



**ST MICHAEL'S CE PRIMARY SCHOOL  
GOVERNING BODY  
FINANCE AND PREMISES COMMITTEE VIRTUAL MEETING HELD ON  
WEDNESDAY 27 APRIL 2022 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 9 November 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> <ul style="list-style-type: none"> <li>• Statement on Working at Heights: completed</li> <li>• New sources of funding: CB has received an email on the matter from AS and will forward it to AB. Item for further discussion at next meeting</li> <li>• Saturday market: the plan is to start the market in September 2022</li> <li>• Option to expand the Nursery: an item for discussion at FGB as part of strategy planning</li> <li>• Hardship Application Fund form: the form is to be uploaded on the school website under the tab "Parents Forms". It was noted the Fund is promoted in letters to parents where costs are incurred eg School trips.</li> <li>• Charity Commission Application: CS confirmed that the CC has received all the required forms. Governors thanked CS for her hard work in completing the registration process</li> </ul>	



4.	<b>Finance Report Q4 to 31 March 2022</b>
4.1	NP reported that the school had set a balanced budget for 2021/22 but the actual outturn was a small deficit of £5,600 leaving the school with Reserves of £132,300. Income received was £70,483 higher than budget with £51,824 received from the Governors Fund for projects not originally included in the budget such as the continued roll out of the IT strategy, the purchase of additional Chromebooks and the part funding of the new running track and improvements to the EYFS playground.
4.2	There were a few minor variances against budget: <ul style="list-style-type: none"><li>• Income from lettings has yet to return to full capacity due to Covid</li><li>• A dip in the take up of school lunches has reduced catering income</li><li>• The teachers pay and pensions grant was extended into 2021/22</li><li>• Nursery fee income was slightly higher than anticipated</li><li>• Income from parents as contributions to school trips was higher than anticipated</li><li>• Teaching staff costs were lower; the Executive Head's salary was shared with St James school</li><li>• 2 TA's were appointed to replace a TA who retired in December</li><li>• Agency staff costs far exceeded budget as cover was required to meet significant staff absences due to Covid in the Autumn and Spring term</li><li>• Touchpoint cleaning service was required for longer than expected – incurring higher costs than expected</li></ul>
4.3	The impact of Covid and then the Omicron variant were felt throughout the year, evidenced by the higher agency staff costs and cleaning costs. Despite these pressures with tight control of expenditure the school has achieved an outturn with only a small deficit. Governors were impressed by the careful financial management evident in the year end results and commended NP for her performance.
4.4	Governors asked of the steps being taken to improve the pupil take up of school lunches and noted: <ul style="list-style-type: none"><li>• Taster days for parents being arranged</li><li>• More event driven menus being planned to promote school lunches</li><li>• Discussions taking place with school council and kitchen staff to improve an understanding of what pupils would like at lunchtime</li><li>• Possible inclusion of some packed lunch days</li></ul>
4.5	The positive variance on Nursery fee income was noted: in setting the budget this income had been underestimated. It was noted that a reduction in demand for Touchstone Cleaning services will reduce the contract costs for 2022/23. <b>Decision: Governors commended NP for her financial management and raised no further questions.</b>
5	<b>Draft Budget 2022/23</b>
5.1	NP presented a budget for 2022/23 and forecast outturns for 2023/24 and 2024/25. In 2022/23 Income of £2859,111 is matched by Expenditure of £2,838,666 producing an in-year surplus of £20,445 which if achieved would increase Reserves to £152,751. Additional income was expected from DfE supplemental grant income and lower staff costs due to some staff



changes. The current staff structure and associated costs has been maintained in the budget. Governors reviewed the budget lines in detail and were satisfied that both income and expenditure had been carefully considered. It was agreed that budget for 2022/23 was realistic, pragmatic and an intelligent reflection of spending in line with the priorities of the school.

**Decision: The draft budget 2022/23 was approved; to be recommended to FGB for ratification**

6. **Premises Update**

6.1 NP reported on the various activities regarding premises management:

(a) Letting of the Former Site Manager's House

The school wants to let the House and has asked 3 estate agents to value the property. Further to inspection it is reported that the school could achieve £3,000 income per month subject to some updating and cleaning of the premises. Governors agreed that a lease should be for one year, renewable annually, with the tenant given clear instructions about site access and expected behaviour. The quoted terms of engagement with the agents were discussed and NP was asked to negotiate with David Astbury Estate Agents to secure the optimum terms.

**Action: NP to negotiate with David Astbury, Estate Agents, on the terms of letting and management of the House.**

It was noted that the actual signatory to the Lease had to be checked to ensure that it had been signed by the appropriate legal party. CS offered to undertake this task which was appreciated.

(b) Storm Damage:

The recent storm brought down two mature trees and damaged some playpods giving rise to an insurance claim to recover the costs of removal and repair.

