



**ST MICHAEL'S CE PRIMARY SCHOOL
GOVERNING BODY
FINANCE AND PREMISES COMMITTEE MEETING HELD VIA ZOOM ON
TUESDAY 8 JUNE 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) Angela Stathi (AS) 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.	
2.	Declaration of Interests in Respect of Items on this Agenda	
2.1	There were no declarations made.	
3.	Minutes of the Previous Meeting held on 9 March 2021 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 There were no Matters Arising from the Minutes	
4.	Report on the school since re-opening on 12 April	
4.1	GG reported that there had been no positive cases of Covid. The school was continuing to follow DfE guidance and the bubble system was still in operation. The separation of adults and children was being maintained but Y1 and Y2 pupils could now play together in the playground. While waiting for further guidance from DfE the emphasis was on monitoring and the continued implementation of safe measures. The school was working well but there was an excitement about the school returning to its normal base. Events such as local trips and the KS2 Sports day were going ahead. Parents would be invited to observe on Sports day.	
4.2	Governors thanked GG for her report and were pleased to note the progress being made to support the school as it gradually returns to its more normal base.	
5.	Policies	
5.1	Finance Policy: Governors approved the Policy but asked that there be a clear definition within the Policy of the roles and responsibilities of the Executive Head and the Head of School.	
5.2	Privacy Notice: it was noted that the content of the Policy had not changed since the previous review and only the names of some of the role holders. The Policy was approved .	



<p>6. 6.1 6.2 6.3 6.4</p>	<p>Health and Safety</p> <p>NP reported that an external H&S Audit was completed by LBH in April and the final report was positive. There were no issues raised on the Library building and the site had been commended for being in such good condition. There were some points of action:</p> <ul style="list-style-type: none"> • Decking: to be fenced – a quote for the work is being sought. • Asbestos management – since the previous review in 2011 the record of that review has been lost and LBH has abrogated responsibility for asbestos management to the school. NP reported that contractors are being asked to quote for the Asbestos survey but only one has been received (at £9k). This project is on-going. • Risk assessments and Working at heights – the appropriate practices are being adopted but the statements need to be updated. • Certificates on the maintenance of the fire alarm and the gates need to be returned by the contractors <p>It was noted that the external Audit takes place every two years.</p> <p>AB stated that she had contacts who might be able to support the Asbestos survey and would ask them to contact NP. Action: AB to refer consultants to NP about the Asbestos Survey.</p> <p>Governors noted the outcome of the external H&S Audit and commended the school for such a positive report.</p>	
<p>7. 7.1 7.2</p>	<p>Statutory Maintenance Review</p> <p>Governors received, on screen, the Maintenance Register which had been RAG rated for ease of reference. Governors thanked NP for adopting this reporting format as it easily highlighted the key action points with a rating: green = completed; amber = work in progress; red = a key issue.</p> <p>NP reported how the Register was used to record the contractor and dated actions taken to ensure statutory compliance with the maintenance of site plant and equipment. The Asbestos survey was the only item graded Red; all other issues were completed or in-hand. Governors had previously noted the actions being taken to address the asbestos issue. There were no further questions.</p>	
<p>8. 8.1</p>	<p>Asset Register</p> <p>NP stated that she completed a Termly review of the assets of the school, undertaking a 100% check of all items. Governors were pleased to note that the latest review of the assets, made in May half term, was consistent with the Register, with no anomalies.</p>	



<p>9. 9.1 9.2 9.3 9.4 9.5</p>	<p>Premises Update</p> <p>NP reported that Highgate School had made contact about the installation of a new gate at the bottom of the shared lane consistent with the terms of the Licence Agreement between the two schools. Security and access would be maintained through a key code mechanism. It was expected that the work would be completed in the Summer holiday. Governors noted that the maintenance costs of the gate would be borne by Highgate School.</p> <p>Governors noted that the school was starting to explore opportunities to generate external income through the letting of its site and facilities. NP reported that “the Spread” has expressed an interest in hiring the playground for a new Saturday market selling food and other related wares. It was noted that “the Spread” had significant experience in operating such markets (in Primrose Hill and on the South Bank) and were proposing that upto 50 stalls might be sited in the school market.</p> <p>Governors considered the funding options for this proposal (a) a weekly flat fee or (b) to negotiate a percentage of weekly sales turnover. It was noted that the school had some staff cover on site on Saturday mornings but would incur additional costs to maintain Saturday afternoon cover. Governors were concerned that this proposal was at a net cost to the school with all costs covered. It was noted that the Spread management were projecting weekly income of £300 - £400 to the school based on their experience of such markets, assuming a 2% of sales turnover model.</p> <p>Governors agreed that the proposal was interesting but if to proceed would require a legal agreement, with a break clause, and a minimum return to the school to cover staff and ancillary costs. It was suggested that the school would also run its own stall in the market to promote itself. There would be no access to the site facilities and “the Spread” would organise its own parking off site so reducing the physical impact of vehicles on site. It was noted that the market would likely start in October.</p> <p>Governors agreed that this proposal be pursued and gave an in principle agreement for the Saturday market. Governors asked that there be a legal agreement with a break clause and a 2% of sales turnover tariff to be applied with a minimum guarantee of £100pw to the school to cover staff costs. The merchandise would have to be suitable for the school location. Action: NP to send the draft Contract to CS, for review.</p>	
<p>10. 10.1 10.2 10.3</p>	<p>Nursery Feasibility study</p> <p>GG spoke to the paper, previously circulated, on the Nursery Feasibility Study.</p> <p>It was noted that at present the school offers 25 full time places and 24 part time places split between 2.5 days at the beginning and 2.5 days at the end of the week. In the past few years the full time places have been filled easily and demand for full time places continues to increase. Now fewer parents are applying for part-time places. Many are going to those parents who would prefer full time but accept a part time place in order to get the points for a reception place. 44% of full-time parents are eligible for free provision and the proportion of fee paying to eligible families has a significant impact on the generated profit. The school receives approximately half the income in EYFS funding for eligible pupils than for fee paying pupils. For 2021-22 it is expected the Nursery will have 100% occupancy for full time places and 92% occupancy for part time places generating an overall profit of £84,175 and £42,354 net profit after a £41,821 contribution to overheads.</p> <p>Governors were informed of possible opportunities for expansion.</p> <ol style="list-style-type: none"> 1. Offering wrap around care to existing nursery provision 	



