



**MINUTES OF A MEETING OF THE ASSETS
COMMITTEE OF ALDERLEY EDGE PRIMARY SCHOOL
HELD AT THE SCHOOL ON 15TH FEBRUARY 2022**

Governors Present:	Tom Williams (TW)	Chair
	Lindsey Walsh (LW)	Head Teacher
	Wendy Davies (WD)	
	Teddy Wayman (TWn)	
Also in attendance:	Lindsey Platt (LP)	Deputy Headteacher
	Su Garbutt (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> Apologies for absence were received from Marc Asquith (MA) and accepted by governors.</p> <p>Governors agreed to discuss the following items under AOB:</p> <ul style="list-style-type: none"> • DBS checks • Hygiene report 	
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: No conflict was expected with the business of the meeting.</p>	
3	<p><u>PART ONE MINUTES & MATTERS ARISING</u> The Part One Minutes of the meeting held on 9th November 2021 were confirmed as a correct record and signed by the Committee Chair.</p> <p>LW would scan and upload the signed minutes to Governor Hub.</p> <p>The action log was reviewed: Environmental grants: TW had investigated whether any suitable grants were available and submitted a summary report to GVO. TW stated he had not found any grants the school could apply for. Governors agreed to remove this item from the action log. SFVS: Catriona Adorian, Tom Williams and Teddy Wayman had met and drafted the SFVS submission which would be approved at the FGB on 17th March 2022. Precis: had been completed and sent to parents by TW. Policies: LW to add a comment to Policy 100 on GVO.</p> <p>All other actions were agreed as completed.</p>	<p>LW</p> <p>LW</p>
4	<p><u>FINANCE MATTERS</u></p> <p>a. Approval of the draft annual budget for 2022/23 Governors were informed that the Finance meeting would take place on 9th March 2022 and therefore an updated draft budget for 2022/23 was not available for review and discussion. The draft had been approved at the previous meeting on 9th November 2021 and the update would be received at the FGB meeting scheduled for 17th March 2022.</p>	

b. Benchmarking review

The Squirrel Club had been benchmarked at the last meeting.
The waste management contract was due for renewal and benchmarking was currently underway to ensure value for money.
General benchmarking was undertaken with other SBMs/Bursars as part of the SFVS

c. Staffing structure 2022 – 2023

Governors were informed that staffing costs would increase due to the pandemic and staffing cover.
There would not be many changes to the staffing structure for the next academic year. Governors noted that staffing levels were already at bare minimum with regards to the teacher to pupil ratio. Admin hours had also been decreased.
The Committee was informed there may be a need to recruit, but it would depend on EHCP costs being awarded.

Governor question: Are EHCP costs covered by additional budget streams?

Response: (LW) Unfortunately not. The first £6,000 of any plan comes from the school budget. £6,000 = 12 hours. If a pupil is awarded more than 12 hours, we get additional top up funding. We have at least 3 new EHCPs which are likely to be awarded which will equal £18,000 which will need to be assigned from the school budget.

Governors were informed by the Headteacher that the SEND budget is around £25,000 to cover the whole school need. The school currently had 7 children on EHCPs and this was likely to increase to between 10 and 12 for the 2022/23 academic year.

Inclusivity was an extremely important part of the school ethos, but the school was struggling to give the support they would wish due to lack of funds.

d. Business Continuity Plan

The Headteacher explained the plan had been updated in November due to the Liverpool terror attacks. The amended plan had been uploaded to GVO. The annual review was due in March and the committee **recommended the plan to the FGB for approval.**

Action: Clerk to add to FGB agenda

Assets Register

TW informed the committee he had checked the register on 9th February 2022 and had submitted a report on GVO. All spot checks were in order.
Governors **approved** the Assets Register.

Scheme of Financial Delegation

The Scheme of Financial Delegation was contained within the Manual of Internal Financial Procedures.

Action: Governors should comment their agreement on GVO.

SFVS

The Headteacher had uploaded to GVO the response received from Cheshire East to last year's submission. The school had received "Good" assurance.
The committee noted the comments regarding this year's submission.

