



**MINUTES OF A MEETING OF
THE ASSETS COMMITTEE
OF ALDERLEY EDGE COMMUNITY PRIMARY SCHOOL
ON WEDNESDAY 15TH FEBRUARY 2023**

GOVERNORS IN ATTENDANCE:

Lindsey Walsh	(LW)	Headteacher
Tom Williams	(TWi)	Chair of Committee
Wendy Davies	(WD)	Co-opted Governor
Teddy Weyman	(TWe)	Co-opted Governor

OTHERS IN ATTENDANCE:

Sarah Lomas	Clerk to Governors
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MINUTES – PART ONE: NON-CONFIDENTIAL BUSINESS

The meeting commenced at 5:04pm.

The quorum for the meeting = 3. The meeting met its quorum.

ITEM		ACTION
1.	APOLOGIES & ADDITIONAL AOB ITEMS Apologies were received and accepted from: <ul style="list-style-type: none">Marc Asquith	
2.	CONFLICT OF INTEREST The following declarations of interest were declared by governors: <ul style="list-style-type: none">TWi is a Director of Neo Projects. <p>There were no anticipated conflicts of interest with the business of the meeting declared by governors.</p>	
3.	PART ONE MINUTES & MATTERS ARISING a) The part one minutes of the previous meeting on 08.11.22 were confirmed as a true and accurate record of proceedings. Governors approved the minutes. An electronic copy of the minutes would be uploaded to GVO post meeting. b) The action log from the previous meeting was discussed and the following items were noted: <ul style="list-style-type: none">Item 6 – TWe will complete the Financial Skills audit post meeting.Item 6 – Governors had met on 03.02.23 to discuss the SFVS and a further update was issued by TWe today which will be reviewed by TWi. The first draft of the SFVS is anticipated to be completed by the end of the week. All other actions were marked as complete.	
4.	FINANCE MATTERS b) It was confirmed that a draft budget would be unable to be approved at this meeting as further work is being undertaken with the support of the Cheshire East Finance team to achieve a balanced budget position. The draft budget will be presented at the FGB for approval. Governors noted that the deadline for submission of the 2023-24 budget was 31.03.23. ACTION: Add approval of draft budget for 2023-24 to the spring term FGB agenda. In terms of the forecast for 2024-25, more modelling work would be carried out and	Clerk

this will be reviewed further following the spring term FGB meeting. Governors noted that the budget needs to be balanced to zero to be approved by Cheshire East Finance.

Q: Is the Board able to approve a budget with a small deficit?

A: Yes, this can be done but governors would have to sign to consent to the school finances being taken over by the LA Finance Team if the deficit were to increase.

Governor Comment: The school continues to be in a similar position year on year and matters have been resolved. The difference this year is the use of Squirrel Club reserves which have never had to be utilised previously. Action will need to be taken for 2024-25 from 01.04.23 when the current year budget ends to consider how to balance this budget.

In terms of an update for the current financial year 2022-23, the following was provided:

- A balanced budget for the current financial year prepared at the Spring Finance Meeting with Cheshire East including an estimated £11,442 input from the Squirrel Club which was required to balance this year's budget.

It was noted that variables that could impact this budget before 31/03/23 include:

- Utility costs which are based on estimates. There may be a positive impact from this. – could have positive impact.
- Income from trips depends on a split of parent payments before and after March 2023. A £3,000 deficit of income v expenditure is currently forecast.
- Overtime costs could have a negative impact.
- Unplanned site maintenance works could have a negative impact.
- Failure to reclaim overpayment from Liberty Sports.

Other Funds

- Catch up premium finished on 2020-21.
- Recovery Fund - £2007.50 has been received to date this financial year. The school were expecting half of this amount based on £145 for 7 pupils (KS2 FSM pupils Oct 21 census) so this may be related to a late payment from the previous year.
- School led tutoring - £2119.50 received to date this financial year. The school were also expecting half this amount based on 60% payment for 15 hours of £18 an hour tuition for just under 7 pupils (KS2 FSM pupils Oct 21 census).
- 47.5 hours SLT reported at Spring Census 19th January 2023 which shows that the school is on track to spend over and above the school's allocation plus 40% top up.
- Pupil Premium
Funding is paid in arrears based on the previous year's census so the 2022-23 forecast is £18,670. There is an increase in funding expected for the next financial year following additional students.
Spend breakdown:
 - LSA £8,000 (7 hours a week of support)
 - Supply costs of £3,500 (£30 an hour forecast for 3 hours a week on a Thursday morning with Andrew Gregory).
 - School led tutoring top up supply AG £1,000
 - Music Lessons £300
 - Sports Club £500
 - Squirrels club provision £1,000
 - School trips £1,000

- Training £200
- Total £15,500
- £3,170 unattributed – this could be related to additional costs for the year of pupils attending squirrels, additional supply costs, free school meal difference of £2,000 (pupil premium children are taken off the Universal Free School Meal payment). The school received £2,000 less than forecast this year for this reason and can expect the same moving forward. This is expected to be taken from the pupil premium allowance. Not all KS2 Pupil Premium children claim free school meals but for the full year the cost is up to an additional £4,000). The school led tutoring unfunded element of 40% of the 15 hours per pupil can also come out of school led tutoring or recovery fund and £1,000 has been attributed to this.

