

WESTGATE PRIMARY SCHOOL

MINUTES OF THE FINANCE & PERSONNEL MEETING HELD ON MONDAY 22ND JUNE 2015:

Present: Andrew Ross, Helen Carpenter, Daniel Hackney, Cathy Liddicott, Pippa McPherson & Alison Finlay.

		Action required
1.	<p>Apologies:</p> <p>Matthew Collins has resigned from the governing body.</p>	
2.	<p>Minutes & Matters Arising from Last Meeting:</p> <p>None.</p>	
3.	<p>Finance : - Governors perused MBRs for SBS & Extended Schools for month 2:</p> <ul style="list-style-type: none"> • Budget Update – review of income & expenditure – • SBS: <ul style="list-style-type: none"> • The budget has now been fixed following the signed copy being forwarded to finance at LCC. • Some of the PE grant has been used to purchase new gym equipment & to offset transport costs to sporting events eg Ilkley Tennis Club. • Boarding has taken place outside Y3 in preparation for the gym equipment. • Balances of both Robinwood & Whitby will be transferred from School Fund to SBS. • It was noted that the balance in Other Services was quite high & Alison Finlay (AF) has since confirmed that the figure relates to the SLAs to Connect Up (IT support services for the curriculum and admin servers). • Communications spend of 33% relates to eSchools invoice. • Extended: <ul style="list-style-type: none"> • WOOSH have made some purchases from the new budget. • Teaching Assistant costs relate to NI contributions. • Benchmarking Data : Helen Carpenter (HC) is having problems with accessing the tools for the above but hopes to provide the relative information at the next meeting. (since forwarded to governors) 	
4.	<p>School Financial Value Standard (SFVS):</p> <p>Section D – Protecting Public Money:</p> <p>Q18 Is the governing body sure that there are no outstanding matters from audit reports or from previous consideration of weaknesses by the governing body?</p>	

	<p>Nothing identified.</p> <p>Q19 Are there adequate arrangements in place to guard against fraud and theft by staff, contractors & suppliers (please note any instance of fraud or theft detected in the last 12 months)?</p> <p>Yes. No instances.</p> <p>Q20 Are all staff aware of the school's whistleblowing policy & to whom they should report concerns?</p> <p>Yes. A copy of the policy will be circulated to all staff after this meeting. All policies are accessible to staff on the VLE.</p> <p>Q21 Does the school have an accounting system that is adequate & properly run & delivers accurate reports, including Consistent Financial Reporting return?</p> <p>Yes.</p> <p>Q22 Does the school have adequate arrangements for audit of voluntary funds?</p> <p>Mr Michael Wardman audits the school fund account each year.</p> <p>Q23 Does the school have an appropriate business continuity or disaster recovery plan, including an up-to-date asset register & adequate insurance?</p> <p>Yes. A paper copy is kept up to date all the time. The electronic inventory is managed by Vicki Fuller who still requires training as she is relatively new to her post. The system is backed up remotely & is therefore secure in the event of a fire.</p>	
5.	<p>Policies:</p> <ul style="list-style-type: none"> • Whistleblowing Policy: <p>No amendments were made & it was agreed that the policy be reviewed annually from now on. There had been no use of the policy this year.</p> <ul style="list-style-type: none"> • The Staff Discipline, Conduct & Grievance Policy : <p>This policy is on hold pending LCC updates.</p>	
6.	<p>Staffing Update:</p> <p>HC circulated an up to date staffing plan for September.</p> <ul style="list-style-type: none"> • Those children in classes who have SEN or are LAC will receive extra TA time where necessary. • Joanne Hattersley, for the next year only, will have her whole 0.8 contract on the Assistant Head scale to allow for the extra work she will undertake following Gill Mullens' (GM) resignation, with release time each week covered by Gina Charlesworth. She will revert to fulltime in Sept 2016. 	

	<ul style="list-style-type: none"> • A temporary TLR post is to be created to undertake some leadership duties to create leadership capacity through this transitional period. • Jane Hopkins will commence full-time in Sept & Helen Hooper will then work 0.7 FTE. • Zoe Romaine has today been appointed to replace GM on a one year temporary contract, 0.7 FTE. 	
7.	<p>Any Other Business:</p> <ul style="list-style-type: none"> • Cathy Liddicott agreed to now contact Leeds Solar Panels with a view to work commencing on the installation of photo voltaic panels after it was agreed that they offered the best value & customer service. 	CL
8.	<p>Date & Time of Next Meeting:</p> <p>Wednesday 30th September at 6:15pm.</p>	