



**ST MICHAEL'S CE PRIMARY SCHOOL
GOVERNING BODY
FINANCE AND PREMISES COMMITTEE MEETING HELD VIA ZOOM ON
TUESDAY 9 MARCH 2021 AT 5.30PM
MINUTES**

Part 1

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

	Subject/Decision	Action
1.	Welcome and Apologies for Absence	
1.1	The Chair welcomed everyone to the meeting which was quorate. AE had sent her apologies which were accepted. VD was welcomed to her first meeting of the Committee.	
2.	Declaration of Interests in Respect of Items on this Agenda	
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.	Minutes of the Previous Meeting held on 10 November 2020 and Matters Arising	
3.1	The Minutes were approved as being an accurate record and will be signed by the Chair using an electronic signature. School to retain the signed Minutes on file.	
3.2	Matters Arising	
3.2	NP to review how photos are retained by the school in reference to GDPR. NP confirmed that the management of pupil photos is now in line with GDPR protocols.	
3.2	NP / Site Manager to review and dispose of all perishable items in the store cupboard. NP confirmed that all items past their sell by date had been disposed.	
4.2	NP to review access for emergency services. NP reported that work has been done in front of the double gates and a yellow box has been painted on the road surface. Provision has been made for two car park spaces. It was noted that car parking is still an issue despite the Council's intervention.	
4.5	A Security Policy to be drafted. On the Agenda	
6.1	Asset Register review. GG confirmed that she had reviewed the Asset Register : this is in line with the Finance Policy. All 12 random items selected from the Register were accounted for on review.	
7.2	IT hardware options for pupils were presented to FGB on 23 November	



<p>4. 4.1 4.2 4.3 4.4</p>	<p>Finance Report for 3rd Quarter to 31 December 2020</p> <p>NP reported that the budget 2020 / 21 was originally set with a deficit of £70k. At the previous Committee the budget was revised to a projected in year deficit of £120k, taking into account the continuing impact of the pandemic, which was approved by Governors. NP reported that in drafting the 3rd quarter financial report and taking account of the subsequent results for January and February 2021 it was clear that there had been an improvement in the school's expected financial position at year end. The impact of reduced income and the additional costs incurred in managing through the Covid lockdown had been offset by savings. Haringey had revised projected income from the Early Years Funding Formula giving an additional £20k . NP reported this with the caveat that Haringey could still adjust Early Years Funding at the year-end so these additional funds should be treated cautiously. Some teacher salary costs savings and lower expenditure on the kitchen refurbishment had further contributed to the benefit of the finances. NP reported that the expected financial position now at year end was closer to the original budget deficit of £70k. Governors were pleased to note this marked improvement in the expected year end outturn and commended NP for her prudent management.</p> <p>Governors queried NP on various cost variances in the 3rd Quarter report and were satisfied with the explanations provided. Some of the issues were due to mis-posting and others were due to errors on the accounting spreadsheet. These were noted and would be addressed.</p> <p>Governors were pleased to note that the lettings programme would resume over the Easter holiday with two holiday camps already booked and Stagecoach set to resume on Saturday's as well. Interest in establishing a Saturday market on the site had also been received.</p> <p>There were no further questions and the 3rd quarter financial report was accepted.</p>	<p>NP</p>
<p>5. 5.1 5.2</p>	<p>Draft Budget 2021/2022</p> <p>The draft Budget for 2021/22 and subsequent two years had been prepared and circulated to Governors in advance of the meeting. NP reported that the block grant had been based on pupil numbers from the October 2020 Census and the Age Weighted Pupil Unit (AWPU). It was noted that the AWPU had been increased from previous years but the uplift had only included the expected increase in teacher salary and pension costs so in effect provided no additional income to the school.</p> <p>NP reported on the detail of the draft budget for 2021/22:</p> <p>NP reported the draft budget showed an In-Year Surplus / (Deficit) of (46,327) and with a Surplus / (Deficit) Brought Forward of 129,608 this would produce a cumulative Surplus / (Deficit) Carry Forward of £83,281 at 31 March 2022.</p> <p>Governors queried some of the Income assumptions. It was noted that Early Years funding was consistent with 2020/21 at £186k, and the SEN funding was lower due to three leavers in July 2021 and no confirmed new joiners. It was expected that the lettings programme would revert to a more typical pattern from the Summer term. The clubs timetable was also expected to expand in summer and hopefully resume pre-covid levels from September. School meal income was currently low and a push would be required to promote the benefits of the daily school meal.</p> <p>NP reported that the draft budget had factored in a 2.5% pay increase for teachers and a 2.0% increase for support staff. Pay progression costs would also be incurred. Staff costs were based on</p>	

