



**MINUTES OF A MEETING OF THE ASSETS
COMMITTEE OF ALDERLEY EDGE PRIMARY SCHOOL
HELD VIA MS TEAMS ON 16TH JUNE 2020**

Governors Present: Caitrin Adorian (CA) Chair
Lindsey Walsh (LW) Head Teacher
Marc Asquith (MA) (from item 5)
Wendy Davies (WD)
Ian Pemberton (IP)
Tony Smith (TS)

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

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting opened at 5:40pm

		Actions
1	<p><u>APOLOGIES & ADDITIONAL AOB ITEMS</u></p> <p>The committee agreed that the apologies for absence received from G Pickford (GP) be accepted.</p> <p>There were no additional items of any other business.</p>	
2	<p><u>CONFLICT OF INTEREST</u></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"> • CA is an employee of St Bart's MAT in Stoke-on-Trent. • MA is governor at Chelford Primary School and a Cheshire East councillor. • 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). <p>No conflict was expected with the business of the meeting.</p>	
3	<p><u>PART ONE MINUTES</u></p> <p>The Part One Minutes of the meeting held on 11th February 2020 were confirmed as a correct record, signed by the Chair and retained by the school.</p>	
4	<p><u>MATTERS ARISING</u></p> <p>The action log was reviewed and the following matters arising addressed</p>	

	<p>which will not be covered elsewhere in the agenda:</p> <p>The Accessibility Plan is to be reviewed by governors annually. Action: To review via GVO.</p> <p>The telephone infrastructure is to be included in the Asset register by the school site manager. Action: To update the Asset register.</p> <p>The inventory check has been completed and will be updated. Action: To update the inventory.</p> <p>All other items were completed or ongoing.</p>	<p>All Governors</p> <p>Site Manager</p> <p>CA</p>
5	<p><u>IMPACT OF COVID-19</u></p> <p>Documents relating to the impact of COVID-19 upon school finances were circulated to governors via the GVO prior to the meeting.</p> <p>Governors noted that the actual costs incurred are not finalised as the situation is ongoing. The Local Authority (LA) have advised that the school will be able to claim back some costs incurred due to COVID-19. The school is maintaining a log of all additional costs incurred.</p> <p>The school has two members of staff who are shielding. Levels of anxiety amongst staff are high and the school is conducting fortnightly RAG-rated self-assessments to monitor staff wellbeing. Individual risk assessments have been completed for staff and support put in place as required, such as adjusting staff roles or hours. One member of staff who uses public transport now has consolidated hours to reduce the number of days they need to travel. As more pupils return to school staffing will be challenging.</p> <p>The school has held a virtual meeting with Year 1 parents. Both the school and parents would like pupils to attend full-time. Other schools (with different layouts and staffing structures) can offer full-time provision. If the school offered full-time provision to Reception and Year 1 it would then be unable to offer any provision to Year 6 pupils. Currently pupils receive two days per week of high-quality teaching with their own teacher in their own classroom.</p> <p>Three pupils have moved to a fee-paying school: one due to the impact of COVID-19 and two for personal reasons. Two pupils are leaving as the family is relocating out of the area.</p> <p>There are 120 pupils in Years 2 to 5 who are not in school at all and the school continues to provide home learning for these pupils. There are also two bubbles of keyworker pupils in school.</p> <p>Q: The initial group of pupils have now returned to school. Are any</p>	

