



**ST MICHAEL'S C of E PRIMARY SCHOOL**

**MINUTES OF THE FINANCE AND PREMISES COMMITTEE MEETING**

**TUESDAY 7 NOVEMBER 2023 AT 5.30PM ON ZOOM**

**Membership:**

Position	Name	Initials	Term End Date
Local Authority Governor	Angela Stathi	AS	22/03/2025
Parent Governor	King-Lynn Swayne - Chair	KS	09/05/2027
Foundation DBE or PCC	Alexandra Economides -	AE	16/09/2024
Foundation Deanery Synod	Claire Southern	CS	12/05/2027
Executive Headteacher	Geraldine Gallagher	GG	Ex-Officio

\*Denotes Apologies - Denotes absent

**Also in Attendance:**

Jasbir Aujla, Clerk to the Governing Body, Haringey Education Partnership  
Nicola Purvis, School Business Manager

**PART 1**

**1. Welcome and apologies for absence**

- 1.1 The Chair welcomed all to the meeting, which was quorate.
- 1.2 There were no apologies for absence. It was noted AE is on maternity leave.

**2. Declaration by Governors of Interest Pecuniary or Otherwise in Respect of Agenda Items**

- 2.1 There were none declared.

**3. Minutes of the previous Finance & Premises meeting held on 6<sup>th</sup> June 2023 and any matters arising not elsewhere on the agenda.**

- 3.1 The Minutes of the Finance and Resources Committee meeting held on 6<sup>th</sup> June 2023, were **agreed** as being an accurate record, for the Chair to sign and for the school to retain on file.

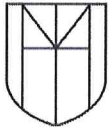
**3.2 Matters/Actions Arising**

There were none.

**4. Premises**

- 4.1 The Committee received the Premises Improvement Plan circulated in advance of the meeting. The Business Manager, NP said she prepared this document to make all aware of priorities and costs so have overall context, the shaded rows represent the projects completed since 2021 to date, the non-shaded ones are to be done and are listed in order of priority 1-4.

NP reported some projects were done over the summer recess and a significant amount were completed over the October half-term such as phasing of the Fire Doors in KS1 and replacing the windows and installing a new Reading Shed for KS1.



ST MICHAEL'S  
C of E PRIMARY  
HIGHGATE

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Headteacher: Geraldine Gallagher

The major future priorities are:

- moving the school office to the front of the building and expansion of nursery, now planned to take place in 2024.
- Peace Garden improvement ongoing since the summer still some work to do.
- Science room upgrade received a quote of £31k, company does be-spoke science rooms so may be a bit more expensive as it is their speciality. Have asked other companies that have done work at the school previously to provide quotes for comparison.

Over October school surveyor from the Diocese spent a day inspecting the whole school site to prepare his Annual Condition Report. The priorities are:

- Replacement of boilers in both buildings as having frequent failures, are 22 years old and the parts can no longer be sourced. This will be a big project and high costs in region of 90-100k, identified as Priority 1.
- Replacement of Childrens toilets is much needed as in a poor state, Priority 2.
- Need to renew the flat roof KS2, will cost circa £60k just for kitchen roof, quick fixes will not work, needs to be done, Priority 4.
- The pitch roof in EYFS need renewing on a phased basis as leaks are becoming more frequent, Priority 4.

A survey of the drains showed significant problem, school will need to fund, finding it difficult to get quotes for the works, Priority 3.

NP updated other items on the improvement plan are:

The CCTV requires upgrading as picture quality is not good particularly at nighttime. Have spoken to the architects who had already identified need to move CCTV when the office is relocated to the front of the school. NP said the school had received a quote from Platinum for £15k and will seek quotes from some specialist providers, AS said she knew a company and will send details to NP. Further discussion on this in Part 2.

Kitchen refurbishment needed in flat 2, environmental health visited and flagged as not adequate for needs.

The remaining non-shaded items are low level.

