WESTGATE PRIMARY SCHOOL

**MINUTES OF THE RESOURCES COMMITTEE MEETING**

**HELD ON TUESDAY 14th NOVEMBER 2022:**

**Present:** Helen Carpenter (HC); Neil Richardson - Chair (NR); Susie Day (SM); Collette Smith (CS); Billy Cunningham (BC); Amy Bleasdale (AB)

**In attendance:**

**Minutes:** Amy Bleasdale

|  |  |  |
| --- | --- | --- |
| **Item** | **Minutes** | **Action** |
| **1** | **Apologies:*** CS
 |  |
| **2** | **Terms Of Reference (Discussed at FGB):**1. **Election of chair and vice-chair**

Chair elected at FGM (NR)SD elected vice chair |  |
| **3** | **Minutes & Matters Arising:*** M. Fortune elected as the new governor communication lead at the FGB.
* 1x TA temporary post has had hours extended to support a Nursery child with funding.
* Another Nursery new starter came with funding so and additional temporary TA has been appointed.
* 1x application for AHT (interviews later this month); 1x teacher recruited from Jan 2024.
 |  |
| **4** | **Finance:****(i) Budget Update****56/237 - Budget*** £15k added to income and expenditure: healthy schools Art Camp funding which needs to pass through a school budget (this was added at review).
* Insurance / rates slightly higher than planned – LCC directed.
* No issues raised: on target for mid-way point of budget.

**10/237 - Extended Schools Budget*** No issues raised.

**School Fund*** The loss against trips is as expected based on the visits & trips predicted shortfall (see below item).
* Agreed to move all profit from Westgate windfall to ‘school fund general’ with the exception of the known amount still to be paid out from the previous academic year.
* Previous auditor has agreed to audit school fund again – paperwork will be submitted to the committee and LEA upon completion.

 **(ii) Review of Mid-Year review****Main School Budget*** Increase in staffing costs due to new temporary appointments and support staff pay rises.
* £13k clawback compared to original budget setting – it was agreed th budget was looking positive.

**Extended*** Increased income based on most recent numbers and staff costs based on accurate needs for 2023/24.
* The finance officer agreed the carry forward from extended could be moved to SBS to cover the current projected deficit, as required.

**Financial Authority Forms*** Agreed to add the new AHT as the 4th signatory due to DH’s planned departure at Christmas (HC & JH to authorise orders; AB & new AHT to authorise invoices).
* Annotations to be made to authorisation forms regarding the purchasing card (in line with last year’s agreement); HC & AB to authorise both invoices & orders for P/Card only.
* Virement / contract levels to remain the same - agreed at FGB.
 | ABAB |
| **5** | **Educational Visits:**1. Financial report on recent / planned visits
* Positive outlook for the year – better income levels than previously, especially for residentials.
* £700 of trip costs were added during the year and paid for solely from school fund
1. Does school comply with educational visits policy?
* Policy is reviewed annually - to be reviewed at the next meeting
 |  |
| **6** | Section A – Governance1. **In the view of the governing body and senior staff, does the governing body have adequate and up-to-date financial skills among its members to fulfil its role of challenge and support in the field of budget management and value for money? Is there a plan in place to address any gaps?**

Skills audit conducted within the FGB and this committee: resources chair is a qualified accountant.1. **Does the governing body have a finance committee, or equivalent, with clear terms of reference and a knowledgeable and experienced chair?**

Yes – chair has recently taken over but has been vice chair for several years.1. **Does the governing body receive clear and concise monitoring reports of the school’s budget position at least 6 times a year?**

The budget is reviewed formally 4 times a year at the resources committee and monthly budget reports are available for review at any point.1. **Are business interests of governing body members and staff properly registered and taken into account so as to avoid conflicts of interest?**

A new governor has provided paid services prior to their appointment. Any services which may be provided in the future will be following the relevant ‘best value’ cost exercises and the governor will not have any voting / input rights to any relevant discussions. 1. **Does the school have access to an adequate level of financial expertise, including when specialist finance staff are absent, for example, on sick leave?**

In the absence of the SBM, LCC will provide a peri-bursar as part of their finance service SLA.Section D - Staffing1. **Does the school review its staffing structure regularly to ensure it is the best structure to meet the needs of the school whilst maintaining financial integrity?**

