



**MINUTES OF A MEETING OF THE ASSETS
COMMITTEE OF ALDERLEY EDGE PRIMARY SCHOOL
HELD VIA MS TEAMS ON 9TH NOVEMBER 2021**

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| Governors Present: | Tom Williams (TW) | Chair |
| | Lindsey Walsh (LW) | Head Teacher |
| | Marc Asquith (MA) | |
| | Wendy Davies (WD) | |
| | Claire Finch (CF) | <i>(arrived at item 5)</i> |
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| Also in attendance: | Diane Murdoch (Clerk) | Clerk to the Governors |

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting opened at 5:31pm

| | | Actions |
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| 1 | <p><u>APOLOGIES & ADDITIONAL AOB ITEMS</u> Apologies for absence were received from Caitrin Adorian (CA) and accepted by governors. There were no additional items of business.</p> | |
| 2 | <p><u>CONFLICT OF INTEREST</u> Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting: MA is a Cheshire East councillor. No conflict was expected with the business of the meeting.</p> | |
| 3 | <p><u>ELECTION OF CHAIR</u> Tom Williams was nominated, accepted the nomination, and was duly elected as Chair for a one-year term.</p> | |
| 4 | <p><u>ELECTION OF VICE CHAIR</u> Wendy Davies was nominated, accepted the nomination, and was duly elected as Vice Chair for a one-year term.</p> <p><i>CF joined the meeting.</i></p> | |
| 5 | <p><u>PART ONE MINUTES & MATTERS ARISING</u> The Part One Minutes of the meeting held on 15th June 2021 were confirmed as a correct record. Governors noted that CA, as outgoing Chair of the committee, would sign all Assets committee minutes from 2020-21 and deliver them to the school.</p> <p>The action log was reviewed: Catering: Companies did not wish to take on new clients at the moment due to supply chain and staffing issues. The school would remain with Cheshire East (CE) catering provision. Uptake of school meals was increasing, and this was now providing the school with an income stream. Governors agreed to remove this item from the action log. Inventory Visit: The visit had been completed and notes were available for review on GVO.</p> <p>All other actions were agreed as completed.</p> | |

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| 6 | <p><u>FINANCE MATTERS</u></p> <p>Budget Update Governors received the 3-year budget plan which had been updated following a Finance meeting last week with the CE budget officer. The project Year 1 carry forward had reduced due to an overspend on supply staff and some unexpected expenses (repairs to the pumping station and some tree work). The Squirrel Club surplus was used to support the budget. An additional £8K had been factored into the Year 2 budget to cover remedial works to the school and an extra £4K for the replacement of the boiler in the hall.</p> <p>The school had agreed a new website provider, and this would save approximately £700.</p> <p>Q: Would it be possible to increase Squirrel Club capacity to generate more income? A: To grow Squirrel Club, the school would need to appoint more staff and the waiting list of children was not sufficient to justify an increase in staffing hours. Some Squirrel Club staff were employed on a casual basis and the school was considering employing part-time staff to cover these hours instead.</p> <p>Q: Would Squirrel Club be able to build up surplus funds in future? A: There had been a surplus and this had been used to top up the budget. Historically there had been no costs (such as heating, electrics, staff etc) attributed to Squirrel Club which had allowed the surplus to build. These costs were now part of the Squirrel Club finances. Next year Squirrel Club was predicted to generate income of approximately £50K.</p> <p>Q: Given that the hall boiler needs replacing, should the school take the opportunity to futureproof the heating and consider ground source heating instead? A: The school was investigating applying for a capital grant in spring 2022 to overhaul the heating system in the hall.</p> <p>Q: Do schools have a carbon neutral target and are there any environmental or sustainability grants available? A: There is a movement within the education sector to look at schools being more sustainable. Action: To investigate whether environmental grants are available.</p> <p>The Catch-Up Premium was now called the Recovery Premium and was linked with the Pupil Premium for reporting purposes. The school had received £1600 for school led tutoring and would continue to use their current tutors who were known to pupils and staff. The Recovery Premium report would be uploaded by the 31st December 2021 deadline.</p> <p>The deadline for submission of the SFVS was 31st March 2022. Action: To review and complete the SFVS submission.</p> <p>The MIFP would be updated in December 2021 for approval at the spring 2022 FGB meeting. Action: To update the MIFP for governor review prior to spring 2022 FGB approval (clerk to place on agenda).</p> | <p>TW</p> <p>TW/WD</p> <p>LW/TW/ WD/Clerk</p> |
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| 7 | <p><u>BUILDINGS</u></p> <p>TW, LW and the site manager had completed a health and safety walk round the site and a report had been uploaded to GVO detailing remedial works required, including a review of the heating system. None of these repairs represented a safeguarding issue but were required due to the age of the building and systems. Governors noted the need to be more proactive about building maintenance.</p> <p>The site manager had prepared a costed and prioritised, list of improvement works which was shared with governors. This included updating the playground. Governors were advised that the PTA had been tasked with raising money to fund playground improvements.</p> <p>Q: How was the new PTA? A: They were very active and had recently run an excellent bonfire night event. They were excited to have the playground upgrade as a fundraising target.</p> <p>The MUGA was with the planning department and subject to resolving a few minor issues with trees, planting around the site and access, it was hoped that this would be installed in spring 2022. The new MUGA would present an income generating opportunity through community lettings.</p> | |
| 8 | <p><u>INSURANCE</u></p> <p>The school was undertaking an audit of insurance to ensure best value and had moved away from CE for Teacher Absence insurance, having found a like for like product which was £1500 cheaper.</p> | |
| 9 | <p><u>DEBT WRITE OFF</u></p> <p>There were 75 pupil Netbooks to be decommissioned. These were at least 7 years old. Twelve laptops had been purchased for KS1. Two interactive whiteboards were broken, and two new touchscreens had been installed during the October 2021 half-term. All items were accounted for within the inventory checklist.</p> <p>WD had recently reviewed inventory and advised that the school maintained a very thorough recording and grading system.</p> <p>Q: Should the school be investing more in ICT hardware? A: There was £5K per year earmarking in the budget for ICT. The school could also use their capital grant for ICT. It would be great to have more iPads for use in classes.</p> <p>Squirrel Club debt had been successfully recovered by the school office and currently there was £80 owed from one family who were still at the school. All outstanding debt from last year's Year 6 pupils had been recovered. The school had advised a minority of families that they could not use Squirrel Club until outstanding debts had been paid.</p> <p>Q: Can credit or debit be transferred between different accounts, e.g. a dinner money credit used to balance a Squirrel Club debit? A: This was not possible due to the different allocation of monies.</p> <p>The biggest challenge was recovering Squirrel Club debt from families who did not attend the school but just accessed the holiday club. The terms and conditions of the</p> | |

