



**ST MICHAEL'S CE PRIMARY SCHOOL
GOVERNING BODY
FINANCE AND PREMISES COMMITTEE MEETING HELD ON
TUESDAY 10 MARCH 2020 AT 5.30PM
AGENDA**

Part 1

ATTENDANCE	
<p><i>Governors Present:</i> *Mark Dailey Chair of Governors Geraldine Gallagher, Ex Officio Head Teacher (HT) Fran Sorapure (FS) <i>arrived at 18:40</i> Adel Burgess (AB) Committee Chair Claire Southern (CS) *Vidhi Gupta (VG)</p> <p>*not present at the meeting</p>	<p><i>Also present:</i> Carol Murphy, Clerk (HEP) Nicola Purvis – SBM</p>

Item No.	Subject/Decision	Action
1.	Welcome and Apologies for Absence	
1.1	The Chair welcomed everyone to the meeting.	
1.2	Apologies were received and accepted from MD. VG was absent. FS had advised she was running late but would be attending.	
1.3	Until FS arrived the meeting was not quorate. The decision was made to start the meeting without FS and any necessary decisions would await her arrival.	
2.	Declaration of Interests in Respect of Items on this Agenda None	
3.	Minutes of the Previous Meeting held on 12 November 2019 and Matters Arising	
3.1	The Minutes of the previous meeting were AGREED , signed by the Chair and returned to the HT for file.	
3.2	Matters arising from previous meeting	
1.1	The Chair will write to the LDBS and seek a new appointee	
6.2.	HT will write to Mazars/LBH expressing concern with audit process and outcome	
8.1.	AB will contact LB Haringey and TFL and pursue the Safer Neighbourhoods Team on resolving the parking outside the school	
	It was confirmed all items were resolved .	



4.	Staffing Update	
4.1	The HT provided the following update: There was a vacancy in the admin team since the start of the year and this was temporarily covered internally and with agency staff. Following recruitment a new Administrator started this week.	
4.2	NQT quality assurance report has been received and it is very positive. There are currently 2 NQT's.	
4.3	The new Assistant Site Manager has settled in very well.	
4.4	The HT reminded Governors that teachers have three resignation points during the year with the main one being on 31 May to leave at the end of the summer term. Support staff are only required to give one month's notice. Headteachers notice is two terms.	
4.5	Governors were advised that staffing in the budget for 20-21 is based upon current staffing however there are likely to be changes to staffing due to resignations & recruitment in the summer term.	
4.6	The HT outlined the current staffing and advised of the staffing plan for September: It was confirmed that the plan was not yet confirmed and cannot be until 31 st May it will be discussed again at the next meeting. It was confirmed that current teacher salary costs were high.	
	Questions	
	What is the cost difference between a UPS teacher and an NQT?	
	Approximately £20K per annum	
	What conversations are had with staff about their plans? This is discussed in the mid-year appraisal review.	
4.7	The HT provided the following general updates:	
	<ul style="list-style-type: none"> The Gates procedure was changed last year to increase security, safety and to prevent bottle necks. this is now working well. The soft start from 8:40am where year 5 & 6 can go to their classrooms. This reduces congestion in the top playground as well as facilitating increased independence for the Year 5 & 6 children. Year 4 will commence soft start after Easter to prepare them for next year. 	
4.8	<ul style="list-style-type: none"> Fire drill: The school was evacuated in 5 minutes. Some issues arose and these were reviewed, and action taken Harrisons new area manager came in last week for Wellbeing week. Work will continue with the new manager to improve procedures, particularly around allergies. Covid19 Coronavirus: The school has completed a risk assessment and the biggest risk will be around staff illness. It may be necessary for children to bring in packed lunches if the catering staff are ill. Currently supplies of hand 	



