



**MINUTES OF A MEETING OF THE ASSETS
COMMITTEE OF ALDERLEY EDGE PRIMARY SCHOOL
HELD VIA MS TEAMS ON 3RD NOVEMBER 2020**

Governors Present: Caitrin Adorian (CA) Chair
Lindsey Walsh (LW) Head Teacher
Marc Asquith (MA)
Wendy Davies (WD)
Tony Smith (TS)

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

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting opened at 5:35pm

		Actions
1	<p><u>APOLOGIES & ADDITIONAL AOB ITEMS</u></p> <p>All committee members were in attendance. 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 16th June 2020 were confirmed as a correct record, signed by the Chair and will be scanned and uploaded to the GVO.</p> <p>Action: To scan signed minutes and upload to GVO.</p>	CA/Clerk
4	<p><u>MATTERS ARISING</u></p> <p>The action log was reviewed and the following matters arising addressed which will not be covered elsewhere in the agenda:</p>	

	<p>Squirrel Club Market research to compare charges made by competitors had been completed. Governors were advised that the Squirrel Club's charges were in line with those of competitors. Action: To send results of market research to school.</p> <p>Review of Catering Provision This is ongoing. The number of pupils currently having school dinners is low.</p> <p>Update of Governor Training Schedule Cheshire East (CE) maintains a record of CE courses attended by governors. Action: To provide a copy of CE's governor training records.</p> <p>Wilmslow Sports A letting agreement has been put in place with Wilmslow Sports for the use of the school field.</p> <p>Cheshire East Long-Term Sickness Scheme This had been purchased via CheSS.</p> <p>All other items were completed or ongoing.</p>	<p>CA</p> <p>Clerk</p>
5	<p><u>FULL SCHOOL RE-OPENING</u></p> <p>The HT provided an update upon the full school re-opening and highlighted the following:</p> <ul style="list-style-type: none"> • Attendance was at 95%. • It was challenging to get supply staff to provide cover if staff were sick or had to isolate. • Staff wellbeing had been reviewed and the school ensured staff were supported by providing flexible working where possible. Staff were maintaining social distancing from colleagues. A new Staff Wellbeing Policy had been drafted for review and approval by governors. <p>Q: Have staff had an opportunity to review the policy as it is for their benefit? A: As it is a new school policy, it should be reviewed and approved by governors prior to being shared with staff. Action: To review Staff Wellbeing Policy via GVO.</p> <p>Q: Is there anything the governing board can do to help staff? A: A staff wellbeing survey is planned. Staff are supportive of each other. The letters from the governing board to staff and parents have been positively received. The school has considered re-introducing 'Making a Difference' (MAD) days for the benefit of staff wellbeing.</p>	<p>All Governors</p>

	<p>Q: What is a MAD day? A: Any member of staff could take a day off during term-time if agreed in advance and other staff members would provide cover. This would be challenging to implement currently as staff could be required to isolate at any time leaving insufficient staff to cover classes.</p> <p>Governors were advised that replacement desk top computers had been purchased for staff using available funds from the capital grant. This had been beneficial for staff in improving virtual communication.</p>	
6	<p><u>FINANCE MATTERS</u></p> <p>Budget Update Year 1 is predicted to break even for the year with a carry forward of £7.5K. A deficit of £17K is predicted in Year 2, leading to a carry forward of (£9.3K).</p> <p>Governors noted there had been an increase in cleaning and grounds maintenance costs due to Covid-19, together with a loss of income from Squirrel Club and lettings. There were reserves in the Squirrel Club funds which would last two years. The school planned to transfer £23.7K from Squirrel Club in Year 1 and £38.5K in Year 2.</p> <p>Q: Are there any other potential revenue streams which could be considered? A: An increase in uptake of school dinners would provide additional income. The school receives lettings income from the Pre-school. A Pilates teacher normally uses the school in the evenings but is currently unable to hold classes due to Covid-19 restrictions.</p> <p>COVID-19 Catch-Up Premium The first tranche in the sum of £4K had been received. The Maths and English subject leads had completed audits to identify pupils requiring interventions. The school planned to focus upon Year 5 as they had had to isolate.</p> <p>The school had approached Jane Roberts of 'Tutor with Confidence' as she was familiar with the school and was able to provide catch-up learning and deliver remote learning if a class had to isolate.</p> <p>Q: What is the plan to bridge the gaps in learning and deliver any missed curriculum? A: Tutors and teachers are prepared to deliver group interventions which will be based upon need. The plan for Year 5 is for two teachers to work within the class to deliver interventions across the curriculum.</p> <p>SFVS Governors noted that feedback had not yet been received from the 2019-20 SFVS submission. CA agreed to assume responsibility for the 2020-21</p>	

