



**ST MICHAEL'S CE PRIMARY SCHOOL
GOVERNING BODY
FINANCE AND PREMISES COMMITTEE MEETING HELD ON
TUESDAY 28 APRIL 2020 AT 5.30PM
MINUTES**

Part 1

ATTENDANCE	
<p><i>Governors Present:</i> Mark Dailey Chair of Governors Geraldine Gallagher, Ex Officio Head Teacher (HT) Fran Sorapure (FS) Adel Burgess (AB) Committee Chair *Claire Southern (CS) apologies *Vidhi Gupta (VG) absent</p> <p>*not present at the meeting</p>	<p><i>Also present:</i> Carol Murphy, Clerk (HEP) Nicola Purvis – SBM</p>

	Subject/Decision	Action
1.	Welcome and Apologies for Absence	
1.1	The Chair welcomed everyone to the meeting.	
1.2	Apologies for absence were received and accepted from Claire Southern. Vidhi Gupta was absent.	
2.	Declaration of Interests in Respect of Items on this Agenda None	
3.	Minutes of the Previous Meeting held on 10 March 2020 and Matters Arising	
3.1	It was agreed that the minutes would be reviewed & approved via email.	
3.2	<p>Matters arising from previous meeting</p> <ul style="list-style-type: none"> - 6.3 Details of Art Therapy Provision (HT) – The HT clarified that the expenditure on Art Therapy provision is £5320 and not £9K as stated at the previous meeting. The budget was £9K and was based upon an expansion of the provision which has yet to happen. It was further clarified the service accommodates five children at any one time and approximately 12 children per year. The service was set up about ten years ago and was established to support children's emotional resilience. The therapist works with families as well as the children. The HT confirmed that is the intention to expand the service and additional grant funding will be sought. - 8.1 Retention of photos on Inventory (SBM) – This will be reviewed when school reopens - 8.4 Data Owner template (CS) – As CS was not present this item is deferred to the next meeting 	
4.	Budget Update	
4.1.1	<p>Outturn 19-20 Papers were circulated prior to the meeting. The report included details of variances to budget. The SBM advised that the year-end in year position was a small deficit of £5,431 which leaves a cumulative surplus of £199,608. Covid 19 had resulted in additional expenditure at year end.</p>	



<p>4.1.2</p> <p>4.1.3</p> <p>4.1.4</p> <p>4.2</p> <p>4.2.1</p> <p>4.2.2</p> <p>4.2.3</p> <p>4.2.4</p>	<p>Governors acknowledged the hard work had gone into achieving the position the school is in and the school is in far healthier position than many schools.</p> <p>The HT advised it had been a very tightly managed year and effective measures had been put in place</p> <p>The SBM advised that there will be a grant available to reclaim Covid19 costs however based upon current guidance schools with a surplus may not be able to claim.</p> <p>Budget 20-21</p> <p>SBM presented the draft budget for 20-21 and a three-year forecast which was circulated prior to the meeting. This had been updated since the initial budget presented to the Committee in March. The following was highlighted:</p> <ul style="list-style-type: none"> • It was assumed the school would be closed for most of the summer term and there would be no income from lettings or extended school. In addition full income may not be achieved from September. This would be reviewed again at the end of quarter one • Support staff pay rise is factored in at 2.75% & 1% for teaching staff. Anything in addition will be a cost pressure • The year-end forecast is for a £69,949 in-year deficit which will reduce the cumulative surplus to £129,659 • By the end of 22-23 the forecast is for a £109,025 deficit <p>Following discussion it was agreed that it was essential for Governors to fulfil their responsibilities of financial oversight by looking to see if other areas of savings could be found. The HT stated that significant and sustainable savings are only likely to be found in staffing costs.</p> <p>It was agreed SBM would look at other measures could be considered and the impact of any savings on the provision.</p> <p>Action: Additional cost cutting proposals/scenarios will be brought to the FGB meeting for review prior to the budget being approved</p> <p>It was discussed whether the Governors Fund could be used to support the school revenue in the future. It was agreed that this would require further discussion.</p> <p>A further discussion regarding the Governors Fund and parent contributions agreed that there needed to be communication with parents regarding the financial position, highlighting the successes to date and the challenges ahead. It was agreed that MD would draft a letter to parents</p> <p>Action: MD to draft parent letter</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>SBM</p> <p></p> <p></p> <p>MD</p>
<p>5.</p> <p>5.1</p>	<p>Covid 19 School Closure Update</p> <p>The HT advised there was no significant update since Strategy Committee on 22 April but highlighted the following:</p> <ul style="list-style-type: none"> • Approximately 15 children per day are attending the Key Worker and Vulnerable children provision • Support Staff are running the provision this half term and teaching staff are working from 	<p></p>



5.2 5.2.1 5.2.2 5.2.3	<p>home</p> <ul style="list-style-type: none"> • Google classroom is up and running and working well • Videos have been completed by the teachers and positively received • Expectations that teachers will do one video per week to upload <p>Reopening Plans</p> <p>HT advised that schools will work together to develop a reopening plan with the LA. This will ensure consistency between schools.</p> <p>Once reopened additional cleaning will be needed during the school day. This will incur additional costs.</p> <p>Priority to return first will be Year 6 to support transition to Secondary School.</p>	
6. 6.1 6.2 6.3	<p>Staffing Update</p> <p>September 20</p> <p>HT advised there was no further update since the meeting on 22 April. There have been no resignations to date and the deadline is 31 May 2020.</p> <p>The HT confirmed staff there are currently 12 staff self-isolating, and two staff who are sick.</p> <p>The HT advised that if the school re-opened and staff were required to return who did not have a medical certificate an individual risk assessment would need to be conducted to ensure it was safe for them to do so. It was acknowledged that having sufficient staffing available may be challenging.</p>	
7. 7.1 7.2 7.3	<p>Premises Update</p> <p>SBM confirmed that routine site testing is still being carried out by the Premises staff i.e. fire safety etc</p> <p>Cleaners are still on site daily and deep cleans are being carried out across the school</p> <p>The HT gave an update on the private development on the other side of the KS1 playground. The development will now be demolition of two houses and replaced with one house. The house demolition is being completed but currently progress is slow. HT & SBM met with the developer and had positive discussions regarding providing a new gate in the KS1 playground</p>	
8.	<p>Headteacher Verbal Report</p> <p>None. All included in other items</p>	
9.	<p>Chair Verbal Report</p> <p>None. All included in other items</p>	
10.	<p>Any Other Business</p> <p>None.</p>	
11	<p>Date and Time of Next Meeting</p> <p>9 June, 5:30pm (Summer Works)</p>	

There being no further Part 1 business this part of the meeting closed at 8:15pm



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

List of agreed Actions

Item No.	Agreed Action	By whom
Deferred from 10/3/20	8.1 Retention of photos on Inventory (SBM) – This will be reviewed when school reopens 8.4 Data Owner template (CS) – As CS was not present this item is deferred to the next meeting	SBM CS
4.2.2	Additional cost cutting proposals/scenarios will be brought to the FGB meeting for review prior to the budget being approved	SBM
4.2.4	The Chair of Governors to draft a letter to parents outlining the financial position of the school	MD