<p>10.4</p> <p>10.5</p> <p>10.6</p> <p>10.7</p>	<p>A survey was made of new nursery parents for September 2021 about an extension of wrap around care. Results indicated that the additional costs of staff would not be met by the expected additional uptake and if the cost structure was the same as that for the school breakfast club and Energy kidz (£6 and £14 respectively) wraparound care would make a loss of approx. £6k. Profitability in the nursery requires an average number of 8 children per day in breakfast club and 12 children in after school club unless the pricing model changes. It was noted that before Covid the school offered nursery children access to the breakfast club with limited uptake. Governors noted that the survey suggests that wraparound care is unlikely to be very profitable in the first year.</p> <p>2. Current space – 100% full time provision A proposal to extend to 100% full time places within the current space was considered. It was suggested that available net profit could increase to £60,866 (based on the current ratio of self-funders to eligible 30 hour children - approx. 44%). It was noted that as the numbers of 30 hour eligible children increase this will proportionately erode the estimated profit. The main disadvantage to such expansion for the school is the overall number of children in nursery reduces from 49 (full time and part time) to 37 (full time only) with the knock on reduction of 12 applicants from nursery to Reception. This would impact on first preference applications and as the school is highly dependent on having a strong cohort of nursery children it requires, as close to 60 as possible, to fill Reception places.</p> <p>3. Expand the space available and increase provision to 2 cohorts of 30 pupils Due to site limitation only 37 children can be in the Nursery at any one time in the current space and to increase the number of nursery children would require a reconfiguration of the Early Years space and this would impact the whole school site. If the school achieved two full time classes of 30 children with 90% occupancy and 35% fee paying a gross profit of £110k could be achieved and a net profit, after overheads, of £52k.</p> <p>Governors thanked NP for her briefing paper and recognised that this was an initial proposal from the school to open the discussion. The three options were considered but there were no conclusions drawn as each required further consideration. Governors noted that the expansion of the Nursery provided new opportunities but as yet the models failed to convince in terms of profitability and longer term benefit. It was acknowledged that implementation of the Nursey could be the stimulus for the reconfiguration of the school site.</p> <p>Governors thanked GG for the feasibility study as it gave an indication of the opportunity and potential means to guarantee 60 pupils from Nursery to the Reception annually, when school rolls across the Borough were under significant threat of reduced demand, falling rolls and falling income. It was agreed that this was a subject for further discussion.</p>	
<p>11.</p> <p>11.1</p> <p>11.2</p>	<p>Summer Works 2021</p> <p>NP reported that two holiday camps would be on site for 4 weeks. Decoration of KS2 building would be completed at c£15k and the early years playground would be refurbished. Some minor works were required to put fencing around the pond, and to make general repairs and maintenance. The refurbishment of the WC's was a longer-term project as quotes were required. The Asbestos survey would also be completed once a contractor was found.</p> <p>The Mile a Day track was expected to cost £30k with funding from the SMSA, the Pupil Premium fund and student sponsorship. It was noted that the Governors Fund would be used to top up any balance in required funding. The SMSA were organizing a Fair and a Quiz night as part of its fund</p>	



	raising activities.	
12.	Fundraising	
12.1	Governors were pleased to note the success achieved in grant fund applications: £2.1k to support FSM/ hardship children to access clubs; £2.6k to fund FSM /hardship children on school trips; £3.5k from parents for new books in the Library; £2k from Governors fund to purchase BAME specific books for the Library. Governors thanked Hannah for her success in grant applications	
12.2	NP was asked to speak to Governor Kunle about possible fund sources. AS asked to be informed about grant applications so that she could determine if her contacts might be possible sources of funds.	
13.	Any Other Business No issues raised.	
14.	Date and Time of Next Meeting	
14.1	The date of the next Committee meeting will be confirmed.	

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

There were matters for discussion under part 2- Confidential

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Signed
Chair of Committee
Adel Burgess

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date

List of agreed Actions – 8 June 2021

Item No.	Agreed Action	By whom
6.3	AB to refer consultants to NP about the Asbestos Survey.	AB /NP
9.5	NP to send the draft Contract with Spread to CS, for review.	NP/CS