DFC

Funds available with expiry dates:

- £79 31/8/22 – likely to be lost.
- £6,284 31/8/23
- £6,340 31/8/24
- £6,205 31/08/25

Energy Efficiency Grant

- | | | |
|-------------------|------------|---|
| • Grant | £13,932 | 31/8/25 |
| • Committed spend | £430.7 | Squirrels club water heater |
| • Committed spend | £792 | Boys toilet water heater |
| • Balance | £12,709.30 | First invoice for replacement heating and hot water boiler is £18,767 so we would need normal DFC monies too. |

- c) Benchmarking was considered under part two of the meeting.
- d) It was confirmed that the staffing structure would need to be reviewed in line with the proposed budget but that the structure would remain the same.
- e) The following items were noted for receipt and/or approval:
- Business Continuity Plan (BCP) – The BCP had been circulated on GVO and governors confirmed the review of this document prior to the meeting. It was noted that there has only been one amendment to the name of the Chair following WD’s election.

A query was raised as to the name of the document and potential confusion as the document is referenced under a different name on the agenda.

ACTION: Refer to the BCP as the Emergency Plan in future agendas.

- Asset Register – It was confirmed that the Asset Register had been signed and approved by TWi on 03.02.23.
- Scheme of Financial Delegation – This document had been signed and approved by WD in November 2022.
- An initial review of the SFVS would be completed by the end of the week ahead of formal submission by the deadline of 31.03.23.
- The school confirmed that there were no changes to the MIFP required to be approved. WD highlighted that some of the previous amendments were not shown on the version uploaded to GVO. LW confirmed that the MIFP had been updated to reflect the changes referenced.

ACTION: Upload the updated version of the MIFP to GVO.

Clerk

LW

5. **RISK REGISTER**
The school confirmed that a risk register been created which relates to financial risks. A

	<p>Local Authority template has been used which has been personalised to the school. Governors noted that risks have been identified and RAG rated.</p> <p>The most significant risk identified related to the governing board and the number of governors and recruitment. The loss of AH in March will need to be considered particularly regarding the impact on the Teaching and Learning Committee to ensure the Board continues with efforts to recruit candidates with the skills needed on the Board.</p> <p>Reference was made to the school producing open and regular management accounts and it was confirmed that a half termly update would be needed to meet this requirement. LW meets with the School Business Manager at least once per fortnight. The SFVS requires 6 meetings per year. Governors noted that some risks on the register are financial and some are reputational.</p> <p>Q: Is the score on the risk register calculated by multiplying the impact by the likelihood? A: Yes. ACTION: Governors to review the risk register on behalf of the Board to identify any missed items or actions required.</p> <p>Q: Would this be done at the same time as the SEF? A: The risk register would be reviewed and would inform the Governor Action Plan.</p> <p>It was suggested that the risk register be reviewed at the next Strategic Review Committee meeting in the summer term. ACTION: Add review of risk register to the next Strategic Review committee meeting.</p> <p>Q: Have these risks been identified by school? A: The risks were included within the template and the school removed the ones that were not relevant to the school.</p> <p>Q: Who produced the document? A: It is a local authority produced document (Leicester). ACTION: Source additional examples and/or templates of school risk assessments to confirm the content.</p>	<p>All govs</p> <p>Clerk</p> <p>Clerk</p>
<p>6.</p>	<p>WEBSITE COMPLIANCE REPORT</p> <p>An update on website compliance was provided as follows:</p> <ul style="list-style-type: none"> The school confirmed the publication of the 2023-24 Local Authority admissions arrangements on the school website. It was confirmed that no governors had volunteered to review the website. Q: Does the school have a list of what items need to be on the website? A: There is a list of items on the Key and on Governor Hub. School Spider also includes a function to assess a school's compliance but does not show whether this is in date. Q: Do governors have access to School Spider? A: Not at the moment because of the issues with the school email addresses that are not currently working. Governors noted that School Spider recently was the subject of a data hack where data was deleted but there were no GDPR breaches. The school did not suffer any serious effects as the school does not use School Spider for bookings etc. The delays in access were as a result of documents having to be reuploaded. A month's worth of paperwork was deleted so all document dates need to be checked to ensure that paperwork is up to date. ACTION: Contact KB to undertake the website compliance review. 	<p>WD</p>

