

**WESTGATE PRIMARY SCHOOL**

**MINUTES OF THE FINANCE & PERSONNEL COMMITTEE MEETING  
HELD ON WEDNESDAY 22ND JANUARY 2020:**

**Present:** Helen Carpenter (HC); Andrew Ross - Chair (AR); Neil Richardson (NR); Sharon Mistry (SM); Amy Bleasdale – minutes (AB)

Item	Minutes	Action
1	<p><b>Apologies:</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>	
2	<p><b>Minutes &amp; Matters Arising:</b></p> <ul style="list-style-type: none"> <li>• HC had received and circulated a response from M. Southwell regarding insurance for Cyber-attacks – this is not a separate insurance but covered / reviewed under ‘balance of risk’ insurance</li> <li>• AB has uploaded audited School Fund accounts for 2018-19</li> <li>• NR has completed a skills audit – to go to full governing body meeting.</li> <li>• HC to ensure ‘track changes’ applied to all policies being reviewed moving forward .</li> </ul>	HC
3	<p><b>Finance:</b></p> <p><b>i) Budget Update</b></p> <p><b>56/237</b></p> <ul style="list-style-type: none"> <li>• Query £25k Government Grant in MTR8 - <i>£6.5K Teacher Pay Grant &amp; £18.5K Teacher Pension Grant</i></li> <li>• Query MTR8 payroll: positive figure in ‘other staff’ - <i>relating to an overpayment which has been credited to the wrong budget (should be 10/237)</i></li> </ul> <p><b>Budget Review:</b></p> <ul style="list-style-type: none"> <li>• Teacher pay rise was not fully funded so has to be covered by SBS – 2.5% pay increase factored in for next year (unsure of government funding arrangements as yet)</li> <li>• TA staffing cost increases are commensurate with increased SEN funding. Additional SEN funding being sought for one pupil; no SEN funded leavers this year</li> <li>• £20-£30k saving overall on curriculum spending since 2011</li> <li>• Model assumes funded pupils leave but staffing remains constant</li> <li>• Agreed review changes - AR to sign</li> </ul> <p><b>10/237(Extended Budget)</b></p> <ul style="list-style-type: none"> <li>• Changed catering supplier – reduction in catering costs overall</li> <li>• Agreed current WOOSH billing system is an improvement</li> </ul> <p><b>Budget Review:</b></p> <ul style="list-style-type: none"> <li>• Agreed review changes - AR to sign</li> </ul> <p><b>School Fund</b></p>	<p>AB</p> <p>AR</p> <p>AR</p>

	<ul style="list-style-type: none"> <li>• No report available – to bring to next meeting</li> <li>• Audited accounts available for 2018/19</li> </ul> <p><b>ii) Reception Numbers for 2020</b></p> <p>28 first choices for Sept 2020 &amp; 30+ second choices – expected to be full ( All Saints have 21 siblings)</p> <p><b>iii) Benchmarking Data</b></p> <p>Governors reviewed the benchmarking data available from the DfE. After some discussion of individual categories, all were satisfied with Westgate’s position.</p> <p><b>iv) Review length of contracts</b></p> <p>Looked at contracts over 1 year – no concerns. Expectation that Capital contracts would have longer terms</p> <p>Agreed that any contracts of a significant length will be brought to F&amp;P for discussion but no official cap has been placed on length of contract HC can authorise</p> <p>Broadband provider due for renewal in May – HC to discuss with Family of Schools to see if a joint agreement can be reached again in order to reduce cost</p>	<p>AB</p>          <p>HC AB HC</p>
<p><b>4</b></p>	<p><b>Educational Visits:</b></p> <ul style="list-style-type: none"> <li>• Limited parental income received as yet for Y5&amp;6 residential as letters have only just been sent home</li> <li>• Y3 Proms &amp; Y4 Piano trip subsidised by income from Chippendale Singers and Rotary Club (Choir events Xmas 2019)</li> </ul>	
<p><b>5</b></p>	<p><b>Schools Financial Value Standard (SFVS):</b></p> <p>Section E – Value for Money</p> <p><b><i>Q17 Does the school benchmark its income and expenditure annually against that of similar schools and investigate further where any category appears to be out of line?</i></b></p> <p><i>Yes – benchmarking looked at in meetings- see today’s minutes.</i></p> <p><b><i>Q18 Does the school have procedures for purchasing goods and services that both meet legal requirements and secure value for money?</i></b></p> <p><i>Yes – use of LEA framework where applicable; access to 3 quotes for anything of significant value; all significant purchases and contracts discussed at F&amp;P</i></p> <p><b><i>Q19 Is the governing body given the opportunity to challenge the school’s plans for replacing contracts for goods and services that are due to expire shortly?</i></b></p> <p><i>Yes – existing contracts looked at in current meeting. Agreed to discuss all upcoming contract renewals of significant length or value</i></p> <p><b><i>Q20 Does the school consider collaboration with others, eg on sharing staff or joint purchasing, where that would improve value for money?</i></b></p> <p><i>Broadband; counselling &amp; SLT; Parent Support; training – all done through Family of Schools.</i></p> <p><b><i>Q21 Do you compare your non-staff expenditure against the DfE recommended national deals to ensure you are achieving best value?</i></b></p>	<p>HC</p>

	<p><i>Currently make LEA comparisons - will look into national frameworks moving forward now its existence is known</i></p> <p><b>Q22 Does the school maintain its premises and other assets to an adequate standard and make best use of capital monies for this purpose?</b></p> <p><i>Yes – evidenced by LEA benchmarking; fire panel works discussed today to evidence best value exercise</i></p>	
<b>6</b>	<p><b>Policies:</b></p> <p>None for review</p>	
<b>7</b>	<p><b>Staffing Update:</b></p> <ul style="list-style-type: none"> <li>• 2x L3 NVQ &amp; 1x L2 NVQ Teaching Assistant apprenticeships underway using funding from the apprenticeship levy.</li> </ul>	
<b>8</b>	<p><b>Pupil Premium:</b></p> <p><i>Update on PP plans and spending</i></p> <ul style="list-style-type: none"> <li>• HC updated the plan for 19/20 – all PP money accounted for (mainly staffing) with actions that address the identified barriers for pupils.</li> <li>• Headline data for this pupil groups shows overall improvement on last year, although outcomes for last year's Y6 were lower than the previous year.</li> <li>• HC &amp; AR to meet to discuss the report in depth</li> </ul>	HC & AR
<b>9</b>	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>• HC thanked the committee for agreeing to part-fund her MA this year, which is going well.</li> <li>• No update on the LEA National Funding formula regarding receiving enough funding to cover need SEN needs moving forward</li> </ul>	
<b>10</b>	<p><b>Next Committee Meeting:</b></p> <ul style="list-style-type: none"> <li>• Wednesday 6<sup>th</sup> May 2020 @ 6pm</li> </ul>	