



**MINUTES OF A MEETING OF THE ASSETS
COMMITTEE OF ALDERLEY EDGE PRIMARY SCHOOL
HELD AT THE SCHOOL ON 21st JUNE 2022**

Governors Present: Tom Williams (TW) Chair
Lindsey Walsh (LW) Head Teacher
Wendy Davies (WD)
Teddy Weyman (TWn)

Also in attendance: Lisa Benskin (Clerk) Clerk to the Governors

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting opened at 5:30pm

		Actions
1	<p><u>APOLOGIES & ADDITIONAL AOB ITEMS</u> No apologies for absence were received. Marc Asquith (MA) was absent from the meeting.</p> <p>There were no items raised for AOB.</p>	
2	<p><u>CONFLICT OF INTEREST</u> Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting: No conflict was expected with the business of the meeting.</p>	
3	<p><u>PART ONE MINUTES & MATTERS ARISING</u> The Part One Minutes of the meeting held on 15th February 2022 were confirmed as a true and accurate record and signed by the Committee Chair.</p> <p>Action: The Clerk would scan and upload the signed minutes to Governor Hub.</p> <p>The action log was reviewed, and all actions were agreed as completed save for LW commenting on policy 100, which would be reviewed during the summer term. LW advised that when reviewing policies, governors needed to access the 'policies to be reviewed' folder on GVO.</p>	<p style="text-align: center;">LB</p> <p style="text-align: center;">LW</p>
4	<p><u>FINANCE MATTERS</u></p> <p>a. Final budget for 2022/23 TW advised that the finance committee had met with CEC last Thursday and noted that the minutes from the meeting were available on GVO. He advised that in summary the figures for 22/23 demonstrated a carry forward of £12,268 which was an increase from the previous projections of a £10,942 surplus.</p> <p>When considering the three-year forecast the 23/24 deficit had increased to £121,928 from the previous £18,000 carry forward. LW noted that this was concerning but that there were several factors resulting in this outturn. These included no allowance being made for the National Insurance (NI) top up grant of £26,000. In October 2022, the forecast had been for a £102,000 deficit for 22/23 but this was a balanced budget. LW advised that the bursar had provided some notes on the deficit. She had noted that the figures for 23/24 demonstrated a £53,000 reduction in income due to pupil numbers,</p>	

<p>the budgeted figures did not provide for the additional funding received for SEN or pupil premium students. These figures also did not provide for the sports grant but included the expenditure based on receipt of the grant. Provision had also been made for an unfunded staff salary increase of 7%, which accounted for £33,824. The budgeted figures also made allowance for a 120% gas and a 53% electricity price increase, which have been largely absorbed this year by an unexpected grant of £24,503. It is not yet known if this grant will be available moving forward.</p> <p>Governors were confident that the school would receive the sports grant and increased numbers and also hoped that the NI grant would be continued. LW noted that when it came to staff salary increases, the challenge for governors would be deciding how to apply the scale increases.</p> <p>Governors resolved to recommend the final budget to the FGB for approval. It was noted that given the deadline for approval being 30th June and the FGB meeting being 14th July, GVO would be used for obtaining approval with this then being ratified at the FGB meeting.</p> <p>Governors noted that the Squirrel reserve funds could be used to balance the 23/24 budget if necessary. LW advised that she had indicated to CEC that the final budget figures were required earlier next year, as 14 days prior to the budget submission deadline was not sufficient. CEC finance had concurred with this position.</p>	
<p>Action: Clerk to post the Final Budget, Finance minutes and explanatory email from the Bursar to GVO for approval.</p>	Clerk
<p>b. Staffing Structure</p> <p>LW advised that one staff member was leaving, and their replacement was an M6. LW also advised that one teacher was likely to progress up a salary band but that the staffing structure was not changing from last year. Governors noted that having a part time Deputy Headteacher and an ECT had resulted in savings to the staffing budget.</p>	
<p>c. Purchase of annual contracts</p> <p>LW advised that the annual contracts the school purchased were remaining largely unchanged. The teacher absence insurance had been market tested, as at present the school could not claim until a teacher had been absent for 15 working days. The 'Teacher Absence' policy quotation obtained was £1500 cheaper than the Local authority provision currently held. However, it was based upon named teachers and declared conditions which may result in less of a saving and carried a higher risk. LW advised that the other option was not to obtain a policy and for the monies to be ringfenced for any supply teacher cover that was required due to absence</p>	
<p>d. Purchase of services to the school</p> <p>It was noted that the advised cost of services purchased by the school via ChESS had increased by £2597. LW advised that the only item that the school could reduce to make savings was the clerking provision. The cost of the clerking service and training package was £5000 in total. LW advised that the school could consider reducing the clerking package to FGB only, however this would then result in a reduction in quality and timeliness of the minutes as well as the valued assistance and advice received from the Clerk. The committee agreed that they would rather retain the service but if the FGB wanted to make savings this was an area that would be highlighted.</p>	
<p>Action: Clerk to produce a training report for WD to review to ensure that Governors were obtaining value for money.</p>	Clerk
<p>Governors noted that the 'To review' agenda items (a, b and c) would be best placed on the Teaching and Learning Committee agenda moving forward.</p>	

