



ST MICHAEL'S C of E PRIMARY SCHOOL

MINUTES OF THE FINANCE AND PREMISES COMMITTEE MEETING

TUESDAY 12th MARCH 2024 AT 5.30PM AT THE SCHOOL

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 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 not quorate.
- 1.2 Apologies for absence were received and accepted from Maja Raskovic and Claire Southern.

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 7th November 2023 and any matters arising not elsewhere on the agenda.

- 3.1 The Minutes of the Finance and Resources Committee meeting held on 7th November 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 Update

4.1 Science room

The HT said she is pleased to report on the remedial project work on the Science room for which the school has secured £32k funding from the SMSA and the works will be carried out in April - May.

Funding bid of 18k was approved today to refurbish the basement flat and develop it as a sensory and intervention space.



4.2 Bigger project

The EHT shared visuals of the school plans and provided an update on meeting with architect and submission of planning permission. The meeting was attended by Stephanie Webs, Associate Member who is an architect and parent at the school. The timing is tight, and the estimated chronology of works is:

- Internal plan received before Easter Holidays
- Tender mid-May
- Aim to agree contract mid-June
- Early Years and Reception work done for September 2024.
- The house and office reception work to be done in due course aiming to be done by Christmas.

Next steps are to share visuals at the parents' evenings.

5. Policies

5.1 The Committee received the policies listed below in advance of the meeting:

Charging and Remissions

NP updated on the changes made to the policy relating to nursery fees and clubs. The Committee noted the changes and **agreed** the Charges and Remissions Policy.

Discussion took place regarding Remissions, the EHT said the school receives funding for Pupil Premium (PP) children which it uses to enhance English and maths, and FSM and PP children may receive 50% discount on; school trips, breakfast club, after school clubs and whole class musical instrument tuition and information on use of funds is published. The school wants the children to continue having this enrichment and access to clubs and has previously been able to get grants, so parents have not had to pay but this year there are no grants available for now or future years, so school has to pay a total of £7000 from the school budget. The school is unable to continue to provide the breakfast and after school clubs completely free of charge and needs to decide a way forward.

The Committee considered options, costings, and the impact on families. Options included potential for giving remission to internal clubs only.

Following consideration, the Committee **agreed** to offer 3 clubs to pupil premium children (internal or external providers) at 50% discount, noting that although this is a reduction to what the school has been able to provide it is an increase to the policy (3 internal clubs at 50%).

Parents to be informed of this arrangement as soon as possible and to get in contact if they require any additional support. **Action: EHT, NP**

Freedom of Information policy

The Committee received and **agreed** the Freedom of Information Policy.

Medical Policy - Agreed

The Committee received the Medical Policy circulated in advance of the meeting. NP updated on the changes in the main relating to emergency inhalers, epi pen and tightening up the procedure so all concerned know where to go to access medication if required. The school also has an auto



defibrillator and staff are receiving the relevant training. The Committee noted and **agreed** the Medical Policy.

6. Schools Financial Value Statement SFVS

- 6.1** The Committee received the SFVS circulated in advance of the meeting. NP reported the SFVS sets out the school's responsibilities and highlighted changes. Governors asked about the purpose of the school's dashboard and benchmarking information, NP and EHT explained the purpose and that St Michael's C of E sits in the middle in comparisons to similar and local schools. **The Committee agreed and recommended for the SFVS to be signed off by the Chair at the next FGB and submitted by 31st March 2024.**

7. Finance update & First draft budget 24-25 including staffing strategy

7.1 Finance update

NP tabled the 3-year forecast 2024-27 and highlighted the key points in the expected outturn for 2023-24. The figures are based on the actuals for period 11, end of February 2024 and has estimated as accurately as possible for March 24, the areas where figures may change relate to the way early years is funded and payroll adjustments where figures are awaited to be accurately included. Currently ongoing work is taking place with regards to year-end and housekeeping and is fairly confident with the financials, had budgeted a £50k deficit and having looked at the figures anticipates doing slightly better at an in-year surplus of £28,360, so will have a little more reserve to carry forward. NP explained how this has been achieved, some income streams have done better and have tightened expenditure costs resulting in a reduced in-year deficit, resulting in an estimated cumulative reserve carry forward of £55,980.

