

**WESTLEA PRIMARY SCHOOL**

**Company Number 8713214**

**FINANCE COMMITTEE MEETING**

**Monday 16th March 2015, 5.00 pm**

**Westlea Primary School**

**ATTENDEES:** Anne Bowerman (AB) – Chair, Carol McKinlay (CMcK), (TD), Rose Carberry (RC) – Head Teacher, Tanya Ogley – Bursar, Jayne Dickinson (Finance Admin), Amelia Penfold (Clerk)

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| **1****1.1** | **Welcome** AB welcomed everyone to the meeting.  |
| **2****2.1** | **Apologies**Apologies were received and accepted from Trevor Dowell and Sarah Sumner. No other apologies had been specifically received although it was noted that Mark Davis has particularly heavy work demands at the moment and Matthew Row has family circumstances that prevent him attending. |
| **3****3.1** | **Declaration of Pecuniary Interests**None was declared. |
| **4****4.1** | **Minutes from the previous Meeting of the Finance Sub-Committee (4.2.15)**Minute 12.1: “Part of the GB’s role is to protect the *Responsible Officer* (RC) by ensuring probity and rigour in the finance governance.” *Responsible Officer* is to be changed to *Accounting Officer.* Apart from this amendment, the minutes were accepted as a true record and were signed by the Chair. The HT updated the meeting on TO’s change of job title since the previous committee meeting, from Senior Finance Officer to Bursar. |
| **5****5.1** | **Matters Arising and Action Points*** Raise the issue of the quarterly finance meetings between LACT finance staff.

CMcK reported that the issue had been raised at the Board meeting on 9.2.15 which will be followed up at the next LACT meeting. **<Agenda>**- Contact Matthew Row about his membership of the Board. See Min 8.1- Contact the Link Magazine to promote the vacancies. See Min 8.1* Canvas colleagues at Nationwide re-joining the Board. See Min 8.1
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| **6****6.1****6.2****6.3****6.4** | **Finance Report** Review of Income and Expenditure to BudgetsThe Bursar reported that most of the budgets are on target (ie at 50% spend at the mid-point in the year, with the following exceptions:Income:* PE: two payments per year are made.
* UIFSM: this will be confirmed in April re Terms 5 and 6. CMcK asked if the uptake of meals in KS2 has increased this year but TO said it had not. RC explained the twice weekly ‘Grab and Go’ as an alternative to packed lunches and, in answer to a governor’s question, confirmed that this was within the legislative bounds of providing hot meals to pupils.
* Bank interest is accruing more now with the Lloyds account.
* Lettings are on track.
* SRP income has increased due to a recent arrival of a new pupil in the Unit.

Expenditure:* Supply Insurance: currently being researched; to be reported at the next meeting. **<Agenda>**
* DBS costs are high due to the number of volunteers that require checks.
* Community Room maintenance: monies will be reallocated to account for the ramp.
* Repairs and Maintenance: £740 has been committed for lighting (TLC).
* Rates will balance out over time.
* Grounds Maintenance: quotes from other suppliers are being sought.
* 71b Capital Kitchen: a mobile oven costing £2,500 is being purchased as there is more cooking in the new curriculum to be supported. Also, the floor needs approximately £4,000.
* 79c Design and Technology: overspent due to the specialist resources required to support the curriculum.
* ICT licences are one annual payment.
* Music: this is billed retrospectively. Going forward the curriculum will be supported through Charanga rather than external provision.
* Insurance: paid at the start of the year; part of a three-year programme.
* LA services: services are paid at the start of the year.
* Swimming: payments from parents are difficult to sustain so a reminder will be sent. Pupil Premium also supports this budget head.
* Photocopying: a lot of copying and laminating is being carried out at present.
* Communications: phonecalls are now cheaper, and BACS payments enable easier and more cost effective payments.
* Internet/Broadband: SW Grid for Learning is not providing good value so other suppliers are being explored. The school needs assurance on safeguarding issues in relation to internet use; the Bursar had circulated an email on this issue. The supplier will change on 9.6.15 to Oakford.
* ICT: this is at 87% due to the payment of annual licences.
* Contingency: this currently stands at £95,451.

