

WESTGATE PRIMARY SCHOOL

MINUTES OF THE FINANCE & PERSONNEL MEETING

HELD ON MONDAY 6TH FEBRUARY 2017:

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

		Action required
1.	Apologies: <ul style="list-style-type: none"> Alice Joughin. 	
2.	Minutes & Matters Arising from Last Minutes: <ul style="list-style-type: none"> All fine with no outstanding matters. 	
3.	Finance : - Governors perused MBRs for SBS & Extended Schools for month 9: Budget Update – review of income & expenditure. Alison Finlay (AF) has arranged a meeting with Kris Rossington Finance Officer (FO) on 28 th Feb to ensure everything is tidied up & all finance sorted & up to date before AF leaves. SBS: <ul style="list-style-type: none"> Request to transfer Other Income back to Training Income has been made to FO re all training events paid by Westgate that have now been reimbursed. AF is to look at Other Staff budget as it appears to be at 315%. Slight increase in insurance premiums reported. The figure for Gas was queried & AF will again investigate with energy unit & LCC. Problems have arisen in feeding details onto the energy website & AF has highlighted this by email & is awaiting a response. Unfortunately school never sees the individual bills. Helen Carpenter (HC) confirmed more monies are due for SEN top up from the Bradford authority (approx. £5K). Pupil Transport was showing monies refunded & this is thought to relate to overcharging. Governors were satisfied the budget was where it should be by this time of year. Extended School: <ul style="list-style-type: none"> One anomaly showing re Admin NI section of report: due to a casual member of staff originally being set up as an admin assistant. The Insurance budget has an over spend because it was decided to cover WOOSH leader – dealt with by non-order invoice. To be reconciled with FO. Reception numbers for Sept 2017: <ul style="list-style-type: none"> Westgate has 32 1st choice & 32 2nd choice preferences & therefore can expect to be full in September 2017 & compares favourably with other schools in the family. Changes to Nursery places:	AF

	<ul style="list-style-type: none"> School has consulted with families re the possibility of 30 hours provision from September. The wording from the DfE seems to be open to different interpretations by different parties: the confusion is between whether parents are required to work a minimum of 16 hours per week, or earn a minimum of the equivalent to 16 hours at the national minimum wage. Thirty three families of new & continuing children were consulted with 21 responses. Wrap around care was found to not be particularly relevant – 5 families wanted 30 hours but most asked for between 15-24 hours. It would be necessary for school to employ another lunchtime member of staff to maintain the ratio & also to buy some little day beds. Governors agreed it would be prudent to offer the flexible option in order to maximise take up. 	
4.	<p>Changes to Funding:</p> <ul style="list-style-type: none"> Governors discussed how the proposed arrangements to cover the £5.5 million shortfall in the local authority's High Needs Budget will effect Westgate & its budget. There needs to be a very tight control to maintain no or a very low in year deficit in 2020. This is in part due to losing out either on School Budget Share and/ or the notional and FFE SEN budget. School could expect to be looking at around £10 - 11K difference to us but final figures are not yet available. <p>National Funding Formula/HNNF:</p> <ul style="list-style-type: none"> School may be slightly better off in the first year but 2 or 3 years down the line will be worse & as yet not sure of the level re other schools. Rob Wilks has responded on behalf of the school to Greg Mulholland lobbying against the proposal. School will also reply to the consultation of NFF individually as governors. HC will email the details. 	HC
5.	<p>Educational Visits:</p> <ul style="list-style-type: none"> Y3 & Y4 are to visit Hindu Temple in Bradford next month & will also have half day workshops re India with a lady coming into school. Governors were informed that school will have to consider charges for more trips again as funds will not continue to support this. Contributions, although voluntary, will be asked for. 	
6.	<p>Schools Financial Value Standard (SFVS)</p> <p>Section C – Value for Money.</p> <ul style="list-style-type: none"> Question 14: Does the school benchmark its income & expenditure annually against that of similar schools & investigate further where any category appears to be out of line? Yes, this is always looked at. School liaises with Finance Officer & has good procurement & tender processes. Question 15: Does the school have procedures for purchasing goods & services that both meet legal requirements & secure value for money? Procedures are robust & work. 	

	<ul style="list-style-type: none"> • Question 16: Are balances at a reasonable level & does the school have a clear plan for using the money it plans to hold in balance at the end of each year? • Yes, discussed in detail at Finance meetings & governing body are very much involved in the budget. • Question 17: Does the school maintain its premises & other assets to an adequate standard to avoid future urgent need for replacement? • Yes. The Health & Safety committee meet regularly & the site superintendent make regular checks. • Question 18: Does the school consider collaboration with others, eg on sharing staff or joint purchasing, where that would improve value for money? • Yes, school works effectively with the FOS, especially sharing training. • Question 19: Can the school give example of where it has improved the use of resources during the past year? • Yes, resources have been improved. The lighting initiative & sharing of training are such examples. Also, school is no longer automatically ordering resources each academic year. 	
7.	Policies: Continuity/Crisis Plan update: <ul style="list-style-type: none"> • Helen Carpenter thanked Susan Carson for all her work involved in the continuity plan. Governors now just need to peruse the plan & it will be brought to the next meeting for approval. The plan contains staff personal details & is therefore a confidential document. • HC & to liaise with Patrick Wardman re locks to the classroom doors. • Registers will be kept in the classrooms on an emergency grab basis. • A series of actions required will come out of this plan. 	HC/ PW
8.	Staffing Update: <ul style="list-style-type: none"> • Helen Taylor has now moved to another primary school & her hours are currently being covered by 2 other level 1 TAs. School will not be recruiting. • Alison Finlay is to leave Westgate on 28th February to take up the post of School Business Manager at Pool CE School. She has been invaluable to the school for the last 12 years & particularly the Finance committee with her contributions with regard to the budget etc. • School currently has a vacancy for a cleaner & has had some interest in the post. 	
9.	Any Other Business: <ul style="list-style-type: none"> • It was reported that the solar panels are continuing to save the school money by approx. 25% usage pre lights & panels. 	
10.	Date & Time of Next Meeting: <ul style="list-style-type: none"> • Thursday 27th April 2017 at 6:00pm. 	