

WESTGATE PRIMARY SCHOOL

MINUTES OF THE FINANCE & PERSONNEL MEETING HELD ON THURSDAY 4TH FEBRUARY 2016:

Present: Andrew Ross (Chair), Helen Carpenter, Pippa McPherson, Sarah Shore, Cathy Liddicott, Alice Joughin, Susan Carson & Alison Finlay.

		Action required
1.	<p>Apologies:</p> <p>None.</p>	
2.	<p>Minutes & Matters Arising from Last Minutes:</p> <ul style="list-style-type: none"> School is still awaiting a response from Kris Rossington (Finance Officer) re benchmarking data & the question of whether school needs to obtain business interest forms for all staff. 	
3.	<p>Finance : - Governors perused MBRs for SBS & Extended Schools for Month 9:</p> <p>Budget Update – review of income & expenditure</p> <ul style="list-style-type: none"> SBS: Most budget headings were at 75 – 76% spend which is on target. Supply is expected to increase due to staff sick leave however, the person concerned is insured & therefore income will be received to offset this. School, having looked at projections, has decided not to spend all the projected budget this financial year. Governors noted the £4500 payment received in month 9 re top up funding for a child who moved to this authority. Now all monies re high needs have been repaid for previous & this year's budget. Extended: Approx. £450 has been spent this week to buy new resources for WOOSH. High Needs Funding Update: The Headteacher discussed at length with governors the FFI funding which has been allocated to Westgate for children with needs in the school. Marie Colannino, SENcO was congratulated on securing the funding, having been extremely diligent when forwarding each application. School is still awaiting funding for a Nursery child who lives in the Bradford authority & has been diagnosed with autism. It is hoped he will be allocated a Reception place in September 2016. The funding has left school in a positive position re the SEN budget. Six level 2 Teaching Assistant posts have been appointed out of a possible 7. One external position will be advertised in April due to a retirement and one L2 position remains an internal 	

	<p>vacancy.</p> <ul style="list-style-type: none"> • Reception Numbers for September 2016: • Tracey Waud from Strategic Planning visited last week's FOS meeting & reported that 130 applications had been received across Otley with a possible 150 places available. Westgate has 29 first preferences including the child mentioned above & therefore expects to be full when all allocations are made. 	
4.	<p>Installation of Low Energy Lighting:</p> <ul style="list-style-type: none"> • Governors held a lengthy discussion re the above with one suggesting that we obtain guarantees re the life of the LED bulbs. They are expected to last 15-20 years but may fail earlier. • It was asked whether other costs would be incurred. • All agreed school should see savings long term. • The Headteacher is to email Leeds City Council to ask how the payback works and is it a set figure per annum or is it based on the saving. • The Chair asked if the projected budget includes the installation of the solar panels and their savings, however the budget has not yet been set. • Concern was expressed as to whether there are any large hidden costs to the scheme and the decision whether or not to go ahead will be taken to the next full governing body meeting on the 25th February. • The Headteacher will contact local schools who have participated in the scheme to see if they have had any issues with bulbs failing. She has already spoken to them about their participation and has had positive feedback about the scheme. 	<p>HC- see response</p> <p>HC</p>
5.	<p>Educational Visits:</p> <ul style="list-style-type: none"> • A Year 6 information evening had been held re Robinwood. Some reductions have been agreed for children from families with lower income. • A Roman day for Years 3 & 4 will be held in school & costs picked up by school fund. 	
6.	<p>Schools Financial Value Standard (SFVS):</p> <ul style="list-style-type: none"> • Section C – Value for Money • Q14 – 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? Yes, though it has already been minuted that the reports are out of alignment and this is being investigated by the finance officer Kris Rossington. • Q15 – Does the school have procedures for purchasing goods and services that both meet legal requirements and secure value for money? Yes, tenders had been received for solar panels & the lighting scheme has already gone through the tender process at LCC. All legal signatories are monitored by the governing body. 	

	<ul style="list-style-type: none"> • Q16 – Are balances at a reasonable level and does the school have a clear plan for using the money it plans to hold in balances at the end of each year? Yes, all accounted for & discussed & agreed at governing body level. • Q17 – Does the school maintain its premises and other assets to an adequate standard to avoid urgent need for replacement? Yes, continuous work is carried out & school is in better condition than some new builds. Regular inspections are undertaken by the Premises committee. • Q18 – Does the school consider collaboration with others, e.g. on sharing staff or joint purchasing, where that would improve value for money? Yes, the FOS collaborates re training so as to share expenses. Literacy intervention training is to be undertaken with 11 schools attending Westgate thus reducing costs to all the schools. Music tuition is arranged as a cluster. Administrators share information & recommendations re contractors. Possibly able to obtain bulk discounts with local suppliers & tradesmen. • Q19 – Can the school give examples of where it has improved the use of resources during the past year? Yes, solar panels will provide long term savings. The school Eco Monitors are checking lights are switched off when not in use. The use of the VLE is reducing the cost of paper copies being despatched to parents as is the APP re texting. Parent Consultation evenings are now booked on-line thus saving administration time. 	
7.	<p>Policies:</p> <ul style="list-style-type: none"> • Equalities Policy: • The chair of the committee had made several comments re the policy and the headteacher has updated it accordingly. It was decided to use this model as it is very comprehensive and refers to legal facets, curriculum, staff and pupil support. The headteacher has added 'it has been reviewed and updated by the Finance and Personnel Committee'. • The Stephen Lawrence Education Standard is on hold nationally and therefore at the moment school cannot be re-accredited. • This committee will review the Leeds Equality and Diversity model policy with Equality Impact Assessment Appendix to see if it is to be agreed and used to complement our existing policy, in the next meeting. • As the policy affects all three Governor Committees, it was suggested that at a future date the policy be brought to full Governing body. • An Equality Governor is to be elected at the next full body meeting. • The Equality Working Party together with Joanne Hattersley have worked on an Equality Action Plan over 	<p>AR</p> <p>AR</p> <p>HC</p>

	<p>two years, it was agreed by all that it was a very practical approach. The Working Party was commended for its work on this.</p> <ul style="list-style-type: none"> • Charging Policy: • The policy is suitable for purpose. It seems pertinent to our needs so it was agreed to adopt it. • Work & Families Policy: • All agreed to adopt the policy which covers all necessary legal aspects. Although it still refers to childcare vouchers, it is assumed that LCC will change the policy accordingly. 	
8.	<p>Staffing Update:</p> <ul style="list-style-type: none"> • Ruth Bleasdale is retiring at Easter. The head teacher is to advertise her level 2 teaching assistant post but with more hours. Support will therefore be increased slightly in Reception & due to the funding received this will allow for the role to be used across KS1 & Reception. • Pam Smith is to retire in July. One person has expressed interest internally. The post will be advertised after March when families are informed. • Gina Charlesworth is currently on sick leave following a foot operation. • A temporary teaching assistant level 1 has been recruited to start on Monday 8th Feb in Nursery. This is to help with the ratios in Foundation in order to fully meet the needs of a child with autism in this year group. As school doesn't yet know if he will receive a Reception place, the post is only until 31st August and is not earmarked to support him directly. If he is successful in securing a place in Reception, a level 2 position will be advertised for September. 	HC
9.	<p>Any Other Business:</p> <p>None</p>	
10.	<p>Date & Time of Next Meeting:</p> <p>Monday 25th April at 6:00pm.</p>	