	<p>SFVS submission with support from other governors. Action: To liaise with the new governor, Ian Parks (IP) regarding completion of the SFVS.</p> <p>Manual of Internal Financial Procedure (MIFP) This was under review. Action: To complete review of the MIFP.</p>	<p>CA</p> <p>LW/CA</p>
7	<p><u>BUILDINGS</u></p> <p>Playground The remedy work on the top playground had been completed following the leak and the wall had been made safe. The school had received a refund of £650 from United Utilities for costs incurred. Remedial work had also been completed on the toilets and windows had been opened to create more ventilation. The site manager had completed painting and decoration work during the school holidays.</p> <p>Emergency Exit Governors noted that an external emergency exit door on the upstairs classroom could not be installed as there was not a safe location for a door. The emergency exit would remain as through the window onto the flat roof.</p> <p>Shelter on Infant Playground There was an urgent need for a structure on the Infant playground to provide shelter for pupils from inclement weather. This is especially important at this time as the school is encouraging pupils to eat outside as much as possible during the current pandemic. Funds earmarked for IT in the capital grant would have to be diverted to this project. The school had been quoted £3K for another umbrella and £3.3K for a semi-permanent structure. Governors approved the purchase of the semi-permanent structure.</p> <p>Guttering The metal guttering required repairs at a cost of £1.8K on the main school building and £500 on the Squirrel Club. This include £950 for the hire of scaffolding. While the scaffolding was in place, the upstairs windows could also be painted, and this had been included in the Year 2 budget.</p> <p>Q: Can this work be deferred for a year? A: Yes, the work required does not have an impact on safety.</p> <p>Governors agreed to defer the work until April 2021.</p> <p>Bike racks Governors noted that the bike racks near the Squirrel Club would be removed at a cost of £150 to provide more space.</p>	

8	<p><u>INSURANCE</u></p> <p>There was no insurance due for renewal.</p>	
9	<p><u>DEBT WRITE OFF</u></p> <p>There were no debts to be written off.</p>	
10	<p><u>SQUIRREL CLUB</u></p> <p>There was a 50% reduction in numbers at the Squirrel Club. Many parents were working from home and did not require after-school provision. The Club was now able to provide ad-hoc places as there was capacity for the remainder of the autumn 2020 term.</p> <p>The Club had provided three days of Holiday Club during half-term which had been successful.</p>	
11	<p><u>INVENTORY</u></p> <p>The Inventory was kept up to date by the Site Manager. Action: To review the Inventory.</p>	CA
12	<p><u>GOVERNOR TRAINING</u></p> <p>This was covered under item 4.</p>	
13	<p><u>POLICIES</u></p> <p>The following policies had been uploaded to the GVO for review and approval:</p> <ul style="list-style-type: none"> • 06 – Lost or Missing Children • 26 – Letting • 63 – Whistleblowing • 98 – Equality & Diversity in Employment • 103 – Disciplinary Procedure • 105 – Time off and Leave Policy <p>Governors approved the policies subject to the inclusion of any amendments agreed via GVO. Action: To review policies via GVO.</p>	All Governors
14	<p><u>STAFFING</u></p> <p>This had been covered under item 5.</p>	
15	<p><u>PREMISES AND HEALTH & SAFETY</u></p>	

	<p>A Health & Safety report had been completed during the autumn 2020 half-term break and was available on the GVO. A new Health & Safety link governor was required. TS had agreed to assume the role on a temporary basis.</p> <p>Action: To appoint a new Health & Safety governor.</p> <p>Governors noted that the school had a Violent and Abusive Risk Register in place.</p> <p>MUGA The Planning Department, PTA and a potential contractor had visited the school. The Alderley Edge Institute had advised they would provide funding subject to the PTA fundraising from local business. An article had been published in the parish magazine and the PTA hoped to receive donations as a result.</p> <p>Q: What funds have been raised so far? A: The PTA has approximately £25K and the MUGA would cost between £80 – 110K.</p> <p>Pre-School Playground Plans for the Pre-School playground were on hold.</p>	All Governors
16	<p><u>SCHOOL RESIDENTIAL VISITS</u></p> <p>Planning had started for the Year 6 trip to Pensarn in May 2021. Initial meetings with parents had taken place but no money had been collected. No plans had been made for the Year 2 and Year 4 trips.</p> <p>Q: When would arrangements be made for the Year 2 and 4 trips? A: Once the government gives the go ahead for residential trips. Further guidance is awaited.</p>	
17	<p><u>GVO</u></p> <p>Governors agreed that the GVO is a useful tool. Governors noted that the governor self-assessment had been uploaded to GVO for completion.</p> <p>Action: To complete the self-assessment.</p>	All Governors
18	<p><u>DIRECTORS REPORT</u></p> <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 14 – School Funding 2021/22 Governors noted that the National Funding Formula had been deferred and that the process for setting the locally determined funding formula for 2021/22 would be considered at the Schools Forum meeting on 10th December 2020.</p>	

19	<p><u>NOTE ARRANGEMENTS FOR PRODUCTION OF MEETING PRECIS</u></p> <p>It was agreed that CA will draft the meeting precis. Action: To prepare the meeting precis.</p>	CA
20	<p><u>MEETINGS</u></p> <p>The next committee meeting will be on 23rd February 2021 at 5:30pm.</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 staffing and considered staff wellbeing • Reviewed the budget and considered the use of the Catch-Up Premium • Reviewed the impact of Covid-19 restrictions upon the Squirrel Club • Considered building maintenance and remedial work required 	

The meeting moved to the Part 2 agenda at 6:59pm.

Chair

Date