

**MINUTES OF A MEETING OF
THE ASSETS COMMITTEE
OF ALDERLEY EDGE COMMUNITY PRIMARY SCHOOL
ON TUESDAY 13TH JUNE 2023**

GOVERNORS IN ATTENDANCE:	Lindsey Walsh	(LW)	Headteacher
	Tom Williams	(TWi)	Parent Governors (Chair of Committee)
	Martin Smith	(MS)	Co-opted Governor
	Wendy Davies	(WD)	Co-opted Governor
	Hannah Lomas	(HL)	Co-opted Governor
	Teddy Weyman	(TWe)	Co-opted Governor
	Marc Asquith	(MA)	Co-opted Governor
OTHERS IN ATTENDANCE:	Lyndsey Platt	(LP)	Deputy Headteacher
	Sarah Lomas		Clerk to Governors
	Alex Shaw	(AS)	Observer (left at the end of Part 1)
	Helen Handley	(HH)	Observer (left at the end of Part 1)

MINUTES – PART ONE: NON-CONFIDENTIAL BUSINESS

The meeting commenced at 5:02pm.

ITEM		ACTION
1.	<p>APOLOGIES & ADDITIONAL AOB ITEMS There were no apologies to receive, all committee members were present. There were no items of AOB raised for discussion under item 16.</p>	
2.	<p>CONFLICT OF INTEREST The following declarations were made by governors:</p> <ul style="list-style-type: none"> • TWi is a Director of Neo Projects Limited • LP is a Trustee of the Alderley Edge Pre-school. <p>There were no anticipated conflicts of interest with the business of the meeting raised by governors.</p>	
3.	<p>PART ONE MINUTES & MATTERS ARISING</p> <p>a) The Part One minutes of the previous meeting held on 15.02.23 were confirmed as a true and accurate record of proceedings.</p> <p>Governors approved the minutes. ACTION: Upload an electronically signed copy of the minutes to GVO.</p> <p>b) The action log from the previous meeting was reviewed and the following items were noted:</p> <ul style="list-style-type: none"> • Item 6 – The website compliance report would be carried forward to be presented at the summer term FGB meeting. ACTION: Add website compliance report to the summer term FGB agenda. <p>All other actions were marked as complete.</p>	<p>Clerk</p> <p>Clerk</p>
4.	<p>FINANCE MATTERS Governors agreed to discuss the finance items a) and the Staffing Structure for 2023-24 within part two of the meeting.</p> <p>a) To consider and approve the final annual budget for 2023-2024 including a review of Budget vs Actuals for the current year 2022-2023; (NB: the final budget must still be ratified by the FGB). – This item was discussed under part two.</p>	

