WESTGATE PRIMARY SCHOOL

**MINUTES OF THE RESOURCES COMMITTEE MEETING**

**HELD ON MONDAY 19th June 2023:**

**Present:** Helen Carpenter (HC); Andrew Ross - Chair (AR); Neil Richardson (NR); Collette Smith (CS); Susie Day (SD); Amy Bleasdale (AB)

**In attendance:**

**Minutes:** Amy Bleasdale

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| **Item** | **Minutes** | **Action** |
| **1** | **Apologies:**   * N/A |  |
| **2** | **Minutes & Matters Arising:**   * Pay360 being replaced by SchoolComms – hopefully this will be rolled out before the end of term. AB circulated the breakdown of costs and options following the last meeting. * The ‘in-vacuation test’ still planned for this term. * The SFVS document was submitted to finance. |  |
| **3** | **Finance:**  **(i) Budget Update**  **56/237 – Budget**   * Governors were happy with final year end position – unexpected income from un-budgeted SEN funding as well as genuine savings meant a better year end position than originally expected.   **10/237 - Extended Schools Budget**   * Governors were happy with final year end position.   **School Fund**   * No report available – AB to try and develop a suitable report for Sept (financial year end). * Approx £12k available at present but several large sums due out for trips / residentials / music fees. Surplus funds are supporting visits and trips across school.  1. **Review of final approved budgets for 2023-24 and budget deficit plan**  * Most recent versions of the SIFD application and DAP were available and the final budget models have been submitted to LCC. * It was noted that the DAP would not automatically reflect the ‘year end’ totals in the budget model as the budget models take the minutiae of the budget into account whereas the DAP only shows savings across certain areas. The DAP has been updated by LCC finance, so it reflects the savings already factored into the budget model. * The SIFD form has been submitted to request LCC cover the pension costs associated with redundancy that the school is still liable for (LCC will cover the actual redundancy costs.) |  |
| **4** | **Educational Visits:**   * The Herd Farm shortfall is likely to reduce although it is currently around £600. Whitby payments are also still due in but are currently less than a £200 shortfall. * Current overall shortfall of less than £2000 against visits and trips, however some trips are not yet due and others are already agreed to be funded from school fund. * Governors happy with the current level of support but agreed to continue to monitor shortfall to ensure it remains sustainable. |  |
| **5** | **(i) Section B -Strategy**  **Q6 Does the school have a realistic, sustainable and flexible financial strategy in place for at least 3 years, based on realistic assumptions about future funding, pupil numbers and pressures?**  *The budget is as sustainable as it can be considering it is in deficit. Budget decisions are made on the most relevant information available (e.g. funding levels) and adapt based on changes to pupils numbers, SEN funding etc.*  **Q7 Is the financial strategy integrated with the school’s strategy for raising standards and attainment, through curriculum-led financial planning?**  *Spending on curriculum has generally been reduced due to the budget deficit but what is spent is in line with needs of the school (key curriculum needs are itemised on the budget model).*  **Q8 Does the school have an appropriate business continuity or disaster recovery plan, including an up-to-date asset register and adequate insurance?**  *Insurance is provided through LCC as the school agrees this provides the necessary and adequate cover; the asset register is split between manual list and FMS data (with a view to combining this into one working document); the emergency plan is due to be reviewed at this meeting.*  **(ii)Section F – Protecting Public Money**  **Q23 Is the governing body sure that there are no outstanding matters from audit reports or from previous consideration of weaknesses by the governing body?**  *School finance have not audited the school for several years; any queries rasied during meetings are responded to either during the meetings or followed up with an explanatory email; the issues raised in the School Fund audit approx. 6 years ago were addressed at the time; School Fund is independently audited each year and reported to the committee.*  **Q24 Are there adequate arrangements in place to manage related party transactions?**  *Governors complete declaration of interests forms annually.*  **Q25 Are there adequate arrangements in place to guard against fraud and theft by staff, contractors and suppliers?**  *Issues around the purchasing card signatories was discussed at the time and reported in the minutes / reported to education finance; school employ a cashless system to minimise risk.*  **Q26 Are all staff aware of the school’s whistleblowing arrangements and to whom they should report concerns?**  *The policy is reviewed and approved annually, circulated to staff, and is accessible on a shared staff drive.*  **Q27 Does the school have an accounting system that is adequate and properly run and delivers accurate reports, including the consistent financial reporting return?**  *School use FMS, which is the same system used by LCC. LCC are considering a move to a new system which school may also consider to ensure consistency.*  **Q28 Does the school have adequate arrangements for audit of voluntary funds?**  *School fund is independently audited annually and reported to Governors.* |  |
| **6** | **Policies:**   1. Emergency Plan – Approved.   Annual review of the plan (a modified version of the LCC policy). Staff contact information has been updated; a new nominated Governor is required to adopt the ‘communication lead’ role – this is to go to FGB. | HC |
| **7** | **Staffing Update:**   * Admin assistant absence is due to end in July with a phased return – therapeutic visits are to commence from this week * MSR meeting was held on Wed with representatives from unions. 2 posts are happy to accept redundancy (leaving Dec 2023); awaiting decision on 3rd post (likely to be a voluntary redundancy but unconfirmed at present). * School are waiting on a funding decision for a Nursery pupil – if successful, the proposal is to extend one of the TA temporary contracts currently due to cease in Aug 2023. AR queried how the decision would be made and HC will check with HR. * A new starter with ASC will be assessed on arrival to see if any additional funding is required. * School plan to advertise internally for the new Assistant Head role and recruit an early career teacher to fill the classroom teacher role (HC to check with HR that internal recruitment is appropriate). | HC  HC  HC |
| **8** | **Property – matters arising**   1. Maintenance / site security matters arising  * Summer works are being arranged – Y2 & shared area painting; KS2 girl’s toilet vanity unit; hall painting; replacement of Y3&4 and front of school windows. * No main issues following the last site inspection. It was noted that the windows in the mezzanine have ‘blown’ so a quote is required (possibly repairs to come out of capital funding once figures are confirmed). * The front door has had the 6 monthly service – still no issues or repair works required following re-siting the door lock.   (ii) Set date for next site inspection   * Next site inspection to be Mon 17th July at 9.30am |  |
| **9** | **Health and safety – matters arising**   1. Report of any incidents and actions taken  * A Y6 SEN pupil struggling with transition to high school has resulted in limited physical intervention and use of the calm room. Governors are happy appropriate measures are in place to manage the situation. |  |
| **10** | **AOB:**   * HC shared a section of the newsletter due to be sent to parents, which highlights the school’s position in relation to funding and reasons for upcoming industrial action. Governors proposed a slight change to potentially inflammatory wording and agreed with its circulation to parents. |  |
| **11** | **Next Committee Meeting:**   * To be confirmed following FGB meeting in September 2023. | AR / HC |