

**MINUTES OF A MEETING OF  
THE ASSETS COMMITTEE  
OF ALDERLEY EDGE COMMUNITY PRIMARY SCHOOL  
ON TUESDAY 13<sup>TH</sup> 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

**MINUTES – PART TWO: CONFIDENTIAL BUSINESS**


**MINUTES OF MATTERS DISCUSSED IN PART TWO ARE NOT FOR PUBLICATION**

ITEM	ACTION
<p><b>1.</b></p> <p><b>PART TWO MINUTES AND MATTERS ARISING</b></p> <p>a) The Part Two minutes from the previous meeting on 15.02.23 were confirmed as a true and accurate record of proceedings. Governors <b>approved</b> the minutes. <b>ACTION:</b> Upload an electronically signed copy of the minutes to GVO.</p>	<b>Clerk</b>
<p><b>2.</b></p> <p><b>STAFFING</b></p> <p>Governors reviewed the staffing structure for 2023-24 as follows:</p> <ul style="list-style-type: none"> <li>• There are no plans to change the teaching staff structure, however there was cost saving change proposed for one member of staff who is a qualified teacher but undertakes cover work and MFL teaching and is paid as an unqualified teacher. The cost of supply for the current year has been significant and it would be more cost effective to employ this staff member on a full-time basis rather than continue increasing the spend on supply staff. This change will enable approximately £8,000 of savings.</li> <li>• In terms of support staff, there are four teaching assistants who have contracts which run until 31.08.23 and there are no longer enough available hours to require the extension of all contracts. Governors were requested to approve the approach of dismissal following internal recruitment for available positions.</li> </ul> <p><b>Q: Is there any other option available?</b> <b>A:</b> The staff are reaching the end of their fixed term contracts, and all have been employed for less than 2 years. The hours will not be available in September to require four contracts.</p> <p><b>Q: Is the need for TA's reduced next year because the roles/work is no longer there?</b> <b>A:</b> Yes, the school are losing three EHCP's from Year 6 which all had substantial hours attached to them. There is need within the school, but this cannot be justified in terms of the finances.</p> <p>Governors <b>recommended the approval</b> of the dismissal of one temporary contract</p>	

ITEM		ACTION
	<p>following internal recruitment for available posts.  <b>ACTION:</b> Add approval of the staffing structure for 2023-24 to the summer term FGB agenda.</p>	<p><b>Clerk</b></p>
<p><b>3.</b></p>	<p><b>FINANCE PAPERS</b></p> <p>a) Governors were presented with the latest financial information following the recent finance meeting with Cheshire East on 22.05.23. The main headlines were presented as follows:</p> <ul style="list-style-type: none"> <li>• Year One – There is no carry forward following a transfer of £33,000 from Squirrel Club (wrap around care facility).</li> <li>• Year 2 – Deficit of -£93,616</li> <li>• Year 3 – Deficit of -£241,633</li> </ul> <p>Governors noted that whilst the school is in a better financial position than when the budgets were initially being forecast, this is due to significant reliance on Squirrel Club funds. The budget has been cast on a worst-case scenario basis in terms of pupil numbers and does not include unknown funding.</p> <p>There are no staffing changes in terms of teaching staff that can be made as the class structure remains the same for 2023-24. The budget also included conservative forecasts for Squirrel Club profits.</p> <p><b>Q: What is the relevance of the three-year forecast?</b>  <b>A:</b> The Local Authority put forward all the income for three years ahead but do not include future grant funding and so this illustrates a worst-case scenario for schools to work from. In reality, schools can only forecast a year in advance at the most. Inflation has caused difficulties and a significant amount of work has been undertaken to balance the budget for next year.</p> <p>Additional options for cost savings are continuing to be investigated as concerns remain for balancing the budget for 2024-25.</p> <p>The school confirmed that they would not be engaging with the school led tutoring programme next year due to 85% of the cost having to be covered by the school.</p> <p>The most substantial purchases for the school are the ChESS packages which is £37,000 but includes, safeguarding, SEND, finance, HR, clerking and governor training.</p> <p><b>Q: Where do PTA funds feature in the budget?</b>  <b>A:</b> PTA funds do not form part of the budget, these funds form part of the school fund and are held separately by the PTA. Governors noted that the school has agreed with the PTA that larger projects will be put on hold and funds will be used for school resources.</p> <p>Governors <b>approved</b> the budget for 2023-24.</p> <p>b) The school confirmed that the consistent financial reporting (CFR) framework completion is underway and will be submitted in accordance with the deadline.</p>	
<p><b>4.</b></p>	<p><b>HEALTH AND SAFETY</b></p> <p>Governors were informed that a complaint had recently been submitted directly to Ofsted regarding the administration of first aid in the school following an incident. The Local Authority had contacted the school and a response was provided to which the school have received no further communication from the LA.</p> <p><b>Q: When was the complaint lodged?</b>  <b>A:</b> Immediately prior to the summer half term.</p>	

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	<p>Ofsted contact the LA to request that they investigate the complaint and the school provided a response. Changes have been made to the first aid policy. The actual incident took place before the Easter holidays. The school has spoken with staff regarding the process for dealing with incidents and the timeliness of this. Retraining has also taken place.</p> <p><b>Q: Would a complaint trigger an inspection?</b>  <b>A:</b> If the LA felt there was a systemic failure in safeguarding, an inspection would be triggered but this has not been confirmed. The LA did confirm that there has been an increase in similar complaints recently.</p>	
5.	<p><b>REPORTED INCIDENTS / PRIME</b>            Governors noted that there have been two incidents (both fractures) since the last meeting.  <b>Q: Are there any increased patterns or trends?</b>  <b>A:</b> No.</p>	
6.	<p><b>ANY OTHER CONFIDENTIAL BUSINESS</b>            There were no other items of confidential business tabled for discussion at the meeting.</p>	

The meeting closed at 6:30pm.

  
 .....Chair  
 .....07.11.23.....Date