There has been a recent extensive staffing structure review in light of the budget position. This has led to an SLT, office, TA & site staff restructure. Reviews will be carried out regularly in relation to the budget.1. **Has the use of professional independent advice informed part of the pay decision process in relation to the head teacher and is it tightly correlated to strong educational outcomes and sound financial management?**

The school professional independent advisor has set Head Teacher objectives tied to learning outcomes, as well as budget outcomes (in relation to management of staffing / staff changes).1. **Has the school published on its website the number of employees (if any) whose gross salary exceeded £100k?**

N/A1. **Does the school benchmark the size of its senior leadership team annually against that of similar schools?**

Done as part of section D14 – reviewing staffing structures regularly |  |
| **7** | **Policies:**1. Alcohol & Drug Misuse policy – model policy: Adopted

HC to contact Rosie Stirk regarding the HR support available around decisions to send staff home / potential constructive dismissal claims. The policy was amended to include “discussion with HR before pursuing any further action”.1. Closing School Procedure – reviewed annually: Adopted

To be updated after Christmas to remove DH, PW & AW.1. Governor’s Allowances - model policy: Adopted
2. Health & Safety Policy – model policy: Adopted

To be updated after Christmas to remove PW1. Leave of Absence & Annual Leave Policy - model policy: Adopted
2. Lettings Policy - model policy: Adopted

Adopt the model policy in the short term with a view to reviewing the policy pending changes in site staff etc. in the new year. School to review their charges / keyholding arrangements in line with what works for Westgate.1. Smoke-free Policy - model policy: Adopted
 | HCHCHCHC / AB |
| **8** | **Staffing Update:**Staffing updates* Recruited Y5 teacher – 3 days in school before the end of term for a handover. Not an ECT (3rd year teacher).
* Strong internal applicant for AHT. HR confirmed HC was allowed to advertise for a permanent internal appointment.
* 2x nursery pupils with funding meant an increase in temp TA hours and a new temp TA post.
* Superintendent post still available: now re-advertised, including on the LCC website.
* A member of staff with multiple posts has handed in their 4 weeks’ notice (TA / WOOSH lead / LSA posts). Cover available for 2 of the posts until Christmas, with a view to rearranging internal staffing in the new year (TBC).
* Staff member currently absent due to injury; general high levels of staff absence during this half term has highlighted the lack of capacity for cover (due to the budget restrictions).
* Short term staff absences are covered internally where possible however long-term absences are to be staffed accordingly (so school are not reliant on staff good will).

Head Teacher’s Appraisal* Appraisal was straight forward: Kim Porter, M. Fortune & A. Ross.
 |  |
| **9** | **Property – matters arising**1. Maintenance matters arising
* Issue with KS2 lighting – awaiting a date from the electrician.
* Lightening rod testing has been booked - awaiting date.
* AB to submit the LCC ‘statutory duties’ form and circulate to the committee.
* Some additional KS2 roof leaks during recent bad weather – pictures to be submitted to LCC, where possible, to aid with the case for roof replacement in summer 2024.
* Fixed wiring testing due summer 2024 (5 yearly) – awaiting dates from the electrician.
* The EYFS kitchen is still ear-marked as a capital project (funding will roll over to next year, if required).
1. Site security
* As above
1. Accessibility Plan
* Parent consultation meetings are more accessible – on-line meetings and face to face meeting in the hall.
* Curriculum access – training around specific learning difficulties. There is a good take up of after school clubs, across a variety of difficulties.
* Makaton now used across EYFS; PECS used across school (more training required around Makaton based on current pupil needs).
* Westgate have become the 2nd school in Leeds to be awarded the Autism Inclusion Award by the National Autistic Society
* The next plan is to include medical accessibility for a pupil with Type 1 diabetes.
 | ABHC |
| **10** | **Health and safety – matters arising**1. Report of any incidents and actions taken
* Staff member slipped and twisted their ankle – no site issue contribution.
* Pupil trapped their finger in the school gate – HC to talk to pupils.
1. First aid – training up to date?
* Whole school training done 13th May 2022

Team teach training scheduled for the few staff members who have not yet had this in school. |  |
| **11** | **AOB:*** Site inspection: Mon 27th Nov 9.30am (external inspection): HC, BC & NR
 |  |
| **12** | **Next Committee Meeting:** * Tues 30th January 2024 @ 6pm
 |  |