



**ST MICHAEL'S CE PRIMARY SCHOOL
GOVERNING BODY
FINANCE AND PREMISES COMMITTEE MEETING HELD ON
TUESDAY 25 APRIL 2023 AT 5.30PM**

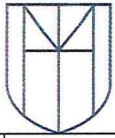
MINUTES

Part 1

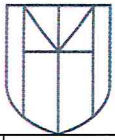
ATTENDANCE	
<p><i>Governors Present:</i> Geraldine Gallagher, Ex Officio Head Teacher (HT) Adel Burgess (AB) Committee Chair *Claire Southern (CS) *Cordelia Brown (CB) *Angela Stathi (AS) Alexandra Economides (AE) *not present at the meeting</p>	<p><i>Also present:</i> Chris Lambert (CL) Clerk (HEP) Nicola Purvis (NP) SBM</p>

	Subject/Decision	Action
1. 1.1	<p>Welcome and Apologies for Absence The Chair welcomed everyone to the meeting which was quorate. Apologies for absence had been received from CB, AS and CS. Each had submitted comments and questions on items on the agenda which were included in the discussions.</p>	
2. 2.1	<p>Declaration of Interests in Respect of Items on this Agenda AB declared her relationship with Brass Architecture who were involved in capital works for the school.</p>	
3. 3.1 3.2	<p>Minutes of the Previous Meeting held on 8 November 2022 and Matters Arising The Minutes were approved as being an accurate record and will be signed by the Chair and passed to the school, for filing.</p> <p>Matters Arising</p> <p>4.2 Review of the outdoor play equipment: it was confirmed that a full inspection of the outdoor play equipment had been made and all remedial actions taken to ensure the equipment was safe and fit for use.</p> <p>4.5 Packed lunch option update: pupils in Y5 and Y6 had shown an initial enthusiasm for the packed lunch option during a one-month trial. It had been decided to retain the option for those pupils on a 3 day per week basis.</p> <p>5.3 The proposal to launch a Saturday market on site was on hold as the school was unable to make any contact with the contractor; it was suggested the company might have filed for bankruptcy. Governors asked that the school continue in its efforts to make contact if only to close the matter.</p>	

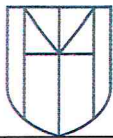
Tuesday 25 April 2023 Finance and Premises Committee



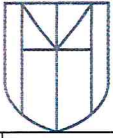
	<p>5.6 Nursery review: it was noted that an options review of the Nursery was part of the plan for 2023/24</p> <p>6.3 Site walk and inspection: AB confirmed that she had made a site walk and inspection on 3 February and the results were set out in her report to governors. (on the agenda)</p> <p>8.3 Learning Fund Standing Order Donation Form: it was noted that as the current process of making a regular donation involved the donor, the donor's bank and the school it was difficult to simplify the process. The school's preference was for parents to set up a standing order in favour of the school through their online banking app. It was agreed that the Form be retained for those parents who prefer the school to set up a standing order on their behalf.</p> <p>8.4 A letter to be sent to parents seeking a legacy donation: this is in hand.</p> <p>8.5 Learning Fund Donation: Approved and actioned</p> <p>8.7 Note to parents in the Newsletter about the £9k donation made by the Learning Fund to support the purchase of the 40 Chrome Books: this is in hand</p>	
<p>4. 4.1 4.2</p>	<p>Finance Report to the End of Year, 31 March 2023</p> <p>NP gave a verbal report on the Qtr 4 financial results, supported by Income Statement for 2022-23 and a note to Governors, previously circulated.</p> <p>Key points:</p> <ul style="list-style-type: none"> • The original budget for 2022/23 reported a £20k surplus; this was revised in Q2 to a £43k deficit. The final outcome in Q4 is a deficit of £47k which has reduced the school's reserves from £132k to £85k. • Income was broadly in line with budget but there was a shortfall in clubs' income and on the catering budget. • Teaching costs were in line with expectations. Support staff costs including teaching assistant supply were £40k over budget. This was a necessary cost to provide 1-1 support for children with SEN needs and to address the issue of long-term staff sickness. • Energy costs have increased a further £7k above the revised estimate at Q2. <p>Governors noted the final deficit, queried some of the underlying causes and asked for more explanation:</p> <p>a) income sources: it was noted that letting income has increased but there had been a reduction in demand for club places. It was suggested that parents were now working from home more and this led to a reduction in demand for club places. The school is reviewing its mix of clubs with the aim of improving attendance. Action: the range of clubs available to pupils will be promoted in the Newsletter</p> <p>b) grounds maintenance costs: it was noted that costs had been incurred in the servicing of grounds equipment, on necessary tree works, and site ground works. Governors agreed that this was necessary expenditure to ensure that both the equipment and the site were safe to use. Action: The Q4 CFR Report for 2022/23 was Approved for submission to the LA</p>	



