



MINUTES OF A MEETING OF THE ASSETS COMMITTEE OF ALDERLEY EDGE COMMUNITY PRIMARY SCHOOL

GOVERNORS IN ATTENDANCE:	Hannah Lomas	(HL)	Co-opted Governor
	Lindsey Walsh	(LW)	Headteacher
	Mike Lamb	(ML)	Parent Governor
	Mark Ross	(MR)	Parent Governor
	Wendy Davies	(WD)	Co-opted Governor
OTHERS IN ATTENDANCE:	Sarah Lomas		Clerk
	Sam Cooper	(SC)	Observer (left the meeting at 5:50pm)
	Ian Roberts	(IR)	Observer (left the meeting at 5:50pm)
APOLOGIES:	Martin Smith	(MS)	Co-opted Governor

MINUTES – PART ONE: NON-CONFIDENTIAL BUSINESS

ITEM		ACTION
1.	APOLOGIES & ADDITIONAL AOB ITEMS Apologies were received and accepted from the following: <ul style="list-style-type: none"> MS <p>An AOB item relating to catering was agreed to be tabled for discussion under Item 20.</p>	
2.	CONFLICT OF INTEREST The following declarations were made by governors: <ul style="list-style-type: none"> ML is an IT director of Quest EPM Limited. <p>There were no anticipated conflicts of interest with the business of the meeting raised by governors.</p>	
3.	ELECTION OF CHAIR HL was nominated as Chair of the Committee. No other nominations were received, and HL was duly elected as Chair of the Committee for a one-year term of office to run until the first meeting of the autumn term 2025	
4.	ELECTION OF VICE CHAIR ML was nominated as Vice Chair of the Committee. No other nominations were received, and ML was duly elected as Vice Chair for a one-year term of office to run until the first meeting of the autumn term 2025.	
5.	PART ONE MINUTES & MATTERS ARISING a) The Part One minutes of the previous meeting held on 17.06.24 were confirmed as a true and accurate record of proceedings. Governors approved the minutes. ACTION: Upload an electronically signed copy of the minutes to GVO. b) The action log from the previous meeting was reviewed and the following items were noted: <ul style="list-style-type: none"> Item 3 – It was agreed to carry forward the action relating the issue of the MUGA costs. Item 10 – ACTION: Clerk to forward the link to Prevent training to WD. <p>All other actions were marked as complete.</p>	<p>Clerk</p> <p>Clerk</p>
6.	FINANCE MATTERS a) The Headteacher presented a financial summary to governors as follows: <p>The school finance meeting was rescheduled following the assignment of a new finance officer. The delayed meeting has resulted in the three-year budget figures not yet being made available. During the meeting, it was identified that there were a</p>	

	<p>number of errors in the figures due to salary increments which had a significant impact on year 2 and 3 of the budget. Governors noted that Cheshire East (CE) only assume costs in the budget projections and do not account for any income that is not guaranteed. Additional assumptions are made around areas such as pay and sports grant. It was also noted that all costs are input in year 1 and not spread over three years.</p> <p>Governors were informed that the unconfirmed position for year 1 shows a £5,518 deficit.</p> <p>Q: What has changed to reduce the deficit? A: At the start of the meeting, there was a deficit of approximately £21,000 and following adjustments the figure was reduced. Teacher absence insurance has also had an impact. The school did not purchase absence insurance when the ChESS purchases were made for LA services in June 2024, however, the school were charged for two years of absence insurance. Once the £5,000 overcharge has been refunded the school will have a balanced budget for year 1.</p> <p>The school highlighted the fact that Squirrel Club income has supported the revised budget position.</p> <p>Q: When does the financial year run to in the LA? A: April to April.</p> <p>Governor Comment: In April 2025, the increased national insurance contribution will commence which will have an additional impact on the budget.</p> <p>The school explained that the detail of this increase is not yet known and therefore CE do not account for this in the budget.</p> <p>b) The SFVS was explained for the benefit of SC and IR and it was confirmed that the governing board are responsible for completing this document. Last year, the school received the highest level of assurance. The only comment about the content from the LA was about cutting and pasting of comments from last year, however, the document was fully reviewed. It was questioned whether the LA comments had been cut and pasted as they were the same as the comments received last year so it appeared that the change to content had not been taken into account.</p> <p>It was agreed that MR will coordinate the completion of the SFVS for 2024-25 and the deadline for submission is 31.03.25. ACTION: Divide the SFVS tasks between governors in January 2025 and coordinate completion of a draft for review in early February 2025.</p> <p>It was commented that SFVS training from CE was very poor, but it could be useful to those completely new to the process.</p> <p>c) The Manual of Internal Financial Procedures (MIFP) is the school guide for every financial system and process used by the school. The document has been checked by LW and the school bursar and MR will review the document on behalf of the board and feed back at the FGB meeting on 28.11.24. ACTION: Add review of MIFP to the FGB agenda on 28.11.24.</p>	<p>MR</p> <p>CLERK</p>
7.	<p>RISK REGISTER</p> <p>It was confirmed that HL and LW had reviewed the risk register prior to the meeting. The only change to report was an increase to the level of risk related to the condition of the building following receipt of two independent reports including a building condition survey. The reports do not highlight any new significant issues but further serve to support the</p>	

