



**MINUTES OF A MEETING OF THE LEADERSHIP & MANAGEMENT COMMITTEE
OF EDLESTON PRIMARY SCHOOL
HELD REMOTELY ON 21st MAY 2021 AT 2PM**

Governors Present: Rachael Bagni (RB) Headteacher
Len Simm (LS) Chair of Committee
Sue Worthington (SW)

Also Present: Hilary Cummings (Clerk) Clerk to the Governors
Talia Sykes (TS) Observer
Janet Socha (JS) School Bursar

PART ONE: NON - CONFIDENTIAL BUSINESS

1. WELCOME & APOLOGIES

Mr Simm welcomed everyone to the meeting. Apologies were received and accepted from Emma Humphries.

2. ANY OTHER BUSINESS

Two items of other business were noted as follows:

- Governor skills audit
- Sports Grant

3. CONFLICT OF INTEREST

There were no conflicts of interests to be declared.

4. SCHOOL BUSINESS MANAGER REPORT

A full report had been uploaded to GovernorHub, covering the following:

i) Pupil Numbers

Governors heard that there were currently 211 pupils on roll.

ii) Completed and Projected Works

- Repair of the canopy over ABC/Reception class
- Repair of kitchen fans
- Asbestos removal
- Windows replacement
- Boiler replacement
- Replacement of carpets
- Re-instatement of electric doors.

Governor question: Has the Asbestos removal been completed?

Response: Yes, the last bit of work was finished over the Bank Holiday weekend at the beginning of May. We are now moving ahead with the replacement of the windows. This is scheduled to start on 2nd August and should take 2-3 weeks.

The report detailed expenditure from the DFCG (Devolved Formula Capital Grant), and governors noted the amount remaining for replacement of carpets. This was not sufficient for the replacement of all carpets, so years 1, 2, 4, 5 and 6 would be prioritised, along with the IT suite and the hall.

Governors approved the quote from JanTex in Congleton, to complete the above work.

iii) Financial report on school fund

The balance of the School Fund account was reported as £2,424.86

iv) Financial report on DFC

Details of DFC expenditure were included in the report, and governors noted that all funds needing to be spent by 31st August 2021 would be used on the projects detailed above.

v) ChESS Purchases

The proposed ChESS purchases were detailed in the report and **approved by governors**.

vi) Annual account of the Unofficial School Fund and Audit Certificate

Governors received the annual account for the School Fund for the period 1/1/20 – 31/12/20, and noted the audit certificate received from Helen Sarson.

vii) Benchmarking report

Governors examined the five year spending comparisons provided by the DfE, and noted that effective budget management meant that spending had fallen in a number of areas.

Expenditure was largely in line with that of similar schools, apart from spending on teaching support staff. This was higher in comparison with other schools, due largely to the number of pupils with English as an Additional Language (EAL).

It was noted that the Leadership team was smaller than that in many other schools, but this was not felt to be a problem as outcomes remained good.

5. SCHOOL BUDGET

i) Review of Closedown position for 2020-21

The closedown of the 2020/21 financial year had been delayed due to problems with the new financial system, Best4Business. Consequently, a precise carry-forward figure was not available.

Governors thanked JS for her work in managing the school finances during such a difficult time. It was noted that day-to-day management and governor oversight had continued as effectively as possible given the circumstances around the new system.

ii) Approval of budget for 2021/22

Governors noted that a carry-forward of approximately £68K was expected for 2020/21, reducing to £64K in 2021/22 and £21K in year 2.

The forecast for year 3 showed a deficit, but this was not unusual.

The final budget would be presented for approval at the FGB on 24th June 2021.

iii) Staffing structure for 2021/22

The staffing structure for 2021/22 had been agreed at the FGB meeting on 18th March 2021.

iv) Statement of Internal Financial Control

Given the recent financial audit, it was believed that a statement of control would not be required for this year.

ACTION: Clerk to confirm whether a SIC was required in light of the recent audit, and whether it would be required in future.

