



**ST MICHAEL'S CE PRIMARY SCHOOL  
GOVERNING BODY  
FINANCE AND PREMISES COMMITTEE MEETING HELD VIA ZOOM ON  
TUESDAY 10 NOVEMBER 2020 AT 5.30PM  
MINUTES**

**Part 1**

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

	<b>Subject/Decision</b>	<b>Action</b>
1.	<b>Welcome and Apologies for Absence</b>	
1.1	The Chair welcomed everyone to the meeting which was quorate. No apologies	
2.	<b>Declaration of Interests in Respect of Items on this Agenda</b>	
2.1	AB declared that she was the sister of one of the directors of Brass Architecture, employed by the school on the refurbishment of the school Library.	
3.	<b>Minutes of the Previous Meeting held on 9 June 2020 and Matters Arising</b>	
3.1	The minutes were approved as being an accurate record.	
3.2	<b>Matters arising from the April meeting</b>	
	<b>8.1 Retention of photos on Inventory (SBM) – Action: This is to be deferred to the March 2021 meeting; NP to review how photos are retained by the school in reference to GDPR</b>	<b>NP</b>
	<b>8.4 Data Owner template (CS) – CS stated that a template had been identified but would need to be tailored to meet the school needs. Work in progress.</b>	<b>CS</b>
	<b>Matters arising from the June meeting</b>	
	<b>5.5 SBM to talk to SMSA on issues of pest control and management: Action: NP will discuss with the Site Manager to review and dispose of all perishable items in the store cupboard</b>	<b>NP</b>
	<b>6.2 A site survey to identify wifi reception strength: completed</b>	
	<b>8.2 The strategy group to met on 8 July: action completed</b>	
	<b>8.3 Chair to take measurements of the ICT Suite: completed</b>	



<p>4. 4.1 4.2 4.3 4.4 4.5 4.6 4.7 4.8 4.9</p>	<p><b>Statutory Site Maintenance Review</b></p> <p><b>Governors asked that all items on the statutory maintenance review which require action be highlighted in red</b></p> <p>Governors were informed that all statutory maintenance were being completed in line with the rolling schedule. All reviews were on track.</p> <p>It was noted that there was an issue about site access for emergency vehicles via the gate bordering school and the fire station flats. This had been raised with LBH who own the land on a number of occasions, most recently in January 2020. The land does not belong to the school but it was thought there should be an easement which would grant right of use and access to the school land. A discussion with freeholders was required to ensure access was always available to the site for the emergency services. <b>Action: NP to review access for emergency services and report at the next meeting</b></p> <p>It was noted that neighbours were asking for further works on the school trees to reduce the impact on their properties. Governors were sensitive to the requests but also recognised that the school had already incurred costs in the tree management programme as recommended by the tree professionals and were resistant to meeting further unwarranted requests.</p> <p>It was noted that the Fire Risk Assessment would be revised to include the fire alarm points being installed in the school house.</p> <p><b>Policy Review</b> Health and Safety Policy was reviewed. It was agreed that the wording be revised to report that the responsibility for the management of the Policy be delegated to the SLT. Under Sct 23 – Security: the reference should be to the Security Policy: delete “the following should be used”. <b>Action: a Security Policy to be drafted.</b></p> <p>It was noted that AB retained responsibility as the Governor lead for health and safety and this would be reflected on the Health and Safety Statement as required by the Auditors.</p> <p>It was noted that the Lockdown policy was due to be amended to update the procedure for managing pupils’ movement and behaviour in school in the event of a Lockdown.</p> <p>The Charging and Remissions Policy was reviewed. It was noted that in the section on Remissions children who are eligible for free school meals or classified as Pupil Premium may receive a 50% discount on: School trips, Breakfast club, Afterschool clubs run by the school (up to a maximum of 3 clubs per child) and whole class musical instrument tuition.</p> <p>It was noted that the school would also support children and families through school holidays even if the Government do not support them under the extension of the FSM entitlement. This was covered by the Remissions clause in the Policy. It was noted that over October half term 22 children were supported with free school meals.</p> <p>GG described purchase of Maths bag to ensure that pupils have individual access to maths resources. These will be available should a further lockdown be required. It was noted that parent contributions have supported this programme.</p>	<p>NP</p> <p>NP</p> <p>GG</p>
<p>5. 5.1</p>	<p><b>Finance and budget update</b></p> <p>NP gave a verbal report on the school financial position at Period 6 to 30 September 2020. It was noted that though the aim was to achieve a balanced budget, an in-year deficit budget was agreed</p>	