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	<p>The following items were reviewed:</p> <ul style="list-style-type: none"> Staffing Structure for 2023-24 – This item was discussed under part two. Purchase of annual contracts – The school proposed a like for like purchase of annual contracts that were due for renewal. Governors recommended the approval of proposed annual contracts. The school proposed the purchase of the same level of ChESS services including clerking services. Governors recommended the approval of the proposed services. Governors noted that staff absence insurance has been purchased from Cheshire East for 2023-24 which whilst more expensive will remove the difficulties experienced in making claims with the cheaper alternative insurance provider. Q: What is the risk the school are insuring against? A: Staff absence. Claims can be made after the 15th day. ACTION: Add the above items to the summer term FGB agenda for formal approval. <p>To review:</p> <ul style="list-style-type: none"> The review of the use of Sports Grant funding was deferred until the autumn term when the new budget is in place. ACTION: Add review of Sports Grant to the autumn term FGB agenda. <p>Q: What is the Sports Grant? A: Following London 2012, the government had a legacy agenda which provided a minimum of £17,000 for all school to spend on sports. Funds were not to be spent on teaching but on opportunities and equipment. The school have utilised the funding to provide CPD opportunities delivered by Ruth Lewis and from Professional Football Coaching Services (FC), Cheshire who undertake coaching with Year 5 and 6 alongside teaching staff to provide a parallel teaching approach. Some of the time allocated to Ruth Lewis is paid from Sports Grant funding and a portion is taken from the budget where allowable due to the range of work she undertakes. Q: Does this include the after-school clubs? A: Yes, both PFC and Ruth Lewis provide after school sports provision. The Pupil premium funding report is on the school website and will be reviewed for 2022-23 at the end of the academic year. The school bursar and LS are aware of the changes to how funds are allowed to spent. Asset Register – TWi has scheduled a visit to the school before the end of the summer term. There were no concerns noted in the previous review of the asset register. </p>	<p>Clerk</p> <p>Clerk</p>
5.	<p>RISK REGISTER</p> <p>Governors noted that the creation of a risk assessment is recent undertaking for the school. A template has been sourced and adapted for the school and the risk register is now in place. The requirement of a risk register is to identify all risks and monitor the level of risk with actions identified to mitigate.</p> <p>Q: Do all identified risks have actions attached? A: Yes. Governors were directed to familiarise themselves with the risk register and the provisions in place.</p> <p>Governors noted that one of the most significant risks at present is the risk of cyber-attacks. To mitigate against this, the school employ services to provide support in protecting the school against any attacks.</p>	
6.	<p>BUILDINGS</p> <p>A buildings inspection was undertaken in the spring term and a further inspection will take place before the end of the academic year. In terms of items of note, the following was</p>	

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	<p>highlighted:</p> <ul style="list-style-type: none"> All certifications have been issued where testing was required. <p>Governors noted that there were currently no funds for repairs available. The main concern is the condition of the boiler. The school was awarded £13,000 for energy efficiency improvements which could be used to fund boiler works. The school have spoken to Cheshire East to discuss the issues with the boiler and the LA have committed to sending a representative to inspect the condition of the system but no date for this has been received. The school are sending weekly emails to follow up with the LA and ascertain a date for inspection but communication has been difficult. The funding needs to be spend by March 2024.</p> <p>Q: If Cheshire East have not fixed the boiler by March 2024, will the school have to pay to repair or replace it? A: Yes.</p> <p>Q: If works are put off as far as possible, is there a risk that you would not be able to spend the funding? A: No, any payment would be immediate as the funds are available.</p> <p>Q: What is the risk regarding the boiler? A: The system is coming to the end of its life and there are associated pipe works required. The system was recently repaired and the school were informed that parts would no longer be available in the near future and it was recommended that the school look to replace the system.</p> <p>The school commented that the energy efficiency grant can be used for a range of items including LED lighting and voltage optimisation. It was confirmed that the school have purchased new LED lighting tubes in bulk for replacement over time.</p> <p>Governor Comment: Regarding the lighting, there is a scheme which funds the replacement of non-LED lighting to LED which may be worth investigating. ACTION: Investigate the eligibility for the free LED switch scheme.</p>	<p style="text-align: right;">MS</p>
7.	<p>DEBT WRITE OFF An update on debt write off was provided as follows:</p> <p>There were no debts to be written off.</p> <p>There have been two main debts for outstanding Squirrel Club fees that have been followed up. One of the debts has now been fully recovered following advice from MA regarding the school's legal position. The second debt is relating to the payment of fees for PP pupils and the school are working with the family to recover this debt over time.</p> <p>Q: Has the school applied to the Church fund? A: Yes, and any monies received would be used to support PP trip payments. The funds have not yet been issued but confirmation of a successful application has been received. ACTION: Follow up with the Church on the timeline for the payment of funds.</p> <p>Q: How much is the outstanding debt? A: c. £1,000 which relates to Squirrel Club attendance in the summer holidays.</p>	<p style="text-align: right;">WD</p>
8.	<p>SQUIRREL CLUB A review of the Squirrel Club charging fees has been undertaken by LW and the school bursar in comparison to other local schools and the current charging rates are</p>	

