

WESTGATE PRIMARY SCHOOL

MINUTES OF THE FINANCE & PERSONNEL COMMITTEE MEETING HELD ON MONDAY 4th JULY 2022:

Present: Helen Carpenter (HC); Andrew Ross - Chair (AR); Sharon Mistry (SM); Sally Clough (SC); Neil Richardson; Amy Bleasdale (AB)

In attendance:

Minutes: Amy Bleasdale

| Item | Minutes | Action |
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| 1 | Apologies: <ul style="list-style-type: none"> SM | |
| 2 | Minutes & Matters Arising: <ul style="list-style-type: none"> AB circulated answers to the budget queries following the last meeting. A suitable alternative school fund report has not been found yet – AB to try and have this done ready for the Autumn meeting. Music costs – AB updated the information as requested last meeting, but this has been updated since and will be discussed in AOB. HC's appraisal is booked for Friday 8th July. | AB |
| 3 | Finance: (i) Budget Update 56/237 - Budget <ul style="list-style-type: none"> No budget reports available from LCC yet – AB to circulate when these are received. The committee agreed that the budget came in close and that any variances were known about. The PE grant has been confirmed for next academic year. 10/237 - Extended Schools Budget <ul style="list-style-type: none"> Close estimates on income received, although this should be higher than on the budget reports - the delay in voucher payments means a lot did not go through until month 1&2 of 2022/23 budget. All transactions are now reconciled individually to ensure monies are received in a timely fashion. Higher playworker costs than planned due to increased numbers – this cost should have been offset by increased income (not received in time). School Fund <ul style="list-style-type: none"> No report available. AB to try and find a new way of reporting this information by the Autumn term. (ii) Review of New School Budget <u>Main School Budget</u> <ul style="list-style-type: none"> The in-year deficit will be less than on the approved budget report as there is an additional £10k SEN money due to start in Sept (no associated costs as these have already been built into the model). <u>Extended</u> | AB |

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| | <ul style="list-style-type: none"> • WOOSH numbers are getting back to pre-covid levels. • HC proposed an annual price increase in line with inflation. Electronic payments mean no 'round figures' required when increasing prices. Smaller increments each year would be better than larger increases every few years. • A governor suggested price increase for September – the committee agreed to look at increasing prices from Sept 2023 then increasing in line with inflation moving forward. It was agreed it was too close to the end of term to make changes and the committee were happy that the budget balanced. • The 2022/23 £8k deficit budget takes into account £10k for kitchen works (this is covered by £11k carry forward from this financial year). | AB |
| 4 | <p>Educational Visits:</p> <ul style="list-style-type: none"> • AB shared the list of current visits and trips – some amendments to be made on the spreadsheets. • Gobs agreed that contributions from School Fund were a reasonable amount. • Payments still due in for 1x trip; 1x residential may be subsidised more than planned due to lower numbers attending compared to the numbers used to set pricing. | AB |
| 5 | <p>Schools Financial Value Standard (SFVS):</p> <p>(i) Section B -Strategy</p> <p>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?</p> <p>The budget report shows a 3-year projection and includes all information school are aware of at the time of budget setting.</p> <p>Q7 Is the financial strategy integrated with the school's strategy for raising standards and attainment, through curriculum-led financial planning?</p> <p>Yes - specific funding has been allocated this year for phonics and reading (a priority on the SDP). A large portion of this is expenditure will be offset by PTA contributions.</p> <p>Q8 Does the school have an appropriate business continuity or disaster recovery plan, including an up-to-date asset register and adequate insurance?</p> <p>Emergency plan to be reviewed today; asset management plan almost up to date; insurance information circulated by LCC at the start of the financial year.</p> | |

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| | <p>Section F – Protecting Public Money</p> <p>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?</p> <p>LCC haven't audited the main school budget for a considerable length of time, although monthly reconciliations are done as standard. The school fund is audited annually. LCC audited school fund at school's request approx. 5 years ago – issues arising from this audit were dealt with at the time in conjunction with fraud awareness training, and new practices were put in place.</p> <p>Q24 Are there adequate arrangements in place to manage related party transactions?</p> <p>Yes</p> <p>Q25 Are there adequate arrangements in place to guard against fraud and theft by staff, contractors and suppliers?</p> <p>Signing systems in place for any cash taken off-site (paying in); 2 person process for authorising orders / invoices / purchasing card transactions; LCC pay salaries and invoices; logs made of all charity collections taken in class.</p> <p>Q26 Are all staff aware of the school's whistleblowing arrangements and to whom they should report concerns?</p> <p>Approved annually and circulated to staff; available on the school website.</p> <p>Q27 Does the school have an accounting system that is adequate and properly run and delivers accurate reports, including the consistent financial reporting return?</p> <p>Consistent reporting to governors; work is due around more appropriate school fund reporting to Governors.</p> <p>Q28 Does the school have adequate arrangements for audit of voluntary funds?</p> <p>Currently audited annually by a parent who works for HMRC – due to be done Sept 2022 and will be circulated to Gobs.</p> | |
| 6 | Policies: | |

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| | <p>(i) Work and Families – model policy (approved). To be reviewed in 3 years' time.</p> <p>(ii) Capability – model policy agreed with unions (approved). To be reviewed in 3 years' time.</p> <p>HC confirmed all support staff at Westgate are part of the appraisal cycle with the exception of a cleaner & lunchtime supervisory assistant.</p> <p>(iii) Emergency Plan (approved). To be reviewed annually.</p> <p>Only available to staff via share point due to containing personal contact information (these details are to be updated annually).</p> <p>HC has added references to remote learning in the event of school closure.</p> <p>Agreement to test the emergency plan in the next year.</p> | HC |
| 7 | <p>Staffing Update:</p> <p>(i) General update</p> <ul style="list-style-type: none"> • HK returned from maternity leave today. • Change to WOOSH leadership from September – this will now be shared between HK & AW. AW will be qualified to the appropriate level by September, using apprenticeship funding (evidence of career progression). • HR to reduce hours to 0.8fte temporarily for a year in the first instance; JN to do a teaching day and be back filled by GB. • 1x LSA working temporarily as a TA has begun an NVQ3 through apprenticeship levy funding and due to high needs in Rec her contract has been extended for another year. • JH to remain at 0.8fte for another year – KD to do 2 teaching days (to cover Y1&5) | |
| 8 | <p>AOB:</p> <ul style="list-style-type: none"> • PHGS increased peri music charges from £26 to £35.50 per hour (40% increase). Proposal to increase current peri music charges by 5% (from £52.50 per term to £55 per term) agreed by the committee. • Staff survey – noticeable improvement in results compared to last year, especially around workload and work / life balance. • HC thanked governors for their support and patience this year. | |
| 9 | <p>Next Committee Meeting:</p> <ul style="list-style-type: none"> • Date to be confirmed in September (committee to amalgamate with the property, health & safety committee). | |