



**ST MICHAEL'S CE PRIMARY SCHOOL
GOVERNING BODY
FINANCE AND PREMISES COMMITTEE MEETING HELD ON
TUESDAY 7 June 2022 AT 5.30PM
MINUTES**

Part 1

ATTENDANCE	
<p><i>Governors Present:</i> Geraldine Gallagher, Ex Officio Head Teacher (HT) Adel Burgess (AB) Committee Chair 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>

	Subject/Decision	Action
1.	Welcome and Apologies for Absence	
1.1	The Chair welcomed everyone to the meeting held at school which was quorate. AS had sent her apologies for absence which were accepted. AB and CB attended on Zoom.	
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 27 April 2022 and Matters Arising	
3.1	The Minutes were approved as being an accurate record and will be signed by the Chair and passed to the school, for filing.	
3.2	Matters Arising	
5.1	The draft budget 2022/23: completed : ratified at the May FGB	
6.1 (a)	NP to negotiate with Estate Agent David Astbury on the terms of letting and management of the House. CS has offered to draft an Agreement which will be signed by the Landlords – the Church Wardens signature. CS to check on possible tax liabilities if the rental income is allocated to the School's Governors Fund	
6.2	NP to get costs for the proposed summer projects: on the agenda	
7.2	NP to talk to LBH on External Equipment Servicing and to the Contractors about the outstanding Energy Certificates: LBH has yet to confirm a date to service the outdoor play equipment; Energy certificates have been received and are displayed across the school site.	
4.	Income generation and managing costs	
4.1	GG and NP gave a verbal report on the school's approach to income generation and cost management as detailed in a document which will be circulated to governors after the meeting. Key points :	



	<ul style="list-style-type: none"> • A tight control on the school finances is maintained with regular reports to SLT and governors. • Cashflow forecasts help to identify potential deficit positions and enable management to consider options and as necessary take pre-emptive action: the forecast deficit of £134,731 in March 2025 is already being addressed though noted to be a likely worst-case scenario. • The school uses the Access Education budgeting tool to support the budget preparation and scenario planning; this software has preloaded national pay awards for teachers and support staff and factors in inflationary uplifts: two key areas of cost. The school reviews the forecast regularly to ensure assumptions remain valid (inflation uplift being one example) 	
4.2	<p>Income sources: DfE grant funding 81%; lettings income 8%; Nursery fee income 4%; Donations 3%; catering and school trips 5%</p> <p>Key costs: Staff costs 76%; premises costs 8%; learning resources 6%; admin and professional services 3%; other 8%</p>	
4.3	<p>Governors were pleased to note the success in attaining full occupancy in the Nursery (49 places) and Reception (60 places) and the marketing efforts used to promote both facilities. It was noted that the Nursey could expand but more space was required for it to remain compliant with regulations. The Lettings programme was providing additional income, but expansion was currently restricted by the lack of available time and space due to the school's many extra-curricular clubs and activities. The site activities include the breakfast and afterschool clubs, holiday camps, the Saturday market; the drama group "Stagecoach", the football club on Saturdays, and receipts from the lettings for specific events. It was noted that no lettings occur on Sundays, and many incur additional staff overtime costs which reduces the net income.</p>	
4.4	<p>It was noted that the preparation for and management of one-off events could impact adversely on staff administration time and present a potential conflict in their managing core duties. It was suggested that additional evening events during the week would be more manageable and suggestions included: a weekly Cinema club; yoga / tai chi/ Pilates exercise classes and personal training classes using the outdoor spaces. Governors proposed that more use be made of online marketing and physical banners attached to the site boundary. It was agreed that all options for sourcing additional lettings income would be considered. The use of approved Keyholders and an extension to Sunday lettings would require careful management.</p>	
4.5	<p>GG explained how teaching staff resources: teaching staff, HLTA, unsalaried teacher trainees and Apprentices was used to deliver a cost-effective solution to the delivery of the full curriculum and a wide range of clubs and extra-curricular activity. This focus on value for money was carried into the non-teaching contracts for services such as boiler maintenance, telephones, IT, cleaning catering, H&S and site maintenance. Both the catering and cleaning contracts will go out to Tender in Spring 2023. Membership of the NLC provides the SBM with comparative data to benchmark service providers and costs. Governors asked if a packed lunch option could be developed with the caterers as part of a revised offer to the pupils. Action: NP to investigate the option of introducing packed lunches .</p>	
4.6	<p>Governors were pleased to note the oversight and efforts made to manage contracts and control costs whilst seeking to optimise income from all sources. It was noted that the priority remained</p>	



