



ITEM		ACTION
	<p>Governors received an update on the submission of failure to submit a balanced budget form from the Headteacher:</p> <ul style="list-style-type: none"> <li>Staffing changes for September 2024 as well as increases in the extended school transfer, which occurred between the finance meetings with Cheshire East on 12<sup>th</sup> February 2024 and 12<sup>th</sup> June 2024, have enabled the school to submit a balanced budget.</li> <li>The projected carry forward from the 2023/24 outturn is now positive and the budgeted carry forward for 2024/25 is also positive.</li> <li>The school is <b>not</b> submitting a failure to submit a balanced budget form.</li> </ul> <p>Governors acknowledged that:</p> <ul style="list-style-type: none"> <li>Medium term financial pressures had not abated.</li> <li>A number of financial variables still needed to be clarified e.g. level of the Teachers' Pay Award, level of the corresponding Teachers' Pay Grant, Sport Grant currently only guaranteed until 2025, future Pupil Premium levels and numbers.</li> <li>Future political change e.g. policy changes, could affect financial plans</li> <li>Academisation discussions may change the financial landscape.</li> </ul> <p>Governors <b>supported the approval</b> of the 2024/25 budget by the Full Governing Body.</p> <p><b>ACTION:</b> To review the forecasts for March 2025 at the next Assets Committee meeting, following the October Finance meeting. Clerk to add to agenda.</p> <p>The following items were reviewed:</p> <ul style="list-style-type: none"> <li>Staffing Structure for 2024-25 – This item was discussed under part two.</li> <li>Purchase of annual contracts – The school proposed a like for like purchase of annual contracts that were due for renewal. Governors <b>recommended the approval</b> of proposed annual contracts by the FGB.</li> <li>The school proposed the purchase of the same level of ChESS services including clerking services. Governors <b>recommended the approval</b> of the proposed services by the FGB.</li> <li>The review by Governors of the use of Sports Grant (PE and Sport Premium) funding was deferred until the Autumn term. Governors noted that 2023/24 spending allocation had already been published on the school's website and that the grant had to be spent by 31<sup>st</sup> July 2024. To date, use of the grant has included spending on specialist PE teacher ' role, attendance at Macclesfield Sports Partnership competitions, PFC-run clubs, enrichment and Tier 2 and 3 sports. The Headteacher advised Governors that uptake of sports was strong with many pupils participating.</li> <li>Asset Register – TWi and HL had recently visited the school and looked at the Library. There were no concerns to note. <b>ACTION:</b> TWi to submit a report of the visit.</li> </ul>	<p>Clerk</p> <p>TWi</p>
5.	<p><b>RISK REGISTER</b></p> <p>Governors noted that there were no new risks to raise and no changes to the status of current documents risks.</p>	
6.	<p><b>BUILDINGS</b></p> <p><i>Some detail for this item is recorded in the Part Two minutes.</i></p> <p>TWi and HL had recently met with the site manager, Mrs Burt, to undertake a buildings inspection. The following points were highlighted to Governors:</p>	

ITEM		ACTION
	<ul style="list-style-type: none"> <li>Boiler replacement – works to resolve the air lock issue will take place in August 2024.</li> <li>Lower Playground – no further drainage issues.</li> <li>Roof condition – one slate requiring replacement and a number of loose slates.</li> <li>Uneven paving – any examples will be rectified during the school holiday</li> <li>Perimeter fencing height – 90% of fencing has now been installed at the correct height but there remain two areas (Eaton Dr and the gate) where remedial work is still required.</li> <li>Lighting – the ‘ball park’ cost of replacing fluorescent light fixings with LED alternatives had been estimated at £2k per classroom.</li> <li>Internal condition – there were some instances of damp affecting plaster work, impacted by the roof condition, and made harder to resolve by the design of the windows.</li> </ul> <p>Governors discussed the problems associated with maintaining a grade 2 listed building and the financial responsibility of the school versus that of the local authority in terms of funding repairs to the building.</p> <p>The Headteacher advised Governors that the DfE Buildings Condition Survey had been undertaken in May 2024 and that a report was expected in the next five months. The report may provide evidence to support the school’s requests/ future bids for funding building repairs/ improvements.</p> <p>Governors agreed that the building required significant investment and noted that it was disappointing that AECPS narrowly missed out on Building Schools for the Future funding because of the cessation of the scheme.</p> <p>Governors resolved that a roof condition survey needed to be carried out.</p> <p>Governors noted that the cyclical maintenance list is up to date.</p> <p><b>ACTION:</b> TWi/HL to submit a building report to Governors, including any recommendations for actions.</p>	TWi/HL
7.	<p><b>DEBT WRITE OFF</b></p> <p>The Headteacher proposed to write off a debt of £1300 for outstanding Squirrel Club fees accrued for its holiday club. Governors noted that this related to two pupils from one family. Only one pupil was still on roll at school and was a PP pupil and in receipt of FSMs. Had the family made a prior arrangement to use the holiday club, as a PP pupil they would have received free access anyway. The Headteacher advised that there was no chance of recovering this debt through the usual channels and that there was a risk of the family avoiding all communication with the school.</p> <p><b>Q: Is there any risk that the family could accrue further debt?</b>  <b>A:</b> No, they have been stopped from making further use of SC.</p> <p><b>Q: Have you tried a payment plan to recover the debt?</b>  <b>A:</b> The parent is avoiding communication with the school; the time taken to chase and recover the debt is already significant.</p> <p><b>Q: What is the financial impact of this decision?</b>  <b>A:</b> The 2024/25 Budget includes this write-off.</p> <p>Governors <b>approved</b> the proposal.</p>	