The Committee noted a lot is ongoing, thanked NP for her hard work and for putting the detailed plan together.

**The Chair asked do we know how much funding the Diocese will provide;** NP responded the school pays 10% towards the maintenance scheme. **The Chair asked if funded by them will they have a say in which boiler we upgrade to,** the HT responded yes.

**A Governor asked with regards to the Science room are there any health and safety requirements that need to be met and do we need to get a specific company to do the work.**  
The HT said No

## 5. Policies



#### 5.1 The Committee received the policies listed below:

**Finance Policy:** The HT reported this policy was agreed at the last meeting and has been updated since as Internal Audit recommended adding in a section relating to expenses and staff reimbursement, at page 12 point 6.8. The Committee noted and **agreed** the Finance Policy.

Lettings Policy: The Committee noted and **agreed**.

#### 6. Internal Audit

6.1 The Committee received the Mazars, Internal Audit report. NP reported main thing to note is the school is not happy with how the audit was conducted, the auditor was inexperienced, did not understand the system, the whole process was onerous and frustrating and the person that wrote this report has left Mazars since. The areas for further improvement and action are:

DBS Checks - Relates to DBS checks on governors, audit said we need to do checks within 21 days, and we already do that when someone has not got an existing check. Audit also recommended that the date the DBS is requested should be added to the SCR, NP said reluctant to do this, as the SCR is complicated already and adding this date does not add any value. The school is going to challenge this recommendation which is not agreed.

High Value Contracts - Related to a rolling contract which the HT did authorise, and NP signed in her absence. School has accepted this recommendation.

Authorisation of Expenses – mentioned above and included in the Finance Policy

Whistleblowing – Ensure that the localised Whistleblowing Policy is updated to include a guarantee the anonymity for members of staff where applicable. The HT said the policy will be reviewed and will check with Haringey to ensure consistent with other schools.

**The Chair asked where the auditors got the recommendation that it should be confidential.** The HT said the whole audit process was carried out remotely, so everything had to be sent over, auditor was inexperienced had to check everything back with her manager so not sure where they got it from. If they come back on this to ask what we did we will say we consulted elsewhere, and this is not a requirement.

**A Governor asked if we have a say on who the auditor is,** the HT said no.

*Clerks note - . CS joined meeting at 18:02.*

NP said awaiting Mazars response to the first recommendation then will sign off. The Chair asked what the timeline to respond is, NP said give them a week.

The Chair thanked HT and NP for their update.

#### 7. Catering

7.1 NP shared document showing the financial position with school meals and updated as part of the mayor's school meals funding initiative KS2 are entitled to free school meals and parents have been asked to make a contribution of £40 per term, to ensure school is not operating at a loss. Some parents have paid, some paid more and others less.





**A Governor asked does the £2400 contributed by parents cover the shortfall or is more needed.**  
NP referred to her document and said we are currently covering but not sure at present what the shortfall will be as estimates are dependant on a number of assumptions.

The school charges St James C of E Primary for use of our kitchen and provides them dinners.

NP summarised the position, estimated income for year is £174,935, estimated costs at £174,013, this costing exercise was done to see we are covering costs, and we are close. If the Mayor does not fund meals next year we may need to ask parents to pay more. The HT added this is a great Initiative, but we cannot predict the future and wanted to see right now that we not functioning at a loss, it is very close and will be closely monitored.

A Governor said can we say to parents' the meals costs £40 per pupil and any contributions in excess of this amount are most welcome and really appreciated. The HT said this is a good suggestion and will be sending another letter out to parents, so they are aware.

Clerk's note - AS left meeting at 18:09

**The Chair asked is the catering contract going well with Harrison.** NP responded generally yes, first half of the term Harrison's had staff shortages but now have recruited and also have had teething problems with St James C of E which are now resolved. The Chef is an improvement on previous chef, but we need to closely monitor the KPIs and other staff.