	<p>to ensure the Pupil Roll was fully allocated annually by the October Census date. It was suggested that there was an opportunity to extend the pupil catchment area, without adversely impacting on other church schools. This would be factored into the review of the Admissions Policy in September 2022 for admissions in September 2024.</p>	
5	<p>Policies</p>	
5.1	<p>Governors reviewed the policies:</p> <p>Finance: no comments: Approved</p> <p>Privacy Notices: no comments: Approved</p> <p>Risk Assessments: no comments: Approved</p> <p>Acceptable Use Policies: no comments: Approved</p>	
5.2	<p>Uniform Policy: governors were concerned that the uniform was designed to be affordable to all parents in line with current regulations. It was noted that both the hardship fund and the second-hand supply was available to parents but these were not always the preferred option. Governors were keen to change the perception of the second-hand supply option and proposed that this market be re-positioned as a sustainable / green option and the items should be better presented for sale with targeted marketing of available stock to specific year groups.</p> <p>Action: school to promote the second hand uniforms under a green / sustainability agenda.</p> <p>Decision: Uniform Policy was Approved</p>	
6.	<p>Health and safety Inspection</p>	
6.1	<p>NP reported that an Asbestos Management Plan was being drafted and would be presented to contractors, for signature, to confirm their awareness of the specific (but limited) presence of asbestos on site. The annual Risk Assessments and update of the COSHH register would take place in the summer. Governors were pleased to note the completion of tasks highlighted in the report and asked that a further update be provided to the next meeting.</p> <p>Action: Risk Assessment update report on the Autumn agenda</p>	
6.2	<p>It was noted that some neighbours were thoughtless in the use of the shared external space by blocking the pupils fire exit, so causing a potential hazard. GG was asked to remind neighbours of the potential consequence of their actions and the attendant risks to pupils in blocking the fire exit.</p> <p>Action: GG to remind neighbours of the need to always keep fire exits clear of obstruction</p>	
7.	<p>Asset Register</p>	
7.1	<p>GG confirmed that by using a sampling method an annual review of the Asset Register is completed in the summer holiday. Any material variances are investigated further.</p>	
8.	<p>Summer Plans 2022</p>	
8.1	<p>A continuation of the rolling programme of site improvements:</p> <ul style="list-style-type: none"> • LDBS funding in place to replace doors in EYFS, KS1 and administration block • Replace sink and units in Y6 classroom and Y4 intervention space • Decorate flat 2 including replace carpet and removal of shower • Decorate flat 3 • Decorate Infant Hall • Decoration of Caretakers house • Two basements to be emptied; and audit of items taken and disposal to be arranged, as 	



	<p>required</p> <ul style="list-style-type: none"> • Top up bark chip in KS2 playground 	
8.2	It was noted that the total costs of the summer projects were £63,952 (incl vat and prof fees) of which £50,000 was paid by the LBDS School condition allocation and the balance from the LBDS Maintenance scheme. The additional works on the basements and supply of bark chip totalled £5,500	
8.3	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. The costs were noted and the projects approved.	
9.	Any Other Business	
9.1	Governors, also Trustees, asked that in their capacity as Trustees they receive a breakdown of the funds available to the Trust. It was noted that this issue had been raised at FGB and an action point agreed to ensure Trustees were kept informed of the financial position.	
9.2	It was noted that some staff had made a comment about the rising temperature in some classrooms. It was noted that this was a factor of the design of that part of the building and the recommended remedial action was to use fans and encourage through ventilation. It was noted that staff can use an online system to report issues to SLT.	
10.	<p>Date of Next meeting: Tuesday 8 November 2022 – on Zoom</p> <p>Further meetings: Tuesday 25 April 2023 – at school Tuesday 6 June – Zoom</p>	

There being no further Part 1 business this part of the meeting closed at 7.20pm

There were no matters for discussion under Part 2- Confidential

8.11.22

Signed
Chair of Committee
Adel Burgess

Date

List of agreed Actions – 7 June 2022

4.5	NP to investigate the option of introducing packed lunches	NP
5.2	School to promote the sale of the second hand uniforms under a sustainability / green agenda	SLT
6.1	Risk Assessment update on the Autumn agenda	NP
6.2	Neighbours to be asked to keep fire exits clear	GG