



**ST MICHAEL'S CE PRIMARY SCHOOL  
GOVERNING BODY  
FINANCE AND PREMISES COMMITTEE MEETING  
held on Tuesday 11 June 2019 at 5.30PM**

**MINUTES**

**Part 1**

<b>ATTENDANCE</b>	
<p><i>Governors Present:</i> Mark Dailey, (MD) (09-11-20) *Adam Zombory-Moldovan (AZM) (26-11-18) *Vidhi Gupta (VG) (19-09-21) Geraldine Gallagher <b>Head Teacher</b> (HT) Frances Sorapure (FS) (21-11-20) Ben Nanson (BN) <b>Cttee Chair</b> (11-06- 23) *Claire Southern Adel Burgess</p>	<p><i>Also present:</i> Niki Purvis (NP), School Business Manager Chris Lambert, Clerk</p> <p>*not present at the meeting</p>

<b>Item No.</b>	<b>Subject / Decision</b>	<b>Action by</b>
<b>1.</b>	<b>Welcome and Apologies for Absence</b>	
1.1	The Chair welcomed all to the meeting. Apologies for absence were accepted from AZM and CS. VG was noted as being absent.	
<b>2.</b>	<b>Declaration of Interests in respect of items on this Agenda</b>	
2.1	None.	
<b>3.</b>	<b>Appointment of Governor and election of Committee Chair</b>	
3.1	It was recorded that Ben Nanson had been appointed as the LDBS Foundation designated Governor.	
3.2	MD declared that he was standing down as Chair to the Committee, with immediate effect. Ben Nanson volunteered to take up the role as Chair of Committee which was unanimously accepted. BN took the Chair with immediate effect.	
<b>4.</b>	<b>Minutes of the previous meeting held on 2 April 2019</b>	
4.1	The Minutes of the meeting of 2 April 2019 were considered and confirmed as being an accurate record of events. The Chair signed the Minutes which were retained by the school for safekeeping.	School
4.2	<b>Matters Arising from the Minutes of 2 April 2019</b> Item: 3.1 The Clerk had amended the 12 March Minutes, which had been received by the school. 4.1 AZM / GG had organised a meeting to consider the Masterplan 4.2 MD confirmed that four grant applications were being finalised. GG and NP will review the applications prior to submission before Term end. AZM and GG met on 23 April to review the masterplan. The soft launch is scheduled for 25 June 2019.	Clerk SB  AZM



<p>5. 5.1</p>	<p><b>Statutory maintenance review</b> NP circulated the maintenance review schedule which is a live document, updated by the Site Manager and NP as works are completed. It was noted that review of services as described in the H&amp;S Policy had been completed and there were no concerns raised. The Fire Risk Assessment would be undertaken in June. The Lightning conductors had been replaced The fixed wire testing will be completed over the summer</p> <p>The Governors noted the review schedule and thanked NP for her management of facilities and services.</p>	
<p>6. 6.1  5.2  5.3</p>	<p><b>Asset Register</b> NP tabled a short report informing Governors of the process of asset management and the current status. An exercise was completed to update the asset register to include all assets and collate different historic inventories and registers that had previously been compiled. In addition an audit has now been undertaken to validate the accuracy of the data on the register <b>Action: The Asset Register would be updated to provide a total asset value</b> The Committee discussed the case for disposing of the Kiln which was surplus to requirements. It was noted that as it was not used and had a c£250 value the school should seek to secure a sale. MD would talk to a contact who might be interested in purchase. The Asset Policy was reviewed and approved. The purchasing powers and financial limits were noted as being part of the Finance Policy and not for inclusion in the Asset Policy. The next review would be in June 2021.</p>	<p>NP</p>
<p>7. 7.1  7.2  7.3</p>	<p><b>Premises Update and Summer works</b> NP reported on the recent site activity completed over the Easter and May half term breaks; the Report had been circulated in advance of the meeting:</p> <ul style="list-style-type: none"> <li>• New oven installed in the kitchen as part of a rolling refurbishment programme</li> <li>• new barrier installed in the car park – part of child safety and safeguarding agenda</li> <li>• office re-fit completed; Inventory on line visitor and staff sign in system installed. Furniture replaced and the office upgraded. The funding of the Inventory system by Governors was noted.</li> <li>• Internal lighting in the Junior block upgraded with LED; started in May half term, funded by LDBS</li> <li>• LDBS has provided £82,000 to support the painting of the external premises including Juniors, Pavilion and other parts of the site</li> <li>• The SMSA had raised £15k towards the purchase of playground equipment which was noted.</li> <li>• A programme of interior decoration was being planned; several quotes sought.</li> </ul> <p><b>Action: GG will report on these school improvements in the next edition of the Newsletter.</b></p> <p>It was noted that the LDBS owned the buildings so any decisions on external maintenance were at their discretion. NP confirmed that the aim was to complete the summer works programme in early August to enable the site to be available for summer</p>	<p>NP  GG</p>