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| | Squirrel Club had been updated to state that families not at the school would be required to pay for Squirrel Club in advance. | |
| 10 | <p><u>SQUIRREL CLUB</u> Income was £20K down this year due to the impact of Covid-19, however the club was now full. Update terms and conditions were available for review on GVO and included details of the provision for SEND pupils.</p> <p>Governors reviewed the Squirrel Club charging schedule against other local providers and noted that there was scope to increase prices per session. It was important to find the right balance. Uptake had increased and the school did not wish to deter families from accessing the provision. There was also the reputational risk to consider.</p> <p>Q: Is there a sibling discount? A: After school club was £10.50 for the first child and £9.50 for a sibling.</p> <p>Governors agreed to increase the prices for After School Club to £11.50, Before School Club to £6 and Holiday Club to £28 for a full day and £15 for half a day.</p> | |
| 11 | <p><u>INVENTORY</u> A virtual visit to review inventory had been completed. Action: To visit school to carry out inventory checks.</p> | TW/WD |
| 12 | <p><u>GOVERNOR TRAINING</u> The training link governor was confirmed as WD. Governors noted there was a requirement for a GDPR link governor and a Website Compliance governor.</p> | |
| 13 | <p><u>POLICIES</u> Action: To review the policies in the Policy Review folder in GVO, in particular policies 07 – Charging for School Activities and 100 – Pensions Discretions.</p> | All G'nors |
| 14 | <p><u>STAFFING</u> There was one Learning Support Assistant (LSA) who was not linked to an EHCP pupil. All other LSA's were linked to EHCP pupils.</p> <p>Staff had completed CPD training including Keeping Children Safe in Education, Health & Safety, Curriculum, Ofsted and Subject Leadership. Some training was provided in-house and some via the Maintained School Partnership. Safeguarding Level 1 training was booked for January 2022.</p> <p>Staff workload was challenging. The new Ofsted expectations created a significant workload for staff to ensure that they were fully prepared for a visit.</p> | |
| 15 | <p><u>SCHOOL RESIDENTIAL VISITS</u> Year 2 would visit Pettypool, Year 4 would visit Whitehall and the Year 6 trip to Pensarn was booked for May 2022.</p> <p>Q: What were the cancellation arrangements in case of another lockdown? A: Parents would lose the deposits and the school would make them aware of this risk. During the previous lockdowns, the insurance companies had paid out to cover cancellation costs, but they had now changed their terms and conditions.</p> | |

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| | <p>Q: Has the timescale for payments changed, so that parents can pay nearer the trip to reduce the cancellation risk?</p> <p>A: No, the locations cannot all afford to absorb the financial impact of later payments or cancellations.</p> | |
| 16 | <p><u>DIRECTOR'S REPORT</u></p> <p>The autumn 2021 Director's report and precis had been circulated via GVO prior to the meeting. The clerk highlighted item 2.4 – the findings of the Internal Audit following SFVS submissions, and 3.5 – the Local Authority Interactive Tool for benchmarking.</p> <p>Action: To consider items 2.4 and 3.5 of the Director's report as part of the SFVS submission.</p> | TW/WD |
| 17 | <p><u>NOTE ARRANGEMENTS FOR PRODUCTION OF MEETING PRECIS</u></p> <p>Action: To prepare the meeting precis.</p> | TW |
| 18 | <p><u>MEETINGS</u></p> <p>The date and time of the next committee meeting was confirmed as Tuesday 15th February 2022 at 5:30pm.</p> | |
| 19 | <p><u>ANY OTHER BUSINESS</u></p> <p>There were no items of additional business.</p> | |
| 20 | <p><u>IMPACT STATEMENT</u></p> <p>Governors:</p> <ul style="list-style-type: none"> • Reviewed budget and supply staff costs and considered required remedial works. • Challenged the Squirrel Club charging schedule and agreed an increase in prices. • Considered the opportunity to reduce the school's environmental impact. • Monitored spend on insurance and ICT to ensure the school received best value. | |

The meeting moved to the Part 2 agenda at 6:48pm.

Chair

Date