

WESTGATE PRIMARY SCHOOL

MINUTES OF THE FINANCE & PERSONNEL MEETING HELD ON MONDAY 24TH NOVEMBER 2014:

Present: Cathy Liddicott, Pippa McPherson, Sarah Shore, Helen Carpenter, Daniel Hackney & Alison Finlay.

		Action required
1.	Apologies: Matthew Collins and Andrew Ross.	
2.	Minutes & Matters Arising from Last Meeting: <ul style="list-style-type: none"> None. 	
3.	Finance : - Governors perused Month 7 budget reports. <ul style="list-style-type: none"> Extended Budget – It was reported that there was a surplus in the budget. New playground markings have been paid for from the extended budget. Governors agreed that the profit was in no small part due to Jayne Chilton as club leader and the quality of provision on offer. Governors suggested that other items such as computers could be purchased if required but not all the contingency be used. It was asked why there is an estimated level of contingency and this is essentially the balance brought forward. There are slight amendments to be made re: payroll costs as one member of staffs salary has been wrongly set against the teaching assistant budget in the main school budget share. School Budget – One member of staff who was paid through supply has now a temporary contract until January next year. Staff travel budget is slightly over but we are waiting for reimbursement of expenses re: Shanghai visit. One member of staff has been reimbursed re: travel to Manchester for Maths postgrad qualification. Other staff costs are mostly down to NI adjustments. The figure for rates is quite high but will be adjusted by Leeds City Council next year. It was advised that if certain %'s are low this can be due to seasonal adjustments and that some internal recharges have not yet been charged. School has no concerns and will have a healthy carry forward figure. The headteacher informed that the premises committee had a presentation re: solar panels. There is an approximate cost to school for the KS2 building of £16K and the benefits were discussed. There is the potential to carry out this work this financial year and school should see a profit within 4-7 years depending on the tariff. The headteacher has emailed the family of schools to see if anyone has any advice re: solar panels or would be 	

	<p>interested in a joint purchase. Governors agreed that it was a good plan and would also have educational benefits to the school. The scheme could be paid for using a % of capital, a % of contingency and possibly a % from the extended budget. School is awaiting further costings.</p> <ul style="list-style-type: none"> • Governors asked how we compare with other schools re: budget spending but we are not advised by LCC finance however pupil numbers are very good and budget management has kept figures healthy. • The headteacher advised of a pit prop in the centre of the cellar which seemed potentially to need work. Following a structural engineers visit this is not an issue and can be safely removed. School is waiting for a quote re: tanking the cellar. The recent asset report showed all areas were classed as A or B except for a small area of flaking paint. 	
4.	<p>Approval of Educational Visits :</p> <ul style="list-style-type: none"> • There are no residentials to approve this term. Alison Finlay has secured funding for 3 FSM children in Y5 re: next year's Whitby Trip they will receive £20 discount. 	
5.	<p>SiP:</p> <ul style="list-style-type: none"> • There will be need for release time re: the Shanghai project but this will be funded by the maths hub. 	
6.	<p>School Financial Value Standard (SFVS):</p> <p>Section A – The Governing Body and School Staff.</p> <ul style="list-style-type: none"> • Q1 In the view of the governing body itself and of senior staff, does the governing body have adequate financial skills among its members to fulfil its role of challenge and support in the field of budget management and value for money? Yes – governors questioned vigorously and have experience. They are also aware of the option to co-opt governors with specialist financial experience. • Q2 Does the governing body have a finance committee (or equivalent) with clear terms of reference and a knowledgeable and experienced chair? Yes – there are very clear terms and the chair is experienced. • Q3 It there a clear definition of the relative responsibilities of the governing body and the school staff in the financial field? Yes – this is very clear. Governors recently increased the number of non-staff governors on the committees. • Q4 Does the governing body receive clear and concise monitoring of reports of the schools budget position at least three times a year. Yes – each meeting a monthly budget report is broken down for governors. 	

	<ul style="list-style-type: none"> Q5 Are business interest of governing body members and staff properly registered and taken into account so as to avoid conflicts of interest? <p>Yes.</p> <ul style="list-style-type: none"> Q6 Does the school have access to an adequate level of financial expertise, including when specialist finance staff are absent, eg on sick leave? <p>Yes – both the finance officer and the administrator.</p> <ul style="list-style-type: none"> Q7 Does the school review its staffing structure regularly? <p>Yes.</p>	
7.	Governors Financial Competency: <ul style="list-style-type: none"> It was agreed that this point would be removed from the agenda planner. 	
8.	Policies: <ul style="list-style-type: none"> Model Pay Policy and Appraisal Policy – Following a question from governors it was agreed that this year's pay progression would be emailed to the pay committee for ratification. Certain sections were deleted as they are not relevant to the current staffing structure. It was agreed that the headteacher would circulate a pro-forma for informing staff of any pay progression in writing. Complaints Procedure – This was ratified. e-safety Policy – This was thought to be strong and helpful and was ratified. 	
9.	Staffing Update: <ul style="list-style-type: none"> Natalie Lord will finish on the 30th November 2014 and will be replaced by Vicki Fuller. Whilst school is happy with the new appointment governors agreed that Natalie will be sorely missed. Wendy Mitchell will also finish on the 30th November 2014 and her temporary replacement from January 2015 will be Daniel Thurgood. Helen Carpenter will take on the role of Senco until a permanent appointment can be made for September 2015. The role will be advertised as Senco and Class Teacher. The last three weeks of this term will be mostly covered by Michele Smallshaw on a supply basis. Helen Hooper had written to school requesting either a 0.6 or 0.8 contract which has been turned down. Helen has not indicated that she intends to appeal this decision and she is therefore expected back at the beginning of March to teach Reception. Jo Ireland will return to Y2 and her substantive role at the beginning of the Summer term. Both members of staff will overlap for the last few weeks of the Spring term. Gill Mullens is expected to have her sick leave extended to the end of January 2015. Y2 is currently being taught by Diane Cook. School appointed Becky Pollhammer as a teaching assistant working 10 hours in Y1 and 10 hours in Y2, although 10 of the hours are on a temporary basis. 	
10.	Any Other Business: <ul style="list-style-type: none"> None. 	

11.	Date & Time of Next Meeting: Wednesday 11 th February 2015 at 6.15pm.	
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