



ST MICHAEL'S C of E PRIMARY SCHOOL

MINUTES OF THE FINANCE AND PREMISES COMMITTEE MEETING  
MONDAY 16<sup>th</sup> JUNE 2025 AT 5.30PM ONLINE

**Membership:**

Position	Name	Initials	Term End Date
Parent Governor	King-Lynn Swayne - Chair	KS	09/05/2027
Foundation Deanery Synod	^Claire Southern	CS	12/05/2027
Foundation Deanery Synod	*Maja Raskovic	MR	09/11/2027
Foundation LDBS	Annie Chalmers Mavor	AC	11/03/2029
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 Apologies for absence were received from MR.
- 1.3 CS was recorded 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 11<sup>th</sup> November 2024 and any matters arising not elsewhere on the agenda.**

- 3.1 The Minutes of the Finance and Resources Committee meeting held on 10<sup>th</sup> March 2025, were **agreed** as an accurate record, for the Chair to sign and for the school to retain on file.

**3.2 Matters/Actions Arising form 10<sup>th</sup> March 2025 meeting.**

- Investigate the possibility of adding an additional field on Scopay to enable parents to contribute additional funds. The SBM updated the school will be moving from Scopay to another system shortly therefore it is not worthwhile doing the work required to add another field. **Complete.**
- Data breaches and third-party responsibility, questioning the assurances and controls in place. The SBM updated she discussed this with the DPO, he provided information and updated they do a lot of the work their end on all the apps and software that schools use which denotes which region they are based. UK or EU are all GDPR compliance, some reservations with USA and look to see if they themselves are deemed to be GDPR compliant and the red flags are in relation to storage of data in China, Brazil, or India. The DPO carries out data processing impact assessment for the school on all software and apps, especially when school changes systems and have had assurance that we are complaint which enhanced confidence. **Complete.**

- Track changes to the policies did not appear on Governor Hub. Clerk to check. Update provided to EHT. **Complete.**

#### 4. Fundraising review Learning Fund update

- 4.1 The EHT updated the Learning Fund is made up from voluntary contributions from parents; income from the Highgate Lane Agreement and reserves that sit within the fund itself. Have reported over the past 4 years there is a general dip in contributions from parents. Current donations are on a par with last year but there is a piece of work that needs to be done to increase the funding. The non audited balance in the learning Fund currently is at circa £350k.
- 4.2 The EHT updated that the Learning Fund had already provided £383k towards Phase 1 of the EYFS/office building project. The school are now commencing Phase 2 of the project and have appointed a contractor. Governors originally agreed that the Learning Fund would fund the project (phase I and phase II) to the sum of £450k. Due to increases in materials and modifications of design the school are requesting a further £50k from the learning fund to complete Phase II of the project. The school have also secured £150k from the DfE which will contribute to the remaining cost of the project and will also improve the EYFS playground, which was not included in the original project specification.
- 4.3 In light of the increase in costs it was agreed for the Finance and Premises committee Chair to take the proposal to the FGB to request a further £50k funding from the Learning Fund .  
**Action: Chair.**
- 4.4 The works to the toilets have been completed and look very good.
- 4.5 The EHT updated the school continues to send letters to parents for contributions, both CD and CS have done great work on this previously and now need to revisit to do more work to increase contributions and asked AC with her fundraising expertise to explore new opportunities. The EHT reported that fundraising from SMSA events have not dipped in the same way as contributions to the Learning Fund this could partially be due to parents being more aware of the SMSA and hence contribute more to them. AC said she will come in and meet with EHT/NP to discuss next steps prior to the next FGB meeting.

The EHT thanked both the Chair and AC.

#### 5. Premises improvement plan /Summer works

- 5.1 The Committee received the Premises improvement plan circulated in advance of this meeting. The SBM went through the priority List 2025-26 and future projects and the 2024-25 completed projects.

##### Priority List 2025-26 and future projects

- Relocation office/EYFS PHASE II: Priority 1, works will start this month.
- Boiler replacement KS1 Priority 1, and KS2 priority 2: LDBS have approved the replacement of the very old boilers in KS1 at a cost of £196,809, which LDBS will pay for from the maintenance pot the school contributes towards annually. The LDBS inspector is thorough, contractor has been appointed, and timely work will commence on 7<sup>th</sup> July in the KS1 block. The school is putting appropriate measures in place to accommodate the works to start during term time.
- Drains: Ongoing problems with the drains which the LDBS are aware of and is a big piece of work.



- Roofs: Have had some problem and patch works has been done. To replace it is very expensive and is flagged as a future item.
- Refurbishment of kitchen in Flat 2: the kitchen needs to be done as was not done during the flat refurbishment.
- Flat 2 Lighting: requires upgrading.
- Pond and gardens: the Greig Trust grant will be used towards new paths and decking to improve accessibility to this area and provision of outdoor learning.
- Toilets: Early years toilets and Y6 toilets to be done in due course. All other toilets have been replaced and are looking good.
- Air conditioning unit for Server room: complications due to the historic listed building as to where to place the unit to keep the server room cool so server does not overheat.
- Early Years: One of the new reception classrooms does not have acoustic panels as the area was previously a cloakroom, hallway, storage cupboard. The classroom will be sound proofed and have acoustic panels installed in the summer holidays
- Decorating KS1 & offices: likely to do October 2025. Have a rolling decoration programme which can be done once the office move happens.
- Patio doors KS2: The patio doors were installed in 1980, are old and one got stuck and has been repaired. The Fire Risk assessment has informed the old doors are not fire safe compliant and will be replaced at cost of £20,000 from the Learning Fund. Are only considered non-compliant if replacing
- CCTV: has been upgraded and seen an improvement in quality of images and coverage.
- **Q:** Who carried out the CCTV works. **A:** School's current IT provider.

