



ST MICHAEL'S C of E PRIMARY SCHOOL

**MINUTES OF THE FINANCE AND PREMISES COMMITTEE MEETING
TUESDAY 11th JUNE 2024 AT 5.30PM ONLINE**

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 (Maternity Leave)	AE	16/09/2024
Foundation Deanery Synod	- Claire Southern	CS	12/05/2027
Foundation Deanery Synod	- Maja Raskovic	MR	09/11/2027
Executive Headteacher	Geraldine Gallagher	GG	Ex-Officio

*Denotes Apologies - Denotes absent

Also in Attendance:

Jasbir Auja, 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 CS and MR were recorded as absent.

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 12th March 2024 and any matters arising not elsewhere on the agenda.

- 3.1 The Minutes of the Finance and Resources Committee meeting held on 12th March 2024, 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 no matters arising from the previous meeting.

4. Learning Fund update including 2022-23 annual return and policies

- 4.1 The Committee received the Learning Fund documents circulated in advance of the meeting. The SBM reported the Charity Commissions Annual return portal has changed, the return is much more specific this year and brought to the Committees attention the section relating to policies. The Learning Fund does not have its own policies in term of governance and relies on the school's policies and Committee needs to consider whether it should adopt the school's and/or develop their own policies.

The Committee reviewed the policies listed and felt it made sense for the Learning Fund Trustees to adopt some of the school policies and recommended they should develop their own policies in relation to those listed below. The Chair to check with SB as Trustee of another charity if there are any other policies from the list they should add to below to also develop as their own. **Action:**

Chair



- Conflict of interest
- Financial Reserves Policy including amounts

The Committee agreed to take their recommended policy list for consideration and agreement to the next FGB meeting. **Action: Clerk FGB item.**

4.2 Parents donations

The SBM updated at the previous FGB the Chair asked about parent donations. There are two ways in which parents can make donations, either directly to the Learning Fund bank account or donate through Scopay. Parents that donate directly to the Learning Fund tend to do in the main via a regular standing order and this amounts to circa £1600 per calendar month from approximately 50 parents. The Scopay donations seem to have declined a lot this academic year, since September 2023, 18 parents have made donations amounting to £3480. In addition to this the school has transferred a further £900 to the Learning Fund from various overpayments that have been agreed to be written-off. Combined the number of families donating is equivalent to approximately 20% of the school's families.

The Committee noted the percentage of families making donations is low and suggested sending reminders highlighting the importance of donations. The SBM said a flyer informing parents of the Learning Fund and the importance of donations with a QR code and appropriate links has been sent out and regular reminders are given at parents evening, welcome days and to new parents. Also, information will be added to the school's Instagram account.

5. Premises Improvement Plan update

- 5.1 The Committee received the Premises Improvement plan circulated in advance of the meeting. The SBM gave went through the report highlighting the school's priorities including items listed in the LDBS Annual Condition Report (ACR) The Priority 1 items are:

Relocation office/EYFS

Planning permission has been granted subject to conditions and internal works will start in the Summer pending compliance with conditions. The EHT explained the stipulation relates to direct access to EYFS and the architects are submitting the necessary drawings so that these works can be completed at a later stage. The school can progress with the internal modifications and is pleased to report has four companies that have expressed an interest to do the works and are going to submit tenders by end of the next week. The school will be interviewing with Brass to select the company with the aim to commence works at beginning of the summer. There will be more phases and updated:

- Nursery numbers will be expanded as have the space from September 2024 with wraparound care. The Government has just announced a grant is available for wraparound care and the school will be submitting an application.
- In October may be able to knock through the external door.
- Will take back the house and start some transitioning work.
- Aiming to finish this work off by Easter break.
- An additional piece of work is that some adjustment to the gates and access to nursery needs to be done by the summer and currently speaking to the Gate company and architects.
- Design is being put to contractors to see if a joiner can make the Cabin over the summer.



Boilers

The SBM reported the school has two sets of boilers in each of the two buildings and all have failed at some point presenting a challenge. Have switched maintenance company and they have worked very hard to keep the boilers working however the boilers are very old and it is difficult to source parts as they are no longer manufactured. The LDBS are kept informed of the position, they have sent an engineer to inspect the boilers and have this on their list as priority 1 and 2, replacement will be costly but are looking at other schools too and prioritising accordingly.