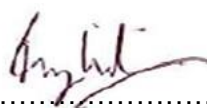
	<p>ACTION: Organise for a report on Website compliance at the summer term Assets meeting.</p>	WD/KB
7.	<p>BUILDINGS</p> <ul style="list-style-type: none"> • A report had been uploaded to GVO and a verbal update was provided as follows: • It was confirmed that there are no funds available for building works due to the current budget position. • It was reported that it had been anticipated that some window repairs would be able to be undertaken for which a quote had been obtained for approximately £2,500 but this has had to be put on hold. It was confirmed that the window repairs are not an immediate health and safety risk but that the cost of repairs will increase as the windows continue to degrade. It was confirmed however, that works to the soffits and fascias could be undertaken if needed. • A drone survey of the school site has been undertaken which has identified the need for additional repairs to roof areas but that these will not be undertaken at the present time. <p>Q: If the school is unable to balance the budget would the LA provide a bail-out? A: No, the LA would take over the school finances.</p> <ul style="list-style-type: none"> • There may be potential to apply for capital grant funding to replace the boiler. • Works would only be undertaken where items such as the boiler completely failed. All the school can do is undertake emergency repairs. • It was noted that the health and safety risks in school are increasing and the worst-case scenario would be the continued decline of the roof which could lead to damp and mould. The school confirmed that the roof only leaks at present during very heavy rainfall. • The school receive £6,500 of DFC funding to maintain an aging building which is insufficient. • Quotes for boiler work have been sourced and an amount of funding will be available in August 2024. The school is awaiting the capital bid process which will commence from the end of March/early April but it may be that the school will be required to contribute 10% of the works. • Health and Safety reports have been submitted to the LA as required. <p>Governor Comment: It is disheartening to be undertaking assessments when there are no funds available for repairs.</p> <ul style="list-style-type: none"> • It was noted that the only works to be carried out included the removal of a large oak tree which will be undertaken in February half term as this is an immediate health and safety risk. • During the recent site visit the asset register was sampled but there has been no progress made on this item. 	
8.	<p>DEBT WRITE OFF</p> <ul style="list-style-type: none"> • The school confirmed that there were no debts to be written off. There are outstanding fees relating to Squirrel Club and there are payment plans in place to manage the repayments. There is one outstanding amount of over £2,000 and attendance is on hold for the pupils concerned. • Governors noted that pupils subject to the attendance ban are pupil premium pupils and the debt could be offset through the use of funding but it was felt that this was not a worthwhile use of funds. PP funding is used on tutoring, school trips, uniform and other items. <p>Q: Should we consider that when PP pupils are given a place in Squirrel Club that PP funding is used to cover the costs? A: No, not at this time. The fees accrued occurred during school holidays and the provision was not utilised during term time.</p>	
9.	<p>SQUIRREL CLUB The charging system or Squirrel Club was discussed.</p>	

	<p>Q: When is the trigger point for the review of charges? A: Changes were last made in January 2022 where an increase was applied. Another review of charges can be undertaken based on the justification of increasing energy and staffing costs. But it needs to be balanced so that the increase does not adversely affect families. ACTION: Add review of charging costs for Squirrel Club to the summer term Assets Committee meeting.</p> <p>The approval of the Squirrel Club Terms and Conditions and Charging Policy was deferred until the next Assets Committee meeting. ACTION: Add approval of the Squirrel Club Terms and Conditions and Charging Policy to the summer term Assets Committee meeting.</p> <p>A current financial update was provided as follows:</p> <ul style="list-style-type: none"> • There is a forecast carry forward at financial year end 2022-23 of £38,000. This is £8,000 less than previously reported as the profit was affected by increased staff costs from 01.09.22. • Figures include £24,000 profit from previous years and an estimate of £13,000 for this financial year which totals £37,000. • £11,442 has been taken from the total to balance current year budget to leave a balance of £26,308 therefore the school will be drawing on future profit to balance next year's budget as it stands. • A conservative estimate of £10,000 profit for future financial years has been applied. • Governors noted that a full time place sponsored by pupil premium costs of £3,000 in missed fees. This is due to end in July 2023. 	<p>Clerk</p> <p>Clerk</p>
<p>10.</p>	<p>INVENTORY There were no items on the inventory to be reviewed at this meeting.</p>	
<p>11.</p>	<p>GOVERNOR TRAINING A discussion relating to governor training took place. The clerk confirmed that outstanding safeguarding certificates continue to be chased. Governors were encouraged to continue with the training available through Cheshire East and Modern Governor aligned to specific skills that require development.</p> <p>The recent Ofsted video circulated was raised as a useful item that would be beneficial for the whole Board to review and would constitute training. ACTION: Circulate the Ofsted training video to the whole Board. ACTION: Set up Ofsted video as a training course on GVO WD confirmed that she is currently undertaking the Safer Recruitment training and that one additional governor needs to complete this training.</p> <p>The skills audit was highlighted with regard to outstanding results. ACTION: Chase outstanding skills audits.</p> <p>Governors discussed succession planning with the departure of AH in March 2023. It was confirmed that a new governor candidate profile has been submitted to the Board for approval. This candidate has a skill set that the Board requires and would be a valuable addition.</p>	<p>LW Clerk</p> <p>Clerk</p>
<p>12.</p>	<p>POLICIES The following policies had been circulated to governors for review prior to the meeting via GVO:</p> <ul style="list-style-type: none"> • 53 – Security Policy • 54 – Pay Policy for Support Staff • 82 – Data Protection Policy 	

