

WESTGATE PRIMARY SCHOOL

MINUTES OF THE FINANCE & PERSONNEL COMMITTEE MEETING HELD ON MONDAY 9th OCTOBER 2018:

Present: Helen Carpenter (HC); Andrew Ross - Chair (AR); Alice Joughin (AJ); Susan Carson (SC); Amy Bleasdale – minutes (AB)

Item	Minutes	Action
1	Apologies: <ul style="list-style-type: none"> N/A 	
2	Minutes & Matters Arising: <ul style="list-style-type: none"> WOOSH charges have been updated & billing handed to the office. Walkie-talkies ordered and in use & emergency plan pro-formas are in the office. Emergency Plan test practice is planned. 2 Subject Access Requests have been responded to over the last half term. GDPR briefing has been completed and school are compiling their impact assessment for submission – a report of recommendations will follow. SIMS Agora on-line payments system has been purchased. 1.29% charge per transaction. Cost of this absorbed for music, dinners and WOOSH / nursery this year as the prices have been set. Trips will include the 1.29% increase but will continue to be subsidised so no profit is made over the year. The overall costs will be reviewed at the point of next budget setting. 	
3	Election of Chair and Vice Chair: AR to continue as chair; SC to continue at Vice Chair.	
4	Finance: <p>i) Budget Update (56/237) 56/237</p> <ul style="list-style-type: none"> Insurance premiums not being paid out. School inadvertently were not covered last year but the cost of premiums worked out to be greater than the cost of supply. Insurance premium money to be used to off-set absence this year. To be reviewed. SEN funding has come through for 2x pupils from 2017/18. New EHCP in Year 4 will off-set cost of new TA that is required. Nursery billing overview provided – income appears better than expected. To continue to monitor. <p>ii) Extended Budget (10/237)</p> <ul style="list-style-type: none"> No queries <p>iii) SBS Overview</p> <ul style="list-style-type: none"> AB outlined lack of LEA support for School Fund auditing except for £500+ for them to do it on our behalf. AB did not consider herself experienced enough to engage with other schools to audit each other's records. Agreed HC would approach a parent with accountancy background to do the audit. 	HC

5	Educational Visits: <ul style="list-style-type: none"> Breakdown provided of all trips, including projected shortfalls against actual School Fund subsidies. 	
6	Schools Financial Value Standard (SFVS): Section A – The Governing Body and School Staff <ul style="list-style-type: none"> Q1. In the view of the governing body itself and of senior staff, does the governing body have adequate financial skills among its members to fulfil its role of challenge and support in the field of budget management and value for money? YES Q2. Does the governing body have a finance committee (or equivalent) with clear terms of reference and a knowledgeable and experienced chair? YES Q3. Is there a clear definition of the relative responsibilities of the governing body and the school staff in the financial field? YES – operational oversight Q4. Does the governing body receive clear and concise monitoring reports of the school's budget position at least three times a year? YES – 4x per year with new schedule Q5. Are business interests of governing body members and staff properly registered and taken into account so as to avoid conflicts of interest? YES – forms completed and filed for reference Q6. Does the school have access to an adequate level of financial expertise, including when specialist finance staff are absent, e.g. on sick leave? YES – via LEA. Family of School relationships for support. Q7. Does the school review its staffing structure regularly? YES Q8. Have your pay decisions been reached in accordance with a pay policy reflecting clear performance criteria? YES – linked to appraisal Q9. Has the use of professional independent advice informed part of the pay decision process in relation to the headteacher? YES – School's advisor 	
7	Policies: Disciplinary Policy <ul style="list-style-type: none"> Model policy - approved Appraisal Policy <ul style="list-style-type: none"> Model policy - approved Governor's Allowance Policy <ul style="list-style-type: none"> Amendment: RW or AR to approve expenses - approved Statement of Internal controls Due to be reviewed. This is a retrospective document so 2018/19 already completed. Next audit will be done in the summer meeting ready for Sept 2019.	
8.	Staffing Update:	

	<ul style="list-style-type: none"> • Advert for TA (Y4) 4.5 days per week • HR on maternity • JN maternity due after half term – KG to act as HLTA 1 day and GB to increase to 4 days per week. GE to increase hours to backfill KG. • JI on compassionate leave – due to return in approx. 1 week. • PC absent until at least half term due to medical issues. Long term management may include DH splitting leadership time over 2 half days & JC providing cover. • HK maternity due from Jan 2019. 	
9.	AOB: <ul style="list-style-type: none"> • N/A 	
10.	Next Committee Meeting: Monday 21 st Jan 2019 @ 6pm	