



**MINUTES OF A MEETING OF THE LEADERSHIP & MANAGEMENT COMMITTEE
OF EDLESTON PRIMARY SCHOOL
ON 16 OCTOBER 2020 AT 9.00AM**

Governors Present:	Rachael Bagni (RB) Emma Humphries (EH) (arrived 9.43am) Len Simm (LS) Sue Worthington (SW)	Headteacher Chair of Governors Chair of Committee
Also Present:	Vicki Howard (CLERK) Janet Socha (JS) (left 9.35am)	Clerk to the Governors Bursar

PART ONE: NON - CONFIDENTIAL BUSINESS

1. WELCOME & APOLOGIES

Mr Simm welcomed everyone to the meeting. There were no apologies to be received.

2. ANY OTHER BUSINESS

The Staff Pay Award would be discussed under item 14 of the agenda.

3. CONFLICT OF INTEREST

There were no conflicts of interests to be declared.

4. SCHOOL BUSINESS MANAGER REPORT

Governors received the School Business Manager's report and appendices which had been uploaded to Governor Hub prior to the meeting.

The report contained information on:

i) Pupil Numbers

Pupil numbers were at 206. A figure of 204 was contained in the SBM's report however 2 new pupils had recently joined the school. Governors were informed that several children were waiting for applications to be processed and it was hoped that pupil numbers would return to 210 shortly.

ii) Completed and projected works

Governors received the report contained in the SBM report.

Repairs had been made to the roof during the summer at a cost of £600.

iii) Finance report on school fund

Governors received the report contained in the SBM report.

The school fund balance remained at £2436.96

iv) Finance report on DFC

Governors received the report contained in the SBM report.

The kitchen ceiling had been lowered during the lockdown to comply with recommendations identified during the fire risk assessment.

A grant had been obtained to replace the school windows. Part of the DFC would be retained as a contingency for this work in case asbestos was found.

£10,000 had been set aside to refurbish the KS1 toilet block

£3126 was available to be spent by August 2022.

Q. I understood that asbestos was only located by the boiler house?

A. It may also be in the panels between the windows. The company replacing the windows will have to carry out an asbestos survey before they begin work.

Q. Is the company aware there may be asbestos?

A. An asbestos survey is routine and must always be carried out before drilling into the school.

Governor comment: We must ensure we raise the issue of asbestos with the window company during the first meeting.

ACTION: RB to ensure window company are aware of possible asbestos.

v. Benchmarking report – Staffing

Governors received the report contained in the SBM report.

Slightly more was being spent on staffing than comparable size schools. This was due to the high numbers of EAL pupils and higher levels of deprivation. Most new starters were new to the country and spoke very little English. An interpreter (community connector) had been contacted through the LA and would be supporting one family when requested.

Electricity bills were high and a cause for concern.

Q. Are meter readings being taken every Friday?

A. Yes. They are consistent.

Q. Even during the lockdown?

A. Yes, the computers and servers were still running. The LA have been unable to advise us. Scottish Power have suggested our bills are in line with other schools. The COMMs cabinet may be causing the issue.

Q. How do the readings compare with Beechwood Primary School?

A. Beechwood is a bigger, 2 form entry school.

Governor comment: It would be interesting to compare costs with a bigger school.

ACTION: LS to email Ian Hales at the LA regarding ongoing concerns

ACTION: JH to compare electricity costs with local schools (equivalent and larger)

5. SCHOOL BUDGET

The budget had been shared on governor hub prior to the meeting.

i) Review outturn from 2019-2020

The budget had been carefully managed resulting in a projected carry forward of £65,000.

ii) Review of 2020-21 budget to date

A finance meeting had taken place with the LA at the beginning of October and had been very positive.

Spending had increased due to the Covid-19 pandemic however a claim had been submitted to cover these additional costs.

A fogging machine to sterilize classrooms at the end of the day was considered.

Q. How much would a fogging machine cost?

A. £571

Q. Are there any ongoing costs?

A. The sanitiser costs £11 for 5l. We are trying to source this at a reduced price from our supplier.

Governor comment: The sanitiser is anti-viral and anti-bacterial so it will help prevent other infections not just Covid-19

Governors **agreed** to the purchase of a fogging machine.

6. MANUAL OF INTERNAL PROCEDURES

i) Write off disposals

There were no items for disposal.

ii) Contracts for renewal

Croppers had been replaced by Mid Cheshire Grounds Maintenance. The company had been highly recommended and although there were no savings to be made it was hoped that the quality of work and service would be improved.

JS had identified an overpayment to Ash Waste. A credit note had been received and the cost per lift had been reduced as a good will gesture. This equated to a saving of approximately £1000 over the year.

iii) Actions from SFVS return

The outcomes from the 2019-20 SFVS return had not been received.

