



**MINUTES OF A MEETING OF THE ASSETS  
COMMITTEE OF ALDERLEY EDGE PRIMARY SCHOOL  
HELD VIA MS TEAMS ON 23<sup>RD</sup> FEBRUARY 2021**

**Governors Present:** Caitrin Adorian (CA) Chair (*left for items 5e-5g*)  
Lindsey Walsh (LW) Head Teacher  
Marc Asquith (MA)  
Wendy Davies (WD) (*Chair for items 5e-5g*)  
Tony Smith (TS)  
Tom Williams (TW)

**Also in attendance:** Diane Murdoch (Clerk) Clerk to the Governors

**PART ONE – NON-CONFIDENTIAL BUSINESS**

*The meeting opened at 5:36pm*

		<b>Actions</b>
<b>1</b>	<p><b><u>APOLOGIES &amp; ADDITIONAL AOB ITEMS</u></b></p> <p>Governors agreed that apologies for absence from Ian Park (IP) be accepted. There were no additional items of business.</p>	
<b>2</b>	<p><b><u>CONFLICT OF INTEREST</u></b></p> <p>Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting:</p> <ul style="list-style-type: none"> <li>• CA is an employee of St Bart's MAT in Stoke-on-Trent.</li> <li>• MA is governor at Chelford Primary School and a Cheshire East councillor.</li> <li>• TS is a governor at The Fermain Academy, Chair of the Board of Trustees of the Yes Academy Trust and interim CEO of The Collaborative Educational Trust of Wilmslow (TCET).</li> </ul> <p>No conflict was expected with the business of the meeting.</p>	
<b>3</b>	<p><b><u>PART ONE MINUTES</u></b></p> <p>The Part One Minutes of the meeting held on 3<sup>rd</sup> November 2020 were confirmed as a correct record, signed by the Chair, and will be scanned and uploaded to the GVO.</p> <p><b>Action: To scan signed minutes and upload to GVO.</b></p>	CA/Clerk
<b>4</b>	<p><b><u>MATTERS ARISING</u></b></p> <p>The action log was reviewed and the following matters arising addressed which will not be covered elsewhere in the agenda:</p>	

	<p><b>Accessibility Plan</b> This had been uploaded to GVO for governor review and comment. <b>Action: To circulate link to Accessibility Plan on GVO.</b></p> <p><b>Meeting Precis</b> It was agreed that meeting precis for the summer 2020 and autumn 2020 meetings were no longer required as the Part 1 minutes would be made available on the website. Governors noted that the spring 2021 Teaching &amp; Learning meeting precis had been circulated to parents via the newsletter and agreed that this was an effective way of raising awareness of school governance.</p> <p><b>Health &amp; Safety Governor</b> TS had been appointed as Health &amp; Safety Governor.</p> <p>All other items were completed or ongoing.</p>	Clerk
5	<p><b><u>FINANCE MATTERS</u></b></p> <p><b>a) Budget Update</b> The 3-year budget document had been uploaded to GVO for review prior to the meeting. Governors noted this showed a breakeven position for Years 1 and 2 due to the use of reserves from the Squirrel Club. There had been reduced income from Squirrel Club, Dinners and Lettings due to the impact of Covid-19, but savings had been made in supply costs and utilities.</p> <p>Squirrel Club had made a loss for the first time due to reduced demand for extended services as a result of lockdown. Once the school re-opened fully, it was anticipated that demand for places would return. Squirrel Club would be open as usual for holiday provision over Easter and Summer.</p> <p><b>Q: Should Squirrel Club be promoted to remind parents of the facility?</b> A: The school would start promoting it but needed to be mindful of Covid-19 restrictions.</p> <p>Governors approved the draft annual budget for 2021-22 for recommendation to the spring 2021 FGB meeting.</p> <p><b>b) Covid-19 Catch Up Premium</b> A report on the Catch-Up Premium had been published on the school website. £9,000 had been received so far out of the allocation of £16,400. The school had earmarked £4K for private Speech and Language Therapy for pupils as there was currently a waiting list of up to 52 weeks with the NHS. £2K would be used to benefit the current Year 5 cohort who had experienced two periods of isolation and a teacher absence. A second teacher was delivering interventions. The school had purchased a reading programme and resources which would be used once the school re-opened to provide additional support to pupils.</p>	

