



**ST MICHAEL'S CE PRIMARY SCHOOL
GOVERNING BODY
FINANCE AND PREMISES COMMITTEE MEETING
HELD ON TUESDAY 2 APRIL 2019 AT 5.30PM
MINUTES**

Part 1

ATTENDANCE	
<p><i>Governors Present:</i> Mark Dailey, Cttee Chair (MD) (09-11-20) *Lucy Clarke (LC) (03-05-20) *Vidhi Gupta (VG) (19-09-21) Geraldine Gallagher Head Teacher (HT) Adam Garfunkel, GB Chair (AG) (12-05-19) *Frances Sorapure (FS) (21-11-20) Charlotte Mulley (CM) (25-02-22) *not present at the meeting</p>	<p><i>Also present:</i> Adam Zombory-Moldovan (AZM) Co-opted) Niki Purvis (NP), School Business Manager Claire Southern, Observer Saru Balakrishnan, Clerk</p>

Item No.	Subject/Decision	Action by
1. 1.1	Welcome and Apologies for Absence The Chair welcomed all to the meeting. Apologies for absence were received from Lucy Clarke, Vidhi Gupta, Fran Sorapure and Robert Bahns.	
2. 2.1	Declaration of Interests in respect of items on this Agenda None.	
3. 3.1	Minutes of the previous meeting held on 12 March 2019 The Minutes of the meeting of 12 March 2019 were AGREED subject to some minor amendments. ACTION Clerk to amend and send to the school for the Chair to sign and the school to file.	Clerk
4. 4.1	Ten-year Premises Plan, Fundraising and Communications Work has been done on a capital work strategy for the next 10 years. Expenditure on premises has to be found by the school. An annual contribution to a build reserve is paid into by the school and managed by the Church. Parents contribute to the Governors' Fund. The school site is owned by the Church. Rental is received from Highgate School for the use of the Lane. Priority projects are to have an ICT Suite/Library and to replace the Server and pcs. To move the Nursery from the front to the back of the school premises. To build an all-weather link between the buildings. To rearrange the offices. ACTION AZM to organise a Masterplan meeting to be held this month. In June this year there will be a 10-year strategic plan launch event for parents and the community. Governors discussed this and it was AGREED that a soft launch should be held in June to interested parties with a hard launch in September. The Governor led fundraising and communications group should be expanded to include more parents. The work to be divided into two workstreams. The first to get the events launched. The second to put together an investor pack.	
	ACTIONS	



	<p>MD to lead on getting the four applications in for various grants that have been identified and to work with GG and NP on this. CM to assist with communications and work with MD and GG. CM to join the Fundraising and Communications group. AZM and GG to meet on 23 April 2019 to discuss the masterplan. The date for the soft launch was AGREED as 25 June 2019 at 6.30pm.</p>	<p>MD CM MD GG CM AZM GG</p>
<p><i>AZM left the meeting at 6.35pm.</i></p>		
<p>5. 5.1</p>	<p>3-year Budget Paper with the three-year budget forecast was circulated at the meeting. There have been slight adjustments to the 2019/20budget as projected income from breakfast club will increase as there will be income from the Nursery with effect from September. When staff leave, they are replaced with NQTs. The school will be losing some TAs from September. The school will look at options for replacement. There will be one additional HLTA. Troy Bunbury, Site Manager, will be leaving in September 2021 to retire. It was noted that a good job has been done on the budget with a very healthy bottom line.</p>	
<p>6. 6.1</p>	<p>Benchmarking GG has done an exercise to compare SMCE with similar schools. The school is in the middle on spend on pupils and teachers and lower down on spend on teaching staff and supply staff.</p>	
<p>7. 7.1</p>	<p>Premises Update A Football Camp will be using the premises over the Easter holidays. A car park barrier will be installed. Other minor maintenance works will be completed There will be a H&S Audit on 20 May. There will be a meeting on 2 May 2019 with two Estate Managers from Highgate School about the agreement in respect of the Lane drainage and the gate. There is a higher demand for Nursery than places available. If the school could offer 60 places at Nursery that would feed into the school. It won't be possible to do this now but there is an opportunity to do this when the Nursery is moved. Highgate School will be closing their Nursery from September 2020 which is likely to lead to a greater demand for places.</p>	
<p>8. 8.1</p>	<p>Any Other Business None.</p>	
<p>15 15.1</p>	<p>Date of next meeting Tuesday 11 June 2019 at 5.30pm</p>	

There being no further Part 1 business and no Confidential Part 2 business the meeting ended at 7.20pm

Signed
Chair.....Date.....



List of agreed Actions

Item No.	Agreed Action	By whom
3.1	Clerk to amend Minutes of previous F&P meeting and send to GG and MD.	Clerk
4.2	<ul style="list-style-type: none">MD to lead on getting the four applications in for various grants that have been identified and will work with GG and NP on this.CM to assist with communications and work with MD and GG.CM to join the Fundraising and Communications group.AZM and GG to meet on 23 April 2019 to discuss the masterplan.	MD CM MD GG CM AZM GG