7.2 First draft budget 24-25 including staffing strategy

The EHT took the Committee through the history relating to finances and forecasts. Ten years ago, were very aware of some of the future financial pressures and challenges that will impact the school budget and had set a budget plan to offset it. This was achieved in a number of ways including prudent financial management, maximising our income, marketing the school to enhance pupil intake, lettings, house rental and expanding our nursery provision. Also, looked at expenditure reduction by reviewing contracts and other measures such as establishing the school as a teacher training school.

The school have been aware of falling rolls across Haringey and more recently all London Boroughs. Historically the school has had fewer vacancies, particularly in Reception. September 2023 saw the first dip in Reception numbers largely due to first place offers moving to the independent sector. Based on first and second place preferences this year we are expecting a full Reception in September 24. In addition, still experiencing the impact of Covid, and additional associated costs for behaviour management. SEND funding gap.

School receives a grant for teachers pay increase. There is no additional funding for support staff pay increase. This has to come from the school budget and have been advised by the LA to set aside 5% increase for support staff for next year. There is also a shortfall in teacher pension funding. The utility costs, gas, and electricity for 2019/20 were £32k and now at £108k. The school has maximised income streams.

The EHT highlighted a number of considerations being looked at to mitigate risk and cut costs.



With these cuts the current carry forward with reserve is circa £17k budget deficit. Proposal for this committee to recommend to the FGB to increase the Learning Fund contribution from the Lane agreement to £50,000.

NP presented two sets of a 3-year forecast. One with status quo and one with Nursery expansion (as per business plan previously presented). Highlighted the figures without the expansion of the nursery resulting in the school having a deficit and will be required to go to the LA for a deficit License loan. The 3-year figures put forward with the expansion of the nursery does help although still at deficit in 2024/25, 2025/26 it is a much smaller deficit and anticipate being in surplus year 3, 2026/27, these figures indicate how important the nursery plans are to the bottom line.

The Committee questioned what percentage reserve schools can have, NP said the limit is 5%. The Committee thanked the EHT and NP for comprehensive budget update and noted the 3-year forecast figures and **agreed** for this committee to forward proposal to the FGB to request increase from the Learning Fund the sum of 50k. **Action: F&P Committee, EHT, NP**

8. Learning Fund update including 22-23 annual return and policies

Deferred to next meeting.

9. Executive Headteacher items

9.1 None

10. Chair's Items

10.1 The Chair asked why the school is closed on Polling Day. The school has requested not to be used but has not right to insist. Health and Safety and Safeguarding risk assessments are conducted and due to the functions of the school and location of the polling station means that it is not safe for pupils to be on site.

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 11th June 2024 at 5.30pm via Zoom.

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

Confidential Part 2 – all members of staff left the meeting.

13. Minutes of the previous Confidential FGB meeting held on 13th December 2023 and any matters arising.

13.1 The Confidential Minutes of the meeting held on 7th November 2023, were **agreed** as being an accurate record for the Chair to sign.

14. Executive headteachers Confidential Items

None

15. Chair's Confidential items



16. Any other Confidential Business

None.

There being no further Part 2 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

King-Lynn Swayne

11/6/24

Actions List

Item	Action	Assigned to
5.1	Following consideration, the Committee agreed to offer 3 clubs to pupil premium children (internal or external providers) at 50% discount, noting that although this is a reduction to what the school has been able to provide it is an increase to the policy (3 internal clubs at 50%). Parents to be informed of this arrangement as soon as possible and to get in contact if they require any additional support.	EHT, NP
6.1	The Committee agreed and recommended for the SFVS to be signed off by the Chair at the next FGB and submitted by 31 st March 2024.	Chair
7.2	Committee to recommend to the FGB to increase the Learning Fund contribution from the Lane agreement to £50,000.	F&P, EHT, NP