Governor comment: *It would be helpful for them to tell us what is missing. They are requesting we do not paste answers from last year's submission, but there is little point in rewriting the response if there are no changes to the process within the school, or the monitoring by the board.*

Clerk

All

	<p>Manual of Internal Financial Procedures The Manual had been uploaded to GVO. All governors were requested to comment their agreement. The Manual would be formally approved at the FGB due to be held on 17th March 2022. Action: Clerk to add approval to the FGB agenda.</p>	All Clerk
5	<p><u>BUILDINGS</u> TW had visited the school on 9th February 2022 and had submitted a report to GVO. This included a list of building maintenance needs by priority. Priorities A would cost approximately £225,000 Priorities B would cost approximately £50,000</p> <p>Governors note the school had set aside £6,000 for the boiler. Quotes had now been received for the boiler, water heaters and tanks. The school would be applying for a grant for this work.</p> <p>The playground work would cost circa. £200,000. The PTA would be fundraising for this, and the work would need to be broken into “blocks”.</p> <p>Governor question: Have these “blocks” already been decided upon? <i>Response: (LW) We are looking at this now with the assistance of the contractors. We have £4,000 from the PTA and could possibly use £6,500 from the DFC. However, I would prefer to allocate this to refurbish the schools IT, but it depends on the playground quotes.</i></p> <p>Governor question: Are we ensuring the health and safety work is done first? <i>Response: (LW) Yes, we are. A lot of the other work on the list is cosmetic.</i></p> <p>A governor commented that the entire building needed repair and maintenance work due to its age. However, the school did not have the budget to do any unnecessary work.</p> <p>MUGA Governor question: When will the all-weather pitch be completed? <i>Response: (LW) The contractors have visited to requote, and we are awaiting this information. I will contact them after half term if we haven't received a response before then.</i></p> <p>Governor question: Will it be an income generator for the school when completed? <i>Response: (LW) Unfortunately it does not have any floodlighting and so this will limit when it can be used. The school will be using it for 3 nights a week and it has already been rented for Saturdays. Therefore, there would only be a few nights a week and Sunday's which could be offered, and we would need to review the school's charging policy. During the holidays the Squirrel Club and pre-school are already on site so there could be safeguarding issues if we wanted to rent it out.</i></p> <p>Governor question: Do we have planning approval? <i>Response: (LW) Yes, we do. The contractor is suggesting starting at Easter or during the May half term. However, we use the field a lot during the summer months so if we start the work in May, it could mean we couldn't use the field for the summer. It may be better to commence the work during the summer holidays.</i></p>	
6	<p><u>DEBT WRITE OFF</u> There was no debt write off to be discussed.</p>	

7	<p><u>SQUIRREL CLUB</u> The Squirrel Club finances would be discussed at the Finance meeting due to be held on 9th March 2022 and reported back to the FGB.</p>	
8	<p><u>INVENTORY</u> TW had conducted a review of the inventory during his visit on 9th February 2022.</p>	
9	<p><u>GOVERNOR TRAINING</u> TW, TWn and Katie Bjerkan (KB) had completed the SFVS training course. TWn had completed the Finance for schools training course.</p>	
10	<p><u>POLICIES</u> The following policies had been uploaded to GVO for review and approval:</p> <ul style="list-style-type: none"> • Staff development • Whistleblowing • Equality and Diversity • Support Staff Pay <p>Action: Governors were requested to review and comment on GVO.</p>	All
11	<p><u>STAFFING</u> The Committee was informed that the school had signed up to a government Wellbeing Charter and had set up a wellbeing committee. This was run by four members of staff who were not senior leaders. A suggestions box had been placed in the staff room which had been well received. The suggestions had been reviewed and fell into two groups; those which could be self-initiated and those which would need decision making by the school. The most popular theme for suggestions was around having more time.</p> <p>There was a need for staff to be aware of the benefits they currently do have and appreciate that wellbeing was for all members of staff. Several seemingly simple solutions had been suggested such as having one of the INSET days are a wellbeing day. However, not all staff work INSET days, or it may fall on a day which part time staff were not working.</p> <p>The school used to offer a “Making a Difference” (MAD) day to each member of staff whereby they could take a day per year to do something for themselves. An example given was if a teacher wished to attend Wimbledon they usually could not do so as it fell within term time. However, these days were stopped due to the costs to cover staff. The Headteacher stated that all staff should be able to have a MAD day, and this became too difficult to manage long term.</p> <p>It was important that whatever wellbeing initiatives were decided upon, they were available for all staff.</p> <p>The annual teacher’s workload survey from the DfE would be circulated.</p> <p>Governor question: As a committee, do we need to set aside some funds for this? <i>Response: (LW) We don't have any unallocated funds in the budget available at present. We are not like some of the larger schools who have a large staff and so are able to cover internally. There is very little wiggle room for our staff to take on any cover work.</i></p> <p>The Wellbeing Committee would be undertaking a wellbeing survey with staff during the next INSET day. This would be done together as a group, and staff could talk through what was already in place.</p>	

