

Holly Park School – Finance & Premises Committee Meeting Agenda Date : 18th May 2026 @ 7.45am

Present:- Ann, Maria, Dominic, Mun-Keat, Rhonda, Ally, Sophie, Clare

Apologies – Gemma, Atia

Actions from last meeting (to be discussed at relevant agenda item)

- Clare/Rhonda and Ally to speak to SRMA as part of the project -Done
- Chair to write back to Barnet about school strategy regarding lack of pupils and the potential of closing some schools - Done
- Replacement of pupil premium governor as previous term of office ended - Done
- Ann to send to Barnet accountancy – SFVS error - Done
- Michelle to share contract with Chairs and vice chair before confirming – Westgate
- Income realisation project - obtain quotes to see costing of this SLT

AGENDA ITEMS	KEY DISCUSSION POINTS	ACTION (who? /timescale?)
1. Policies to be reviewed: • Premises Management • Governors' Allowances • Green procurement policy	Sent and comments have been received.	
2. Premises matters	Summer works will be as follows - Door from dining hall to be changed Cupboard in hall to be fixed New cabling and sockets in sensory room 3 classrooms from dining room to be decorated	

	Still ongoing issues with heat pumps, heating has been turned off to office areas but can not turn off heating to main school. Heating is on 24/7 in places within the school. Pipework in kitchen to be done over half term by Barnet.	
3. Review the school's risk assessments	These have been sent to governors, we have about 60 in total. Governor asked if there is a trip risk assessment Yes there is. Mun-Keat is the health and safety governor.	
4. Review the school's risk register	This is on governor hub. Biggest risk to school at moment is the pupil numbers, deficit budget and underfunded SEN. If we have 1 teacher vacancy will look to offer a 1 year contract for class teacher position.	
5. Pupil numbers update	We have 370 pupils on roll and can take 420. 1 class for reception 2026.	
6. Additional Funding (standing item) • Pupil Premium funding • Sports & PE grant	This is allocated based on the January census. We had 85 pupil premium, 5 previously looked after and 5 early years pupil premium. The money we receive is used to support all children, the funds go towards books, tutoring for year 4 and towards salaries of teachers, learning mentor, pupil support officer and TA's. This has not been allocated as yet, it is usually around £18k and the school receive this in September. We use these funds towards playground equipment, forest school, swimming, sport competitions, nin stop action PE, sport curriculum days. Governor asked where these funds are from Department For Education.	

7. Review of additional fees and charges e.g. breakfast club, dinner money, nursery extended hours	Nursery is currently £9 per hour, this will be increased to £9.50. Breakfast club is currently £4.50, this will be increased to £4.75. Both changes to come into effect in September 2026.	
8. Income Realisation Project update	Leanne is the governor for income realisation. We would like to replace the sound system and projector in hall. Simon has researched this and has been quoted £18k-£20k including vat. Money will hopefully be raised via PTA and Friern Barnet Education Trust donations.	
9. Matters for FGB	Update from SRMA. Budget Income realisation.	
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