

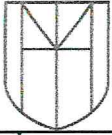
**ST MICHAEL'S CE PRIMARY SCHOOL
GOVERNING BODY
FINANCE AND PREMISES COMMITTEE VIRTUAL MEETING HELD ON
TUESDAY 8 NOVEMBER 2022 AT 5.30PM**

MINUTES

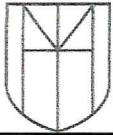
Part 1

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 virtual meeting which was quorate.	
2.	Declaration of Interests in Respect of Items on this Agenda	
2.1	There were no declarations made.	
3.	Terms of Reference	
3.1	It was noted that as the school has contracted out site management this should be reflected in the Terms of Reference: delete reference to the Site Manager's reports. That being the only required change the Terms of Reference were Approved .	
4.	Minutes of the Previous Meeting held on 7 June 2022 and Matters Arising	
4.1	The Minutes were approved as being an accurate record and will be signed by the Chair and passed to the school, for filing.	
4.2	Matters Arising Checks on outdoor play equipment: LBH no longer manage the contract and the school is seeking an alternative contractor. Action: Report to Committee on 25 April 2023	
	4.5 NP to investigate the option of introducing packed lunches On going discussion with caterers (Harrisons) about introduction of a packed lunch option	
	5.2	



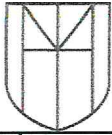
	<p>School to promote the sale of the second-hand uniforms as part of its sustainability / green agenda. Discussions held with SMSA. Sale of previously used uniforms will take place at Christmas Fair and at Cake sales held during the year and so become a more regular feature</p> <p>6.1 Risk Assessment update on the Autumn agenda The external H&S audit was conducted in May 2022; 92% compliant with 9 areas of action:</p> <ul style="list-style-type: none"> • clearing staff cupboards – on going • energy lighting – compliant; LED installed across the site • Asbestos management – compliant: contractors informed of location of asbestos and now required to sign to confirm having been notified • COSHH – compliant; all COSHH materials in their required places • Fire Risk – assessment made: compliant • Risk Assessment – almost complete: some equipment still to be checked • Legionella tests – new record keeping system introduced • Ladder register – compliant <p>6.2 Neighbours to be asked to keep fire exits clear Some progress made but needs to be monitored. Fire Service has assured school that cars blocking ingress/ exit will be removed as required.</p>	
<p>5. 5.1</p> <p>5.2</p> <p>5.3</p>	<p>Finance Update – Qtr 2 NP gave a verbal report on the Qtr 2 financial results, supported by budget monitoring report and CFR, previously circulated.</p> <p>Key points :</p> <ul style="list-style-type: none"> • Income and expenditure in line with budget at end of Qtr 2 with no significant variances against income or costs • Staffing budget has been impacted by the 5% teachers' pay increase (budget 2.75%) and the additional flat rate payment to Support Staff of £2.3k per person. Recent increase in energy unit costs will push the school's energy costs higher and above the already prudent budget. • Nursery placements are below expectation with a £30k reduction in income now expected. • Lettings income also £10k below budget as the launch of the Sunday market has been postponed by the external hirer to Spring 2023. The school has no control over this decision • Rental income generated from the letting of the caretaker's house has to be re-directed from the school budget to the Learning Fund (Governors Fund) and this will reduce letting income by £20k <p>NP reported that the budget surplus of £20k is likely to be a (worst case) deficit of £40k at year end, 31 March 2023 and asked that a revised Budget, as circulated, be approved.</p> <p>Governors noted the expected change in expected outcome and challenged some assumptions</p>	



	<p>before making a decision:</p> <ul style="list-style-type: none"> • Energy costs: it was noted that in setting the budget the unit costs were known for first 6 months and estimated for 2nd six months. Recent global events have pushed these costs for the 6 months to 31 March 2023 even higher. • LED bulbs: installed across all parts of the site • Nursery income: reduction in demand for p/t placements (only 6/24 taken up); competition from other local Nurseries who offer parents with wrap-around care. It was noted that the present business model is a disadvantage and a new approach is now required. It was suggested that the Nursery become its own business rather than be incorporated into the school plans. This would enable a change in the operating hours, more typical of a commercial Nursery. • Cleaning: costs have been reduced after the easing of Covid related requirements • Catering: costs in line with expectations but there is a need to promote school meals/ packed lunches to increase pupil / staff take up. • Market launch: the delay by the hirer in the launch of the market has cost the school. • Action: NP asked to check the contract for possible redress from the Company for economic loss to the school caused by the delay in their launch of the weekend market. • Staff costs: resignation of Deputy HT: post will be replaced sickness absence; use of agency staff mitigates any saving SLT: present structure is fit for purpose and any reduction in SLT personnel would impact on the school's mission and delivery; this is not a cost effective option <p>5.4 Revised Budget 2022/23: Governors acknowledged the unexpected pressures on the school budget and noted the actions being taken to mitigate the impact and reduce the expected deficit of c£40K. Action: The revised Budget 2022/23 was Approved</p> <p>5.5 Impact on Reserves: it was noted that if the in-year loss of £40k occurs the school's Reserves will reduce from £132k to £88k at 1 April 2023.</p> <p>5.6 Nursery Development: it was noted that the Committee had previously considered a plan to develop the Nursery but agreed then that the timing was poor. Action: It was agreed that in Spring 2023 the Committee make a further Options review the Nursery</p>
<p>6. 6.1</p>	<p>Premises Update</p> <p>GG reported that nine projects had been completed in the summer works programme. One project – repairs to taps in the KS1 WC's was in progress.</p> <ul style="list-style-type: none"> • LDBS had funded the replacement doors in the Early years and Administration block. • Y6 cloakroom upgraded • Meetings Rooms refurbished • Infant hall redecorated • Caretaker's House redecorated • Cellar cleared of extraneous items • Playpods repaired (using Insurance funds) • Tree survey carried out: result being that several trees require extensive pruning and