The Chair asked is the school planning to put the meal menu back in the newsletter as it appears to have dropped off, NP responded yes will aim to put the menu back in the newsletter. **Action: NP**

## 8. Finance Update

### 8.1 Quarter 2 Budget Monitoring

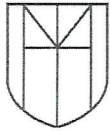
The Committee received the Quarter 2, 2023-24 Budget and Note to Governors circulated in advance of the meeting and NP highlighted as follows:

- On targets with income at end of quarter2, at 48%.
- Received additional teachers' pay grant announced in July of £19,255 to cover part of the teacher award. Mainstream school additional grant to make up cost of living increases.
- Nursery numbers has increased this September compared to last year, the funding is based on summer term numbers so will not see the uplift until later this year. The fees are slightly lower due to summer term numbers but will pick up and expect to meet the target.
- Letting doing well lot of activities over the summer resulting in income of £15k, school tries to utilise as much space as possible.

**The Chair asked re lane rental,** NP said the Governors Fund have invoiced Highgate for lane rental and school will be allocated £25k.

#### Expenditure

- Total expenditure at Q2 is lower than expected at 46% mainly due to:
- Staffing costs being below budget due to strike absences, teachers and non-teaching pay increase not processed yet and agency cover for unfilled substantive posts.
- Energy costs appear low as not equally spread throughout the year. The school has switched from a Diocese led energy consortium to the Haringey energy network as of October 2023. The school had to give 6 months' notice to leave/join new group and at that point neither



the Diocese nor Haringey could give any clarity on prices in October. School compared energy prices with other local schools to carry out due diligence. Now that new contracts have started the usage rate is slightly higher than previous contract, but the daily standing charges are significantly lower, overall, it was the right decision to move.

NP reported there are no significant variances from the budget which was set at £50k in year deficit, the expenditure is being closely monitored, in particular supply costs as do not want to exceed this deficit amount.

The Chair thanked NP for her thorough update and report.

## 9. Executive Headteacher items

9.1 The HT updated on pupil numbers being the main sources of income, next year's income is based on this year's numbers have vacancies across the school and updated as follows:

Reception: 49 children, capacity is 60, we will drive our marketing. Good Open day turnout really good and positive comments received from parents.

Reception: 11 vacancies

Year 3: 12 vacancies

Year 5: 9 vacancies

The HT highlighted the school has got more vacancies in Year 3 this year, not just because children have gone to private schools but because they have moved out the area, this is having a high impact, school have a real drive to fill and raise awareness regarding vacancies.

The Nursery numbers are good will hit the budget next year impacting income and expenditure over next 3 years.

The HT said it is good to have received the teachers grant this year but do not know what that is going to look like next year and wanted to highlight to the Committee if we do not get the grant it will impact next year's budget.

Also updated meeting with the architect on Thursday to talk about site security, will update further in Part 2.

## 10. Chair's Items

### 10.1 Gardening Group

The Chair updated the Gardening group at last meeting shared document they put together, this is a group of very keen parents wanting to make an allotment site on school grounds, they have lots of good ideas regarding fundraising but a lot of what they propose are large scale things that cannot be done bearing in mind works going on at the school. The following quick actions were agreed:

- A caddy for green waste in classrooms for composting
- Sustainability ambassadors
- Collect receipts form parents for spends in local garden centre for school to use to get a percentage off items they purchase.

The Chair said she will be catching up with them later this week and will update in due course.



**11. Any Other Business**

None

**12. Dates and Times of next meeting**

- 12.1 It was noted the next meeting of the Finance and Premises Committee will be held on Tuesday 12<sup>th</sup> March 2024 at 5.30pm in person at the school.

There being no further Part 1 business, the meeting closed.

I, Chair of the Finance & Premises Committee, approve these Minutes as an accurate representation of the meeting

Signed (Chair)  
King-Lynn Swayne

Date

25/04/2024

**Actions List**

Item	Action	Assigned to
7.1	<b>Catering</b> – include meal menu back in the newsletter	NP