

# WESTGATE PRIMARY SCHOOL

## MINUTES OF THE FINANCE & PERSONNEL MEETING HELD ON MONDAY 11<sup>TH</sup> MAY 2015:

Present: Andrew Ross, Matthew Collins, Helen Carpenter, Sarah Shore, Daniel Hackney & Alison Finlay. (Pippa McPherson arrived at 6:40pm)

		Action required
1.	<p><b>Apologies:</b></p> <p>Cathy Liddicott.</p>	
2.	<p><b>Minutes &amp; Matters Arising from Last Meeting:</b></p> <p>The minutes were approved at the last full governing body meeting.</p>	
3.	<p><b>Finance : - Governors perused Month 13 final position budget reports for both SBS &amp; Extended Schools &amp; the 3 Years Projection document which will be uploaded onto the VLE for all governors to see.</b></p> <p>Helen Carpenter &amp; Alison Finlay met with the Finance Officer from LCC on 30<sup>th</sup> April to set the budget (perused by governors) They reported that school is in a healthy position with a good carry forward figure &amp; discussed as follows:</p> <ul style="list-style-type: none"> <li>• <b>Budget Update – review of income &amp; expenditure –</b></li> <li>• Teacher NI contributions are expected to increase significantly &amp; have been accounted for.</li> <li>• Plans were made for spending some of the Capital- a new industrial dishwasher for the kitchen at the cost of approx. £7K. This is due in part to the increase in UIFSM and the need for more hot water – the current tank cannot cope with the capacity. This purchase should in turn improve energy costs &amp; be much safer to use than the sterilising system currently in place.</li> <li>• Revenue Contributions are going to be used to install voltaic panels to KS2 during the Summer holidays. Three quotes have been obtained &amp; the project is in discussion currently. LCC are advising where necessary.</li> <li>• ICT upgrades &amp; the purchase of more tablets &amp; smart boards are to be made – also from Capital.</li> <li>• The PE grant will in part pay the SLA and for Ryan Davies but also be used to update gym equipment.</li> <li>• One governor asked how the pupil premium for funded children in different year groups was used. This enhances the quality of teaching &amp; training &amp; necessary resources are purchased to enable children to make the best progress.</li> </ul>	HC/AMF

	<ul style="list-style-type: none"> <li>• School is currently collecting data re the EYPP.</li> <li>• It was noted that the Supply budget was higher last year – due to sickness &amp; maternity cover costs. HLTA cover (both the permanent post and ad hoc cover) will cover the majority of teacher release in the coming year.</li> <li>• As both residential visits will now be paid from the SBS to avoid paying VAT – the residential visits figure is now bigger. Monies from parents to pay for the trips will in turn be paid back to the SBS.</li> <li>• <b>Approval of new school budget, including SIP priorities :</b></li> <li>• Governors perused the new budget &amp; it will now be taken to the full governing body meeting to be recommended by this committee &amp; be signed off.</li> </ul>	
4.	<p><b>School Financial Value Standard (SFVS):</b></p> <p><b>Section B – Setting the Budget:</b></p> <p><b>Q8 Is there a clear and demonstrable link between the school's budgeting &amp; its plan for raising standards &amp; attainment?</b>  Yes as follows:</p> <ul style="list-style-type: none"> <li>• New interventions in place this year</li> <li>• New assessment arrangements</li> <li>• Resourcing curriculum</li> <li>• Upgrading ICT</li> <li>• CPD &amp; releasing of staff</li> <li>• Capital outlay re UIFSM</li> </ul> <p><b>Q9 Does the school make a forward projection of budget, including both revenue &amp; capital funds, for at least three years, using the best available information?</b></p> <p>Yes – 3 year projection documents reviewed by governors</p> <p><b>Q10 Does the school set a well-informed &amp; balanced budget each year (with an agreed &amp; timed plan for eliminating any deficit)?</b></p> <p>Yes- no deficit projected</p> <p><b>Q11 Is end year outturn in line with budget projections, or if not, is the governing body alerted to significant variations in a timely manner, and do they result from explicitly planned changes or from genuinely unforeseeable circumstances?</b></p> <p>Yes – governors peruse &amp; discuss latest monthly budget reports at each sub committee meeting.</p>	
5.	<p><b>Policies:</b></p> <p>The Staff Discipline, Conduct &amp; Grievance Policy is to be deferred for now as LCC are in the process of updating it.</p>	

6.	<b>Staffing Update:</b> <ul style="list-style-type: none"> <li>• Anita Bell – cleaner- has resigned &amp; will leave on 22<sup>nd</sup> May.</li> <li>• Karon Osborne – currently a LSA will take on the 10 hour contract after half term.</li> <li>• Cathy Boyes will retire at the end of this term. An advert has been placed today. The new post will be called Early Years HLTA (EY HLTA) &amp; will be for 2.5 days per week. The closing date is Friday 29<sup>th</sup> May with interviews arranged for the following week.</li> <li>• Caroline Eley will continue in the same role from September but will work 3 days per week to also cover PPA.</li> <li>• A new SENCo has been appointed to start in September. HC is confident that this is a very good appointment &amp; advised that the member of staff will complete her National SENCo Award in August.</li> <li>• Heidi Ingle has taken on the role of PE Admin Assistant 2 hours per week.</li> </ul>	
7.	<b>Any Other Business:</b>  None.	
8.	<b>Date &amp; Time of Next Meeting:</b>  Monday 22 <sup>nd</sup> June 2015 at 6:15pm.	