	<p>Action: Move items a, b and c to Teaching and Learning Committee Agenda</p> <p>Governors noted that the sports grant and pupil premium funding had been claimed and applied correctly. The school was in the midst of sports week and the pupils were thoroughly enjoying the chance to try numerous new sports.</p> <p>d) Governors noted that the Asset Register had been reviewed on 16th June 2022.</p>	Clerk
5	<p><u>BUILDINGS</u></p> <p>TW advised that he had undertaken a buildings inspection in late May. He had highlighted lots of maintenance works required to the school but there were no significant Health and Safety concerns discovered.</p> <p>Governors noted that there were no sufficient funds in the budget to carry out any significant repairs at the present time. The boiler was due for replacement, but no applicable grant funding had been found. A capital grant was available and there were some monies in reserve in case of a boiler failure. Governors agreed that the boiler should be maintained as opposed to replaced at this time.</p> <p>Periodic maintenance was being carried out and the PTA had undertaken a painting project at the weekends. They were also raising money for the upgrading of the playground, which would be a lengthy project. Governors agreed that the works required in the schedule of maintenance were unlikely to be carried out until the school converted to an academy and joined TCET.</p> <p>MUGA</p> <p>The MUGA was almost complete, the sand had now arrived, and it was simply the top layer of matting that was outstanding but was due for delivery within the week. Governors noted that there was potential to hire the MUGA out over the summer and LW advised that the charging policy was also due for review. It was noted that whilst it was important to look for additional hirers, they should not detract from the provision offered by the Squirrels club. Furthermore, any lettings over the summer would require the caretaker to be in attendance which would add an additional cost. LW advised that PFC were interested in hiring the MUGA and this would be preferable as they already hire out the field at the weekend and provide the school PE.</p>	
6	<p><u>DEBT WRITE OFF</u></p> <p>There was no debt write off to be discussed.</p>	
7	<p><u>SQUIRREL CLUB</u></p> <p>LW advised that some of the journals had not been done correctly so the figures were not an accurate reflection at this time. LW advised that the income post pandemic was not yet back at the pre pandemic levels but there had been a steady improvement. LW stated that some of the incoming reception children were accessing the Squirrel Club over the summer to help with their transition.</p>	
8	<p><u>INVENTORY</u></p> <p>WD had reviewed the inventory during her visit of the 16th June and no issues had been noted.</p>	
9	<p><u>GOVERNOR TRAINING</u></p> <p>Training had not yet been reviewed but WD would do so following receipt of the training reports from the clerk, requested at item 4d).</p>	

10	<p><u>POLICIES</u></p> <p>LW advised that each policy required at least 3 comments or approvals before it could be approved by the committee at the subsequent meeting.</p> <p>The following policies were approved by the committee:</p> <ul style="list-style-type: none"> • Teacher Appraisal Policy <p>The following policies had been uploaded to GVO for review and approval:</p> <ul style="list-style-type: none"> • Staff Development • Leadership Development Policy • Teacher Appraisal Policy • Acceptable use of ICT • Babysitting Policy • Resources • Policy for Staff Wellbeing • Health & Safety • Lockdown Policies and procedures <p>Action: Governors were requested to review the policies and comment on GVO.</p> <p>Governors requested that the wording of the agenda item was amended so that the policies due for review were added at the meeting, rather than listed in the agenda to avoid confusion.</p> <p>LW advised that the Pay review policy would also need to be updated in the autumn term with respect to ECTs and whether they were entitled to a pay rise at the end of year 1 of their training or at year 2 upon qualification.</p> <p>Action: Add Pay Review Policy to policies for review folder</p>	<p>All</p> <p>LW</p>
11	<p><u>STAFFING</u></p> <p>It was a legacy from Covid that teachers felt that their workload was high, when in fact it was the same as the workload they had carried out pre pandemic. This was a sign that the stamina and resilience that staff had before had not yet rebuilt. In addition, following the pandemic, many people were placing a much higher priority on their wellbeing and many teachers were leaving the profession locally as well as nationally. It was therefore important to manage expectations and wellbeing to retain teachers.</p>	
12	<p><u>DIRECTORS REPORT</u></p> <p>The Summer 2022 Director's report had been circulated via GVO prior to the meeting. The clerk highlighted the following items:</p> <ul style="list-style-type: none"> 1.4 DfE Climate change strategy 2.6 Early Career Teachers 3.2 Teachers Pension Indexation 3.3 Updated Safer Working Practices Guidelines 3.4 PE and Sports premium funding 	
13	<p><u>NOTE ARRANGEMENTS FOR PRODUCTION OF MEETING PRECIS</u></p> <p>Action: To prepare the meeting precis.</p>	<p>TW</p>
14	<p><u>MEETINGS</u></p> <p>The date and time of the next committee meeting was confirmed as 8th November 2022</p>	

	at 5:30pm.	
15	<u>ANY OTHER BUSINESS</u> None	
16	<u>IMPACT STATEMENT</u> Governors: <ul style="list-style-type: none"> • Reviewed the 22/23 final budget and recommended its approval to the FGB. • Considered the purchase of external contracts to the school to evaluate their value for money. • Considered the contents of the summer Directors report and its implications on the school. 	

The meeting moved to the Part 2 agenda at 6.40pm.

Chair 

Date08.11.22.....