

WESTGATE PRIMARY SCHOOL

MINUTES OF THE RESOURCES COMMITTEE MEETING HELD ON THURSDAY 24TH NOVEMBER 2022:

Present: Helen Carpenter (HC); Andrew Ross - Chair (AR); Neil Richardson; Amy Bleasdale (AB)

In attendance:

Minutes: Amy Bleasdale

Item	Minutes	Action
1	Apologies: <ul style="list-style-type: none">Sharon Mistry	
2	Terms Of Reference (Discussed at FGB): (i) Election of chair and vice-chair AR to remain as chair; NR to continue as vice chair. (ii) Operation of new resource committee AR to look at the agenda of the property committee and formulate an agenda to incorporate 'the Property Committee' agenda, moving forward. HC confirmed the Property agenda was small – main focus on site inspections (termly). Proposal to do one big site inspection. It was agreed termly was more practical due to the job generation for the Superintendent. First inspection scheduled for 23rd Jan 2023.	
3	Minutes & Matters Arising: <ul style="list-style-type: none">Agreed to test the Emergency Plan this academic year.School fund report still pending.Roofing update from property committee – LCC have confirmed we are on the list for roof repairs (approx. Summer 2024).	HC AB
4	Finance: (i) Budget Update 56/237 - Budget <ul style="list-style-type: none">Query regarding 'other staffing' costs – misc. payments for other job roles (e.g. NI payment for 10/237 employees with dual roles).Premises costs look low – this is due to invoices pending, not underspend.Rates expenditure is off-set by income from the LEA. 10/237 - Extended Schools Budget <ul style="list-style-type: none">Things looking on track for mid-year. School Fund <ul style="list-style-type: none">Moving forward, only move Westgate Windfall profit into the 'School Fund' pot at the end of the year and leave the remainder in the 'Westgate Windfall' pot to cover any expected expenditure.	

	<ul style="list-style-type: none"> • Add a note for any variances e.g. pending music invoices / trips paid in the wrong year etc. <p>(ii) Review of Mid-Year review</p> <p><u>Main School Budget</u></p> <ul style="list-style-type: none"> • School Led Tutoring (SLT) clawback due to our average spend per pupil being above the national cap level per pupil. • Unfunded pay awards approx. £55k. • Premises costs have increased due to rates being included in the model (off-set by LCC delegated grants). • School have set a balanced budget by using the carry forward and increasing the contribution from WOOSH by £5320. • Funding formula for 23/24 due to be published in Feb 23 – should show an increase in funding which is not currently reflected in the 3-year model. <p><u>Extended</u></p> <ul style="list-style-type: none"> • £10k allocated for the kitchen renovation has been moved to the 2023/24 budget as £5320 has been used to create a balanced 56/237 budget. • Provisionally allocated £12k annual contribution to SBS (up from £10k) from 2023/24 onwards – to be confirmed at budget setting. <p><u>Financial Authority Forms</u></p> <ul style="list-style-type: none"> • LCC audit – Governors were happy to accept the risk presented by the new financial authority forms (which require HC & AB to be listed as authorising officers for both purchase orders and invoices). Notes have been added to the forms to highlight that AB can only authorise orders, and HC can only authorise invoices, for P/card purchases. • JH added to the signatory process for invoices due to VF absence. 	
5	<p>Educational Visits:</p> <p>(i) Financial report on recent / planned visits</p> <ul style="list-style-type: none"> • Noticeable decline in the number of people contributing to trips – AB monitor income to ensure there is not too much strain on School Fund. • Some planned trips have not yet generated income as letters are not ready to go out yet. <p>(ii) Does school comply with educational visits policy?</p> <ul style="list-style-type: none"> • Deferred to next meeting when the policy is due for renewal. 	AB
6	<p><u>Section A – Governance</u></p> <p>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</p>	

