



**MINUTES OF A MEETING OF THE ASSETS  
COMMITTEE OF ALDERLEY EDGE PRIMARY SCHOOL  
HELD AT THE SCHOOL ON 11<sup>TH</sup> FEBRUARY 2020**

<b>Governors Present:</b>	Caitrin Adorian (CA)	Chair
	Lindsey Walsh (LW)	Head Teacher
	Marc Asquith (MA)	
	Wendy Davies (WD)	
	Tony Smith (TS)	
<b>Also in attendance:</b>	Diane Murdoch (Clerk)	Clerk to the Governors

**PART ONE – NON-CONFIDENTIAL BUSINESS**

*The meeting opened at 5:34pm*

		<b>Actions</b>
<b>1</b>	<p><b><u>APOLOGIES &amp; ADDITIONAL AOB ITEMS</u></b></p> <p><b>Apologies</b> The committee agreed that the apologies for absence received from G Pickford (GP) be accepted. Governors noted the absence of I Pemberton (IP).</p> <p><b>Additional AOB Items</b> LW asked that governors give consideration to letting the school field at weekends.</p> <p><b><u>Election of Chair and Vice Chair</u></b> Governors agreed to take the election of chair and vice chair as the next item of business.</p> <p>The terms of office for the Chair and Vice Chair of the Assets Committee were agreed as one year until the spring term 2021 committee meeting.</p> <p>The following nominations were received by the Clerk:</p> <ul style="list-style-type: none"> <li>• CA for Chair.</li> <li>• WD for Vice Chair.</li> </ul> <p>CA and WD accepted the nominations and were duly appointed as Chair and Vice Chair respectively of the Assets Committee, with immediate effect.</p>	

2	<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>• 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>	
3	<p><b><u>PART ONE MINUTES AND MATTERS ARISING</u></b></p> <p>The Part One Minutes of the meeting held on 12<sup>th</sup> November 2019 were confirmed as a correct record, signed by the Chair and retained by the school.</p>	
4	<p><b><u>MATTERS ARISING</u></b></p> <p>The action log was reviewed and the following matters arising addressed from the Part One minutes which will not be covered elsewhere in the agenda:</p> <p>The Emergency Plan has been uploaded to the GVO. Governors agreed that the plan itself did not need to be on the website.  <b>Action:</b> To update the website with the information that an Emergency Plan is in place.</p> <p>Following the resignation from the governing board of P Littlewood the insurance audit is still outstanding. CA agreed to take over responsibility for this item.  <b>Action:</b> To carry out the insurance audit.</p>	<p>LW</p> <p>CA</p>
5	<p><b><u>FINANCE MATTERS</u></b></p> <p><b>Budget Update</b>  Governors met with the LA Budget Officer on 11<sup>th</sup> February 2020. The budget was received and reviewed. The key change was receipt of an additional £16K SEND funding.</p> <p><b>Progress Review of Annual Budget for 2020/21</b>  Governors noted that the SEF and SSDP have been updated to run in accordance with the academic year. The school anticipates a funding increase in 2020/21 to address the predicted shortfall of £4K.</p> <p><b>SFVS Update</b>  Governors have had their first round of meetings to review the SFVS with</p>	