	<p>issues already identified. There are no items within the reports that are graded as urgent in terms of health and safety but there are a lot of areas graded as C on the A-D scale which is a descending scale of condition.</p> <p>Q: Was the roof graded as D? A: The recommendation for the roof was to undertake a separate survey. The LED lighting switch was also another area that was highlighted. The building condition survey along with the health and safety report serves to support the school's position further in approaching CE for support with repairs.</p> <p>Q: Is it likely that there will be any impact on the academisation due diligence from these reports? A: It is not anticipated that the reports will have an impact on academisation. There are alternative streams of funding available to academies.</p> <p>Q: Will the Trust purchase the school building from the LA? A: No, the building will be leased from the LA, but the Trust will be responsible for maintenance.</p>	
8.	<p>BUILDINGS Following receipt of the building condition survey, the next step for the school will be to try to obtain financial support from the LA.</p> <p>HL has undertaken a site visit and there were no new items to report. There remains a damp issue on the Grade 2 listed part of the building, but the source of the damp cannot be identified. The space is no longer used as a classroom and dehumidifiers are in place which are extracting the moisture, but the issue needs to be addressed.</p> <p>Q: Which classroom has been decommissioned? A: The space which is now identified as the infant library.</p>	
9.	<p>INSURANCE It was confirmed that travel insurance is due to be renewed in January 2024. Public liability insurance which is purchased through ChESS was renewed in June 2024 at a cost of £1,868.24 along with property insurance at a cost of £5,218.26.</p>	
10.	<p>DEBT WRITE OFF a) Governors reviewed the current debt write off position. Late payments for the Squirrel Club stand at £860 which includes:</p> <ul style="list-style-type: none"> £560 for family A where there is no payment plan at present. The debt is not due to be written off and the school are supporting the family during a challenging time. £125 for family B which will be paid off by January 2025 There is a pupil premium debt of £175 (actual debt £350 but the school are matching each payment made with PP funding which is averaging £20 a month). <p>Dinner monies are being monitored with increased take up from the new catering service. The ease of monitoring will improve in the new year when the school adopts the MiQuill ordering and payment system.</p> <p>Q: How does MiQuill operate in terms of payment, for example would a child still be provided with a meal if they had not paid? A: Yes, a child would receive a meal, but a retrospective charge would be applied.</p> <p>b) Debt recovery was covered under Item 10a) relating to payment plans for Squirrel Club debts.</p>	
11.	<p>SQUIRREL CLUB The Squirrel Club finances were considered.</p>	