	<p>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?</p> <p><i>AR experienced chair & NR has specific expertise (chartered accountant).</i></p> <p>Q2. Does the governing body have a finance committee (or equivalent) with clear terms of reference and a knowledgeable and experienced chair?</p> <p><i>Yes</i></p> <p>Q3. Does the governing body receive clear and concise monitoring reports of the school's budget position at least 6 times a year?</p> <p><i>The budget is reviewed at every meeting and copies of the monthly reports are uploaded for Governor's to view after each reconciliation.</i></p> <p>Q4. Are business interests of governing body members and staff properly registered and taken into account so as to avoid conflicts of interest?</p> <p><i>Yes – at the start of each year. In the majority of cases there are no conflicts of interest to declare. This will be covered during procurement process.</i></p> <p>Q5. Does the school have access to an adequate level of financial expertise, including when specialist finance staff are absent, for example, on sick leave?</p> <p><i>Access to peri-bursar service at LCC and Family of School expertise.</i></p> <p><u>Section D - Staffing</u></p> <p>Q14. 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?</p> <p><i>Staffing is reviewed at each meeting and / or as the need arises. Structures are adjusted to work within budget constraints.</i></p> <p>Q15. Has the use of professional independent advice informed part of the pay decision process in relation to the headteacher and is it tightly correlated to strong educational outcomes and sound financial management?</p> <p><i>The School Improvement Advisor is involved in the process of the Head Teacher's performance review.</i></p> <p>Q16. Has the school published on its website the number of employees (if any) whose gross salary exceeded £100,000?</p> <p><i>N/A – a statement has been added to the website to this affect.</i></p> <p>Q17. Does the school benchmark the size of its senior leadership team annually against that of similar schools?</p> <p><i>The committee reviews the benchmarking criteria annually / whenever available.</i></p>	
7	Policies:	

	<p>(i) Pay – Approved (model policy). Amend typo; personalised to Westgate.</p> <p>(ii) Governors’ allowances – Approved (model policy).</p> <p>(iii) Closing School Procedure – Approved</p> <ul style="list-style-type: none"> • <i>Updated to reflect keyholding arrangements and new WOOSH leadership</i> • <i>Clarification over roles of Regal / Equilibrium</i> • <i>Additional of HC’s mobile number</i> <p>(iv) Lettings – Approved</p> <ul style="list-style-type: none"> • <i>Current holiday club letting is not yet being charged in line with the policy while the holiday club is established. This will be kept under review with a view to increasing prices.</i> <p>(v) Health and Safety – Approved (model policy; last updated Sept 2022; all supporting documents available on Leeds for Learning)</p> <p>(vi) Recruitment & Selection – Approved (model policy)</p>	
8	<p>Staffing Update:</p> <p>Staffing updates</p> <ul style="list-style-type: none"> • Office staff absent due to long term treatment – covered by temporary office admin staff; Superintendent absent following surgery – hours covered by cleaning staff. 1x teacher recovering from planned surgery during half term (only 3 days absent). • Part-time teacher class shares are working well (Nursery / Year 1 / Year 5). • HC proposed re-grading some posts and is consider managed staff reduction. <p>Head Teacher’s Appraisal</p> <ul style="list-style-type: none"> • Appraisal conducted by AR, RW (Chair of Governors) & the School Improvement Advisor. 	
9	<p>Property – matters arising</p> <p>(i) Maintenance matters arising</p> <p>N/A – minutes looked at.</p> <p>(ii) Site security</p> <p>2x incidents with the alarms following power cuts. HC has the procedure to rectify the issue. Additional security measure have been added to the alarm systems to act as a buffer against further power surges.</p>	

	<p>(iii) Accessibility plan</p> <p>To be considered at the next meeting after the committee has had chance to consider it. HC to upload the document prior to site inspection.</p>	
10	<p>Health and safety – matters arising</p> <p>(i) Report of any incidents and actions taken</p> <p>CF50 form for a staff member who trapped their finger in a door. No further action taken.</p> <p>(ii) First aid – training up to date</p> <p>Whole school training done 13th May 2022.</p>	
11	<p>AOB:</p> <ul style="list-style-type: none"> • N/A. 	
12	<p>Next Committee Meeting:</p> <ul style="list-style-type: none"> • Monday 6th February 2023 @ 6pm 	