6. MANUAL OF INTERNAL FINANCIAL PROCEDURES

i) Write off disposals

Classroom whiteboards had been replaced as previously discussed.

ii) Contracts for renewal

JS reported that the following contracts were due to expire before the autumn term Leadership & Management meeting:

- Chubb – Fire Extinguishers
- Mid-Cheshire – Grounds maintenance

Governors heard that the school was very happy with the service provided by both companies, and **approved the renewal** of the contracts for a further year.

The decision to move to EXA for broadband services had been approved at the previous meeting, and governors heard that this was going ahead. Unfortunately, it had necessitated a change of telephone numbers, which meant that information needed to be updated, including the board outside the school. Governors understood that this was all in hand, and whilst not ideal, at least the school had planned ahead and was well prepared.

iii) Deviations from MIFP

There had been no deviations from the MIFP

7. AUDIT

Governors noted the report on GovernorHub, following the audit conducted virtually by Schools Audit.

Governors were happy to **approve** the action plan drawn up in response to the issues raised.

8. SFVS SUBMISSION

The SFVS had been completed and reviewed by LS and EH prior to the meeting. The committee agreed its submission, and full board approval would be sought at the FGB meeting on 24th June.

ACTION: Clerk to add SFVS approval to summer FGB agenda,

9. HEALTH AND SAFETY UPDATE

i) Premises update

The Cheshire East Health & Safety inspection had taken place remotely on 18th May, with only one resulting action:

- Completion of a risk assessment for violence and aggression against staff.

Governors noted that the Covid risk assessments continued to be updated as the situation evolved, and thanked all staff for their work in ensuring that processes were followed and risks

minimised as far as possible. In particular, thanks were given to all staff involved in the cleaning required.

Completed and projected works were detailed in the Business Manager's report on GH and discussed under item 4 above.

10. PARENT AND STAFF SURVEYS

Governors had agreed at the Teaching & Learning committee meeting on 20/5, that a follow-up staff survey would be done towards the end of the summer term. EH, LS and RB would discuss questions to be included.

11. MINUTES

The minutes of the previous meeting held on 5th March 2021 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.

12. MATTERS ARISING AND ACTION LOG

There were no matters arising that were not covered elsewhere in the meeting.

The action log was reviewed, and governors agreed that the following actions would be carried-forward:

- LS to conduct a Site Walk - This had not been possible due to Covid-19.
- RB to contact local Brownie, Guide and Scouting groups to help with the woodland area - This had not been possible due to Covid-19.
- EH and LS to agree division of website responsibilities.

The comparison of electricity costs with other schools had identified no concerns and the action was therefore closed.

All other actions had been completed.

13. DIRECTOR'S REPORT – SUMMER TERM 2021

The summer term Director's report had been shared on Governor Hub prior to the meeting.

Governors discussed the following items, highlighted by the clerk, relevant to this committee:

- Item 1.2 – Risk management.

ACTION: Clerk to forward documentation for governors to consider.

- Item 1.5 – IR35
- Item 3.3 – Summer schools
- Item 3.4 – Early Career Framework.

14. ANY OTHER BUSINESS

Governor Skills Audit

Governors discussed the outcome of the governor skills audit and agreed that it would be useful to recruit governors with Finance and IT expertise.

Governors welcomed the involvement of TS with her HR experience.

PE/Sports Grant

Governors heard that an amount of £17,983 was still available to be spent before 31st August 2021, as the Covid pandemic had meant that activities had been curtailed over the previous year. Expenditure was planned as follows:

- Premier Sports to provide school activities as well as after-school clubs.
- Booster swimming sessions for those children who missed out over the last year.
- Equipment replacement.
- I-pads for the golden mile

15. IMPACT STATEMENT

Governors agreed that:

- Resources had been allocated strategically to effectively manage the Covid response.
- Financial accountability had been assured through completion of the SFVS, and approval of the action plan in response to the financial audit.
- Expenditure levels highlighted by benchmarking data had been analysed in the context of pupil outcomes.

16. DATE OF NEXT MEETING

ACTION: Clerk to draw up a schedule of meetings for 2021/22 for review prior to the FGB meeting on 24th June.

There were part 2 minutes recorded at this meeting.

Meeting closed at 3pm

Signed:.....

Date:.....