<p>5.2</p> <p>5.3</p>	<p>in May. This had assumed that school would resume to normal activity in September and as this had not occurred, a worst-case scenario, as presented to governors in May, was now likely. The high costs of managing under Covid and the reduction in additional non DSG income would be felt at year end. Whilst most of the expected government income had been received the levels of additional income were much reduced and the impact of the teachers' pay rise (from 1 September) had yet to be fully factored and would be reflected in the November results.</p> <p>Governors noted that the call upon Reserves was now required and fully justified. The prudence in developing the Reserves over the previous years was now evident. It was known that the impact of managing under Covid conditions was still presenting uncertainty but with a strong financial base the school was still able to deliver its curriculum. Governors recognised the strain of operating with financial uncertainty but were pleased with the results and the prudent approach as all costs incurred have been fully justified and an efficient model was working well in exceptional circumstances. It was noted that the school was still exploring opportunities for income generation once the present lockdown ends on 2 December. Lower operating costs had been achieved with a change in the photocopier contract. It was noted that the Reserves of £199k at April 2020 would be likely reduce to £78k by March 2021 as the school projected an in-year deficit of £121k. <b>Action: The revised budget 202/21 with a projected in-year deficit of £120,893 was approved</b></p> <p>It was suggested that new parents could be informed of the Governors fund and of the opportunity to make a voluntary contribution to the school. It was suggested that a soft request be made by the Chair to parents in the next newsletter; Governors to review in Spring 2021. <b>Action: GG to speak to CB (Chair of Governors) about informing parents of the Governors fund.</b></p>	
<p>6.</p> <p>6.1</p>	<p><b>Internal Audit and Asset Register</b></p> <p>It was noted that the Asset Register was being updated as part of the annual review. <b>Action: AB and NP to meet on site to review the updated Asset Register</b></p>	<p>AB /NP</p>
<p>7.</p> <p>7.1</p> <p>7.2</p>	<p><b>Premises Update</b></p> <p>NP reported that all the summer 2020 projects had been successfully completed. The change to drainage in the lane had been completed at a final cost of £74k of which Highgate School contributed £30k. Various trees had been removed and phase 1 of the replacement of fire doors had been achieved. The second phase for fire doors for Y3 - Y5 would take place in summer 2021. New data points had been installed and all existing data points upgraded as per the wifi survey and so improving wifi access.</p> <p><b>Contingency Plans</b></p> <p>Under contingency conditions it was proposed that staff would need additional equipment to support remote learning. Each class would need two stands and microphones: various options were presented in a price range of £1.1k to £2.5k according to specification. It was also suggested that 35 laptops for staff were required to use with pupils in school and to take home under a future lockdown at an estimated cost of c£17k - £19.5k plus VAT. The recommended supplier was AMC for HP Pro Book 450 at £528 per laptop.</p> <p>Governors asked if an alternative option would be to purchase Chromebooks for staff with the appropriate specification. It was requested that Chromebooks be reviewed as an option and a presentation be made to the next FGB on 23 November. <b>Action: GG to review Chromebooks as an alternative to Laptops for staff and present options to FGB on 23 November.</b></p>	<p>GG</p>



8	<p><b>Any Other Business</b> GG gave an update on managing the school under the impact of Covid-19. The Risk Assessment was monitored weekly and staff were kept fully informed of any required changes to procedure. Three staff members had been absent with symptoms and all presented as being negative. Testing times were noticeably faster now and no positive cases were reported among staff or pupils although some parents had reported being positive. Contingency plans had been drafted to support remote learning, if required.</p>	
9	<p><b>Date and Time of Next Meeting</b></p>	
9.1	<p>The date of the next meeting will be Tuesday 9 March 2021 at 5.30pm</p>	

There being no further Part 1 business this part of the meeting closed at 6.45pm

There no matters for discussion under part 2- Confidential

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**Signed**  
**Chair of Committee**  
**Adel Burgess**

**date**

**List of agreed Actions – 10 November 2020**

Item No.	Agreed Action	By whom
3.2 (8.1)	NP to review how photos are retained by the school in reference to GDPR. Defer to the March 2021 meeting	NP
3.2 (5.5)	NP will discuss with the Site Manager to review and dispose of all perishable items in the store cupboard	NP
4.2	NP to review access for emergency services and report at the next meeting	NP
4.5	A Security Policy to be drafted	GG
5.2	The revised budget 202/21 was approved with a projected in-year deficit of £120,893	Gov's
5.3	GG to speak to CB (Chair of Governors) about informing parents of the Governors fund.	GG/CB
6.1	AB and NP to meet on site to review the updated Asset Register	AB/NP
7.2	GG to review Chromebooks as an alternative to Laptops for staff and present options to FGB on 23 November	GG