ITEM		ACTION
8.	<p><b>SQUIRREL CLUB</b> A copy of the proposed charges from September 2024 had been made available to Governors prior to the meeting.</p> <p>Governors noted that it was proposed to increase fees by c.5% which reflected increased costs, including pay increases for support staff.</p> <p><b>Q: When did charges last increase?</b> <b>A:</b> Last September (2023).</p> <p><b>Q: Is a 5% increase sufficient?</b> <b>A:</b> It is a reasonable increase and is in line with market pricing.</p> <p><b>Q: Will this be a surprise to parents?</b> <b>A:</b> In recent years, we have increased fees annually.</p> <p>Governors <b>approved</b> the proposal to increase Squirrel Club charges.</p> <p>Governors noted that the terms and conditions for the Squirrel Club have been amended to clarify the definition of a 'regular session'; out of school bookings for holiday clubs will be non-refundable thus avoiding the risk of cancelled out of school block bookings.</p> <p><b>Q: Do we need to a reference to parental conduct into the Terms and Conditions?</b> <b>A:</b> The AECPS Parental Contract also covers the SC.</p> <p><b>Q: Does it apply to out of school parents?</b> <b>A:</b> No, we can amend the T&amp;Cs to reflect this.</p> <p>Governors <b>approved</b> the changes to the SC Terms and Conditions, subject to the addition identified.</p> <p><b>ACTION:</b> LW to update the SC Terms and Conditions.</p>	LW
9.	<p><b>INVENTORY</b> Governors noted that the inventory is linked to the assets register as discussed in Item 4 above. TWi confirmed that there were <b>no discrepancies</b>.</p>	
10.	<p><b>GOVERNOR TRAINING</b> Governors noted that the following training had been completed by Committee members:</p> <ul style="list-style-type: none"> <li>• ML: Cyber Security and MAT Governance</li> <li>• MS: Complaints</li> </ul> <p>Governors were reminded of the need to complete PREVENT training (either Level 1 or the update via the DfE site) if they hadn't already done so and to send any training certificates to Sarah Lomas – <b>ACTION</b>.</p> <p>LW advised Governors that Safer Recruitment training was offered by Cheshire East by the SCiEs team but could also be accessed online via the NSPCC.</p> <p>LW confirmed that Governors' Safeguarding training was up to date.</p> <p>WD would send out a reminder about the three induction modules for Governors – <b>ACTION</b>.</p>	<p><b>ALL GOVS</b></p> <p><b>WD</b></p>