	<p>adjustments required to the re-opening plans?</p> <p>A: The staggered start is working well. Staff have reported that the base lining and teaching of pupils is effective with the smaller groups.</p> <p>Currently there are two Reception bubbles each attending two days per week; one with eight pupils and one with six pupils. These could be amalgamated into one bubble of fourteen attending full-time. There are six Reception pupils in the keyworker group. Government guidelines recommend that if a class is attending for a full week, then class members in the keyworker group should move to join their class bubbles. This would create a Reception class of 20 which would then need to be in two bubbles which can only be accommodated by each bubble attending two days each week. If the parents of the Reception pupils in the keyworker group are happy for them to remain within the keyworker bubble, then Reception can be in school full time.</p> <p>There are two Year 1 bubbles; one with twelve pupils and one with ten pupils and, two Year 1 pupils in the keyworker group.</p> <p>The Chair had written to staff on behalf of the governing board to thank them for their continued hard work and diligence. This has not been easy and is much appreciated.</p> <p>Q: Have parents been asking about the procedure from September 2020?</p> <p>A: The school is awaiting guidance from the government and the LA.</p> <p>School trips</p> <p>Three school trips planned to take place in the summer term have been cancelled due to COVID-19:</p> <ul style="list-style-type: none"> • Pensarn - costs incurred by the school for travel and accommodation are in the process of being claimed back through the insurance policy. • Forest Camp - no payments had been made by the school. Parents had paid various amounts to cover the cost of the trip. Governors agreed that refunds will be made to parents. • Beeston – the invoice from Beeston is due to be received by the school. The school were unable to meet the cancellation policy requirements (6 weeks prior to the trip date) due to COVID-19. Refunds are not required as parents had not yet paid for the trip. <p>Action: To follow up on the insurance claims and refunds to parents for school trips.</p>	LW
6	<p><u>FINANCE MATTERS</u></p> <p>Budget Update</p> <p>The budget has been updated to reflect the impact of COVID-19 and the resulting reduced income. The main impact is due to the closure of the Squirrel Club; whilst there has been a reduction in costs the projected</p>	

	<p>losses from the Club are £34,800. The overall position is good with a projected carry forward this year of £6.8k and in Year 1 of £15.3k. These figures may change when the full financial impact of COVID-19 is known. The school is awaiting guidance as to the extent of the costs that will be covered.</p> <p>Q: When will we know the full financial impact? A: Guidance is due this week regarding summer school provision. If the school is required to open over the summer holiday period 2020, this could be accommodated via the Squirrel Club by providing care for keyworker groups and some paid provision for other pupils. The school could not offer flexible attendance as children would need to remain in bubbles.</p> <p>Q: Could the school offer Squirrel Club provision over the summer anyway and start asking parents to book places in bubbles now? A: This would depend upon the type of provision the school is required to offer. Squirrel Club is staffed by playworkers and does not offer educational provision. The school needs to wait for the government guidance.</p> <p>Budget for financial year 2020-21 Governors reviewed and approved the final budget for 2020-21 which was made available on the GVO prior to the meeting.</p> <p>Staffing Structure for 2020-21 Governors reviewed and approved the staffing structure for 2020-21 which had been circulated via the GVO prior to the meeting.</p>	
7	<p><u>PURCHASE OF ANNUAL CONTRACTS</u></p> <p>Documents relating to the purchase of annual contracts from CheSS for 2020-21 had been circulated via GVO prior to the meeting.</p> <p>Q: Have prices increased this year? A: Prices have increased by 2% to 5% and this had been budgeted for within the finances.</p> <p>Action: There are two options for Cheshire East Long Term Sickness Scheme which are to be reviewed separately.</p> <p>Governors approved the purchase of annual contracts from CheSS for 2020-21.</p>	CA/LW
8	<p><u>SCHOOL FUND</u></p> <p>Governors had received and reviewed the annual accounts of the Unofficial School Fund and the audit certificate for 2019/20 via the GVO.</p> <p>Action: To place confirmation and approval of Jonathan Hare as the auditor of the Unofficial School Fund for 2020-21 on the summer 2020</p>	Clerk