	<p><b>c) Benchmarking</b> Benchmarking information had been circulated to governors via GVO. Governors noted the need to review this annually as part of the SFVS and to see how the school compared with similar schools. The school had scored well on income generation which reinforced the importance of lettings and extended services.</p> <p><b>d) Staffing Structure 2021-22</b> Governors agreed to discuss this at Part 2.</p> <p><i>CA left the meeting. WD chaired from this point.</i></p> <p><b>e) Business Continuity Plan (BCP)</b> The BCP had been uploaded to GVO for review. <b>Action: To review the BCP via GVO.</b></p> <p><b>f) Asset Register</b> It was agreed to defer review of the Asset Register to after the Easter holiday 2021. <b>Action: To place Asset Register on summer 2021 agenda.</b></p> <p><b>g) Scheme of Financial Delegation</b> Governors noted that this formed part of the MIFP.</p> <p><i>CA re-joined the meeting and chaired from this point onwards.</i></p> <p><b>h) SFVS</b> The SFVS submission deadline had been extended to 28<sup>th</sup> May 2021. It was agreed to continue to work towards the original deadline of 31<sup>st</sup> March 2021. CA was preparing the document and a draft version would be available for review by governors mid-March 2021. <b>Action: To complete SFVS and upload to GVO for review by governors.</b></p> <p><b>i) Manual of Internal Financial Procedure (MIFP)</b> The MIFP had been uploaded to GVO for review, approval, and recommendation to the spring FGB meeting. <b>Action: To review/approve the MIFP via GVO.</b></p>	<p>All G'nors</p> <p>Clerk</p> <p>CA/All G'nors</p> <p>All G'nors</p>
6	<p><b><u>BUILDINGS AND HEALTH &amp; SAFETY</u></b></p> <p>Governors noted that the Risk Assessment would be reviewed and updated ready for the full school re-opening on 8<sup>th</sup> March 2021. <b>Action: To review updated Risk Assessment</b></p> <p><b>Buildings, Maintenance, and the Condition Report</b> LW spoke to the Condition Report dated 12<sup>th</sup> March 2020 and advised that the following recommended actions had been taken:</p> <ul style="list-style-type: none"> <li>• A new shelter had been erected on the KS1 playground. The</li> </ul>	<p>All G'nors</p>

	<p>contractor was due to return to complete remedial works and install guttering all around the shelter.</p> <ul style="list-style-type: none"> <li>• A radiator had been re-hung.</li> <li>• Ventilation in the Year 1 classroom had been increased.</li> <li>• The banisters on the staircase to the upstairs classroom had been fixed.</li> <li>• An old water tank had been removed.</li> <li>• The fire escape for the upstairs room had been reviewed and it had been concluded that a second escape was not required.</li> </ul> <p>Governors noted that recommended works to the toilets involving the relocation of a water tank were still to be completed and security of the head teacher's office would be reviewed.</p> <p><b>Q: If recommended actions are not completed, does the school record the reasons why?</b></p> <p>A: The recommendations made were from a Condition Survey requested by governors during 2019-20. The items did not present fire or Health &amp; Safety risks but were possible actions to consider. If actions are not completed, records are kept of the reasons for this.</p> <p>A tree survey had been completed during 2019-20 and the trees earmarked for removal were now due to be removed.</p> <p><b>MUGA</b></p> <p>Minutes of an Extraordinary governors meeting to discuss MUGA had been circulated via GVO. Governors were advised that plans had been drawn up and were being submitted. The PTA were writing to neighbours to advise them of the plans. The meeting of the Alderley Edge Institute had been postponed until members could meet in person.</p> <p><b>Q: When will the work commence?</b></p> <p>A: The aim is for the work to be completed during summer 2021 and the preferred supplier was ready to start then.</p> <p><b>Q: How long will it take to obtain planning permission?</b></p> <p>A: If there are no objections the minimum approval time is 8 weeks. If the plans need to go to the Planning Committee the minimum time is 13 weeks.</p> <p><b>Pre-School Playground</b></p> <p>These works were currently on hold.</p>	
7	<p><b><u>DEBT WRITE OFF</u></b></p> <p>There were no debts to be written off.</p>	
8	<p><b><u>SQUIRREL CLUB</u></b></p>	