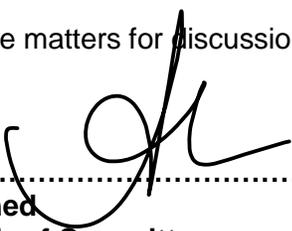


	<p>the current staff structure which was stable, although resignations could still be received before 31 May. It was noted that Flat 3 would incur 0% Council tax once it reverts to school use. Some reduction in administration costs were expected as a result of reviewing and renegotiating contracts: photocopier, telephone and insurance rates. Governors noted the expected £4k reduction in Insurance premium with the switch from LDBS to the Government Risk Protection Agreement policy. Governors noted the provision made for external IT support and for agency staff.</p> <p>Governors noted the draft budget 2021/22.</p>	
6.	Chair's Report	
6.1	AB commended the school for its prudent financial management through the unprecedented past year and for its careful and impressive way of managing the challenges, despite the evident difficulties presented by Covid-19.	
6.2	AB thanked NP for her work on the draft budget and the financial reports for the 3 rd quarter.	
7.	Premises Update	
7.1	GG reported that the Library was all but complete providing a fine, open, airy and flexible space with a stage and excellent library facilities. Some minor works were due to be completed so that the building could open in the Summer term. Costs had come in virtually on budget, with only a slight overspend including the use of the £2k contingency. Governors were pleased at the support given and progress made by the builders.	
7.2	It was noted that a grant application for library books had been refused but further applications would be made, including one to Tottenham Grammar. It was noted that one wall of shelving remained empty of books and £10k was the sum required to fill the shelves. It was suggested this was an opportunity for parents to donate toward the Library project with evident benefits for all pupils. It was suggested that a video of the Library could be prepared to support a promotional approach to parents. It was also noted that funders appreciate examples of matched funding in bid applications so input from parents could have even more benefits when making bid applications.	
7.3	It was reported that LDBS had agreed to fund a schedule of works over the Easter holiday including the refurbishment of the male staff W.C's and the visitor W.C in the Reception. The second phase to replace all the doors in the KS2 building is also planned for the Easter holidays. Fire alarms in the Flats 2&3 would be installed; the £5k cost to be funded from the Governors Fund. In the summer holiday the KS2 building skirting boards would be repainted by the school and a running track was being planned around the perimeter of the field to give year-round opportunities for pupil exercise. Quotes of £25k and £39k for the running track were being considered. It was suggested that £6k (33%) of the annual PE Grant (£18k) be allocated to the running track project and the balance of funds be secured through sponsorship and fundraising. Governors liked the idea of fundraising to be directed on specific projects with evident pupil benefits.	
7.4	It was noted that works on the adjacent house were virtually complete which was good news as these had proved to be disruptive and noisy.	
8.	Policies	
8.1	Five policies were presented for discussion and approval:	
	Data Protection Policy	Approved

	Data Retention Policy Data Breach Management Freedom of Information Security (with one amendment noting 5 points of entry)	Approved Approved Approved Approved	
8.2	It was noted that the policies were drafted taking content from both LDBS and LBH model policies.		
8.3	GG reported on the actions taken to address points raised at the last Data Protection audit, in October 2020. The items which raised some concern at that Audit and had been rated accordingly had now been addressed and Governors were pleased at the significant progress made to achieve a clean report. The substantial improvements made to address one item – Recording and Processing of Activity was noted.		
9.	Covid 19 Catch Up		
9.1	GG reported that the school would receive £80 per pupil from DfE plus a £6k sum to support Catch Up activity. Parents would be informed through the website of the proposed Catch-Up programme. Some of the fund would be allocated to the employment of a TA to support in class interventions and some to fund a Tutor to support SEN and PP pupils. It was noted that it was likely the Tutor would be an external appointment. The aim was to deliver the Catch-Up programme in either pre or post school hours during the school term.		
10	Any Other Business No issues raised.		
11	Date and Time of Next Meeting		
11.1	The date of the next meeting will be Tuesday 8 June 2021 at 5.30pm		

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

There matters for discussion under part 2- Confidential


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Signed
Chair of Committee
Adel Burgess

.....12.3.21.....
date

List of agreed Actions – 9 March 2021

Item No.	Agreed Action	By whom
4.4	The 3 rd Quarter financial report was accepted	
5.6	Governors noted the draft budget 2021/22.	
8.1	The five policies were approved	