	<ul style="list-style-type: none"> • 84 – Lone Working Policy • 87 – Policy for Stress Management • 95 – Use of Helmets <p>A discussion took place regarding the review dates noted on policies. It was suggested that for consistency the footnote details who undertook the review and the date that the review took place with a note at the end of the policy to state when the next review will take place.</p> <p>Governors noted that the school would support a review of policies by governors as this is a significant task for LW to undertake and this is a Board task.</p> <p>Governors approved the policies listed above. ACTION: Amend footnotes to include review data and reviewer initials.</p>	LW
13.	<p>STAFFING</p> <p>A staff survey was undertaken in January 2023 and the results are currently being compiled. Governors noted that there has been a 50% change in staffing which will result in the results of this survey being incomparable to the last survey as staff will not have benefitted from the impact of changes that have already taken place and this will be important for governors to be aware of when interpreting the results.</p> <p>A support staff survey has also been undertaken.</p> <p>In terms of staff training, LP has undertaken safer recruitment, the site manager has renewed their COSHH training and the school business manager has undertaken finance training. Governors noted that whilst staff training continues, there is a budget implication due to the cost of cover when staff are out attending training.</p>	
14.	<p>SCHOOL RESIDENTIAL VISITS</p> <p>The school confirmed that the risk assessment for one residential trip to Whitehall is currently with the Local Authority for approval and risk assessments are currently being completed by the school for two other trips to Whitehall.</p>	
15.	<p>DIRECTOR'S REPORT</p> <p>Governors were briefed on relevant items from the Director's Report and the following items were noted:</p> <ul style="list-style-type: none"> • Headteacher and staff wellbeing – The school confirmed that external supervision has been purchased for Designated Safeguarding Leads. It was noted that consideration be given to the paperwork required for the mid-year review. • Cyber security – The school cyber security plan has been reviewed and training through the National Cyber Security Centre forms part has been undertaken by staff. 	
16.	<p>TO NOTE ARRANGEMENTS FOR PRODUCTION OF MEETING PRECIS</p> <p>It was noted that TWi will produce the meeting precis post meeting. ACTION: Complete the meeting precis.</p>	TWi
17.	<p>MEETINGS</p> <p>The next meeting for the Assets Committee was confirmed as:</p> <ul style="list-style-type: none"> • Tuesday 13th June 2023 at 5:00pm. 	
18.	<p>ANY OTHER BUSINESS</p> <p>The following items of AOB were raised for discussion:</p> <ul style="list-style-type: none"> • Computer server – A school server is required which has been budgeted for. LW as obtained three quotes which were issued to TWi for review. Q: Why does the school require a new server? A: The current server is no longer fit for purpose and unable to support the IT requirements of the school. • The work requires governor approval as the cost is over the £5,000 threshold. 	

	<p>Governors noted that the school does not pay VAT. The quotes obtained were, £5,093, £5,102 and £6,524. The quote for £6,524 which was from the current provider, Virtue, has been selected.</p> <p>Q: Why has the school chosen the Virtu quote as this is the most expensive?</p> <p>A: The Virtue quote included installation of the server which the other quotes did not and therefore is cheaper overall. The fact that the school have an existing relationship with Virtue is also a factor as they will be able to deal more effectively with any issues.</p> <p>Governors approved the purchase of a new school server.</p>	
19.	<p>IMPACT STATEMENT</p> <p>Governors helped to move the school forward in the following ways:</p> <ul style="list-style-type: none"> • Governors discussed benchmarking and strategies for areas of concern were considered. • The school risk register was reviewed with plans put in place for improvements and personalisation going forward. • A governor was assigned to the website compliance monitoring role with a report scheduled to be provided to governors with an update on compliance. • Consideration was given to the Squirrel Club terms and conditions and Charging Policy with a formal review set for the summer term Assets Committee meeting. • Policies were reviewed with amendments made to the review process to provide consistency. • Governors challenged the purchase of the new school server to ensure value for money was achieved. 	

The meeting moved to Part 2.


Chair
13.06.23.....Date