4.9	<p>gel, wipes and soap are at a good level.</p> <ul style="list-style-type: none"> • School House (meeting room). This was formally two flats. There is some damp in the ground floor, but this area is currently used just for storage. Proposal to apply for change of use and locate wraparound nursery provision in the house. Work would need to be undertaken to bring up to an acceptable standard. This is likely to be a sought-after provision and therefore profitable. <p>AB thanked HT for her update.</p>	
5. 5.1	<p>Briefing on School Funding</p> <p>The SBM tabled a paper on school funding sources. The paper showed a breakdown of the different funding areas. It confirmed the majority of funding is direct Government funding. Major funding sources are:</p> <ul style="list-style-type: none"> • Devolved School Grant (DSG) – is a capitation-based payment on pupil numbers. The LA top slices for some services (de-delegation). • SEN funding for Educational Health Care Plans (EHCP). This income is spent on direct provision for the child. In addition there is a notional £6K in the DSG budget which should cover the cost of provision. <p>Questions</p> <p>Does the school have additional income for all SEN children? No some do not exceed the notional £6K provision. In addition it can take a considerable time for applications to both be made and decisions made on funding. Sometimes, it takes time for parents to be accepting of the need for the provision for their child</p> <ul style="list-style-type: none"> • Lettings Income – From the Lane letting (£25K per annum), £22k per annum and other ad hoc lettings. • Nursery Paid Provision • Extended School & Clubs – approx £25k per annum • Harrisons Catering (profit share after retention) • Pupil Premium Income – not significant for the school • PE Grant – expenditure and impact agreed and on website • Universal Free School Meals – This has corresponding expenditure 	
6. 6.1 6.2 6.3	<p>Budget – 20/21 First Draft</p> <p>6.1 SBM presented the first draft of the 20/21 budget which was circulated in advance of the meeting. The SBM tabled a comparative table against last year’s budget. The bottom line is an in-year deficit of £38K.</p> <p>6.2 The School Block has been confirmed and there is no real change from last year. The differences are the Teacher Salary and Pension Grants which cover the increase costs.</p> <p>6.3 There followed a discussion regarding areas of the budget and the following items were highlighted</p> <ul style="list-style-type: none"> • EY funding reduced from last year as last year’s budget was over optimistic • Staff costs. Teacher costs increased by £122K mostly due to pension and national pay award costs, but also due to progression of teachers on pay scales. • All non-staffing areas of the budget will continue to be looked at to reduce costs, but options are limited 	



- Current ICT SLA provision is included (1 days per week).

Question

Could the ICT SLA be charged to the Governor Fund? Currently staffing costs cannot be paid for from the Governor fund.

Could this be changed? This would need further investigation, however some of the Governor Fund has been ringfenced for premises developments.

What is Art Therapy? This is a provision for children and families and has been in place for several years.

How many children benefit from this provision? Approximately 6 per annum. This amounts to £1500 per child when there is only a £500 budget for Science. The HT confirmed that science and other curriculum areas do get funding from other sources, so this is not always an accurate reflection on their spend.

Is the Art Therapy expensive? No, it is good value compared to other forms of therapy.

Following further discussion it was agreed that the HT would provide more detailed Information about the Art Therapy provision to the next committee.

Action: Further details of Art Therapy to be provided at next meeting

- **Motor Insurance** – This is cover for staff using their own cars for training etc. It is not based on named staff but a per capita payment.
- **Breakfast Club:** This is school run and brings in income of approx. £7K per annum
- **Afterschool Provision:** This is provided by Energy Kids and this run on a profit share basis. The club is full.

Questions

How much income does afterschool provision bring in? Approximately £3K per annum.

What percentage profit share is this? Unsure but details will be provided at next meeting.

Could income from this provision be increased and could the school provide the service directly? The service could be provided directly and we have tried to do this before. it is time consuming and we were unable to recruit staff. All staffing is currently down to the provider. It may be possible to look at the terms of the contract to increase profitability.

- **Nursery Income:** This is a strong income source for the charged elements of provision.

Questions

Could the charges for nursery be increased from September? The prices are competitive and on a par with other local providers. The prices for September have already been advised to parents however increase could be introduced at a later date. Prices are also set with a view to attract parents as this helps feed our Reception admission numbers.

Could the nursery expand to take 2-year olds? The staffing ratios are higher for 2-year olds and therefore less profitable.

HT

6.4

SBM stressed that this is a first draft budget, and this will be updated after year-end is complete. At this stage staffing for September (including any leavers) may be clearer. This is the first time in 5 years that a deficit budget has been proposed.



