



**ST MICHAEL'S CE PRIMARY SCHOOL
GOVERNING BODY
FINANCE AND PREMISES COMMITTEE MEETING HELD ON
TUESDAY 6 June 2023 AT 5.30PM**

MINUTES

Part 1

ATTENDANCE	
<p><i>Governors Present:</i> Geraldine Gallagher, Ex Officio Head Teacher (HT) *Claire Southern (CS) Cordelia Brown (CB) Chair Angela Stathi (AS) King-Lynn Swayne (KLS) *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 which was quorate. Apologies for absence had been received from CS and AE. KLS was welcomed to her first meeting of the Committee.	
2.	Declaration of Interests in Respect of Items on this Agenda	
2.1	None made.	
3.	Minutes of the Previous Meeting held on 25 April 2023 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	
4.2	Promotion of the clubs in the Newsletter: Actioned	
4.2	The Q4 CFR Report, 2022/23: was submitted to the LA	
5.3	The draft budget 2023- 2024: was ratified and adopted by FGB on 10 May.	
10.2	PIP to be revised: Actioned - to identify priorities for funding request purposes.	



<p>4. 4.1 4.2 4.3 4.4 4.5 4.6</p>	<p>4. GDPR Audit</p> <p>Governors received the Data Protection Visit report compiled by the Data Protection Officer and the Head of Data Protection. NP reported that the school had challenged the initial reports and recommendations, and this report was the third and accepted version.</p> <p>Governors noted that the report was RAG rated and the school had already addressed many of the recommended actions.</p> <ul style="list-style-type: none"> • Freedom of Information Log: established to record the details and response the FoI requests. • Upgrade of CCTV and website: work in progress • Public Images on the Website, gallery and video pages: Action: (i) the school will set a retention timeframe for images on the background of the website (typically 3-4 years). (ii) The school will change the way in which parental consent is sought so that images can be retained for upto 4 years after the pupil leaves the school. <p>Privacy notices: for pupil and parent / carer; for school workforce; for governors and volunteers; for visitors; for job applicants. Governors noted the different Privacy notices which had been updated and issued by LDBS and that they would be added to the website. Action: the updated Privacy Notices to be uploaded to the website</p> <p>CCTV Access Log: the school presently lacks a CCTV Log. Action: school to set up a log to record who, when and why the CCTV was being accessed. This CCTV Access Log to be reviewed twice per annum.</p> <p>CCTV Policy: it was noted that the school includes a comprehensive reference to the use of the CCTV in the Data Protection Policy. Governors agreed that the recommendation for an additional Policy was inappropriate, and the use of CCTV was fully covered in the current DP Policy.</p> <p>Governor Email address: it was noted that governors had previously resisted the introduction of an additional email address specific to the school, but agreed that this proposal should now be re-considered at the next FGB. Governors should acknowledge their use of the ICT system by confirming acceptance of the ICT User Statement. Action: Governors to consider the use a school email address – agenda item in July FGB; and Governors to sign the ICT User Agreement issued by the school.</p>	
<p>5. 5.1 5.2</p>	<p>5. Statutory Maintenance (June 2023)</p> <p>Governors noted that the statutory maintenance programme was on track with some works scheduled for completion over the summer holiday. NP reported that a Legionella Risk Assessment would occur before term end. It was noted that the boilers were presenting mechanical problems and finding spare parts was becoming more problematic. The school could only seek LDBS support for new boilers once all opportunities for the refurbishment of the existing system had been exhausted. It was noted that quotes were being sought for a replacement new boiler system and indicative costs were of £80k-£120k. Once agreed LDBS would lead on the project to identify and install a new boiler system.</p> <p>Governors were pleased to note the range of works to be completed over the summer to ensure the school would be compliant for the new academic year.</p>	



