



**MINUTES OF A MEETING OF THE ASSETS  
COMMITTEE OF ALDERLEY EDGE PRIMARY SCHOOL  
HELD VIA MS TEAMS ON 15<sup>TH</sup> JUNE 2021**

**Governors Present:** Caitrin Adorian (CA) Chair  
Lindsey Walsh (LW) Head Teacher  
Marc Asquith (MA)  
Wendy Davies (WD)  
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 5:32pm*

		<b>Actions</b>
<b>1</b>	<p><b><u>APOLOGIES &amp; ADDITIONAL AOB ITEMS</u></b> All governors were in attendance. <b>AOB:</b> MUGA</p>	
<b>2</b>	<p><b><u>CONFLICT OF INTEREST</u></b> 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 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> The Part One Minutes of the meeting held on 23<sup>rd</sup> February 2021 were confirmed as a correct record, signed by the Chair, and will be scanned and uploaded to the GVO. <b>Action: To scan signed minutes and upload to GVO.</b></p>	CA/Clerk
<b>4</b>	<p><b><u>MATTERS ARISING</u></b> The action log was reviewed and the following matters arising addressed which will not be covered elsewhere in the agenda:</p> <p><b>Catering Provision</b> Review of catering provision had been placed on hold due to Covid restrictions. Governors noted that the uptake of lunches was gradually increasing.</p>	

	<p><b>Inventory/Assets Register</b> A visit to school is to be arranged this term.</p> <p><b>Q: Can other governors join the Inventory visit to school?</b> A: Yes, governors can attend providing face coverings are worn and they are socially distanced. <b>Action: To contact school to arrange a visit to review inventory and advise WD/TW.</b></p> <p><b>Squirrel Club Market Research</b> Research had found a range of offers and charges. Details would be submitted to the school for comparison. The school reviewed Squirrel Club against other local providers every September and charges were generally in line.</p> <p><b>Governor Training Requirements</b> Details of training available for Assets committee members (including academy finance training) had been circulated via GVO. All training was accessible online. Governors noted the importance of keeping training up to date. Currently training records were recorded on Governor Hub and GVO. Governors noted the requirement to update their training records on GVO with details of training booked via Governor Hub.</p> <p><b>SIP Bespoke Training for Governors</b> The SIP was booked to deliver governor training on 19<sup>th</sup> July 2021. <b>Action: To review skills audit and recommend topics for SIP training.</b></p> <p><b>Q: How about HR training?</b> A: This could be arranged using the HR lead if required. HR training has been delivered before and details are available for reference on GVO.</p> <p>All other items were completed or ongoing.</p>	<p>CA</p> <p>TS</p>
5	<p><b><u>FINANCE MATTERS</u></b></p> <p><b>a) Final Budget 2021-22</b> The 3-year budget document had been uploaded to GVO for review prior to the meeting and had been reviewed in detail at the Finance meeting. For 2021-22 the school were moving forward with an in-year deficit of £14K but due to the carry forward, there would be a surplus of £14K. Year 2 showed a small in-year deficit but would use Squirrel Club reserves in the main budget to ensure a surplus.</p> <p>Governors noted that the budget required updating to include adjustments for an extra £800 for a computing subscription to Purple Mash for the benefit of pupils. The in-year deficit would drop to approximately £10K. Once updated the budget would be circulated to governors. Governors agreed to recommend the budget for approval by the FGB.</p>	

**Q: Following the Health and Safety Inspection there are a few items awaiting attention. Will budget be set aside for these fixes?**

A: These fixes are capital expenses and use separate funds. The school prioritises items recommended by the Health and Safety Inspection and will obtain quotes for the remaining items to put to the budget meeting.

**Q: Is there a contingency for repairs?**

A: The Capital Grant of £6K is used for repairs and can be rolled over for three years. Squirrel Club currently requires a fire alarm at a cost of £2K and this will be met by the Capital Grant. In addition schools can apply for grants from Cheshire East (CE) for capital expenses, providing that the school will pay 10% of the costs.