6.2	<p>maintenance (budget item for 2023/24)</p> <p>Site Improvements It was noted that details of the proposed site improvements had been circulated to seven firms of Architects; six had replied and four had already visited the school. Each has been asked to submit proposals that meet the criteria and budget by December 2022. Interviews will be scheduled for January 2023.</p> <p>6.3 It was noted that AB and GG conduct an annual site inspection and any issues are reported to the Committee. Action: next site inspection in Spring term 2023</p>														
7.	<p>Policies Governors received and made comment on each of the following policies:</p> <table border="0" style="width: 100%;"> <tr> <td>Charging and Remissions: no changes required</td> <td style="text-align: right;">Approved</td> </tr> <tr> <td>Equality & Accessibility: no changes required</td> <td style="text-align: right;">Approved</td> </tr> <tr> <td>Health & Safety:</td> <td style="text-align: right;">Approved subject</td> </tr> </table> <p>to: A change required to reflect as the school no longer has a Site Manager but has contracted an external company to be responsible for site maintenance and management. Governors asked that the contractor receive a schedule of obligations and responsibilities as part of the contract. Reference to Covid (pge 16) to be amended to be more generic about any pandemic</p> <table border="0" style="width: 100%;"> <tr> <td>Medical: refer this Policy to Children's Committee</td> <td style="text-align: right;">Refer</td> </tr> <tr> <td>Staff wellbeing: no changes required</td> <td style="text-align: right;">Approved</td> </tr> <tr> <td>Statement of procedures for dealing with allegations of abuse against staff: no changes required</td> <td style="text-align: right;">Approved</td> </tr> <tr> <td>Teacher's capability: changes had been made Governors to receive a copy of the updated Policy by email, for approval</td> <td style="text-align: right;">Pending</td> </tr> </table>	Charging and Remissions: no changes required	Approved	Equality & Accessibility: no changes required	Approved	Health & Safety:	Approved subject	Medical: refer this Policy to Children's Committee	Refer	Staff wellbeing: no changes required	Approved	Statement of procedures for dealing with allegations of abuse against staff: no changes required	Approved	Teacher's capability: changes had been made Governors to receive a copy of the updated Policy by email, for approval	Pending
Charging and Remissions: no changes required	Approved														
Equality & Accessibility: no changes required	Approved														
Health & Safety:	Approved subject														
Medical: refer this Policy to Children's Committee	Refer														
Staff wellbeing: no changes required	Approved														
Statement of procedures for dealing with allegations of abuse against staff: no changes required	Approved														
Teacher's capability: changes had been made Governors to receive a copy of the updated Policy by email, for approval	Pending														
8.	<p>Learning Fund (formerly Governors' Fund)</p> <p>8.1 NP reported on the statement of account, previously circulated Total Income £57,514 at 30 September 2022 with no costs yet incurred. Net Assets have moved to £568,738</p> <p>8.2 Governors noted the sums invested in the Church of England Income and Accumulation Funds. These sums remain invested until such time that a call is required to support a significant capital project.</p> <p>8.3 Governors warmly appreciated the £10k anonymous donation to the school and considered what recent developments could be promoted to parents as part of a wider fundraising campaign. It was noted that the Standing Order Donation Form could be simplified to improve uptake. Governors were pleased to note the recent introduction of a simple to use handheld device to accept donations. Action: Standing Order Form to be reviewed to simplify the process of completion</p> <p>8.4 GG agreed to the suggestion that the school write to parents as their child was leaving the school at end of Y6 to encourage a legacy donation. Action: CB/ GG / CS to draft the letter to parents seeking a legacy donation</p> <p>8.5 Peace Garden: GG described the concept of the Peace Garden. A donation was being sought from the Learning Fund to purchase plants and art items to help develop a multi-racial space in keeping with its Christian ethos Action: Learning Fund Donation to support the continued development of the Peace</p>														



8.6	Garden – Approved Chrome Books: NP requested c£9k from the Learning Fund to enable the purchase of another set of 40 Chrome Books and 2 Charge Carts. Once purchased all children in Y2/3/4/5 will have their own chrome book. Approved	
8.7	Action: Governors SB and CA be asked to prepare a short note on the donation made by the Learning Fund to support the purchase of the 40 Chrome Books – for publication in the school newsletter	
9.	Date of Next meeting The next meeting will be held on Tuesday 25 April 2023 at 5.30pm – at school	

There being no further Part 1 business this part of the meeting closed at 7.00pm

There were no matters for discussion under Part 2- Confidential

Signed
Chair of Committee
Adel Burgess

Date

25/4/23

List of agreed Actions – 8 November 2022

Item	Action	Who
4.2	Report to Committee on 25 April 2023 on the checks made to the outdoor play equipment	NP
5.3	NP to check the contract for possible redress from the Company setting up the Weekend market for economic loss to the school caused by their delay in launch	NP
5.6	It was agreed that in Spring 2023 the Committee make a further Options review the Nursery	Cttee
6.3	Next site walk and inspection in Spring term 2023	GG /AB
8.3	Learning Fund Standing Order Donation Form to be reviewed to simplify the process of making a standing donation	NP /CS
8.4	CB/ GG / CS to draft the letter to parents seeking a legacy donation	CB/GG/CS
8.5	Learning Fund Donation to support the continued development of the Peace Garden – Approved	Cttee
8.7	Governors SB and CA be asked to prepare a short note on the £9k donation made by the Learning Fund to support the purchase of the 40 Chrome Books – for publication in the school newsletter	GG/ SB/CA