ITEM		ACTION
11.	<p><b>POLICIES</b></p> <p>The following policies had been circulated to governors for review prior to the meeting:</p> <ul style="list-style-type: none"> <li>• 109 Lockdown Policies and Procedures</li> <li>• 79 Mobile Phones and Other Smart Devices v2</li> <li>• 9 Health and Safety</li> </ul> <p><b>Q: Where are the policies from – are they model policies?</b>  <b>A:</b> They will always state if they are from CE or the SCiEs team and therefore model policies.</p> <p><b>Q: Re 109, how confident are you that teachers could get children to do what they needed to do in the event of a lockdown?</b>  <b>A:</b> When we last practiced, it took less than 30 seconds to lockdown.</p> <p><b>Q: Re 109, does the time taken depend on the context e.g. if it's break time.</b>  <b>A:</b> You have to adapt depending on the situation and circumstance.</p> <p><b>Q: Re 9, it states that contractors have to have their own health and safety policy – will the new caterers?</b>  <b>A:</b> As far as catering is concerned, this will form part of the tender process.</p> <p>Governors <b>approved</b> the above listed policies.</p>	
12.	<p><b>STAFFING</b></p> <p>An update was provided by the Headteacher on staff wellbeing and training as follows:</p> <ul style="list-style-type: none"> <li>• As in previous years, the summer term is incredibly busy, but staff are coping well and taking care to maintain work-life balance.</li> <li>• To assist staff, we have a well-being committee and are signed up to the DfE well-being charter.</li> <li>• The SLT continue to consult widely whenever there are changes regarding workload and appreciate the need to balance these commitments against the benefit to pupils and ultimately staff – we could have purchased 'off the shelf' schemes of work but many of these schemes are not appropriate for our pupils and therefore we have to undertake more detailed curriculum work in order to meet our pupils' needs.</li> <li>• Mrs Broadrick has undertaken Finance and HR training; LW has undertaken Safer Recruitment training; Mrs Shotton and Mrs Walsh have undertaken visit coordinator training.</li> </ul>	
13.	<p><b>DIRECTOR'S REPORT</b></p> <p>Governors were briefed on the relevant items from the summer term Director's Report and the following items were noted:</p> <p>1.1 The 3 Year Budget was discussed in Item 4</p> <p>1.1 The Staff Well-being Charter was reference in Item 12</p> <p>1.1 Senior Mental Health Lead Training Grant Funding was accessed 18 months ago</p> <p>1.2 <i>Keeping Children Safe in Education, 2024</i> has been published for information, Governors will need to read the document before completing their annual declaration in September; new governors should have an induction carried out by the DSL.</p> <p>1.3 Safeguarding S175 has been submitted before the 8<sup>th</sup> July 2024 deadline</p> <p><b>ACTION:</b> To add DSL safeguarding induction to induction checklist for new governors.</p>	WD

ITEM		ACTION
14.	<b>TO NOTE ARRANGEMENTS FOR PRODUCTION OF MEETING PRECIS</b> <b>ACTION:</b> TWi to complete the meeting precis.	<b>TWi</b>
15.	<b>MEETINGS</b> The meeting dates for 2024-25 were confirmed as: <ul style="list-style-type: none"> <li>• Tuesday 19<sup>th</sup> November 2024 at 5pm</li> <li>• Tuesday 11<sup>th</sup> February 2025 at 5pm</li> <li>• Thursday 5<sup>th</sup> June 2025 at 5pm</li> </ul>	
16.	<b>ANY OTHER BUSINESS</b> (i) School Meals Tender Process LW provided an update: <ul style="list-style-type: none"> <li>• Two tenders have been received via the Consortium Group.</li> <li>• The number received back isn't surprising given the scale of the opportunity.</li> <li>• We need two governors to review the tenders with LW.</li> </ul> HL and ML volunteered to review the tenders. <b>ACTION:</b> HL and ML to send availability w/b 1 <sup>st</sup> July 2024, to LW  Governors noted that LW will write to parents before the end of the summer term to update them on the increased price of school meals from September 2024 (£3.40), the new CE price.  Governors were advised that it was intended for the new catering company to be in place from January 2025 and that the target selling price was between £2.85 and £2.90 but that any new price had to consider: <ul style="list-style-type: none"> <li>• funding for UFSM</li> <li>• administrative costs (Mrs Shotton)</li> <li>• the need to not price out families – pupil numbers would affect viability</li> </ul> (ii) This is TWi's last meeting – a new Committee Chair would be elected at the next meeting. Governors expressed their thanks to TWi for his commitment and knowledge.	<b>HL/ML</b>
17.	<b>IMPACT STATEMENT</b> Governors helped to move the school forward in the following ways: <ul style="list-style-type: none"> <li>• Reviewing a balanced budget for 2024-25, to be ratified by the FGB.</li> <li>• Approving the purchase of annual contracts and services to the school.</li> <li>• Recognising the unique problems associated with maintaining a grade 2 listed school building</li> <li>• Receiving assurances with regard to risk, inventory and staff well-being.</li> <li>• Supporting changes to the Squirrel Club's charging rates and terms and conditions to maintain viability of the extended provision.</li> <li>• Reviewing and approving a number of school policies.</li> </ul>	

The meeting moved to Part 2.

.....Chair

.....19.11.24.....Date