

WESTGATE PRIMARY SCHOOL

MINUTES OF THE FINANCE & PERSONNEL COMMITTEE MEETING HELD ON MONDAY 25TH SEPTEMBER 2017:

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

Item	Minutes	Action
1	Apologies: N/A	
2	Minutes & Matters Arising: <ul style="list-style-type: none"> Staffing pay codes have been discussed with payroll and are being updated on our reports. SEN top-up funding – to discuss further during meeting Update on staffing for 30hr Nursery provision – to be discussed further during meeting Logging staff qualifications – this is begun and will be done moving forward. 	
3	Election of Chair & Vice Chair: <ul style="list-style-type: none"> AR re-elected Chair; SC to act as Vice Chair. 	
4	Review of Terms of Reference: <ul style="list-style-type: none"> Agreed and updated. It was agreed to add a standing item to the May agenda to look at all school services expenditure and income, what areas school may be subsidising, and set prices for the new academic year. Child Protection & Equality Policies need to go to both Finance & Personnel and Pupil Support Committees. HC to follow up point 3.04 of Terms of Reference. The updated local authority model Pay Policy is not yet available. For info: 2 teachers re expected to apply for UPS3 this half term. 	HC
5	Finance: 30hrs Flexible Nursery Provision (FEEE) <ul style="list-style-type: none"> HC presented the possibility of combining the School & Extended Services budgets to alleviate the admin challenges of allocating/ moving Nursery FEEE funding to WOOSH between one budget to another. The committee would still like to be able to see separate breakdowns of staffing, resources, catering etc. HC & AB to meet with Kris Rossington (LEA) on Wed 27/09/17 to discuss. School is currently receiving £4.20 per hour from LEA for Nursery provision. ½ hour at lunchtime is now funded/ chargeable where it previously was not (we offer max. 16 lunch places per day). School is not subsidising food as meals are cooked by the school kitchen and parents are charged the full cost of the meal. Additional hours all billable. Budget Update – review of income and expenditure <ul style="list-style-type: none"> Teacher insurance is coming back in following 2 long term absences. 	

	<ul style="list-style-type: none"> • Phased return has begun for an LSA returning from long term sick. • Contract changes for 2017/18 have all been sent to the LEA. • The PE & Sport grant funding from the DfE is being doubled (to £18K) over next 2 years. PE Subject Leader (HH) has a TLR post for leading on curriculum and enrichment, ending next month – proposal to create a new temporary TLR post to lead on the strategic planning and accountability of PE and Sport Grant funding, to be advertised internally, funded using part of the PE funding was agreed due to: the increase in workload around ‘accountability and challenge’; lack of additional leadership capacity in existing leadership team; the need to be strategic in the planning of the expenditure, with a long term goal of sustainability beyond the end of the funding in 2020. • Interviews for the post to be held Wed 11th Oct, at 9am- HC & AR. • <i>(The PE budget could also be used to replace playground activity equipment. HC confirmed this was most likely an acceptable use of funding, even for replacing EYFS equipment - 26/09/17)</i> 	HC/ AR
9.	<p>AOB:</p> <ul style="list-style-type: none"> • SC suggested that school should consider making provision for future pay increases (1%?) which may not be supported by DfE funding. HC to discuss with Kris Rossington at Budget Review. • National Funding Formula update provided for reference – comparison with FOS showed that Westgate sits in the middle of the Family of Schools when ranked according to % increase in per pupil funding. • SEN High Needs Funding Block – HC attended a forum to discuss where schools would like to see savings made in order to address the £5+million deficit in the local authority’s High Needs Funding Block. This is a situation common to many Las and not unique to Leeds, but still presents significant challenges to the LA and schools. 	HC
10.	<p>Date & time of next meeting:</p> <ul style="list-style-type: none"> • Pay Committee – HC to circulate information about staff pay progression via email (16/10/17) for a ‘virtual meeting’ <p>Next Committee Meeting: Monday 20th November 2017</p>	