



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

**Part 1**

<b>ATTENDANCE</b>	
<p><i>Governors Present:</i> Geraldine Gallagher, <b>Ex Officio Head Teacher</b> (HT) Adel Burgess (AB) <b>Committee Chair</b> Claire Southern (CS) Cordelia Brown (CB) *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>

	<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. AS had sent her apologies for absence which were accepted.	
2.	<b>Declaration of Interests in Respect of Items on this Agenda</b>	
2.1	There were no declarations made.	
3.	<b>Minutes of the Previous Meeting held on 8 June 2021 and Matters Arising</b>	
3.1	The Minutes were approved as being an accurate record and were signed by the Chair and passed to the School, for filing.	
3.2	<p><b>Matters Arising</b></p> <p>4.1 – It was noted that Risk Assessment had been made for events such as Sports day and the daily monitoring of risks occurred. Due to Covid restrictions Sports day for KS2 was restricted to year groups to which parents were invited to attend.</p> <p>5.1 – the Finance Policy had been revised to explain the role and responsibilities of the Executive Head and Head of School</p> <p>6.1 – The fencing around the decking had been installed The Asbestos management survey had been completed <b>The statement on Working at Heights to be presented at the next Meeting</b> The school is chasing the Certificate from contractors working on the school gates The certification in regard to fire alarm maintenance has been received</p> <p>7.1 - It was noted that the Maintenance Register is reviewed annually</p> <p>9.5 - It was reported that the terms of agreement for the use of the school site as a Saturday market were almost complete. The contract would be a Licence with a 5-year term with a break clause at the annual anniversary of the Licence, subject to two months prior notice. The school would receive 2% of turnover with a £150 minimum revenue in each week of operation, after the initial three month set up period. All liability rests with the market traders. It was noted that the contract enables the school to make a timely withdraw if the arrangement proves unacceptable. The issue of insurance cover had to be checked. It was noted that the Contractor plans to announce the Market in mid – December with the aim of a launch in early 2022.</p>	



	<p><b>Action: subject to minor drafting changes and the appropriate level of Insurance being confirmed in place the Contract to Licence the school ground to Saturday market traders was approved.</b></p> <p>10 – It was noted that the Nursery Feasibility study was for an initial discussion at the meeting and would be an agenda item at the Strategy Day meeting. It was agreed that the Committee Minutes of 8 June reporting Item 10 (Nursery Feasibility Study) be circulated to the Strategy Group members, as background information on the options for the Nursery.</p> <p><b>Action: The option to expand the Nursery on the Strategy day agenda; Minutes of meeting of 8 June – Item 10 be circulated, for information.</b></p> <p>12.2 - It was noted that NP had yet to speak to Governor Kunle’s contacts about funding sources although the expectation was that the overall fund was relatively small. AS was absent from the meeting and unable to report on her progress in seeking new sources of funds.</p> <p><b>Action: AS to be asked for a progress report on her discussion with contacts</b></p>	
<p>4. 4.1 4.2 4.3</p>	<p><b>Finance Report Q2 to 30 September</b></p> <p>NP reported that the new LBH finance system NOVUS had been installed and this was reflected in the revised finance templates to the reports.</p> <p>Governors noted the revised report and the expected outturn at year end (31/03/22). The original budget was set at a breakeven (£194) but given the variances at Q2 and likely changes in income and expenditure in the remaining six months the school now forecast a deficit of c£29,000 at year end. Using Reserves to support the deficit the carry forward Reserves at 1 April 2022 would be £109,000.</p> <p>Governors noted the variances: Income: Pupil Premium at £33.5k and UIFSM slightly less than budget; income from Lettings below expectations as this activity slowly recovers, post pandemic. Catering income lower than budget. Overall total income expected to be £2,728,266 or £10,000 less than budget</p> <p>Expenditure: lower costs for the Executive Head as this role is now shared with St James Primary school; high levels of sickness and absence among support staff has increased Agency staff costs to 86% of annual spend at the end of Q2; absence among HLTA’s has required teacher supply staff as cover and this budget is also overspent. Costs of both ground maintenance and school cleaning have increased; Touchpoint cleaning costs are expected to have increased by £5.5k at year end. Rising utility costs are also expected to increase and overall expenditure is set to increase by £19,000 (7%) higher than budget at £2,757,057.</p> <p>Governors were concerned at the reported higher levels of staff sickness absence and asked about the management policy and process. It was noted the school manages each case supported by the Sickness Absence Management Policy, with advice from LBH HR. The various stages of review and action are set out in the Policy. It was noted that the additional premium for staff absence insurance for support staff (as well as teachers) was very expensive and had been discounted.</p> <p>Premises costs: the expected £5k increase in cleaning costs was noted and explained. In due course this contract would be put to Tender. The expected £3k increase in utility and energy costs was noted.</p>	



