

WESTGATE PRIMARY SCHOOL

MINUTES OF THE FINANCE & PERSONNEL MEETING HELD ON MONDAY 25TH APRIL 2016:

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

		Action required
1.	<p>Apologies:</p> <p>Cathy Liddicott.</p>	
2.	<p>Minutes & Matters Arising from Last Minutes:</p> <ul style="list-style-type: none"> The minutes were approved at the last full governing body meeting. AF (Alison Finlay) is to circulate each member of staff with a Register of Governors' Business & Personal Interests form for completion. The LED installation is now complete without problems. Following K Rossington's advice – school will look in September at anticipated savings by which time solar panels will have been installed for 1 year. Ruth Bleasdale's position has now been filled by Helen Taylor – see below. 	AF
3.	<p>Finance : - Governors perused MBRs for SBS & Extended Schools for Month 12:</p> <p>Budget Update – review of income & expenditure</p> <ul style="list-style-type: none"> SBS: AF explained that the figure for teaching assistants & learning support were out of line due to promotions being coded to the wrong cost centre centrally. This has now been corrected at Payroll Services. Gas & Electricity costs will show in month 13. Increase in Pupil Transport is due to swimming continuing from Sept – July now and also taxi bills for a pupil with complex needs. These costs have been reimbursed by the cluster. Governors were informed that Insurance Income is due to claiming for staff off sick. Educational Visits budget will be brought into line when all residential funds have been received re Robinwood & Whitby which are paid into the school fund account initially. Extended: This budget was confirmed as being fine with a healthy carried forward figure. The new 2016/17 budget has not yet been set. Approval of new school budget including SIP priorities: 	HC

	<ul style="list-style-type: none"> • Governors perused in great detail the proposed budget for 2016/17 & looked at areas of concern. • Staffing costs have increased due to: uplift to the living wage increases from April 16 which will affect some LSA & TA salaries; regrading carried out in December 2015 of some TA posts; increases in NI & pension contributions this financial year with no additional funding received to off-set this. • It was agreed that school needs to be prudent as a deficit budget is possible in 2017/18 & 2018/19. However the 3 year model doesn't at this stage take into account any income or funding that may well be received in those years thus reducing the figures, for example high needs top-up funding, or changes in staffing as more experienced staff are replaced with less experienced candidates on a lower salary scale point. • A contribution from the Extended budget could be used to off-set any potential deficit. • The cost to parents of school milk is to increase from £12 pa to £21 pa & school meals for KS2 will increase to £2.30 in September, to reduce the subsidy required from School Budget Share. • In July school will see 1 SEN child leave for secondary school but funding will be received for a new Rec child. Two children should be eligible for extra funding. • Nursery places are predicted to be quite low this year & next & HC (Helen Carpenter) is to enquire with local schools about offering additional paid hours to parents in 2017 for up to 30 hours per week. • School plans to make savings now in the curriculum budget. • Capital figure is still healthy with a balance of £10k 	
4.	<p>SFVS:</p> <p>SECTION B- Setting the School Budget</p> <p>Q10: Is there a clear & demonstrable link between the school's budgeting & its plan for raising standards & attainment? Yes – governors look at the staffing structure & training budget regularly & also ensure beneficial resources are purchased.</p> <p>Q11: Does the school make a forward projection of budget, including both revenue & capital funds, for at least 3 years, using the best available information? Yes – school adheres to the 3 year model in line with LCC & governors peruse MBRs on a regular basis.</p> <p>Q12: Does the school set a well-informed & balanced budget each year (with an agreed & timed plan for eliminating any deficit)? Yes – this meeting has just looked at & approved the new budget for 2016/17.</p>	