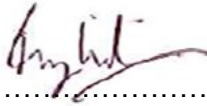
ITEM		ACTION
	<p>comparable. For example, in terms of holiday clubs, Ashdene Primary School charges £30 per day and Squirrel Club charges £28 per day.</p> <p>Q: What are the hours offered for holiday club? A: 7:45 – 6pm Mon-Thurs.</p> <p>Governor Comment: There seems to be a significant difference in the timings of other local holiday clubs in that the majority offer less hours than Squirrel Club.</p> <p>Q: When did the SC fees last increase? A: January 2022.</p> <p>Q: What is the reason for not opening on a Friday for holiday club? A: Pupil numbers. The club needs at least 10 children with two staff to break even.</p> <p>In terms of the before and after school club fees, following benchmarking, it was found that the school sit centrally between the lower and upper limits of fees charged locally at £6 per morning session and £11.50 for an afternoon session.</p> <p>Q: Could a 50p increase be applied as this would seem reasonable? A: Yes, this could be done.</p> <p>Governor Comment: It is agreed that the holiday club offers extended hours compared to other providers. The Forest School provision locally charges £30 per day for less hours than Squirrel Club provide.</p> <p>Governor Comment: The provision of the Squirrel Club is outstanding and beneficial to children.</p> <p>There has been a pupil reflection that Squirrel Club is viewed as provision for younger pupils from older pupils' perspectives.</p> <p>It was proposed that the daily rate for holiday club be increased from £28 to £30 and the before and after school clubs increase by 50p per session to £6.50 and £12 for morning and afternoon sessions respectively.</p> <p>Q: Are there sibling discounts available? A: Yes, there is currently a 50p discount for before and after school and a £2 discount for holiday club sessions.</p> <p>Governor Comment: It is acceptable and understandable to apply an increase given the rising energy and staff costs in school.</p> <p>Governors approved the increase in Squirrel Club charges to £6.50 and £12 for before and after school sessions and an increase in holiday club fees to £30 for a full day and £19 for half a day.</p> <p>Q: Can the Board have assurance that the increases will not affect PP or disadvantaged pupils? A: PP and disadvantaged pupils will not be affected as there is funding available to support their attendance at the provision.</p> <p>Governors noted that the terms and conditions for the Squirrel Club have been amended to include a safeguarding element relating to non AECPS children attending the provision</p>	

ITEM		ACTION
	<p>and how incidents would be recorded and communicated. It was proposed that this would be through the use of a paper records system and for AECPS pupils would remain through the use of the online system CPOMS. It was confirmed that this change had been discussed with governors previously.</p> <p>Governors approved the changes to the policy.</p> <p>Q: Regarding the MUGA pitch, is the school receiving income from this provision now? A: Yes, income is beginning to be generated from rental of the facilities. Wilmslow Sports use the pitch for football and netball and there is at least one booking each week over the course of the summer. The school are working to grow the use of this facility.</p> <p>Q: Are toilet facilities available? A: No, and customers are informed of this as part of the booking agreement. The school building is not opened when the MUGA is booked so there is no staffing required.</p>	
9.	<p>INVENTORY It was confirmed that the inventory is linked to the assets register and an inspection would be undertaken before the end of the academic year.</p>	
10.	<p>GOVERNOR TRAINING WD provided an update on training to governors.</p> <p>Governors were encouraged to utilise the Cheshire East training subscription. The Ofsted Youtube channel was also recommended as a good source of training.</p> <p>Q: Do governors need to record their training centrally? A: Yes, this can be recorded on the GVO or on Governor Hub. Governors can contact the clerk to assist where required.</p> <p>Q: What are the expectations in terms of training? A: Induction training is required for new governors along with statutory training as needed. Training is then expected where it links to governor roles and committees.</p> <p>It was also highlighted that the Board needs to have some governors trained in exclusions, complaints and safer recruitment. ACTION: Provide a training report for the FGB.</p>	Clerk
11.	<p>POLICIES The following policies had been circulated to governors for review prior to the meeting via GVO:</p> <ul style="list-style-type: none"> • Travel and Expenses Policy Q: Relating to the mileage claim information ‘the first 8,500’ is referenced but what does this refer to? A: The policy is a standard Cheshire East policy and the figure referenced relates to annual mileage. The school does not claim for mileage but the policy is not personalised to school staff, it is applicable across all services in the Local Authority. • Staff Attendance Policy <p>Governors approved the above listed policies.</p> <p>The school confirmed that the Cheshire East audit team have contacted the school regarding the results of the audit to ensure that all actions have been completed. ACTION: WD and LW to meet to formulate a response on the actions of the audit.</p>	LW/WD
12.	<p>STAFFING An update was provided on staff wellbeing and training as follows:</p>	