	<p>the second round scheduled for early March 2020. The SFVS will be ready for review and approval by governors at the spring 2020 FGB meeting on 26<sup>th</sup> March 2020.</p> <p><b>Manual of Internal Financial Procedures (MIFP)</b> The Manual of Internal Financial Procedures has been edited to reflect a reorganisation of financial and clerical roles within the school office. This was made available to governors on the GVO prior to the meeting and has been reviewed and approved.</p>	
6	<p><b><u>BUILDINGS</u></b></p> <p><b>Building and Maintenance Update</b> The head and site manager complete a weekly walk around the school checking the building. The wooden squirrel on the school grounds appeared to be rotting but will be probably be removed when MUGA is installed. Governors noted that it was 12 months since the last survey was completed. I Pemberton was the governor with responsibility for completion of the survey. <b>Action:</b> To contact IP to arrange for the survey to be completed.</p> <p><b>Condition Report Update</b> The Local Authority (LA) were due to come to the school to complete the condition survey during the autumn 2019 term, however they were unable to attend. A new date for the survey is awaited from the LA.</p> <p><b>Q: Do we have an obligation to chase the LA for the completion of the survey?</b> <b>A:</b> No, the school is waiting for a new date from the LA.</p> <p>Governors noted that the survey is due for completion and agreed to use the previous condition reports as a base to undertake and form a report for their own information. <b>Action:</b> To carry out a condition survey.</p> <p><b>CEC Health and Safety Report</b> The report has been uploaded to the GVO and all actions have been completed. The next report has been arranged for June 2020.</p>	<p>TS</p> <p>TS</p>
7	<p><b><u>DEBT WRITE OFF</u></b></p> <p>A family had left the school with £150 owing to the Squirrel Club. The school has written to them but had no response. The School asked Chafes to write to the parents who have now duly paid their outstanding amount. There are currently no debts to write off as the children are still in school.</p> <p>There were no assets to be written off.</p>	

8	<p><b><u>SQUIRREL CLUB</u></b></p> <p>Governors reviewed the Squirrel Club finance which was looking healthy. The club had not opened during Christmas 2019 due to when Christmas Day fell. It opens on INSET days unless staff training requirements make this impossible.</p> <p>The finance documents continue to be collated and by the summer term 2020 committee meeting, there will be a full year's information available. The school has been able to attribute a proportion of the premises costs to the Squirrel Club and has also incorporated some of the club funds into the school budget.</p> <p>Demand for the club is high, despite competition from other organisations and uptake is projected to increase year on year. Capacity will be limited by the building and number of staff.</p> <p><b><i>Q: Could the club grow another 10% without investment in additional staff or the building? How difficult would it be to grow the club to meet the anticipated high demand as it could be a good source of income to invest in pupils' education?</i></b></p> <p><i>A: Staffing is problematic due to the split shifts which make it difficult to attract staff. The club relies on the school support assistants however, they often already have two contracts (support assistant and midday assistant) and taking on a third contract as a playworker has an impact on their tax situation.</i></p>	
9	<p><b><u>PURCHASE OF ANNUAL CONTRACTS</u></b></p> <p><b>Virtue Contract (IT)</b> This was reviewed and the school is happy with the service provided and the contract will be renewed. The number of hours can be reduced.</p> <p><b>Telephone</b> Arrow have visited the school to discuss the contract. At the end of this year's contract the school will own the infrastructure. The school has negotiated a £10 per month reduction in fees and some free training for staff.</p> <p><b><i>Q: If the school now owns the infrastructure, are they also responsible for maintenance?</i></b></p> <p><i>A: The school has always paid a maintenance fee as part of the contract and this will continue.</i></p> <p><b>Action:</b> Telephone infrastructure to go onto the Asset register.</p> <p><b>Waste Collection</b> This is due for renewal with Henshaws at a cost of £156 per month. An alternative quote was sourced by the school for £150 per month, but the</p>	TS