	<p>Q13: Is end year out turn in line with budget projections, or if not, is the governing body alerted to significant variations in a timely manner, & do they result from explicitly planned changes or from genuinely unforeseeable circumstances?</p> <p>Yes- as above – at each Finance & Personnel meeting, governors look at the most up to date MBRs for both SBS & Extended Schools & question areas of income & expenditure as necessary.</p>	
5.	<p>Policies:</p> <p>Managing Attendance Policy:</p> <ul style="list-style-type: none"> • Governors had perused the policy supplied by the local authority HR team. • It was agreed that the staff handbook supplied to staff & updated each year – covered procedures re staff notifying absences. <p>Equality Policy:</p> <ul style="list-style-type: none"> • It was agreed that Section 3 provided a 5 point check list to meet the requirements & the screening process looks at whether it is necessary to carry out any further procedures. • HC will adapt the policy to show whether Section 4 is needed for completion before personalising it & bringing it to the next meeting in June. 	HC
6.	<p>Use of Pupil Premium & PE Premium Funding:</p> <p>HC has begun to put together a comprehensive summary (see attached) showing how PE funding & pupil premium (PP) has been used in school to the benefit of those children it is intended for & to enhance the curriculum:</p> <p>Pupil Premium:</p> <ul style="list-style-type: none"> • Children adopted from care & FSM children are eligible for PP. • In 2014/15 some staff were trained in intervention to allow for groups to be accessed by certain children. • HC explained in great detail how monies had been spent & what on – the Inclusion Officer's salary is off set against these funds as most of the children she deals with have PP. • HC will work out a weekly rate re intervention group costs which will highlight the way forward & show the measurable impact they have. • In 2015/16 whole staff training was invested in – again this will be calculated. • Itemised subsidies re residentials will also appear for scrutiny. • HC works with the Cluster to ensure these children receive priority bookings by releasing vouchers to them for activities. <p>PE Funding:</p> <ul style="list-style-type: none"> • In 2014/15 playground markings were renewed – helped by a contribution from FOW. • PE SLA & training accessed by professional bodies. • Ryan Davies from PHGS is paid for using this funding 	

	<ul style="list-style-type: none"> The PE admin assistant post has been very effective in increasing the number and variety of inter-school tournaments entered. Y4 now swim at PHGS for the whole school year. Teaching Assistants who run sports clubs after school are paid & their extra salary off-set, thus significantly increasing the number of clubs offered. <p>HC is to finalise the document shortly & make it available to governors. The website is also to be updated with this type of information.</p>	HC
7.	<p>Staffing Update:</p> <ul style="list-style-type: none"> Helen Taylor commenced work on 18th April as a level 2 Teaching Assistant replacing Ruth Bleasdale. Initially her contract was 15 hours but has been increased to 25 to provide further support for a Reception child who now receives high needs top-up funding. This will be reviewed for September 2016. HC will announce Pam Smith's retirement in the newsletter due to go out in 3 weeks as certain children will need preparing for Pam's departure. The position is to be advertised very soon. Sharon Hall is to embark on a Teacher Training programme & once her placement is confirmed, her position will also be advertised & she will leave in July. HC confirmed that the position would be advertised for a level 2 Teaching Assistant for Reception class & will be specific to this class/ age range. Gina Charlesworth will start a phased return to work next week. Karon Osborne (cleaner & LSA) has broken her foot & her sick note expires shortly. School is waiting to see if she will return this week. Gill Mullens has confirmed that paperwork from the Healthy Schools Team is now with HR & she will officially leave Westgate 31st Aug 2016. HR have confirmed that the post need only be advertised internally. It is expected that Zoe Romaine will apply & have her position made permanent. It was agreed that Helen Hooper's TLR post continue for one more year until August 2017 when the situation will be reviewed. 	
8.	<p>Educational School Visits:</p> <ul style="list-style-type: none"> Residentials to Robinwood for Y6 & Whitby for Y5 will take place in June. School is subsidising a very small amount this year. Governors asked whether children ever decline to go on residential visits & it was recorded that they rarely do. 	

9.	Any Other Business: None.	
10.	Date & Time of Next Meeting: Tuesday 14th June 6:00pm.	