St Michael's, Church of England, VA, Primary and Nursery School

Draft Finance & GP committee minutes

Friday 12th March

3.15 – 4.30 via Zoom

Attendees: Olivia Corfield, David Hibberd, Georgina Chapple and John Neenan

Clerk: Fiona Tibbitt

	ITEM	ACTION
1	David welcomed everyone to the meeting, there were no apologies	
2	**Matters Arising** from previous meeting: The action points from the last meeting are to be carried forward. DH suggested speaking to Aldborough school re the asset register. Governors were keen not to add to FT's workload.	*Asset register to be formulated using external company with high-cost items being security marked. Barclays change of signatories still ongoing. GDPR audit to have an actioned column added.*
3	**Policy Review** **Finance Policy** –The policy had been updated to current relevant information. It was suggested changing the regularity of meetings to between 1 and 2 a term instead of always 2 times a term. The Income, point 4 was discussed and it was decided no change was needed. It was explained the school fund is for non-budget funds such as money for trips or fundraising. The second section 14 is to be changed to 15 and updated onwards. The policy was approved subject to the above changes. **Business and Continuity Plan** The main changes which had been made were including remote learning and vouchers being provided for free school meal families. OC's mobile number needs to be amended and Radio Broadland removed as it no longer exists. The plan was approved. **Health and Safety Policy** The policy had been updated by JN and CM. All approved. It was noted that the person responsible for safe supervision of swimming will need to be changed when SL leaves. **Business Impact Analysis** The only changes were to add remote learning and vouchers for FSM. All approved.	*Finance policy to be updated and put onto the school website.* *Update B and C Plan*
4	**BCR Review** The annotated BCR was circulated prior to the meeting. FT advised she was waiting for confirmation from the County Finance Officer on when the FSM supplementary grant would be received.	

	Part of the cost of the current teacher sickness absence should be covered by insurance. The risk of staff refusing to allow the insurance company to contact their doctor was discussed. The benefits of having sickness insurance were also discussed and it was decided it was worthwhile in case there was high sickness costs one year. FT advised she had obtained 4 quotes as well as the NCC quote and AIS, the current company, are the cheapest. Governors were happy to stick with the current company.	
5	**Benchmarking** On most lines the school is coming out as average with low cost on admin staff and low revenue reserve. The high cost on support staff was discussed and accredited to having a nursery without a teacher in and proportionately high SEN in the school.	
6	**Budget Setting 2021-22** OC commented on how healthy it looked. The following questions were asked: On line E01 why is there a high jump in staffing costs in year 2 – this is as a 6th class has been factored in from September 2022. There has been variation funding this year and may be more next year. The surplus was discussed, and governors will ensure it is used to get the maximum benefit through the SIDP. The need for new larger toilets and cubicles for KS2 was discussed. JN has emailed Adam Johnson from NPS who is getting quotes. OC will also pass on the company name that Hevingham School used. Governors suggested updating the KS2 classrooms and getting new educational resources as well. It was suggested a line for EPSS should be added and agreed this should be for £1500. With that addition the budget was approved to be proposed in the FGB the following week.	*£1500 to be added to Services for Schools for the EPSS.*
7	**Telephone Contract** It is likely the school with go with Anglia Telephones Hosted VOIP system which is a cloud-based service. The school would have the current 2 phone numbers, but 4 lines can be used at once. There will also be a saving of £15 to £20 per month. Governors approved the change unless a significantly better quote was found.	*Another quote to be sought.*
8	**Buildings Update** The nursery is progressing with the expectation to start work in the summer term. They are currently waiting on adjustments to planning due to sewerage complications. JN has spoken to a surveyor, Fern Jarmon, from the BMP5 contract regarding several matters including brick work in Apple, a leak in the flat roof and the windows. The roof has been fixed and the other issues are ongoing. The windows were discussed, it was accepted that they were likely to be made good rather than replaced and this would be adequate as long as they were safe.	
9	**Confirmation of date and time of next meeting – Friday 18th June 10am.**	