	FGB agenda.	
9	<p><u>BUILDINGS</u></p> <p>The condition report has been completed. Action: To upload the report to the GVO.</p> <p>A RAG-rated building report has been completed and will be repeated on an annual basis. There were no issues arising.</p> <p>The LA Health & Safety report has been postponed due to COVID-19. The school undertook their own health and safety review. All testing of services is up to date and maintenance work has continued during the school closure with contractors being granted access to the site. The only outstanding item is to check the PE equipment in the school hall however the staff who would normally undertake this are currently furloughed.</p>	CA
10	<p><u>DEBT WRITE OFF</u></p> <p>There were no debts to be written off.</p>	
11	<p><u>SQUIRREL CLUB</u></p> <p>Squirrel Club is currently closed due to COVID-19.</p>	
12	<p><u>INVENTORY</u></p> <p>The Inventory check has been completed and will be reviewed on a termly basis.</p>	
13	<p><u>GOVERNOR TRAINING</u></p> <p>Governor training has been cancelled due to COVID-19.</p>	
14	<p><u>POLICIES</u></p> <p>The following policies have been uploaded to the GVO for review and approval:</p> <ul style="list-style-type: none"> • 05 – Admissions • 09 – Health & Safety in School • 66 – Teacher Appraisal Policy • 84 – Lone Working Policy • 100 – Pensions Policy • 109 – Lockdown Policy <p>Governors noted the following policies which had been updated due to COVID-19:</p> <ul style="list-style-type: none"> • First Aid Policy 	

	<ul style="list-style-type: none"> • Safeguarding Policy • Behaviour Policy <p>Action: To review the policies and approve on the GVO.</p>	All governors
15	<p><u>STAFFING</u></p> <p>The HT provided the following staffing update: During the school closure staff have undertaken online training for SEND, Behaviour, Mental Health and subject knowledge. This has been completed in addition to providing home learning and monitoring for pupils.</p> <p>Two members of staff have been shielding, one of whom is returning to school this week and an individual risk assessment will be completed. The other staff member will remain at home and continue to provide home-learning for pupils not yet in school.</p> <p>Staff have been very flexible during the school closure and supported each other.</p> <p>Q: Has the school closure had an impact on staff wellbeing? A: The school has managed staff anxiety levels as well as possible. Staff returned to site on 1st June 2020 to resume the normal routine and to become familiar with the required adjustments to school layout. Staff are happier and more confident as a result of being back in school. The confidence of staff is improving as more pupils return to school.</p>	
16	<p><u>PREMISES AND HEALTH & SAFETY</u></p> <p>MUGA The PTA have visited two MUGA sites where the installations have been completed by prospective contractors and reported that the difference in price was reflected by the difference in quality. The planning application has been submitted. It was noted that no additional fund-raising has taken place due to COVID-19.</p> <p>Pre-School Playground All developments have been placed on hold due to COVID-19.</p>	
17	<p><u>GVO</u></p> <p>Governors agreed that the GVO has been a particularly helpful tool for governance during COVID-19. Governors were advised that the GVO has been enhanced with new functions included:</p> <ul style="list-style-type: none"> • Governor Skills Audit • Attendance Register • Policy Management <p>Action: To review the new GVO functions.</p>	Clerk/TS
18	<u>DIRECTORS REPORT</u>	

	<p>The Director's Report had been circulated via the GVO prior to the meeting and the clerk highlighted the following items:</p> <p>Item 1: School Governance & Liaison Update Governors noted that MS Teams is the recommended platform for virtual meetings.</p> <p>Item 2: Data Collection Governors noted the final budget submission date of 30th June 2020.</p> <p>Item 10: Updated Education HR Policies Governors noted the following policies have been updated:</p> <ul style="list-style-type: none"> • Teacher's Appraisal • Support Staff Pay • Well-being • Buy Out Procedure 	
19	<p><u>NOTE ARRANGEMENTS FOR PRODUCTION OF MEETING PRECIS</u></p> <p>It was agreed that CA will draft and prepare the meeting precis.</p>	CA
20	<p><u>MEETINGS</u></p> <p>The meeting dates for the academic year 2020-21 have been approved and uploaded to the GVO.</p>	
21	<p><u>ANY OTHER BUSINESS</u></p> <p>There were no items to consider.</p>	
22	<p><u>IMPACT STATEMENT</u></p> <p>Governors:</p> <ul style="list-style-type: none"> • Reviewed and approved the 2020-21 budget and staffing structure. • Reviewed the condition and maintenance of the building. • Considered the financial impact of the school closure upon the Squirrel Club. • Considered the impact of the school closure upon staff well-being. • Reviewed the use of the GVO. 	

The meeting moved to the Part 2 agenda at 7.15pm.

Chair

Date