	A review of Squirrel Club finance had been uploaded to GVO for review prior to the meeting. Demand had been impacted by the effect of Covid-19 but should return once the school reopened.	
9	<p><b><u>INVENTORY</u></b></p> <p>It was agreed that the Asset Register would be checked after the Easter holiday 2021, once the school was fully open.  <b>Action: To review the Asset Register.</b></p>	CA
10	<p><b><u>GOVERNOR TRAINING</u></b></p> <p>Governors were advised that the annual Skills Audit had been completed and the board had a wide range of skills. Three weaker areas had been identified:</p> <ul style="list-style-type: none"> <li>• Measuring/assessing and understanding pupil performance</li> <li>• Understanding of school funding and finance</li> <li>• Understanding of external assessment i.e. Ofsted criteria.</li> </ul> <p>Governors noted the need to undertake training related to their link responsibilities. The NGA runs webinars on a variety of subjects and recordings are available on their website.</p> <p><b>Q: Could there be more direction as to which is the appropriate training to undertake and would be the most beneficial to the board?</b>  A: More direction could be provided towards required training.  <b>Action: To highlight training requirements to governors.</b></p> <p>Previously, the school has organised bespoke training for the entire governing board and this could be considered for the summer term 2021.  <b>Action: To liaise with Tim Nelson (SIP) regarding provision of governor training.</b></p>	TS  LW
11	<p><b><u>POLICIES</u></b></p> <p>The following policies had been approved at the Teaching &amp; Learning meeting:</p> <ul style="list-style-type: none"> <li>• 05 – Admissions</li> <li>• 06 – Lost or Missing Children</li> </ul> <p>The following policies had been reviewed via GVO:</p> <ul style="list-style-type: none"> <li>• 26 – Lettings</li> <li>• 43 – Expenses &amp; Travel</li> <li>• 82 – Data Protection</li> <li>• 87 – Stress Management</li> <li>• 91 – Social Media</li> <li>• 98 – Equality &amp; Diversity in Employment</li> <li>• 103 – Disciplinary Procedure</li> <li>• 105 –Leave &amp; Time Off Policy</li> </ul>	

	<p>Governors approved these policies subject to the inclusion of any amendments agreed via GVO.</p> <p><b>Action: To amend and update policies.</b></p>	LW
12	<p><b><u>STAFFING</u></b></p> <p>The school had registered with the BUPA Foundation and staff had accessed and completed the 'Wellbeing for Educators' programme which had been beneficial.</p>	
13	<p><b><u>SCHOOL RESIDENTIAL VISITS</u></b></p> <p>Governors noted that there would not be residential trips in 2021-22 for Years 2 and 4. These pupils would have further opportunities for trips.</p> <p>The school was investigating the possibility of running the Year 6 residential trip, but this would be dependent upon the impact of Covid-19 and the costs to parents.</p> <p><b>Q: When would the trip be run?</b> A: It is planned for the week before the May 2021 half-term.</p>	
14	<p><b><u>GVO</u></b></p> <p>Governors agreed that the GVO is a useful tool.</p>	
15	<p><b><u>GOVERNANCE NEWSLETTER</u></b></p> <p>The Governance Newsletter had been circulated via the GVO prior to the meeting and the clerk highlighted the following items:</p> <p><b>Item 1.3 – School Website Updates</b> Governors were advised that there had been an update to the information schools must publish online.</p> <p><b>Item 2.3 – Governor Virtual Monitoring</b> Governors noted the requirement to continue link visits virtually.</p>	
16	<p><b><u>NOTE ARRANGEMENTS FOR PRODUCTION OF MEETING PRECIS</u></b></p> <p>It was agreed that CA will draft the meeting precis.</p> <p><b>Action: To prepare the meeting precis.</b></p>	CA
17	<p><b><u>MEETINGS</u></b></p> <p>The next committee meeting will be on Tuesday 15<sup>th</sup> June 2021 at 5:30pm.</p>	
18	<p><b><u>ANY OTHER BUSINESS</u></b></p>	

	There were no items to consider.	
19	<p><b><u>IMPACT STATEMENT</u></b></p> <p>Governors:</p> <ul style="list-style-type: none"> <li>• Received an update on budget, reviewed and recommended the draft budget for 2021-22 to the FGB and considered benchmarking data.</li> <li>• Reviewed the use of the Catch Up Premium for the benefit of pupils.</li> <li>• Considered the staffing structure for 2021-22.</li> <li>• Reviewed the condition report and the building works undertaken.</li> <li>• Considered governor training requirements.</li> </ul>	

*The meeting moved to the Part 2 agenda at 7:46pm.*

Chair .....

Date .....