	school is happy with the service provided by Henshaws and it was agreed to remain with them as the existing provider.	
10	<p><b><u>BUSINESS CONTINUITY PLAN</u></b></p> <p>Governors approved the updated Business Continuity Plan. This is now on the website.</p>	
11	<p><b><u>GOVERNOR TRAINING</u></b></p> <p>The following training has been completed:</p> <ul style="list-style-type: none"> <li>• SFVS training - CA, WD, TS, LW and Heather Penn (school office).</li> <li>• Financial training – WD</li> <li>• Complaints training - CA</li> <li>• Prevent training - MA</li> <li>• Leading Safely training – LW</li> </ul> <p><b>Action:</b> To update the governor training schedule.</p> <p>WD attended the Director’s Report meeting for governors and found it to be useful.</p>	TS
12	<p><b><u>INVENTORY</u></b></p> <p><b>Action:</b> A check of inventory is to be completed.</p>	CA
13	<p><b><u>POLICIES</u></b></p> <p>The following policies have been uploaded to the GVO for review and approval:</p> <ul style="list-style-type: none"> <li>• 07 Charging</li> <li>• 09 Health and Safety</li> <li>• 27 Equal Opportunities</li> <li>• 44 Staff Attendance</li> <li>• 53 Security</li> <li>• 66 Teachers’ Appraisal</li> <li>• 84 Lone Working</li> <li>• 95 Use of Helmets</li> <li>• 98 Equality and Diversity</li> <li>• 100 Pensions</li> <li>• 103 Disciplinary</li> </ul> <p><b>Action:</b> To review the policies and approve on the GVO.</p> <p>Policy No 63 Whistleblowing is on the GVO for approval at the spring term 2020 FGB meeting.</p> <p><b>Action:</b> To place on the agenda for the spring term 2020 FGB.</p>	Committee  Clerk

14	<p><b><u>STAFFING</u></b></p> <p><b>Teachers' Workload Update</b>  The results of the most recent teachers' workload survey have been uploaded to the GVO together with a summary of the key findings. The new 'marking in writing system' has had a positive impact on staff workload. Governors noted that there was a positive trend and staff were reporting a good work/life balance. Staff absence levels are low.</p> <p>An area for consideration is the extension of data recording across the curriculum. It is currently used for Reading, Writing and Maths and has been extended to the Foundation subjects. The teachers have opted for this as they recognise the benefits for them as subject leaders.</p> <p>Teachers have been attributed subject leader roles which has increased their workload.</p> <p><b><i>Q: Have the subject leader roles been easy to incorporate?</i></b>  <i>A: Teachers have always had subject leader responsibility but are now being held more accountable for the role. Two INSET days this year will be set aside for teachers to develop their subject knowledge. When more time is required for subject leader development, cover will be provided.</i></p> <p><b>School Staff Training</b>  Since the autumn 2019 committee meeting, the following training has been completed by staff:</p> <ul style="list-style-type: none"> <li>• ISOH Leading Safely</li> <li>• Manual Handling</li> <li>• First Aid at Work</li> <li>• Paediatric First Aid</li> <li>• Defibrillator Training</li> <li>• EpiPen Training</li> <li>• Bursar Network Meeting</li> <li>• ECAPH Conference</li> <li>• SEF Training</li> <li>• DSL Training</li> <li>• SCIES (Safeguarding Children in Education Settings) Update Training</li> <li>• Domestic Abuse L1</li> <li>• Toxic Trio</li> <li>• Digital Safeguarding</li> <li>• Child Sexual Exploitation</li> <li>• Leading Reading</li> <li>• MSIP</li> <li>• SIMS for Clerical</li> <li>• HR and Oracle</li> <li>• SFVS Training</li> </ul>	
----	---	--