The SBM explained the Insurance maintenance is funded from the money raised from parents in the Learning Fund. The LDBS invoices the school annually for approximately £11k for the insurance subscription, all schools belonging to the Diocese have the option to join the maintenance subscription scheme and the money from the insurance pot is utilised to provide schools with critical building maintenance support. St Michael's has received a lot of support from the LDBS for new windows and doors and hopefully new boilers will be funded by the LDBS through the maintenance scheme and not from the Learning Fund.

The Committee noted position on all the items listed on the Improvement Plan and thanked the SBM and EHT for comprehensive updates.

6. Catering contract update

6.1 The SBM reported the school is into the second year of the new Catering contract with Harrisons. They have reported significant operating loss in year one amounting to £11k, which is concerning. The reasons Harrisons gave were:

- They work on a budget of 190 days per year but their budget runs from April to March and the school's year is September to July. sometimes the inset days and term start days mean the number of days in the financial year does not reconcile to the teaching days in the school year Last year in year 1 of the contract there were 186 trading days and an additional 4 strike days contributing to part of the loss.
- As part of our negotiation on the new contract we stipulated wanted a new chef which they provided but is more costly.

Going forward Harrisons want to address the loss and the SBM has had a lot of negotiation meetings with them and have now agreed to put up cost of school meals as follows:

- KS1 contract with Harrisons was £2.41 but his has now increased to are putting up to £2.53, in line with the increase in government funding
- KS2 contract was £2.70 which is what the school charged parents before the mayor's free school meal offer was introduced. Funding from the mayor's office is currently £2.65. It has been agreed that KS2 meals will increase to £2.75. However, the mayor is going to increase the school meal offer to £3 from September 2024, so in the short-term the school will make a loss over the summer term but will be in a better position from September onwards.

The SBM said this has been a very challenging contract to manage but as part of the price increases the school are negotiating an improved provision of service, KPIs monitoring and are holding Harrisons to account. The school are pleased to note that Harrisons have sent in two executive chefs to support the team and have produced lots of ideas which have made a positive difference in the food being provided with enticing displays particularly with fresh food and salad.



The Chair asked do parents' voluntary contributions help cover any costs, the school responded yes it does and school continues to push message to parents regarding the importance of contributions. It was noted the improvements in the standard of food results in the children enjoying eating the meals and therefore parents are happy to make contributions. The Committee commented they have been in and noted the quality of food is very good.

7. Policies

The Committee received the policies circulated in advance of the meeting.

- 7.1 **School Emergency Plan** - It was noted no changes other than contact person changes. **Agreed.** The SBM pointed out the school's lockdown procedures need to be amended. The Diocese did great work in replacing all doors in the school to the standard fire doors but did not put locks on the inside so they are only lockable from the outside and explained the reason for this but in a lockdown situation staff cannot lock themselves in a classroom so use furniture to barricade the doors. Have considered putting locks on but will be costly and explained other risks.
- 7.2 **Risk Assessment – Agreed**
- 7.3 **Uniform Policy - Agreed**
- 7.4 **Whistleblowing Policy – Agreed**

8. Statutory maintenance monitoring

- 8.1 The Committee received the Statutory Maintenance monitoring schedule circulated in advance of the meeting. The SBM updated document is RAG rated a lot of items coming up to do during the summer holidays. Have started the CCTV annual service and are chasing the company to complete. All is up to date and under control. The Fire Risk assessment is tomorrow and updated on position with the actions. The Committee thanked the SBM for the work she is doing on this.

9. Executive Headteacher's Items

- 9.1 The EHT reported the school is being used as a polling station for elections and it being a very busy Summer Term have on this occasion with a lot of logistical and organisational arrangements have managed to keep the school open. The school will use one building to manage the children and keep them separate from the public and updated on the management arrangements.

10. Chair's Items

None

11. Any Other Business

None

12. Dates and Times of next meeting

- 12.1 The EHT said the 2024/25 dates will be similar timings to this year due to the financial cycle and will be shared in due course. Clerk to add the dates when available to Governor Hub and any other relevant calendars. **Action: EHT, Clerk.**

The Committee thanked the EHT and SBM for their comprehensive updates.

There being no further Part 1 business or any Part 2 business the meeting closed.

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



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HIGHGATE

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Headteacher: Geraldine Gallagher

Signed (Chair)
King-Lynn Swayne

Date

King-Lynn Swayne

11/11/24

Actions List

Item	Action	Assigned to
4.1	Check with SB if there are any other policies from the Charity Commission's list the Learning Fund should develop as their own. Item to next FGB for agreement.	Chair Clerk
12.1	Circulate 2024/25 meeting dates. Add to Governor Hub/calendars	EHT Clerk