7.4	camps and other extended school activity for at least part of the summer holiday. <b>Action: the Server will have to be replaced in the Summer – funded by the Governors.</b>	NP
8. 8.1	<p><b>Fundraising and communications</b></p> <p>MD updated the Committee on progress to date:</p> <ul style="list-style-type: none"> <li>• Two meetings already held to develop the fundraising strategy; the buildings are listed so that created an obstacle in submitting grant applications. Next meeting 12 June 2019</li> <li>• The event had been retitled to “investing in a richer learning environment”</li> <li>• Use of Governor Fund to pay for the reorganisation of the classrooms</li> <li>• The upgrade to the Library was the priority and the focus for the fundraising campaign</li> <li>• Soft launch scheduled for 25 June at which drawings and costings of proposed projects will be required.</li> <li>• The September launch will focus on the efforts made to date to secure funding; the priority project – the Library - and describe how the school is pulling on all resources to fund these exciting projects. Donations will be sought from parents and these will flow into the Governor fund. The launch – which will be open to the school parents and immediate community - will include detailed project plans for inspection and information.</li> <li>•</li> </ul>	NP
9 9.1 9.2 9.3 9.4	<p><b>9 Any other business</b></p> <p>9.1 GG asked for a volunteer Governor to become the H&amp;S Link Governor, replacing AZM, who had resigned. BN accepted the role and will seek to undertake appropriate training prior to a site visit and walkabout in September</p> <p>9.2 FS reported on the progress of the History Mural which, on completion will be secured to an external wall. The aim was to have a launch of the Mural in September., with thanks. This project would become a teaching resource and art piece and fits well into the aims of the new Ofsted curriculum and knowledge based framework. It was suggested that some well know local actors be invited to launch the Mural.</p> <p>9.3 GG reported on recent discussion with the Burser and Estates Manager of Highgate School on issues of drainage and replacement gates. Some progress was reported and NP would follow up with the aim of getting the works scheduled for Summer 2020. The license with Highgate School provides for Highgate to make a contribution of £30,000 towards drainage works with the proviso that works must be completed within 4 years of the date of the license agreement.</p> <p>9.4 It was noted that recent school trips to Flatford Mill and PGL camp had both been run successfully on a breakeven basis</p>	<p>BN</p> <p>FS / GG</p> <p>NP</p>
10	<p><b>10 Date of next meeting</b></p> <p>Early October 2019; date to be confirmed when GG issues the schedule of meeting dates for 2019 /20</p>	

There were no part 2 Confidential Items

The meeting ended at 6.40 pm



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

**List of agreed Actions**

<b>Item No.</b>	<b>Agreed Action</b>	<b>By whom</b>
3.2	Ben Nanson was elected Chair of Committee, with immediate effect.	Committee
6.1	The Asset Register would be updated to included known or imputed value per item	NP
7.2	Newsletter to include a report on the school works programme, for information	GG
7.4	The Server will have to be replaced in the Summer – funded by the Governors.	NP