4.4	<p>Governors acknowledged the cost impact of staff absence on the budget and were pleased that the lettings income was slowly returning. It was noted that the £57,000 of governor donations included £50,000 to cover major repairs and £7,000 allocated to governor training, clerking and ancillary costs. Governors noted the expected deficit at year end and queried when the school might achieve its breakeven position and so avoid a call upon Reserves. It was noted that all efforts were being to improve on the year-end result. Governors thanked NP for her clear report.</p>	
<p>5. 5.1</p>	<p><b>Premises update</b> Governors received a verbal report from GG:</p> <p><b>Early Years outdoor Space project</b> The majority of resources have arrived for the revised outdoor space for the Early Years and the project is proving to be a resounding success, appreciated by pupils, staff and parents. The Mud Kitchen, Maths area, dedicated small spaces, and external storage facilities for the resources were fully appreciated. Staff have been designated specific parts of the area and this has imbued a whole school sense of ownership in the project. Children are enjoying the space and it has already had a positive impact on their learning. Governors were pleased to learn of the early success of the project and the positive response from parents. It was noted that the current deep clean regime would be retained to enhance the overall cleanliness and reduce the risks of germs spreading. It was noted that Mario had made a significant contribution to establishing the project and Governors passed on their thanks.</p> <p><b>Summer works 2021:</b></p> <ul style="list-style-type: none"> <li>• Asbestos management survey was completed</li> <li>• KS2 rooms were decorated; painted white which has enhanced the building</li> <li>• Dep HT's office was redecorated</li> <li>• Repairs made to play equipment in KS2 area</li> <li>• Fencing around the decking was completed</li> <li>• Kitchen area in the staff room was upgraded</li> <li>• Google migration – 1<sup>st</sup> stage – was completed</li> <li>• Y6 changing room refloored</li> <li>• Y6 classrooms refloored</li> </ul> <p>The Track project was almost complete – to be finished in November The upgrade of pupil WC's was a longer term project as given the expected budget of c£40,000 three tender quotes were required and a clear two week window to complete the works: possible delay to Summer holiday 2022. Fire drill scheduled before Term end. House on the lane has removed a garage to install a home office; permitted under the Lease terms.</p>	
5.2	<p>Governors noted the range of works completed and commended the school for its efforts.</p>	
<p>6. 6.1</p>	<p><b>Premises Improvement Plan (PIP)</b> Governors received a copy of the PIP drawn up in 2013 to describe the range of site works scheduled then as part of a site enhancement programme. It was noted that this Plan had supported the implementation of the Governor Fund and the £50,000 donation. It was noted that LDBS encourage an annual condition survey which identifies the key priorities across the site which feeds into the PIP. The same process is still used to identify and manage the required site improvements.</p>	



<p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p><b>Policies</b></p> <p><b>Charging and Remissions Policy:</b> Governors carefully considered the text of the draft Policy to ensure that it was consistent with current practice. Several comments were made on sections of the text which were passed to NP for amendment in the final version. The Governors <b>approved</b> the Policy, subject to the requested textual changes.</p> <p>It was noted that there is a process by which parents can apply for funding support for their child for school meals (if not eligible for FSM), trips and other costs. It was noted that the Hardship Fund form, used to make the request, is not rigorously assessed and currently there is a lack of robust process to check the validity of the application. Governors questioned this approach, suggesting that there should be a more formal assessment process in determining the merits of any parental application to receive funds from the Fund. After discussion CS asked to see the current form, for review. <b>Action: NP to send CS the parent Hardship Fund application form, for review and revision</b></p> <p>It was noted that the school already reaches out to those parents whose child is eligible for pupil premium but without prior knowledge of parental circumstances it is more difficult to promote the Fund to other equally potentially eligible parents. It was agreed that the Hardship Fund should be promoted more to parents. <b>Action: School to promote the Hardship Fund application form on the website</b></p> <p><b>Lettings Policy:</b> Governors took a rigorous approach in its review of the Policy as it had remained unchanged for many years. They questioned the issue of Indemnity and Insurance to ensure that adequate cover was in place. The issue of a Risk Assessment for each booking was discussed and the conditions under which this was undertaken. Several textual changes with reference to Indemnity and the loss and damage clause reference to the Hirer were required and NP was asked to ensure these were made in the final version. <b>Action: subject to the requested textual changes the Lettings Policy was approved.</b></p>	
<p>8.</p> <p>8.1</p> <p>8.2</p>	<p><b>Governors Fund</b></p> <p>Governors received a verbal report from CS on the status of the Governor Fund Charity. It was noted that the final set of Accounts had been completed and filed with the Charity Commission (CC), the 2021 Accounts had to be filed by January 2022 and NP had started this work. All Governors were now Trustees of the Fund and this detail would be confirmed on the website. The CC website would also be updated to reflect the Charity's purposes. The bank signatories to the Charity will be CS and CB. There was still time to claim for backdated Gift Aid receipts and NP was managing this process. Parent, John Morley, had kindly agreed to be the independent Examiner (as required) for audit purposes. <b>Action: CS will complete the registration process with the CC</b></p> <p>It was suggested that Fund requires a new name that better reflects its purpose. CS was thanked for her hard work in establishing the Charity at the CC.</p>	
<p>9.</p> <p>9.1</p> <p>9.2</p>	<p><b>Any Other Business</b></p> <p>A meeting of the Pay Committee would be held on 11 November at 5.30pm, subject to availability of the members.</p> <p>Brass Architecture were due on site on 16 November</p>	



10	<b>Date of Next meeting</b>	
10.1	Wednesday 27 April 2022, by Zoom, at 5.30pm	

There being no further Part 1 business this part of the meeting closed at 7.15pm

There were matters for discussion under part 2- Confidential

27.04.2022

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

**Date**

**List of agreed Actions – 9 November 2021**

<b>Item No.</b>	<b>Agreed Action</b>	<b>By whom</b>
3.2 (9.5)	subject to minor drafting changes and the appropriate level of Insurance being confirmed in place the Contract to Licence the school ground to Saturday market traders was approved	
3.2 (10)	The option to expand the Nursery on the Strategy day agenda; Minutes of meeting of 8 June – Item 10 be circulated, for information	
3.2 (12.2)	AS to be asked for a progress report on her discussion with contacts	
7.2	NP to send CS the parent Hardship Fund application form, for review and revision	
7.3	School to promote the Hardship Fund application form on the website	
8.1	CS will complete the registration process with the Charity Commission	