The SBM highlighted all the works completed during 2024/25.

- 5.3 The Finance and Premises Committee were impressed by the amount of work completed in 2024/25 and the work planned to take place over the summer holidays and thanked the SBM for a through plan and update.

## 6. Health & Safety Audit

- 6.1 The Committee received the Health & Safety Audit report. The SBM reported the Health & Safety audit was carried out on 7<sup>th</sup> April 2025, by new Auditor, Muhammed Shahzad. The previous action plan was reviewed and updated as a number of items were not correct or applicable to St Michaels. The audit was conducted successfully, and all recommendations except one that is pending have been addressed. The SBM highlighted as follows:

- H&S Training: Report said no improvements noted. Teachers have had the training and have since been given time to update that training. Time out is being sought for any outstanding TAs to update their training too.
- Glazing Survey: Pending. MS to provide details of the glazing survey company The SBM asked for details and has not heard back other than suggestion to do a google search which the SBM will look into to progress.

**Q: The Chair asked regarding the maintenance of the trees on school site.** A: The SBM updated that a tree survey is carried out every 2/3 years (statutory requirement is every 5 years). The tree surgeon comes in and carries out a survey and provides a comprehensive rag-rated report of what work is required to each individual tree on site – all immediate required

works were completed in May half term. The school is looking to remove 2 trees but require planning approval from Haringey – this is pending

## 7. Contract review

- 7.1 The Committee received the Contract review schedule circulated. The SBM reported contracts are reviewed regularly, benchmarked to ensure value for money, and are audited. Updated on the contracts coming up for renewal that are being looked into and will enhance the document further to include the value of each contract in the next update.

**Q: Asked about the gate maintenance and alarm contracts** A: The SBM updated these contracts will be reviewed when due and where needed go out to tender.

## 8. Policies

- 8.1. The Committee noted and received the policies listed below in advance of the meeting.

### 8.1.1 Health and Safety policy: Agreed

**Q: Is the kitchen H&S covered in this policy.** A: The SBM said the kitchen has separate inspection and operation policy but is still covered by this overall H&S policy.

### 8.1.2 School emergency plan – Agreed

### 8.1.3 Security policy – Agreed

### 8.1.4 Risk Assessment – Agreed

**Q: Does the Risk Assessment policy include risks related to external events or the SMSA.** A: The SBM updated the Risk Assessment policy is a DfE statutory requirement ensuring all aspects are covered. The school conducts risk assessments for any activities that has a risk attached to it and assessments are carried out for all activities lettings, SMSA, and any other activities.

**Q: Are the Risk Assessments reviewed by someone else to look at with fresh pair of eyes.** A: The EHT updated yes, differing level reviews and checks are carried out by EHT, HoS and SBM.

**Q: Is there a risk assessment for staff returning to work from maternity leave.** A: The EHT responded return-to-work meetings are held and conversation relating to additional requirements are covered.

### 8.1.5 Medical Policy - Agreed

## 9. Residential review

- 9.1 The Committee received the Residential 2025 reconciliation report circulated. The EHT reported a member of school staff undertakes a review, benchmark, and a cost analysis of the venue they use against other venues and whether should move to another facility.

The SBM went through the reconciliation report. Flatford shows a balanced position. The PGL trip has just happened, there is some outstanding money from 3 pupil premium families, and it is possible school may not recover these funds and may use grant funds to cover. The SBM explained there is a discrepancy showing a shortfall because the calculation is based on 52 children but only 50 went on the trip. The school will get some of this money back from PGL minus the admin costs. The trips have to be booked in advance and each year have seen attendance numbers change closer to the time, but we cannot ask parents to pay more at this stage.

This year the school looked to address this issue by initially giving parents an *estimate* of the cost and parents then paid in instalments over the year. Closer to the date of the trip when

numbers were firmed up a final figure was calculated and parents asked for the remaining balance. Unfortunately there was still some movement on numbers of pupils attending even at this late stage which meant there was still a shortfall as some children did not attend who were expected to

**Q: If this happens every year is this year comparable to previous year.** A : Yes.

**Q: How open is the residential venue to school adding pupils on last minute so school under reserves.** A: Number of schools use the same facility at the same time, so rooms are provided dependant on number of children attending so there is a risk attached to under reserving.

#### **10. Executive Headteacher items**

10.1 The EHT reported the Highgate Lane Agreement comes up for renewal in 2029, this involves a lengthy process and will discuss with CS to start the process.

#### **11. Chair's Items**

11.1 The Chair updated on her Health & Safety visit, it was good to see the entire school and really lovely to see the garden room in use. She looks forward to visiting again after the next phase of works are carried out.

#### **12. Any Other Business**

12.1 AC updated on her first visit as a school governor, she was very impressed by the school environment, how well different areas were being utilised for various activities, it was so lovely to see the children and how focused they were in their work. AC thanked all involved for accommodating her visit which she thoroughly enjoyed and increased her knowledge and understanding of the school.

#### **13. Dates and Times of next meeting**

The EHT reported the dates will be very similar to previous and will be shared in due course.

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

There being no further Part 1 business this part of 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 10/11/25**

**King-Lynn Swayne**