5.	Draft Budget 2023 – 2024	
5.1	It was noted that an initial draft budget had been presented to governors at the March 2023 FGB. A further revised budget has been prepared taking account of the 2022/23 outturn, the impact of expected staff changes and the finalisation of the expected pupil income for the year.	
5.2	The proposed budget sets out a deficit of £50k at 31 March 2024, resulting in a further reduction of Reserves to £35k. On a positive note and based on current trends there is an expected increase in the uptake of Nursery places which will increase income in 2024-25 and achieve break-even. Assuming the trend is sustained the school could expect to return to surplus in 2025-26.	
5.3	The staffing structure and associated pay assumptions are included in the budget but it had been difficult to identify areas for further cutback which would not adversely impact the pupils education, wellbeing, safeguarding and welfare. Every effort would be made to maintain administration costs in line with 2022-23 but already it is accepted that Cleaning costs will increase by c11% (allowing for the payment of the London Living wage), and energy costs are set to rise further. A conservative estimate is an in-year rise of 25%. Supply costs are set to remain high providing 1-1 support to 4 children who do not have staff in substantive roles to cover. Three of the children are waiting to receive EHCP's, 1 EHCP is already in place but it was noted that even when funding is awarded it does not cover the full cost of the 1:1 support	
	Governors acknowledged the significant strain on the budget incurred by the need to support children with high SEN needs, requiring daily 1-1 support.	
	Governors noted the use made of the Learning Fund and its allocation towards repair and maintenance projects and wider resources.	
	It was noted that the maintenance and repair or replacement of school kitchen equipment was the school's responsibility.	
	Action: the draft budget 2023- 2024 was approved with a recommendation for adoption by FGB on 10 May.	
6.	GDPR Audit Report	
6.1	It was noted that this was a work in progress and an agenda item at the next Committee meeting.	
7.	Policies	
7.1	<ul style="list-style-type: none"> • Data Protection: amend 5.3 • Data Retention: no changes required • Data Breach: change to Data Breach Management Policy • Freedom of Information: no changes required • Whistleblowing: no changes required • Uniform: no changes required 	<p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>
7.2	Governors queried the rationale and additional cost of pupils wearing white T shirts with the school logo attached. It was reported that this item was part of the branding of the school uniform, and, to date, no parents had queried the item. It was noted that the sale of used uniforms was going well and this service was being well received by parents.	



<p>8. 8.1</p>	<p>Asset Register Governors noted the process used to check on the accuracy of the Asset Register through spot checks of selected items on a regular basis. They were satisfied by the process and of the accuracy of the stated inventory.</p>	
<p>9. 9.1 9.2 9.3</p>	<p>Chair's Verbal Report AB thanked NP for her prudent management of the school's finances as reflected in the management accounts, budgets and reports. It was appreciated that the school's finances in the coming year would require careful management with the aim being to increase income where possible and avoid unnecessary overspends. It was noted that the expected increase in Nursery placements provided the school with an opportunity to secure additional income to contribute to the schools running expenses and potentially help to rebuild the Reserves. It was noted that the school Premises Improvement Plan set out a range of projects against a timetable ranging from the near future to those of mid-term. Whilst these would not generate income it was hoped some improvements would help to reduce or eliminate ongoing remedial costs. AB referred to her detailed Visit Report further to her site walk of 3 February and the list of priorities requiring attention. Governors noted the areas already addressed by the school and considered the list of recommended actions. It was noted that some projects could be supported by LDBS funding or the Learning Fund . A recent drain issue has suggested that the internal condition of the School's drain structure could be structurally damaged and now responsible for the recent blockages: The school plan to have a full drains survey carried out in May half term to establish if repair work is required.</p>	
<p>10. 10.1 10.2</p>	<p>Premises Improvement Plan (PIP) Governors reviewed the PIP taking note of projects completed in 2021-22 and 2022-23 and the areas identified for improvement in 2023-24 and beyond including those highlighted in AB's report following her site visit. It was acknowledged that the list of 20 projects was too many to expect completion in one year and these should be allocated according to priority – and justification in terms of seeking external funding – be it from LDBS, the Learning Fund, SMSA or grants. Governors proposed that the immediate focus should be:</p> <ul style="list-style-type: none"> • repairs to drains • treeworks in line with the tree survey outcomes and recommendations • upgrade to the childrens WC's, in EYFS, KS1 & KS2 in line with funding • purchase of additional iPads <p>Other works which could be completed in the mid-term include:</p> <ul style="list-style-type: none"> • Renewal of flat roof to KS2 building • Upgrade to lighting in Flat 2 • Refurbishment of kitchen in Flat 2 • Repointing of external wall in KS1 playground • Fencing repair – garden Flat 3 • Pond decommission 	



10.3	<p>Action: PIP to be revised to identify immediate and mid-term priorities</p> <p>It was noted that over time some site plant and equipment would have to be replaced either due to obsolescence or mechanical failure but these items would be the responsibility of the Borough or LDBS</p>	
11.	<p>Date of Next meeting</p> <p>The next meeting will be held on Tuesday 6 June 2023 at 5.30pm – on Zoom</p>	

There being no further Part 1 business this part of the meeting closed at 7.04pm

There were matters for discussion under Part 2- Confidential

.....**27.4.23**.....
 Chair of Committee date
Adel Burgess

List of agreed Actions – 25 April 2023

Item	Action	Who
4.2	The range of clubs available to pupils will be promoted in the Newsletter	NP
4.2	The Q4 CFR Report for 2022/23 was Approved for submission to the LA	GG/NP
5.3	The draft budget 2023- 2024 was approved with a recommendation for adoption by FGB on 10 May.	AB/ GG
10.2	PIP to be revised to identify immediate and mid-term priorities for funding request purposes.	NP