<p>6. 6.1</p>	<p>Annual Contract Review (May 2023) Governors received the Contract review report and noted:</p> <p>a) Premises support: As the use of an agency had proved largely successful in placing a Site Manager Governors agreed that this approach should continue. Action: school to continue to use the Agency to provide the services of the Site Manager.</p> <p>b) Energy contract: the costs of energy sourced through the Parish buying contract was now proving to be uncompetitive. NP had made a price comparison with the LBH energy basket and governors were asked to approve a switch to the LBH contract in September 2023. Action: the school to switch its energy contract to the LBH energy basket from September 2023.</p> <p>c) Grounds maintenance: as the scope of the contract must be extended the contract has to be put out to tender. Four quotes have been obtained and the aim is to confirm the preferred contractor ready for a start in September.</p> <p>d) Catering: a full tender exercise was completed for the catering contract, using the Crescent Purchasing Consortium. Governors approved the re-appointment of Harrisons in March 2023.</p> <p>e) ICT Support: a tender process for the ICT Support contract is being made in conjunction with St James's school. 3 companies submitted proposals and Platinum are the recommended provider. Governors approved the recommendation. Action: Platinum to be awarded the contract to provide ICT Support to both St Michael's and St James's schools.</p> <p>f) Website: a review of the website is ongoing to identify ways to improve its look and functionality.</p> <p>g) School Uniform: the current supplier has been given notice of termination; four companies are being considered as the new uniform provider with the decision to be determined by price and quality.</p> <p>6.2 Governors thanked NP for her impressive range of research and focus in her review of the school's contracts. The joint tender negotiation for ICT Support with St James's was particularly pleasing as further evidence of the closer collaboration between the two schools.</p>	
<p>7. 7.1</p>	<p>Policies</p> <ul style="list-style-type: none"> • Emergency Plan (to June 2024) • Privacy Notices; for Governor Volunteers for Job Applicants for Pupils Parents and Carers for school workforce for Visitors <p>Action: Governors to be asked to sign to accept the Privacy Notice for Governor Volunteers at the start of each academic year together with their Declaration of Business Interests, KCSIE, and the Governor Code of Conduct.</p>	<p>Approved Approved</p>



7.2	<ul style="list-style-type: none"> • Risk Assessment (to June 2024) • Finance Policy (to June 2024) <p>i) It was noted that the school no longer holds Petty Cash on site. Alternative arrangements are being considered to enable small purchases to be made without use of cash.</p> <p>ii) Governors agreed that parents would soon get used to the on-line link for making donations; this too was preferable to parents bringing cash on site. It was agreed that this change in process would be more efficient, improve the audit process and reduce the risk of petty theft.</p>	<p>Approved Approved</p>	
8. 8.1	<p>8. Asset Register</p> <p>Governors noted the review made by NP in May half-term had confirmed that the register was accurate with all items accounted for.</p>		
9. 9.1 9.2 9.3 9.4	<p>9. Catering Update</p> <p>Governors were pleased to receive a positive report from NP on the progress of the new catering contract with Harrisons. It was noted that the regular visits from the Catering Supervisor and the introduction of KPI's had been most beneficial. The introduction of a new Chef/ Manager was having a positive impact on kitchen staff, pupils and on the quality of the food. A regular meeting of the Chef / Manager with the Student Council had been established and parents were kept informed of the catering offer through the Chef's articles in the Newsletter.</p> <p>It was noted that a link was now established with St James whereby Harrisons produce the meals in the kitchens at St Michaels and transport the food, daily, to St James. This was proving to be a successful outcome to a difficult situation for St James.</p> <p>It was noted that the London Mayor's offer to pay for KS2 pupils' meals from September was set at £2.65 per day but the cost of the meal charged by the caterer was £2.70. Action: Governors agreed that that parents should be informed of the price difference and be asked to cover the difference with a minimum payment of £1 per week.</p> <p>Governors were very pleased to learn of the positive outcome from the re-appointment of Harrisons and of their wider engagement with and support to St James's and thanked all those involved in establishing this positive relationship.</p>		
10. 10.1	<p>10. Front of School Plan</p> <p>Governors received a verbal update report from the Headteacher on the proposals to improve the front of school facilities. It was noted that feedback was being provided to the architect and a meeting set for 15 June at which the full proposal, including visuals, will be presented for discussion.</p> <p>Key proposals:</p> <ul style="list-style-type: none"> a) to move the administration team to the front of the site b) to relocate Y6 and the Nursery to the front of the site c) Reception to the Y1 space; Y1 to the Y2 space etc. d) Works on the Nursery set for the summer holiday e) Early Years to move to rear of site 		



