

**WESTGATE PRIMARY SCHOOL
MINUTES OF THE FINANCE & PERSONNEL MEETING
HELD ON TUESDAY 27TH SEPTEMBER 2016**

Present: Andrew Ross, Helen Carpenter, Alice Joughin, Cathy Liddicott & Alison Finlay.

		Action required
1.	<p>Apologies:</p> <p>Susan Carson.</p>	
2.	<p>Minutes & Matters Arising from Last Minutes:</p> <ul style="list-style-type: none"> Governors asked whether monies for solar energy were being tracked separately. AF still needs to sort with finance officer. No bills re electricity have yet been received despite monthly readings being taken. HC was able to advise Governors of readings re solar panels and confirmed that School can start to evaluate the figures when the actual bills are received. Re the Continuity/Crisis Plan, the item is to be deferred to the next agenda when Governors will look at the LCC document, adapted to Westgate's circumstances. 	<p>AF</p> <p>HC</p>
3.	<p>Election of Chair & Vice Chair:</p> <ul style="list-style-type: none"> This item will be deferred until after the full governing body meeting. 	
4.	<p>Review Terms of Reference:</p> <ul style="list-style-type: none"> It was agreed that progression through pay scale for staff be approved by the Finance/Pay Committee. The Committee will meet at 7pm on the 18th October to sign off before teaching staff receive confirmation of their pay and grade. 	Pay Committee
5.	<p>Finance :</p> <p>Governors perused MBRs for SBS & Extended Schools for month 5:</p> <p>HC & AF reported that they had met with finance officer on Friday 23/09/16 to review the school budget & presented updated budget.</p> <p>Budget Update review of income & expenditure</p> <p>School Budget Share</p> <ul style="list-style-type: none"> Westgate has undertaken the organising & charging of some cluster & FOS training. Finance officer would be happier if the costings for the whole training didn't reflect in Westgate's budget & had shown AF how to override the training & recruitment budget. AF will email individual costings re other schools to him for journals to take place so that only the expenditure on Westgate's part of the training shows in the budget. Photocopier now has individual usernames & passwords set up for each class in order that unnecessary overprinting/ wastage doesn't occur. 	

	<ul style="list-style-type: none"> The curriculum budget has been reduced slightly in order to make savings. Supply budget has been reduced as HLTA & Level 2 TAs are being used to cover in classes and supply costs are down as a result. School is not aware of any planned staff absence. It was agreed that as school is expecting to have an in-year deficit budget in years 17, 18, 19, leading to a carry forward deficit of £53K by 2019/20, school needs to make serious savings now where ever possible. We need to be mindful of costs even though projected budgets are showing worst case scenarios. There are opportunities expected to make savings on staff through natural wastage in the next couple of years. Governors wish to keep a close eye on the budget & review it regularly. <p>Extended Schools Budget:</p> <ul style="list-style-type: none"> This budget was showing healthy figures as usual. A £10K contribution has been made to the School Budget Share. 	
6.	<p>Educational Visits:</p> <ul style="list-style-type: none"> Y5 & Y6 have been to Saltaire. Y3 & Y4 are going to Leeds City Museum. Both trips will be/ have been charged out to parents. 	
7.	<p>Policies:</p> <p>Statement of Internal Controls:</p> <ul style="list-style-type: none"> Governors looked at the point regarding auditing & self-evaluation & questioned whether it referred to SFVS & therefore should the document be updated. HC agreed to email the finance offer for clarification. <p>Appraisal Policy & Procedure/Pay Policy:</p> <ul style="list-style-type: none"> It was agreed to adopt the policy as it stands however it requires updating by LCC to reflect changes in pay. We await the updated Pay Policy from LCC later this half term. Governors were satisfied that the Appraisal policy reflect current practice at Westgate. <p>Check Number of Safer Recruitment Governors:</p> <ul style="list-style-type: none"> Westgate already has 4 safer recruitment governors. <p>Recruitment & Selection of School Staff Policy:</p> <ul style="list-style-type: none"> School is to adopt the existing LCC policy. Governors hat have been involved in recruitment recently at Westgate were satisfied that the policy reflects current school practice. 	HC/AF
8.	<p>Staffing Update:</p> <ul style="list-style-type: none"> Jenny Norton has started as EY HLTA & Karen Gulley as Reception TA. Both have fitted in well to their roles. Caroline Eley has begun her new post as Learning Mentor and has picked up work with individuals and groups. Sharon Cardwell has resigned with effect from 7th October from her lunchtime supervisory role. School has been unable to recruit & so is 	

	<p>to leave the role vacant for the time being.</p> <ul style="list-style-type: none"> Charlotte Rich is to start on a casual basis at WOOSH this week following the receipt of references & DBS check. School continues to have visitors from other schools to observe maths lessons. HC has been invited to speak at the Pupil Voice conference this week about work with pupils on anti-radicalisation. HC also invited to hold a workshop at the Leeds maths conference. Marie Colannino will also contribute to a workshop re the effective use of TAs, following her work as part of the Maximising the Impact of TAs (MITA) project last academic year. 	
9.	<p>Any Other Business:</p> <ul style="list-style-type: none"> None. 	
10.	<p>Date & Time of Next Meeting:</p> <ul style="list-style-type: none"> Tuesday 15th November 2016 at 6pm. 	