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	<p>The summer term is incredibly busy, but staff are coping well, looking after each other and being as flexible as possible.</p> <p>Q: Is there anything governors can be doing to further support staff? A: Governors are welcome to assist on trips and at events if available. Volunteers are needed for events taking place next week.</p> <p>Q: Is the offer in terms of trips and events too excessive and could it be reduced? A: Reports are a significant pressure and take up a lot of staff time. The school have reviewed the shows taking place and how these are spaced in the term. The school provide exceptional provision of events and high expectations of provision and the children deserve this. The school does not see that items could be lost without losing the identity of the school. The one-week summer half term next year will assist staff in giving additional time.</p> <p>Q: Does the school have parent class representatives? A: Parents are very supportive. There used to be PTA representatives in place but the school is unsure if this is still the case. Stronger links could be established. ACTION: Liaise with the PTA to establish parent/class links further.</p>	
13.	<p>DIRECTOR'S REPORT Governors were briefed on the relevant items from the summer term Director's Report and the following items were noted:</p> <p>School Food Standards guidance – The school considered undertaking a review of the school meal provision but other schools did not want to pursue this. The school could consider speaking with Dolce, a catering provider that Ashdene are looking to appoint.</p> <p>Q: Is procuring catering services outside of the LA cheaper? A: It can be more cost effective for schools to manage their own catering provision but there are challenges in terms of cover. ACTION: Explore the catering provision of Dolce.</p>	LW
14.	<p>TO NOTE ARRANGEMENTS FOR PRODUCTION OF MEETING PRECIS ACTION: TWi to complete the meeting precis.</p>	TWi
15.	<p>MEETINGS The meeting dates for 2023-24 were confirmed as:</p> <ul style="list-style-type: none"> • Tuesday 7th November 2023 at 5pm • Tuesday 13th February 2024 at 5pm • Tuesday 14th May 2024 at 5pm 	
16.	<p>ANY OTHER BUSINESS The subject of Industrial action was raised for discussion given the re-balloting of members taking place. Governors noted that the school has not been impacted by industrial action to date but that this could not be guaranteed in the event of further action particularly with the additional balloting of Unison members which could impact support staff.</p> <p>Q: Is there likely to be any further action before the end of the academic year? A: The NEU has been considering dates in July but there have not been any formal announcements yet.</p>	
17.	<p>IMPACT STATEMENT Governors helped to move the school forward in the following ways:</p> <ul style="list-style-type: none"> • The school finances were discussed and the budget for 2023-24 was formally approved and an action was taken to formally approve the purchase of annual contracts and services to the school. • A discussion regarding the Squirrel Club charging rates resulted in an action to 	

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	<p>increase the fees due to increased staffing and energy costs.</p> <ul style="list-style-type: none"> • Building issues relating to the boiler were highlighted with governors receiving assurance on the funding available and the school's continued liaison with the CE to assess the current system. • It was agreed that an alternative catering provider would be investigated for consideration. <p>AS and HH left the meeting at 6:10pm.</p>	

The meeting moved to Part 2.


Chair
07.11.23.....Date