



**ST MICHAEL'S CE PRIMARY SCHOOL  
GOVERNING BODY  
FINANCE AND PREMISES COMMITTEE MEETING HELD ON  
TUESDAY 12 NOVEMBER 2019 AT 5.30PM  
AGENDA**

**Part 1**

<b>ATTENDANCE</b>	
<p><i>Governors Present:</i> Mark Dailey Chair of Governors Geraldine Gallagher, <b>Ex Officio Head Teacher (HT)</b> Reverend Kunle Ayodeji <b>Ex Officio Foundation (KA)</b> Fran Sorapure Adele Burgess Claire Southern *Vidhi *not present at the meeting Nicola Purvis - SBM</p>	<p><i>Also present:</i> Helen Gibson, Clerk</p>

<b>Item No.</b>	<b>Subject/Decision</b>	<b>Action by</b>
<b>1.</b>	<b>Welcome and Apologies for Absence</b>	<b>MD</b>
1.1	<b>Mark Dailey (Chair)</b> explained Ben Nanson has been retired as an LDBS governor with immediate effect. <b>ACTION: The Chair will write to the LDBS and seek a new appointee.</b> MD to follow up membership of the Finance and Premises committee. <b>NOTED: Adel Burgess has agreed to Chair the Finance and Premises Committee on temporary basis.</b>	
1.2	The Chair welcomed everyone to the meeting and noted that apologies had been received in advance from Vidhi Gupta	
<b>2.</b>	<b>Declaration of Interests in Respect of Items on this Agenda</b>	<b>MD</b>
2.1	None.	
<b>3.</b>	<b>Minutes of the Previous Meeting held on 11<sup>th</sup> June 2019 and Matters Arising</b>	<b>MD</b>
3.1	The Minutes of the previous meeting were <b>AGREED</b> , signed by the Chair and returned to the HT for file.	
3.2	Matters arising from previous meeting 6.1 The Asset Register would be updated to include known or imputed value per item – done 7.2 The server will have to be replaced in the summer - completed	
<b>4.</b>	<b>Statutory maintenance review</b>	
	F&P received a report on Statutory maintenance which was all up to date or in a couple of cases booked in before the end of term.	



<p><b>5.</b></p>	<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>• Budget Monitoring. The budget at the six-month period is tracking in line with the forecast and expectations but there are areas of the budget which are expected to be over budget at year end and there is little likelihood that these overspends will be met with higher than expected levels of income as in previous years. The outstanding invoices for lettings are being chased and this does not affect cashflow.</li> <li>• Teaching Supply is currently above forecast which is related to unexpected cover being needed for sickness. The Business Manager continues to monitor the expenditure</li> <li>• Support Salary expenditure is within budget.</li> <li>• Premises - 70% of the major works budget and 83% of the R&amp;M day to day budget spent. This is to be expected as majority premises work now completed</li>   <li>• The GB noted that the planned contingency of £20k may be utilised in part before the end of the financial year.</li>   <li>• The GB noted that the Budget Planning process is based on a number of assumptions</li>   <li>• Most of the planned summer works were completed with the exception of the air conditioning in the server room which is yet to be installed and the replacement of fire doors in KS2 hall which was postponed</li> </ul>	
<p><b>6.</b> 6.1</p>	<p><b>Internal Audit</b></p> <p>The GB noted that the internal Audit is commissioned by LB Haringey and is part of the school financial assurance services. The Chair and Headteacher advised that they have concerns over the conduct, engagement and outcomes of the audit contained in the report. GB noted the following issues raised:</p> <ul style="list-style-type: none"> <li>• Concerns have been addressed to the LB Haringey and the Audit Manager on the conduct of the audit including the engagement of the audit partner who visited the school. This included the experience and quality of the auditor, given the previous audit inspection, which the School felt was poor.</li> <li>• The review of additional financial information which the School considered to be outside the new audit scope.</li> <li>• The concerns over the drafting of the audit and the inconsistencies</li> </ul>	<p><b>HT</b></p>



6.2	<p>and incorrect information contained in the report. This was challenged robustly and corrected.</p> <ul style="list-style-type: none"> <li>The need to contact the Manager of the auditor to resolve concerns on quality and accuracy.</li> </ul> <p><b>NOTED: The Chair noted that Financial Controls, process and procedures are in place and there is compliance with the agreed operating procedures.</b> <b>Action GG will write to Mazars/LBH expressing concern with audit process and outcome.</b></p>	<b>HT / CB</b>
7. 7.1	<p><b>Premises Update</b> <b>Premises and works update.</b> The Chair noted the following:</p> <ul style="list-style-type: none"> <li>The premises external decoration works have been completed.</li> <li>Playground works and planters have been completed.</li> <li>Discussion have been undertaken with the LDBS on moving the School Office/Reception to a more prominent position near the entrance. This is in keeping with the Safeguarding and Health &amp; Safety priorities of the LDBS.</li> </ul>	<b>HT</b>
8. 8.1	<p><b>Parking</b> GB noted the efforts have been made to meet with the Safer Neighbourhoods Team for positive action to be take on parking outside the school.</p> <p><b>ACTION: Parking. AB will contact LB Haringey and TfL and pursue the Safer Neighbourhoods Team on resolving the parking outside the School.</b></p>	<b>AB</b>
9.	<b>Any Other Business</b>	
10. 10.1 10.2	<p><b>Dates of future meetings</b> Tues 10/3 (Q3budget outturn, first draft budget, staffing profile, SFVS) Tues 28/4 (Q4 - Final outturn, budget) Tues 9/6 (summer works plans)</p>	<b>HT/AB</b>

**There being no further Part 1 business this part of the meeting closed at 7:30**

**Signed**

2019.11.12\_Finance and Premises\_Cttee\_Minutes\_SMCE



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Headteacher: Geraldine Gallagher

**Chair**.....**Date**.....



### List of agreed Actions

Item No.	Agreed Action	By whom
1.1	The Chair will write to the LDBS and seek a new appointee.	MD
6.2	HT will write to Mazars/LBH expressing concern with audit process and outcome.	GG
8.1	AB will contact LB Haringey and TfL and pursue the Safer Neighbourhoods Team on resolving the parking outside the School	AB