	<p>Governor comment: <i>Is there something we can do? For example, we could ensure when we come in for meetings that the governors leave something in the staffroom such as a box of biscuits or chocolates.</i></p>	
12	<p><u>SCHOOL RESIDENTIAL VISITS</u> Governors were informed of three school residential visits:</p> <p>Whitehall – 20 – 22 April 2022. The risk assessment had been completed and was with the LA for approval. Pensarn – the visit had been booked Petitpool – the visit had been booked. Governors noted the cost of £425.00 per pupil and therefore there was a need to inform parents as soon as possible.</p> <p>Governor question: <i>Is there a cost to the school for running the Petitpool trip?</i> Response: <i>(LW) It should be nothing, but there are always some children we subsidise including pupil premium children. We do signpost parents to a few local charities who can give grants to help with the costs.</i></p>	
13	<p><u>DIRECTORS REPORT</u> The spring 2021 Director's report and precis had been circulated via GVO prior to the meeting. The clerk highlighted the following items: 3.1 Schools Block Funding 3.2 Schools Financial Value Standards 3.4 Statutory Guidance: School uniform costs 3.6 The Governing Boards role in cyber security 3.7 Flexible working in schools</p>	
14	<p><u>NOTE ARRANGEMENTS FOR PRODUCTION OF MEETING PRECIS</u> Action: To prepare the meeting precis.</p>	TW
15	<p><u>MEETINGS</u> Governors noted the finance meeting would take place in school on 9th March 2022.</p> <p>The date and time of the next committee meeting was confirmed as 21st June 2022 at 5:30pm.</p>	
16	<p><u>ANY OTHER BUSINESS</u> DBS Governors noted the recommendation to update a DBS check for staff every 3 to 5 years. The committee was informed that the recommendation for governors was that on each reappointment, their DBS was updated. Governors recommended these timescales to the FGB for approval. Action: Clerk to add to FGB agenda.</p> <p>Hygiene Report The Committee noted the recent health and hygiene audit and the school had been awarded 5* in all areas. The auditor had particularly commented on the cleanliness of the children's toilets. A few minor actions had been noted, but these all related to the kitchen which was not in the school's control.</p> <p>Governors were informed that following discussions with Cheshire East regarding the dishwasher, they had agreed to purchase a new one which would be installed next week.</p> <p>Governor comment: <i>This is testament to the excellence of the cleaning staff we have at the school.</i></p>	Clerk

17	<u>IMPACT STATEMENT</u> Governors: <ul style="list-style-type: none">• Reviewed costs around EHCPs and how these impacted on the school budget.• Discussed the building maintenance requirements and possible income generation from the MUGA once installed.• Considered staff welfare and what could be done to improve wellbeing in school for all staff.• Increased Governor awareness of staff workload and their requests for more time.• Monitored residential visit risk assessments.	
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The meeting moved to the Part 2 agenda at 6.45pm.

Chair

Date