**Governor Comment:** Some of the remaining Health and Safety items are preventative and if addressed soon, would avoid higher costs later.

**b) Staffing Structure 2021-22**

This was deferred to Part 2.

**c) Purchase of Annual Contracts**

All contracts had been reviewed and updated.

**d) Purchase of Services to the School.**

Purchases via ChESS had been completed with the exception of the Long Term Sickness support which was in the budget but not available in ChESS.

**Sports Grant**

Details were circulated via GVO and will be reviewed in September 2021. The school had used the grant effectively to provide pupils with the opportunities to participate in quality sporting provision.

**Pupil Premium Grant**

Details of the Pupil Premium grant were circulated via GVO and had been reviewed to March 2021. A further review would take place in September 2021. The grant had been used to facilitate pupil access to music tuition, curriculum visits and wrap around care.

**Q: What impact had Covid had upon Pupil Premium pupils?**

A: All Pupil Premium pupils had attended school during lockdown. Tutors had continued to provide 1:1 tuition and music tuition. Squirrel Club had remained open to support families. The Pupil Premium Lead had kept in regular contact with pupils and families.

**Covid-19 Catch Up Funding**

Details of the use of the Catch Up Funding was available on GVO and the school website. Class teachers were delivering catch up interventions to pupils, whilst tutors taught the rest of the class. SALT (Speech and Language Therapy) had been bought in and the school had invested in phonics

	<p>decodable reading books.</p> <p><b>Asset Register</b> This was covered under item 4.</p> <p><b>SFVS</b> It was confirmed that the SFVS was approved by the FGB and submitted by the deadline of 28<sup>th</sup> May 2021.</p> <p><b>Business Continuity Plan</b> This had been reviewed by governors via GVO.</p> <p><b>Unofficial School Fund</b> The annual accounts and audit certificate of the Unofficial School Fund had been received and were available on GVO.</p>	
6	<p><b><u>BUILDINGS AND HEALTH &amp; SAFETY</u></b> TW had been appointed as the new Health and Safety Link governor. A Health and Safety link visit had been completed with LW and a report was available on GVO. The March 2020 Health and Safety Report had been reviewed during the walk around the school site and the majority of actions from the report had been completed or deferred as non-essential and there was insufficient budget to complete them.</p> <p><b>Fire Escape from First Floor Classroom</b> Governors noted that the school is a listed building and alterations are subject to restrictions. The first floor classroom has fire escape access to a flat roof and all access points are kept clear. The classroom is regulation compliant. The school had regular Health &amp; Safety inspections and Fire Risk Assessments every 3 to 5 years. No other report had mentioned the fire escape. The school does not have the budget to undertake optional installations. The next Fire Risk Assessment was due in August 2023 at the earliest.</p> <p><b>Action: To share fire safety reports with governors via GVO and to contact CE to verify whether a fire risk assessment would be needed prior to August 2023 due to only having the staircase.</b></p> <p><b>Security Risk from Headteacher's Office</b> This had been reviewed and it was confirmed that there was no risk to pupils.</p>	LW
7	<p><b><u>DEBT WRITE OFF</u></b> There were no debts to be written off. The school office was chasing Squirrel Club debts. Payment for Squirrel Club was now required in advance and this system was working well. There would be some assets to be written off as part of a review of old laptops.</p>	
8	<p><b><u>SQUIRREL CLUB</u></b> The bookings for the May 2021 half-term holiday were in line with prior year. Squirrel Club had received an increased number of requests for bookings for</p>	

