

# WESTGATE PRIMARY SCHOOL

## MINUTES OF THE FINANCE & PERSONNEL MEETING HELD ON THURSDAY 19<sup>TH</sup> NOVEMBER 2015:

Present: Andrew Ross (Chair), Helen Carpenter, Pippa McPherson & Alison Finlay (in attendance).

		Action required
1.	<b>Apologies:</b> Cathy Liddicott, Susan Carson & Sarah Shore.	
2.	<b>Minutes &amp; Matters Arising from Last Minutes:</b> <ul style="list-style-type: none"> <li>Benchmarking data to be queried with Finance Officer on Monday 23<sup>rd</sup> November.</li> <li>FMSIS updated version to be questioned at the same time.</li> </ul>	HC/AMF
3.	<b>Finance : - Governors perused MBRs for SBS &amp; Extended Schools for month 7:</b>  <b>Budget Update – review of income &amp; expenditure</b> <ul style="list-style-type: none"> <li><b>SBS:</b> <ul style="list-style-type: none"> <li>Supply budget is quite high due to absences of 2 teachers - this will be covered by teacher insurance income.</li> <li>Training and recruitment budget is quite high and will need adjusting mainly due to the new SENCo's training.</li> <li>Cleaning costs high as a large order was placed at the beginning of the financial year, which will cover the bulk of our needs for the year.</li> <li>Sports centre and transport figures low because of the way internal charges are received.</li> <li>Catering costs are low and AMF is to query this with the Finance Officer.</li> <li>An increase in high needs SEN funding is due to one child moving from North Yorkshire to a Leeds address.</li> <li>Other income figure high due to the repayment of residential monies from school fund.</li> <li>It was noted that most cost centres are at approximately 60% of spend which is on target.</li> </ul> </li> <li><b>Extended School Budget:</b> <ul style="list-style-type: none"> <li>Play workers expenditure balanced by income due to high numbers.</li> <li>Underspend noticed on office and curriculum budget, however necessary orders are being placed.</li> <li>Catering costs are on target.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>RCCO:</b> <ul style="list-style-type: none"> <li>• 25K had been allocated to this budget including 15K for Photo-voltaic panels. The cost came in at just under 11K therefore the under spend has been used to develop the foundation stage outdoor area with a mud kitchen, planting areas and textured pathway.</li> </ul> </li> <li>• <b>Lighting in Schools Scheme:</b> <ul style="list-style-type: none"> <li>• School can apply for a loan from SALIX to cover upgrading to a sustainable system of using LEDs. The repayments of the loan are made by using the savings on the utility bills over an 8 year period. A survey has been carried out which will cost £150 but will be reimbursed if the scheme is viable for school. The scheme would also save the Superintendent time as well as lasting for approximately 25 years. It is hoped that if the scheme goes ahead installation will take place at night. The HT will update re viability when the report has been received from the survey.</li> </ul> </li> <li>• <b>SEN Funding:</b> <ul style="list-style-type: none"> <li>• 4 children currently receive high needs top up funding. If applications are successful for next April, we will have 6 children receiving funding, reducing to 5 in September when one child leaves. If the current situation in maintained School should have extra funding of nearly 11K. 1 nursery child is currently being statutory assessed and lives within the Bradford authority – funding may be received.</li> </ul> </li> </ul>	HC
4.	<b>Educational Visits:</b> <ul style="list-style-type: none"> <li>• Only one visit is planned this half term for Y3 &amp; Y4 &amp; the coach cost is being met from the school fund account.</li> <li>• Y6 Robinwood meeting was held last week &amp; will cost £250 per child. The cost has increased slightly as agreed last year due to a sharp rise in cost of the centre. Last year it was agreed to slowly phase in the increase rather than introduce a big rise for parents all at once.</li> </ul>	
5.	<b>School Improvement Plan:</b> <ul style="list-style-type: none"> <li>• Budget will be used for peer mentoring training as well as release time for teachers to observe maths teaching.</li> <li>• Staffing restructures may also lead to extra costs.</li> </ul>	
6.	<b>Schools Financial Value Standard (SFVS)</b> <ul style="list-style-type: none"> <li>• <b>Section A – The Governing Body &amp; School Staff.</b></li> <li>• <b>Q1: In the view of the governing body itself &amp; of senior staff, does the governing body have adequate financial</b></li> </ul>	