	<p>Q: Is it correct that a significant debt was written off recently? A: Yes, this related to pupil premium children but is separate to the debts listed under Item 10.</p> <p>Q: Does the income for Squirrel Club continue to be healthy? A: Yes, Squirrel Club is a positive income generator with approximately £12,000 per term forecast for this year compared to £10,000 per term last year. The provision is in high demand and could potentially double its income but space and staffing restrict expansion.</p>	
12.	<p>INVENTORY It was agreed that HL would liaise with the school Site Manager to organise an inventory review and would report back on any items of relevance at the spring term Assets Committee. ACTION: HL to organise an inventory check and report back at the spring term meeting. ACTION: Add inventory to the spring term agenda.</p>	HL Clerk
13.	<p>GOVERNOR TRAINING It was confirmed that MS has taken on the role of training governor. Governors are up to date with statutory training and were encouraged to undertake additional training to further develop skills. Complaints and exclusions training were highlighted as useful for any members of the Board to complete.</p>	
14.	<p>POLICIES The following policies had been circulated to governors for review prior to the meeting via GVO: a) 117. Flexible Working b) 111. Staff Wellbeing c) 82. Data Protection – It was requested that reference to Royal Assent be removed from the policy and reference to annual review be added. d) 114. Substance Misuse e) 103. Staff Disciplinary Policy and Procedure – It was queried who would investigate an allegation against the Headteacher or a governor and it was confirmed that in the case of the Headteacher, this would be the Chair and the Local Authority Designated Officer. In the case of governors, they would be held accountable by the governors' code of conduct. f) 59. Use of Photographic Images g) 7. Charging and Remissions ACTION: Make the required changes to the Data Protection policy. Governors approved the above listed policies subject to the change to the Data Protection Policy.</p>	LW
15.	<p>STAFFING Staff workload remains high which is challenging. However, the most significant challenge for staff this term is linked to pupil behaviour.</p> <p>All staff have completed the required training on safeguarding, health and safety and first aid.</p>	
16.	<p>SCHOOL RESIDENTIAL VISITS The planned residential trips for 2024-25 were reviewed: <ul style="list-style-type: none"> Year 2 – Delamere, May 2025 Year 4 – Whitehall, May 2024 Year 6 – Pensarn, May 2025 The school confirmed that all risk assessments and relevant documentation is being completed and transport has been booked. Governors noted that parents are consulted early regarding planned visits to allow maximum time for payment.</p>	
17.	<p>DIRECTOR'S REPORT The Director's Report had been circulated to governors for review prior to the meeting. Relevant items were highlighted including completion of the SFVS and the internal audit</p>	

	findings.	
18.	TO NOTE ARRANGEMENTS FOR PRODUCTION OF MEETING PRECIS ACTION: HL to complete the meeting precis.	HL
19.	MEETINGS The date and time of the next meeting was confirmed as: • Tuesday 11 th February 2025 at 5:00pm.	
20.	ANY OTHER BUSINESS <u>Catering</u> The school provided an update on the new catering service. MiQuill have commenced the new catering service which is currently in the third week of provision. There has been a 9% increase in covers but this being monitored to ensure that it is not a novelty take up. The menu has been reviewed and it has been recognised that tweaks are required to meet the tastes of pupils. The school has not yet received a contract from MiQuill but have been informed that a draft should be issued on 21.11.24. MiQuill have reported that the original budget put forward has been amended for the following reasons: <ul style="list-style-type: none"> • The increased and maintained extra sales that have been generated since mobilisation. • The increased labour due to the original contacted hours falling short to what is required to operate the catering service which was not fully disclosed by Cheshire East from their original ELI data. It was reported that to date the change to catering has been positive. The school were previously losing £6,000 per month on school dinners. £1.53 per meal is received from the government for free school meals and pupil premium. Historically, the school had made a surplus on meals however, the continued cost and price rises have caused difficulties for the school and resulted in a deficit position. The current changes may enable the school to return to a surplus position which would be positive. Q: Have there been any issues with the fact that the company is not local and not serving any other schools in the area? A: No, the company does serve two large schools in Wythenshawe which is nearby. An additional member of staff has also been recruited.	
21.	IMPACT STATEMENT Governors helped to move the school forward in the following ways: <ul style="list-style-type: none"> • Governors reviewed the increased risk applied to the school buildings following the receipt of the building condition survey and acknowledged the requirement for a roof survey. • An inventory check was scheduled with an action taken to report back at the next meeting. • The budget position was discussed and it was noted that the deficit position has improved further and governors queried the detail resulting in the improvements relating to an insurance purchase and use of Squirrel Club income. • Policies were reviewed and approved. SC and IR left the meeting at 5:50pm.	

The meeting moved to Part 2.

.....Chair

.....11.02.25.....Date