectively).</p> <ul style="list-style-type: none"> • In 2016-17 school achieved in-year savings of £15k over original budget. • School had expected an in-year deficit but we now expect to be in surplus and have around £15k carry forward which we weren't expecting. • Maintaining teaching structure as it stands – 2 teacher pay scale increases taken into account. • From September, Westgate will not be managing school milk in-house, thus eliminating the financial loss. Increasing dinner charges to cover cost so no loss. • We have changed teacher insurance terms from a 2 day to a 5 day excess, in view of the small amount of insurance revenue received in the last financial year. • The curriculum budget has been decreased by £5000. The Buildings budget heading is tight. • School is planning a couple of leaner years after spending heavily a couple of years ago on curriculum and IT resources. • We are expecting £14,677 in Capital – to use to pay for improvements to wireless infrastructure; new metal shed. • Some IT investment to be match funded by FOW (will pay out of Capital and take back into school budget). FOW also paying for cooking equipment (4 cookers etc.) • Nursery – have had to make some guesses but will update when firmer figures. Used average of responses so far to estimate how many blocks of 15 hours. Nursery income increases to £4.20 per hour from the local authority. For flexi lunches we currently charge £2 for 40 minutes and including a meal; from September Westgate will reduce the lunch time to 30 minutes and charge £2.10. We will stop cooking meals in Nursery – school kitchen to provide nursery meals at £2.05 per day. (We should also receive £4.20 per hour for Nursery children attending WOOSH – now offering opportunity to pay for extra hours which did not happen before). Will look at the costing of the Nursery timetable to ensure we receive enough – HC to look at this next May. • Some buildings work is budgeted – decorating, washing machines, security on doors from contingency plan, roof etc. – all covered. • School is to monitor 30hr tax free childcare income for Nursery/ WOOSH– this will be paid into our School Budget Share account and school should monitor that we receive the correct funding for the correct children. 	<p>HC</p> <p>HC</p>
4.	<p>Report on Finance Training:</p> <ul style="list-style-type: none"> • Governors fed back on the recent Finance Training attended. We are performing well on all areas according to the leader of the training. May be useful to look at where we are on the graph of benchmarking results against financial spending? 	

5.	<p>Educational Visits:</p> <ul style="list-style-type: none"> • Next year – Year 6 will not go to Robinwood but another service provider. Will make it much more affordable to parents and school won't have to subsidise to the same extent. There has been an increase in the number of families struggling to pay the full cost of the trip. • Other trips discussed– there are several planned across school for this term, including Y3/4 Iron Age day at Herd Farm, and Reception's Abbey House visit. Amy Bleasdale has set up a new, more efficient payment system in order to track cost, income and subsidies effectively. This will enable better financial reporting to governors and sharper evaluation. 	
6.	<p>Schools Financial Value Standard (SFVS)</p> <p>(i) Section B - Setting The Budget</p> <p>Q10 Is there a clear and demonstrable link between the school's budgeting & its plan for raising standards and attainment?</p> <p>Yes – clear what spending and why; discussed before, during and after.</p> <p>Q11 Does the school make a forward projection of budget, including both revenue & capital funds, for at least three years, using the best available information?</p> <p>Yes – always. Discussed today.</p> <p>Q12 Does the school set a well-informed and balanced budget each year (with an agreed and timed plan for eliminating any deficit)?</p> <p>Yes – minutes.</p> <p>Q13 Is end year out turn in line with budget projections, or if not, is the governing body alerted to significant variations in a timely manner, and do they result from explicitly planned changes or from genuinely unforeseeable circumstances?</p> <p>Yes – minutes. Red flags raised; lots of discussion. Reviewed, actions etc.</p>	
7.	<p>Policies:</p> <p>Continuity/Crisis Plan update:</p> <ul style="list-style-type: none"> • On the training day before Easter the plan was shared with all staff, including roles and responsibilities– fed back any issues. Action being taken (every door lockable / peepholes year 2). • Some factual information needed from Mr Wardman re utilities etc to complete the plan. • Ready take to full Governors now. • The head teacher thanked Susan Carson for her work on the plan which had been invaluable. 	

8.	Pay for Lunchtime Staff: <ul style="list-style-type: none"> • HC has sorted out an issue with Supervisors taking home lower monthly pay than Assistants pro rata due to contractual issues. HC has demoted them to 'Assistants' to increase pay but they will still carry out the same duties. Backdated to 01/04/17. 	
9.	Staffing Update: <ul style="list-style-type: none"> • Amy Bleasdale has now started in the office and is settling in well and already making a positive impact. • Mark Pollhammer is leaving to do Teacher Training in school at Westgate and we can now replace him due to healthier budget. • HC has advertised for a temporary lunchtime assistant to cover sick leave – if he/ she performs well, to stay on next year. • For TA level 2 position – may be able to recruit internally so will advertise internally initially with the intention of filling the post and then advertising externally for a TA level 1 position (& lunch time supervisory assistant) which will become available. In addition, another Nursery lunchtime person is required to cover new 30 hour flexi places. 	
10.	Any Other Business: None	
11.	Date & Time of Next Meeting: Tuesday 27 th June 18:15	