10.2	<p>Governors were pleased and encouraged at the reported progress, noting that plans were being pitched to remain within budget and timescale. It was noted that the provision of WC's would need to be factored into the final schemes.</p>	
<p>11. 11.1</p> <p>11.2</p>	<p>Summer Works (Premises Improvement Plan Summer 2023) Governors received details of the planned summer 2023 schedule of works with priority given to: to:</p> <ul style="list-style-type: none"> • Relocation of offices/ EYFS • Treeworks • Drain repairs • Renewal of the remaining fire doors; and windows in Y1 (Europe) and T2 (Ashman) • Renewal of flat roof to KS2 building and phased renewal of clay tiled pitch roofs to old building • Replace fencing to garden flat 3 • New reading shed for KS1 <p>The school will seek financial support from LDBS and LBH for the remedial work to the drains and trees, but this is not guaranteed.</p> <p>Governors noted the range of summer projects and thanked NP for her detailed explanation.</p>	
<p>12. 12.1</p> <p>12.2</p> <p>12.3</p>	<p>Chair's Verbal Report CB referred to the report "Restoration of the kitchen garden" prepared by parents. The aim was to restore the kitchen garden to improve pupils understanding of nature, food and science, to help them to develop eco-friendly habits; and learn how to enhance wildlife through positive action.</p> <p>Governors acknowledged the work and effort that had gone into the proposal and agreed that the kitchen garden was an underutilised resource. They were concerned as to the feasibility of the proposal in terms of both costs and resourcing and questioned how this project would fit into the current range of site projects, as previously discussed. It was suggested that the scale of the project could be reduced to an entry scheme – one that was both more manageable and could be sustainable.</p> <p>Governors noted that the proposal was a "wish list" to stimulate discussion and to help determine what was achievable and who was likely to commit to the project – both among parents and the staff. Governors agreed that at this stage they could confirm having read and discussed the proposal, having fed back to the author on the Committee's reaction and thoughts and agree to update FGB once there was more clarity on the plan.</p>	

13.	Any Other Business	
13.1	GG reported that an internal audit was in progress.	
13.2	It was reported that Rose Academy wanted to let part of the site for their Summer Fair, and to sell alcohol. After consideration Governors agreed to the letting and to the sale of alcohol under the management of Rose Academy.	
13.2	It was suggested that the school explore the option of letting part of the site to an 11+ Test Provider. AS described the potential practical and financial benefits that could accrue and agreed to pass details of such providers to NP.	
13.3	CB stated that the Committee would need a new Chair for the 2023/24 year and volunteers were now being sought.	
14.	Date of Next meeting	
14.1	The next meeting will be held in November 2023 – date to be confirmed.	

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

... *Cordelia Brown*.....12/7/2023
Chair of Committee **date**
Cordelia Brown

List of agreed Actions – 6 June 2023

Item	Action	Who
4.3	the school will set a retention timeframe for images on the background of the website (typically 3-4 years).	NP
	(ii) The school will change the way in which parental consent is sought so that images can be retained for upto 4 years after the pupil leaves the school	NP
4.4	the updated Privacy Notices to be uploaded to the website	NP
4.5	The school to set up a log to record who, when and why the CCTV has been accessed. This CCTV Access Log to be reviewed twice per annum.	NP
4.7	Governors to consider the use a school email address – agenda item in July FGB ; and Governors to sign the ICT User Agreement issued by the school	NP /Clerk
6.1	a) the school to continue to use the Agency to provide the services of the Site Manager.	GG /NP
	b) the school to switch its energy contract to the LBH energy basket from September 2023.	NP
	e) Platinum to be awarded the contract to provide ICT Support to both St Michael's and St James's schools.	NP

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7.1	Governors to be asked to sign to accept the Privacy Notice for Governor Volunteers at the start of each academic year together with their Declaration of Business Interests, KCSIE, and the Governor Code of Conduct.	Clerk
9.3	Governors agreed that that parents should be informed of the daily meal price difference and be asked to make a payment of £1 per week to cover any shortfall.	GG/NP