	<p>September 2021.</p> <p><b>Q: Will Squirrel Club be open over summer?</b> A: It will be open three days per week and parents have been asked to block book three consecutive days and pay in advance. A discount was offered for block bookings.</p> <p><b>Q: What were numbers like for wrap around care?</b> A: It is quieter towards the end of the week. There are 15-20 pupils each evening. Pre-Covid, there would be approximately 30 pupils each day.</p>	
9	<p><b><u>INVENTORY</u></b> This was covered under item 4.</p>	
10	<p><b><u>GOVERNOR TRAINING</u></b> This was covered under item 4.</p>	
11	<p><b><u>POLICIES</u></b> <b>Action: To review and approve policies via GVO and to update GVO Policy section.</b></p>	All G'nors /LW
12	<p><b><u>STAFFING</u></b> A teacher workload survey had been completed. Governors were advised that there was a slight shift towards 'increased workload affecting wellbeing'. Teachers had undertaken additional planning preparing for remote and in-school lessons. A staff meeting had been held to review wellbeing. Staff were missing social contact and a feel of community within the school. MS Teams had allowed flexibility in workload and easier access to meetings. Covid related items such as repeated handwashing were impacting staff wellbeing as they were constant reminders of the pandemic.</p> <p>There was increased staff absence due to Covid and having to isolate. Some staff had operations delayed due to Covid. One staff member had been off school with long term stress and another member of staff had been off with Covid-related stress.</p>	
13	<p><b><u>SCHOOL RESIDENTIAL VISITS</u></b> Following the government announcement extending restrictions to 19<sup>th</sup> July 2021, it was unlikely that the planned residential trip to Wales would be able to proceed. The school would prepare all documents in case there was a last-minute change which meant the trip could go ahead.</p> <p>Residential trips were being planned for 2021-22 for Years 2, 4 and 6.</p>	
14	<p><b><u>GVO</u></b> Governors agreed that the GVO continued to be a useful tool.</p>	
15	<p><b><u>GOVERNANCE NEWSLETTER</u></b> The Governance Newsletter had been circulated via GVO prior to the meeting</p>	

	and the clerk highlighted changes in Pupil Premium reporting requirements.	
16	<b><u>NOTE ARRANGEMENTS FOR PRODUCTION OF MEETING PRECIS</u></b> <b>Action: To prepare the meeting precis.</b>	CA
17	<b><u>MEETINGS</u></b> The committee meetings for 2021-22 were confirmed as: <ul style="list-style-type: none"> <li>• Tuesday 9<sup>th</sup> November 2021 at 5:30pm</li> <li>• Tuesday 15<sup>th</sup> February 2022 at 5:30pm</li> <li>• Tuesday 21<sup>st</sup> June 2022 at 5:30pm</li> </ul>	
18	<b><u>ANY OTHER BUSINESS</u></b>  <b>MUGA</b> The Parent Teacher Association (PTA) had focussed all their resources on MUGA and as a result had not been able to make any contributions to school funds. The Alderley Edge Institute had now agreed to make up the difference between the PTA funds raised and the cost of the MUGA. Due to delays in planning, the contractor had pulled out of the project as the cost of building materials had increased. The project would no longer be completed during summer 2021 as planned. The PTA continued to seek additional funding.  <b>Q: Could another contractor be used?</b> A: The increase in costs of building materials would impact all quotes. The PTA were asking contractors to re-quote to assess how much additional funding was required.  <b>Q: Could MUGA be installed during term time?</b> A: Installation could be managed with risk assessments; however contractors want to complete the works during spring or summer due to weather considerations.  <b>Q: Are the current PTA members remaining in place?</b> A: They will remain to see the MUGA project through to completion, however the PTA will be refreshed in September 2021 and a new team will move forward. The school usually receives £1K per term from the PTA, however this had not happened in recent years as the PTA had retained the funds to put towards MUGA.	
19	<b><u>IMPACT STATEMENT</u></b> Governors: <ul style="list-style-type: none"> <li>• Considered governor training requirements.</li> <li>• Reviewed Health and Safety at the school.</li> <li>• Reviewed budget, staffing costs and contingency for repairs.</li> <li>• Considered staff wellbeing and the impact of Covid-19.</li> <li>• Reviewed the Squirrel Club provision.</li> <li>• Received an update on MUGA.</li> </ul>	

*The meeting moved to the Part 2 agenda at 7:00pm.*

Chair .....

Date .....