From the Bursar’s General Notes* Reserves/investments: the Bursar has invested £40,000 in a short-term (six weeks) account. This will be reviewed at the next meeting. **<Agenda>**
* Maternity Cover: as there had been no response to the Eteach advert, the school is using the Hays Agency.
* Upcoming Projects:

: Decoration of classrooms: CCTV: Kitchen floor (see above): Screens in classrooms* Reduction in government support for accountancy costs for academy schools. Westlea will lose £5,000 this year and £9,000 next year.
* Teacher contributions re pensions will increase in September.
* The 3.4% reduction in Employer’s NI will cease from April 2016 so salary costs will increase.
* Visit of the Responsible Officer: see Minute 7.1.

Pupil PremiumThe HT reported that there was no change since the previous report. The website has been updated to demonstrate the impact of this funding. Pupils in vulnerable groups are now able to participate more fully in school life and class size is reduced so all pupils benefit. The introduction of Packtypes, a self esteem package, is on hold until September.PE FundingThe HT reported on expenditure to date. Tag Rugby is proving very popular and is growing in take-up. A wheelchair club is being considered. The Deputy Head is also canvassing pupils on their general take-up of activities. CMcK asked how other schools use this funding; RC said that Millbrook has employed a sports coach but she would prefer Westlea’s teachers to develop their skills and confidence in teaching PE rather than have separate provision. |
| **7****7.1** | **Issues raised by Accounting Officer** The HT raised one particular issue: the process for conducting the EFA bids in 2014. The Accounting Officer stated that these should have been ‘closed’ bids. The (then) Chair of Finance Committee was also not in support of the process followed. In addition, the process of deciding which companies provided the quotations was not robust, eg if the school was receiving a grant of £46,000 for roof repairs, then quotes should have been sought from roofing specialists.This will be carried forward for a full discussion at the next meeting. **<Agenda>** |
|  | *JD left the meeting.* |
| **8****8.1** | **Succession Planning** CMcK reported the following:* Matthew Row has indicated he wishes to continue being a governor and will be more active in the Spring when his family circumstances have improved.
* Contact with the Link Magazine to promote governor vacancies is to be carried forward to the next meeting. **<Action>**
* She has met with two potential new governors, and meetings with two more applicants are due to take place soon.
* AB reported that she has promoted the vacancy at Nationwide.
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| **9****9.1** | **Academy Benchmarking**AB reported that she has followed up the recommended websites from Governor Support but, because Westlea is a ‘new’ academy, the school’s data is not yet listed. Going forward, it would be useful to compare the four LACT schools. CMcK asked AB to keep checking the benchmarking websites so that the exercise can be carried out for Westlea; it will then be carried out annually.In addition, CMcK will raise this at the LACT so that the four schools can carry out the benchmarking exercise. **<Action><Agendas>** |
| **10****10.1** | **Health and Safety Update** RC reported as follows:* Cleaners are carrying out monthly online training.
* Legionella training has been attended by the HT and TP.
* Risk assessments have been carried out by TO and TP. CMcK again acknowledged the work done by these staff.
* Ellis Whittam payments are due again in June.
* All checks are on track.
* Fire training checks for staff: TO will check these. **<Action>**
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| **11****11.1** | **Any Other Business**Feedback from LACT Board Meeting 9.2.15CMcK reported that the Director with Expertise in Finance (Daniel Pearce) had provided feedback following the audit which showed that the auditor had no issues with Westlea’s records.DP has also provided guidance on goods or services provided by individuals or organisations connected to the academy trust; this will be sent to AB by the Clerk. **<Action>**  |
| **12****12.1** | **Date of Next Meeting**Wednesday 13th May 2015. The start time was agreed by those present to be 5pm. |

**ACTIONS:**

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| Min | Detail | By Whom | By When |
| 8.1 | - Contact the Link Magazine to promote governor vacancies. | CMcK |  |
| 9.1 | - AB to continue checking the benchmarking websites. | AB |  |
| 10.1 | - Fire Training checks for staff. | TO |  |
| 11.1 | - Send info on related transactions to AB. | Clerk  | Actioned |

**AGENDAS:**

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| 5.1 | Regular meetings for finance staff. | LACT – Term 4 |
| 6.16.2 | Finance report to include:* Supply Insurance
* Reserves/investments
 | Finance – Term 5 |
| 7.1 | Issues raised by Accounting Officer  | Finance – Term 5 |
| 9.1 | Benchmarking  | Finance – tbcLACT – Term 5 |

Signature of Chair …………………………………………….. Date ………………………………