

WESTGATE PRIMARY SCHOOL

MINUTES OF THE FINANCE & PERSONNEL MEETING HELD ON TUESDAY 14TH JUNE 2016:

Present: Helen Carpenter, Alice Joughin, Susan Carson & Alison Finlay.

		Action required
1.	<p>Apologies:</p> <p>Cathy Liddicott & Andrew Ross</p>	
2.	<p>Minutes & Matters Arising from Last Minutes:</p> <ul style="list-style-type: none"> Alison Finlay (AF) confirmed that all staff had now completed a Business Interest form. The 1st meter reading re the solar panels has been submitted online. The process was easy & monies should be received in Aug. The Equality Policy will be looked at later in the agenda. 	
3.	<p>Finance : - Governors perused MBRs for SBS & Extended Schools for Month 2:</p> <p>Budget Update – review of income & expenditure</p> <ul style="list-style-type: none"> SBS: <ul style="list-style-type: none"> The Other Staff budget is high because a new member of staff has been coded to the wrong cost centre. The Buildings Repair & Maintenance heading is showing a huge overspend – this is due to the LED lighting invoice being sent in for payment prior to the loan being received. The necessary virement will be made when the funds appear in the budget. Governors asked that the monies paid to school re the LED & Solar projects be placed in a separate cost centre ie Devolved Capital - in order that they can be tracked. AF will speak to the finance officer about this. School is still waiting for funds from the Maths Hub. Extended: <ul style="list-style-type: none"> The Extended budget has not yet been set with the Finance Officer & Helen Carpenter (HC) has emailed him to chase it up & arrange a suitable date for his visit. 	AF/HC
4.	<p>SFVS:</p> <p>SECTION D – Protecting Public Money</p> <p>Q20: Is the governing body sure that there are no outstanding matters from audit reports or from previous consideration of weaknesses by the governing body? Yes.</p> <p>Q21: Are there adequate arrangements in place to guard against</p>	HC

	<p>fraud and theft by staff, contractors and suppliers (please note any instance of fraud or theft detected in the last 12 months)?</p> <ul style="list-style-type: none"> • No theft or fraud has been reported. • Procedures have been tightened up & WOOSH are to be asked to keep their monies out of sight (they are already kept under lock and key in a cash box). • School has a strong counter signatory policy. • School trip money is collected in the classroom, stored in a lockable cash box and then forwarded to the school office for banking. <p>Q22: Are all staff aware of the school's whistleblowing policy and to whom they should report concerns?</p> <ul style="list-style-type: none"> • The policy is available to staff in the staffroom, the new revised one will be emailed by HC to staff once approved. <p>Q23: Does the school have an accounting system that is adequate and properly run and delivers accurate reports, including Consistent Financial Reporting return?</p> <ul style="list-style-type: none"> • Yes. <p>Q24: Does the school have adequate arrangements for audit of voluntary funds?</p> <ul style="list-style-type: none"> • Yes –Mr Wardman senior audits the school fund accounts annually. <p>Q25: Does the school have an appropriate business continuity or disaster recovery plan, including an up to date asset register & adequate insurance?</p> <ul style="list-style-type: none"> • The Admin Assistant & Superintendent are responsible for the inventory which is regularly updated. • Although a Crisis Plan exists – school doesn't have a business continuity plan that they are aware of. HC emailed HR advisor & Finance Officer for advice. 	
5.	<p>Policies:</p> <p>Whistleblowing Policy:</p> <ul style="list-style-type: none"> • Governors agreed this policy & it will be taken to the full governing body meeting for the Chair to sign off. <p>Equality Impact Assessment:</p> <ul style="list-style-type: none"> • HC talked governors through the simplified format of the previously discussed document & it was agreed it was more than adequate & would now be taken to the full governing body meeting. 	
6.	<p>Staffing Update:</p> <ul style="list-style-type: none"> • The candidate who was offered the TA level 2 position rejected the offer on financial grounds and therefore the post has had to be re-advertised. • The Learning Mentor role was filled by an internal candidate which has now created an Early Years HLTA 	

	<p>vacancy – this also has been advertised.</p> <ul style="list-style-type: none"> • Governors discussed the fact that several candidates withdrew their applications and it was thought this may be due to the pay band they are currently on being more than the one Westgate advertised its vacancies at. • Karon Osborne has now returned to school. • Gina Charlesworth has completed her phased return to work following surgery. • Zoe Romaine's temporary teaching post is to be made permanent. 	
7.	<p>Any Other Business:</p> <ul style="list-style-type: none"> • None. 	
8.	<p>Date & time of next meeting:</p> <ul style="list-style-type: none"> • Tuesday 27th September 2016 at 6:00pm. 	