	<p>There has been an increase in supply cover costs due to the training requirements.</p> <p>The site manager is due to attend a 4 day Health and Safety management course in April 2020.</p>	
15	<p><b><u>SCHOOL CATERING</u></b></p> <p>Governors reviewed the uptake of school meals for the period September – January 2018/19 against the same period for 2019/20 and noted the number of school meals had decreased by 1000. This was due to the quality of provision, changes in catering staff and the quality of the kitchen.</p> <p>The kitchen has been refurbished and a new chef is in place. The menu has been changed from a three week menu to a two week menu and has been simplified. The food is healthy, nutritious and the children are enjoying the meals. The numbers of meals sold each week is slowly increasing. The current Year 5 and 6 cohorts have acquired the habit of having packed lunches and it is anticipated that once these cohorts have left the school, numbers having school meals will increase.</p>	
16	<p><b><u>SCHOOLS STATUTORY COMPLIANCE SELF-ASSESSMENT PROCESS 2019/20</u></b></p> <p>This has been completed, signed, submitted and uploaded to the GVO.</p>	
17	<p><b><u>PREMISES AND HEALTH AND SAFETY</u></b></p> <p><b>MUGA</b></p> <p>Sport England has given their approval for the project to progress for planning permission. A presentation will be made next week to the Village Institute to request funding. Parents have raised £20K for the project and an approach will be made to the PTA for more funds. The Village Institute often match funds raised and also provide loans to assist. The school would like to install a pitch large enough for children's 7-a-side football. There would still be room for an 80m running track. A medium pitch costs circa £75K and the large costs circa £106K. The size of the pitch will depend upon funding received. There will be two access points to the pitch, one from the school and one for external use only. The school access point will be secured when the pitch is not in use by the school.</p> <p><b><i>Q: Are there any other sources of funding or matched funding?</i></b>  <b><i>A: Nowhere in the Northwest have facilities for disability hockey and the school has been approached by a hockey club who would like to use the new pitch for this purpose. If this was possible, it could lead to more funding.</i></b></p> <p><b><i>Q: Could the school approach Sport England or the Lottery for funding?</i></b></p>	

	<p><i>A: These organisations may specify community use of the pitch and require floodlighting which is expensive to install and will need planning permission. In addition, adults using the facilities whilst the children are in school would be a safeguarding issue.</i></p> <p><b>Pre-School Playground Developments</b> The Pre-school wish to extend their premises to the edge of the field. The area is not used by the school. This project is still in the early stages of review. Governors agreed to this extension in principle.</p> <p><b>Local Authority Health and Safety Review</b> The date for the LA Health and Safety Review has been agreed as 29<sup>th</sup> June 2020.</p>	
18	<p><b><u>GVO</u></b></p> <p>Governors agreed that the GVO is a helpful tool for governance.</p>	
19	<p><b><u>DIRECTORS REPORT</u></b></p> <p><b>Item 2: Changes to Governance Service Level Agreement for 2020/21</b> Governors noted the changes, particularly to the move to Governor Hub for booking governor training. <b>Action:</b> To ascertain when access to Governor Hub will be provided to the governing board.</p> <p><b>Item 14: Changes to SFVS 2019/20</b> The changes were noted by the committee.</p>	Clerk
20	<p><b><u>NOTE ARRANGEMENTS FOR PRODUCTION OF MEETING PRECIS</u></b></p> <p>Governors agreed that CA would be responsible for preparation of the meeting precis.</p>	CA
21	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>The HT informed governors that Wilmslow Sports would like to lease the school field at weekends for football. Rental is currently charged at £15 per hour. Governors agreed in principle to this arrangement.</p> <p><b>Q: Will access to toilets and changing facilities be required?</b> <i>A: These facilities will not be required. If they are needed in future, then the rental price will increase.</i></p> <p><b>Action:</b> To meet Wilmslow Sports to discuss their rental requirements and set out the schools terms of responsible use.</p>	HT
22	<p><b><u>IMPACT STATEMENT</u></b></p>	



	<p>Governors:</p> <ul style="list-style-type: none"> <li>• Reviewed the budgets.</li> <li>• Considered the changes to the SFVS procedure and ensured this was on track to meet the deadline at the end of March 2020.</li> <li>• Considered the condition of the building and made arrangements to complete both a building survey and a condition survey.</li> <li>• Reviewed the success of the Squirrel Club and its potential for growth.</li> <li>• Reviewed and approved the renewal of annual contracts to ensure best value.</li> <li>• Analysed the results of the latest staff workload survey to ensure staff welfare is positive.</li> <li>• Considered the impact of the updated school meal provision and catering facilities for the benefit of all pupils.</li> <li>• Reviewed the costs and benefits of MUGA and its potential rental income to help generate funds to support the school.</li> </ul>	
23	<p><b><u>NEXT MEETING</u></b></p> <p>The date and time of the next meeting was confirmed as 16<sup>th</sup> June 2020 at 5:30pm.</p>	

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

Chair .....

Date .....