<p>6.5</p> <p>6.6</p> <p>6.7</p>	<p>However the reserve (carry forward balance) is £205K and therefore the budget is sustainable.</p> <p>Govenors were asked for their initial thoughts on the budget. It was commented that it was disappointing that this was the first time a deficit budget has been set in 5 years, but thankful there was a large surplus from previous years to offset the in-year deficit.</p> <p>There followed a discussion on the use of the Governor Fund and how it can be used to support the school. It was agreed that an expenditure plan for the Governor Fund needs to be developed and agreed as the money should be used to support the school and children. CS confirmed that the process to make all Governors trustees of the fund is on-going.</p> <p>AB thanked SBM for all her hard work.</p>	
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>Risk Assessment Policy</p> <p>The Risk Assessment Policy was circulated in advance of the meeting.</p> <p>Governors had the following comments and questions.</p> <ul style="list-style-type: none"> Asbestos Management Plan – how is it updated? This is Haringey responsibility. The management plan is reviewed prior to any works being carried out. Display screen equipment – Does this need to be updated? No but the dates need to be changed. What is the risk assessment around swimming? Highgate school have their own risk assessment which they share with the school. There is a risk assessment completed for the activity by the school including travelling to and from the pool. There is a date error in the policy, and it was agreed this would be amended. <p>Subject to the date amended the policy was approved.</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p>	<p>Data Protection Policy</p> <p>The updated Data Protection Policy was presented for approval. It was confirmed that this was based upon the LDBS and Haringey model polices but adapted as appropriate for the school.</p> <p>Question Are there any GDPR issues related to photo retention on the Inventory signing in system? There is a privacy & retention notice displayed on the system. It was agreed that it would be confirmed how long photographs are retained for on Inventory.</p> <p>Action: SBM to confirm the length of retention for photographs on Inventory</p> <p>SBM explained that the school buys the LDBS service for the Data Protection Officer. The cost of the service is approximately £1K per annum and includes an annual audit and report.</p>	<p>SBM</p>



<p>8.3</p> <p>8.4</p> <p>8.5</p> <p>8.6</p>	<p>The annual audit was tabled. It was explained that the threshold was high therefore there were still some areas which were not fully compliant. SBM confirmed that the recommendations have been addressed.</p> <p>There followed a discussion about collating all data held and the owner of this data and how difficult this task was. CS agreed to share the template she used recently at her church. Action: CS to share Church template</p> <p>It was also confirmed that archive data does not need to be included and was not subject to GDPR.</p> <p>The policy was approved.</p>	<p>CS</p>
<p>9.</p> <p>9.1</p> <p>9.2</p>	<p>SFVS - Update</p> <p>SBM reminded the Committee that the SFVS was a governance document related to the school financial controls and corporate governance. There have been changes to the 19-20 format which now include a data dashboard and benchmarking data.</p> <p>The data required is 19-20 year-end data and the return will be completed at year-end and will be presented to the next meeting.</p>	
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p>	<p>Internal Audit - Update</p> <p>The LA Audit team met with the school to discuss the audit outcomes and the school's complaints about audit. The audit and aftermath took up lots of time unnecessarily.</p> <p>The complaints and issues with the audit are now resolved.</p> <p>The audit outcome was the school was given Substantial Assurance in the framework of controls which is the highest level of assurance</p>	
<p>11</p> <p>11.1</p> <p>11.2</p>	<p>Premises Update</p> <p>The HT gave an update on premises issues which included the following:</p> <p>Sewage issue of Neighbour: This occurred over the Christmas period to a neighbour. . It will be necessary for additional work to be done to find a permanent solution to the problem which will require the closure of the road. In summary it is not strictly speaking a problem for the school however moving the sewage via the Lane has implications for the school. Firstly there will be an issue of access when the work is being carried out. The carpark will not be accessible and the other access via the double gates is often blocked by cars of parents or other local residents which means emergency access to the school may be obstructed during works which is an unacceptable risk. As a result of this the work and painting of yellow lines by the double gate entrance is out to consultation. This would be a good outcome for the school.</p>	