(c) New bathroom suite in EYFS

Installed over the Easter holiday and much appreciated

(d) Gardening contractor

Governors were pleased to note that a new contractor has been appointed to maintain the grounds and as required support could assist further on-site landscaping and project development such as the Amphitheatre and outdoor spaces.

(e) Neighbours garden offices

It was reported that some neighbour are installing garden offices but these projects have been marked by their poor liaison and communication with the school and a lack of awareness of the impact of the works on the school. This is a source of frustration for the school as the issue requires senior management time and input. AB offered to write to the parties detailing the school's frustrations and expectations but after discussion it was agreed that this was not yet required, but might be considered if the situation changes.

(f) Summer Plans 2022 – continuation of the rolling programme of site improvements:

- LDBS funding in place to replace doors in EYFS, KS1 and administration block
- Decorating KS1 Hall
- Two basements to be emptied; and audit of items taken and disposal to be arranged, as required
- Dampproof flat 3, as required



<p>6.2</p> <p>6.3</p> <p>6.4</p>	<ul style="list-style-type: none"> <li>• Removal of the redundant shower in flat 2</li> <li>• Decorate flat 2 including replace carpet</li> <li>• Replace sink unit in Y6 classroom and Y4 intervention space</li> </ul> <p>It was agreed that costs would be sought for the various projects and these would be discussed at the June F&amp;P meeting <b>Action: NP to get costs for the proposed summer projects: for discussion at June F&amp;P</b></p> <p>It was noted that the projects were part of the continued effort to make the best use of spaces across a site that overall is in very good condition. Governors agreed that the projects were sensible and consistent with the ambition to enhance the site to its full potential whilst maintaining the structural integrity of the school and site.</p> <p>LDBS are due to complete their annual Condition Survey in the summer holiday. The GDPR audit was completed on 23 February and the H&amp;S Audit is due to be completed on 12 May. It was noted that Active Day Camps have requested an annual lettings contract using both KS1 and KS2 Halls and guaranteeing the income to the school, irrespective of their actual bookings. Governors agreed to this proposal as it secured certain additional income without any detrimental impact.</p>	
<p>7</p> <p>7.1</p> <p>7.2</p>	<p><b>Statutory Maintenance Review</b></p> <p>Governors had received and noted the updated report on the Statutory Maintenance programme. NP reported that all issues were in hand, there were no items of concern and the Lightening Conductor project has now been completed.</p> <p>NP reported that LBH were due to undertake the servicing of the External Equipment in March; NP will chase them for a confirmed date for the service. The Energy Certificates have yet to be issued by the Contractor and NP was asked to follow up on this action as a matter of urgency. <b>Action: NP to talk to LBH on External Equipment Servicing and to the Contractors about the outstanding Energy Certificates.</b></p>	
<p>8</p> <p>8.1</p> <p>8.2</p> <p>8.3.</p>	<p><b>Policies</b></p> <p><b>Accessibility Policy:</b> Governors carefully considered the text of the draft Policy and asked that the final box on page 8 be reviewed for accuracy as to the technology now being used to improve the teaching environment. <b>Decision:</b> The Governors <b>approved</b> the Policy, subject to the requested text change on Page 8.</p> <p><b>Freedom of Information and Publication Scheme:</b> Governors reviewed the Policy and Scheme and asked that the date of the FOI Act (2000) be included in the text. There were no further questions on the Policy <b>Decision:</b> subject to the requested text change the FOI Policy and Publication Scheme was <b>approved.</b></p> <p><b>Whistleblowing:</b> Governors raised no concerns about the text of the Policy. <b>Decision:</b> The Whistleblowing Policy was <b>approved.</b></p>	



9. 9.1	<b>Chair's Report</b> AB thanked NP for her work in finalising the current years financial report and for her work on preparing the budgets and forecasts for 2022/23 – 2024/25. The financial contribution made by the Governors to the Governors Fund was noted in terms of its contribution to the continuing success and progress of the school with projects successfully achieved that make best use of resources and promote higher standards of education for all pupils. Two projects – the installation of the running track and the upgrading of the ICT resources are clearly successful projects and the development of the amphitheatre is an ambitious project, reflecting the ambition of the school.	
10. 10.1	<b>Any Other Business</b> It was noted that Governors are to be issued with school email addresses, in line with best practice.	
11 11.1	<b>Date of Next meeting</b> Tuesday 7 June 2022, at school, at 5.30pm	

There being no further Part 1 business this part of the meeting closed at 6.36pm

There were matters for discussion under part 2- Confidential



Signed  
Chair of Committee  
Adel Burgess

7.6.2022

Date

### List of agreed Actions – 27 April 2022

Item No.	Agreed Action	By whom
5.1	The draft budget 2022/23 was approved; to be recommended to FGB for ratification	GG/ NP
6.1 (a)	NP to negotiate with Estate Agent David Astbury on the terms of letting and management of the House.	NP
6.2	NP to get costs for the proposed summer projects: for discussion at June F&P	NP
7.2	NP to talk to LBH on External Equipment Servicing and to the Contractors about the outstanding Energy Certificates	NP