

**ST MICHAEL'S CE PRIMARY SCHOOL
GOVERNING BODY
FINANCE AND PREMISES COMMITTEE MEETING HELD VIA ZOOM ON
TUESDAY 9 June 2020 AT 5.30PM
MINUTES**

Part 1

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

	Subject/Decision	Action
1. 1.1	<p>Welcome and Apologies for Absence The Chair welcomed everyone to the meeting which was quorate. No apologies</p>	
2.	<p>Declaration of Interests in Respect of Items on this Agenda None</p>	
3. 3.1 3.2	<p>Minutes of the Previous Meeting held on 28 April 2020 and Matters Arising The minutes were approved as an accurate record.</p> <p>Matters arising from previous meeting</p> <ul style="list-style-type: none"> - 8.1 Retention of photos on Inventory (SBM) – This will be reviewed in September when school reopens - 8.4 Data Owner template (CS) – CS stated that the report would be circulated to governors, by email. - 4.2.2 Cost cutting scenarios (SBM) – HT confirmed that this had been fully discussed at the last FGB; there were no new points for discussion - 4.2.4 Letter to parents on financial position of the school (MD) – MD confirmed that his letter had been issued 	CS
4. 4.1 4.2	<p>Covid-19 Update</p> <p>A paper had been circulated prior to the meeting. The report detailed how the school proposed to manage the re-entry of pupils to the school before Term end in July. Y6 had returned on 8 June, working in discrete Pods. Staff were feeling good about being back on site and the preparations were proving successful for a further widening of pupils on site in the coming weeks. Having Reception pupils on site will be more challenging and more discussion was required. The experience of having Y6 pupils on site will inform the approach to bringing Y1 and other cohorts on site.</p> <p>It was noted that Government had recently confirmed that schools were not obliged to bring other year groups onto site unless they were satisfied that risks had been addressed and the site could</p>	



<p>4.3</p> <p>4.4</p> <p>4.5</p>	<p>safely accommodate the pupils. The school aimed to get all pupils back to site before Term end so that they could socialise with their peers – even if for a limited period - and meet their teachers before the Summer holiday. A picnic was one planned activity to enable children to engage safely with their peers. As required a deep clean of classrooms would occur to meet health and safety issues.</p> <p>The Y6 planned trip to PGL from 6 July would go ahead providing there was resolution of issues on transport and confirmation that the safety measures on site at PGL had been implemented.</p> <p>It was noted that many staff were still working from home to support the pupils at home using Google Classroom. This included pupils in Y2 to Y5. Approximately 15 children per day are still attending the Key Worker and Vulnerable children provision</p> <p>Governors were pleased to note the plans being developed to enable all pupils to return to school before Term end, if only to experience being on site for a short period.</p>	
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p>	<p>Statutory Site Maintenance Review</p> <p>The Review had been circulated to Governors prior to the meeting. The HT advised that the Report was upto date and some of the required works had already taken place during lockdown. The balance was scheduled for the summer holiday. The Gas service was booked for late June.</p> <p>Given the changes required in site layout to manage the need for social distancing new fire evacuation procedures had been devised. Training for pupils would commence on 10 June as they would be expected to line up per Pod should the alarm sound. Further training would occur for other year groups as they return to site.</p> <p>It was noted that the extension of the CCTV to the bottom of Highgate Lane was desirable and the project would be picked up in September.</p> <p>Governors noted the issues in managing the range of trees on site. Some trees had been pollarded but the bigger trees would require several quotes to ensure value for money, before proceeding.</p> <p>Pest control was an issue and the SBM had yet to talk to SMSA about management of the sweets stock to eliminate any pest related issues.</p> <p>Action: SBM to talk to SMSA on issues of pest control and management</p>	<p>SBM</p>
<p>6.</p> <p>6.1</p> <p>6.2</p>	<p>Asset Register</p> <p>Governors noted the changes to the Asset Register. 6 additional laptops had been purchased to facilitate staff working from home during the pandemic. The PC's in the ICT suite had been removed as they were now obsolete and the space was required as a temporary medical bay.. These PC's were still on site as they could still have a residual value in any deal on future purchase of iPads or Chromebooks. It was noted that the PC's were at least 10 years old. Once the PC's were disposed a Certificate of Destruction would be issued to confirm the PC's hard drives had been wiped clean of data.</p> <p>HT advised that the disposal of the PC's was in favour of iPads and Chromebooks to be used in the classroom and PCs in designated locations including 6 PC's to be retained in the Library. As a first step a survey of site was required to identify where wifi reception needed to be improved. The school would also consider the Apple offer to see how it might match the school needs.</p> <p>Action: A site survey to identify wifi reception strength.</p> <p>Action: to review the Apple educational offer</p>	



7.	Premises Update	
7.1	The Chair commended the site team and staff on the excellent and extensive work undertaken to prepare the site ready to re-open to staff and pupils. There was evident care and attention given to all details of the programme of works.	
7.2	It was noted that the house basement flat was being reallocated as a temporary staff room.	
8.	Summer Works	
8.1	LDBS had completed a site survey and identified an upgrade, of the fire doors in the KS2 building as important. They have allocated funds towards this projects. The drainage project on the Lane; this would be a joint project between Highgate school and the school with Highgate school contributing £30k and the school the £45k balance – sourced from the Governors Fund. The Governors at Highgate school were meeting on 9 June to discuss the project and subject to approval a Tender process would start, to identify the contractor. Governors were pleased to note progress and agreed that the drainage project was a priority.	
8.2	It was noted that the ICT suite had been cleared of obsolete PC's and was serving as a medical bay during Covid-19 conditions. The reallocation of the space was a work in progress with various options under consideration including one to convert the space into a Library. It was proposed that the ICT strategy and use of the ICT suite space be an agenda item for the next strategy group meeting on 8 July. Governors suggested that the HT ask for Governor assistance in preparing the option appraisal. It was noted that the use of the Goggle classroom, supporting home learning, through lockdown had been a significant change in approach and lessons learnt from this experience should inform the next IT strategy. Information from other schools using the Apple educational suite would extend the discussion. Action: The strategy group to meet on 8 July at which the IT provision and use of the ICT Suite be discussed.	Gov's
8.3	The Chair offered to do some initial review of options for the ICT suite that would inform discussions on 8 July Action: Chair to prepare an option statement to support discussions on 8 July	Chair
8.4	It was noted that the conversion of space into music rehearsal rooms had stalled and it was important the school can demonstrate to parents its commitment to these capital projects.	
9	Any Other Business None.	
10	Date and Time of Next Meeting To be confirmed but will be aligned to the timetable of meetings for 2019 /20	

There being no further Part 1 business this part of the meeting closed at 6.18pm

Signed

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

Tuesday 9 June 2020 Finance and Premises Committee



List of agreed Actions

Item No.	Agreed Action	By whom
5.5	SBM to talk to SMSA on issues of pest control and management	SBM
6.2	A site survey to identify wifi reception strength. To review the Apple educational offer	HT HT
8.2	The strategy group to meet on 8 July at which the IT provision and use of the ICT Suite be discussed	Strategy Group
8.3	Chair prepare an option statement to support discussions on 8 July	Chair