<p>11.3</p> <p>11.4</p> <p>11.5</p> <p>11:6</p> <p>11.7</p>	<p>Unsocial incident: A local stabbing occurred near the school which was unfortunately witnessed by AB. This raised a range of issues. These included</p> <ul style="list-style-type: none"> • Communication between Highgate School and St Michael's about the landing of the air ambulance and the incident itself. The incident happened after the end of the school day and the school office was closed but the After-School club was still in progress. Following the incident there have been discussionsto set up an emergency use WhatsApp Group between the two schools should an incident occur in the future. • The police will be speaking to the children regarding personal safety. <p>AB thanked HT for how the incident was dealt with within the school and with the children. HT also thanked AB for her actions.</p> <p>Question Does the school have a lock down policy? Yes and it has been practised. What communication is given to parents during lock down? Parents would receive a message advising them of an incident and NOT to contact or come to the school.</p> <p>Local Road Closure: This is due to long term roadworks. It has resulted in a lot of lates.</p> <p>Trees: The site has a large number of trees which require maintenance as well as regular risk assessment. A neighbour has recently requested an overgrown tree is tended to. This will be actioned. It should be noted that the trees come with a significant cost to both maintain and ensure health & safety.</p> <p>Planning Permission for Flats: A neighbour has applied and had approved a planning application to build flats the works themselves will impact upon the school. Without consultation with the school LDBS appointed surveyor has granted approval forhording to be erected on our site during easter holidays..</p> <p>The demolition work is planned for Easter. It has been agreed that a hording will be erected in this area and a request will be made to move the gate to ensure children are in sight at all times.</p> <p>Questions Did LDBS agree any compensation for the access? No there was no commercial negotiation. Governors felt that this was a missed opportunity. Are there any party wall agreements? The paperwork was only received this week and hasn't yet been fully viewed There will be further update at the FGB next meeting</p> <p>Drainage: A surveyor has been appointed to manage the improved lane drainage improvement works. The budget is £35K. Previously quotes were sought by the</p>
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school however all had different solutions and therefore the costs varied from £10K to £100K. The surveyor is developing a specification and will then put the work out to tender.

Question

How are the surveyor company being paid? Professional fees on the project of 10%.

11.8 **Highgate Gates:** Highgate school want to change the gates onto their land. The drainage work may impact upon this. A meeting is scheduled to discuss further.

11.9 **Market Letting:** The school has been approached by a market company for a regular Saturday letting for a market on the school site. Previously there was a smaller market onsite, but this fizzled out after a period of time. They are looking to use the KS1 playground for an initial fee of £250 per week, rising to £350 as stall numbers increase. The Site Manager has raised a number of issues; damage to the playground surface, vermin and litter. However company has guaranteed that a full clean would be carried out after each session.

Question

Will this impact upon current Saturday bookings (Stagecoach & football)?

With good planning it is hoped that there would be no negative impact and it would have a positive impact upon the profile of the school and the role within the local community.

FS stated that it was important that there was no impact from the market on staff when they come into work on Monday morning.

What are the contractual arrangements? The school only have a letting agreement which would not be robust enough for this arrangement. Awaiting sight of the market company's agreement/contract. AB stated that this would need to be reviewed legally. When received it will be sent to AB & CS for review.

The SBM confirmed that the proposed arrangement would be for 3 years.

HT stated that this it isn't a perfect letting, but it was very important for the school to increase income and it should be given due consideration.

11.10 **Library:** MD asked in his absence for the Library proposal to be considered by the committee with the view to approve so the project can be taken forward to the FGB for formal approval. This proposal would remove the ICT suite and use the space for a library.

There followed a discussion which included the following:

- The proposal is too short term and fragmented
- A more holistic, longer term proposal should be considered as an alternative
- The ICT suite will be obsolete by September.

The HT stated that the proposal of a library would give immediate improvements. If in



	<p>the future the library was relocated to another part of the school the furniture and resources are mobile and so no loss of financial resources. She stated her concern that by not taking this approach opportunities for summer works may be missed.</p> <p>It was agreed that the ICT strategy needs to be developed. There is no current agreement on the what ICT the school will be using long term.</p> <p>It was agreed that this was not a decision that should be made at committee level and should be discussed as part of an overall strategy at the FGB.</p> <p>Governors agreed with the removal of the ICT suite.</p>	
12	<p>Headteacher's Verbal Report Included in 3. Staffing Update</p>	
13	<p>Chair's Verbal Report No further update</p>	
14	<p>Any Other Business None</p>	
	<p>Date of Next Meeting 28 April, & 9 June</p>	

There being no further Part 1 business this part of the meeting closed at 8:20pm

Signed

Chair.....Date.....

List of agreed Actions

Item No.	Agreed Action	By whom
6.3	Further details of Art Therapy to be provided at next meeting	HT
8.1	SBM to confirm the length of retention for photographs on Inventory	SBM
8.4	CS to share Church data owner template	CS



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