	<p><b>skills among its members to fulfil its role of challenge &amp; support in the field of budget management &amp; value for money?</b>  Yes, and has been strengthened by expertise on the Governing body. This Committee asks probing questions of the budget.</p> <ul style="list-style-type: none"> <li>• <b>Q2: Does the governing body have a finance committee (or equivalent) with clear terms of reference &amp; a knowledgeable &amp; experienced chair?</b>  Yes and the Senior Administrator attends the Finance and Personnel Committee meetings to advise on the budget.</li> <li>• <b>Q3: Is there a clear definition of the relative responsibilities of the governing body &amp; the school staff in the financial field?</b>  Yes, there is very clear definition in the relevant terms of reference, which are annually reviewed.</li> <li>• <b>Q4: Does the governing body receive clear &amp; concise monitoring reports of the school's budget position at least three times a year?</b>  Yes at every meeting (5 times a year) monthly budget reports are supplied and discussed.</li> <li>• <b>Q5: Are business interests of governing body members &amp; staff properly registered &amp; taken into account so as to avoid conflicts of interest?</b>  Yes all Governors complete the appropriate form. Those staff with purchasing power (HC / DH) have signed due to their roles on the governing body.</li> <li>• <b>Q6: Does the school have access to an adequate level of financial expertise, including when specialist finance staff are absent, eg on sick leave?</b>  Yes due to SLA with finance department a Peri Bursar would be made available. FOS Administrators Group can also be called upon for advice. School has sufficient signatories in the case of absences.</li> <li>• <b>Q7: Does the school review its staffing structure regularly?</b>  Yes constantly. For example this year the school has created an internal TLR post following staffing changes and is undertaking a review of TA grading to increase the number of level 2 TA posts in response to the way that TAs are being used in the school to deliver support to the increased number of SEN children in school.</li> <li>• <b>Q8: Have your pay decisions been reached in accordance with a pay policy reflecting clear performance criteria?</b>  Yes Governors have approved the Policy. SEN allowance has recently been applied following discussion at F&amp;P committee.</li> <li>• <b>Q9: Has the use of professional independent advice informed part of the pay decision process in relation to the headteacher?</b>  Yes via the School Improvement Advisor.</li> </ul>	<p><b>Q5 -AMF to check with Finance Officer whether all staff need to complete</b></p>
<b>7.</b>	<p><b>Policies:</b></p> <ul style="list-style-type: none"> <li>• <b>School Probationary Policy:</b></li> </ul>	

	<p>It was decided this was a very useful tool and Governors agreed to adopt it.</p> <ul style="list-style-type: none"> <li>• <b>Equalities Policy:</b> The Equalities working party is still discussing the Policy and therefore the matter will be carried over to the next meeting.</li> <li>• <b>Governor's Allowances:</b> It was agreed to adopt this Policy and review it annually. It is to be amended slightly to say that expenses will be paid for anything in the excess of distance from home to school.</li> </ul>	
8.	<p><b>Staffing Update:</b></p> <ul style="list-style-type: none"> <li>• <b>Current Staffing Update:</b></li> <li>• Helen Hooper has commenced her temporary role (until Aug 2016) as Curriculum &amp; Enrichment Leader which comes with a TLR 3 allowance. She receives release time of half a day per fortnight. She has already put an action plan in place &amp; the effectiveness of the posts will be monitored so as to see if the role is to continue in September.</li> <li>• Jo Ireland has now returned to work following a period of illness at the beginning of term.</li> <li>• Linda Rich is convalescing following surgery &amp; hopes to return by the end of November. It has been suggested that she only take on her Teaching Assistant role until after Christmas.</li> <li>• <b>Staffing Restructure for TA's:</b></li> <li>• School currently has 3 Level 2 Teaching Assistants and 10 Level 1 TAs. Level 2 requires additional responsibility, autonomy, working to deliver tailored support for children with significant SEN &amp; delivering structured interventions. Many of the 10 current Level 1 TA's are already doing this work, having taken the opportunity for professional development. The HT therefore proposes, as previously discussed in this committee, a change to TA structure to include 10 L2 positions and 3 L1 positions. A meeting was held last week with Teaching Assistants, headteacher, HR consultant &amp; 2 union representatives. Staff have been given a deadline of Friday 20<sup>th</sup> November to express an interest in being re-graded. If there are insufficient suitable candidates for the roles, the positions will be held vacant for the time being. School is expecting an increase of approx. £15K if all 7 re-grades are made. If SEN funding/ levels of need ever drop significantly then a re-structure will need to take place again to reflect this. Governors agreed that interviews would take place with the headteacher &amp; deputy headteacher in time for January 2016.</li> </ul>	
9.	<p><b>Any Other Business:</b></p> <p>None.</p>	

10.	<b>Date &amp; Time of Next Meeting:</b> To be arranged at the full governing body meeting.	