ACTION: Clerk to check when outcomes will be issued

iv. Deviations from MIFP

There had been no deviations from the MIFP

Governors thanked the Bursar for her report and she left the meeting.

7. SPORTS GRANT UPDATE

Governors received the report that had been uploaded to Governor Hub prior to the meeting.

The grant was still being used to subscribe to the Crewe and Nantwich Sports Partnership and Premier Sports Coaching.

8. PUPIL PREMIUM GRANT UPDATE

Governors received the report that had been uploaded to Governor Hub prior to the meeting.

The grant was still being used to subscribe to Maths of the Day and Teach Active and Read Write Inc. It was also being used to support EAL children and those with behaviour difficulties and low self-esteem.

The number of pupils eligible for PP had increased from 31 to 42. FSM vouchers had been issued to families during the lockdown and summer holidays. These were no longer available so a local charity had been contacted and it was hoped that families would be supported by the charity during upcoming holidays.

Q. Will you receive funding for the EAL pupils that have recently joined the school?

A. They will need to have been in the country for 6 months before they will receive any funding.

ACTION: RB to notify KB that documents had been uploaded to Governor Hub

9. HEALTH AND SAFETY UPDATE

i) Premises update

LS had visited the school to ensure Risk assessments were being implemented. The visit had taken place out of school hours and had been agreed by Jacky Forster.

ii) Completed works

This had been discussed during item 4 of the meeting

iii) Projected works

This had been discussed during item 4 of the meeting

It was noted that LS was unable to complete the half termly safety audit due to Covid-19. RB assured governors that school staff were monitoring the premises. The LA would also be carrying out a H&S visit after school and a report would be shared with governors.

Q. Will this be a walkabout or a systems audit?

A. I am not sure what the procedure is currently due to Covid-19. We want to limit visitors to the school. The Risk Assessments are in place.

EH arrived at the meeting.

10. MINUTES

The minutes of the previous meeting held on 6 March 2020 (summer meeting cancelled due to Covid-19) were agreed as an accurate record. Due to the virtual nature of the meeting a copy would be signed by the chair and retained by the school once face to face meetings resumed.

11. MATTERS ARISING AND ACTION LOG

There were no matters arising.

The action log was reviewed, and governors agreed that all actions had been completed with the exception of:

Item 4d: LS to email Ian Hales re: electricity costs

LS had contacted Ian Hales but the matter was ongoing, and another message would be sent.

Item 9: LS to conduct a Site Walk

This had not been possible due to Covid-19

Item 9: RB to contact local Brownie, Guide and Scouting groups to help with the woodland area.

This had not been possible due to Covid-19

All outstanding actions were carried forward.

12. DIRECTORS REPORT

The Directors Report and Precis had been shared on Governor Hub prior to the meeting.

Governors noted Item 14 – Schools Funding 2021/2022

13. SCHOOL WEBSITE

RB confirmed that the school website was up to date.

14. AOB

Staff Pay Awards - Governors **agreed** option 1.

Pupils had received their Fluenz vaccination. Uptake had increased and was bigger than the previous year. The LA was offering a free flu vaccination to all staff and most staff had agreed to be vaccinated.

Q. How is the welfare of the staff? Has there been any criticism from parents? Is there anything the governing board can do to support staff?

A. The staff have been amazing and are working extremely hard. They all now need a break as it has been hard work. Most parents are adhering to the rules and following the procedures. We are expecting a letter from public health to say that staff should begin wearing masks in communal areas.

Governor comment: We would be happy to provide the school with template letters from the governing board.

A. Thank you. Your help is much appreciated.

ACTION: EH to provide template governor letters for parents if necessary.

Q. How is the catch-up progressing?

Many children did not complete any work during the lockdown. Due to the current situation we are unable to do group work as we normally would, and pupils are sat in rows. We have had no behaviour issues so far. We have used the catch-up funding to employ 2 additional members of staff. We are also part of the mentoring programme and we be able to employ an extra teacher until August. The government will pay their salary and we will be responsible for the on costs which can be taken from the catch-up fund. Some children will not catch up by next year. 10 reception children are not toilet trained and the welcome screening showed several children's verbal skills are below 2 years.

ACTION: LS/EH to set up SFVS sub committee

ACTION: RB to invite deputy Head Teacher to T&L committee meeting

15. IMPACT STATEMENT

Governors agreed the impact of the meeting was:

- The effort that had gone into preventing a Covid-19 outbreak at the school had been acknowledged
- A subcommittee had been created in preparation for completion of the SFVS
- A saving of £1000 had been made by reducing the cost of the Ash Waste contract
- Use of the catch-up funding to close the gap had been reviewed.

16. DATE OF NEXT MEETING

Governors **agreed** the date of the next meeting as Friday 5th March 2021 at 9.00am

There were part 2 minutes recorded at this meeting.

Meeting closed at 10.09am.

Signed:.....

Date:.....