



**MINUTES OF A MEETING OF THE LEADERSHIP & MANAGEMENT COMMITTEE
OF EDLESTON PRIMARY SCHOOL
HELD REMOTELY on 15th OCTOBER 2021 AT 9.30AM**

Governors Present:	Rachael Bagni	(RB)	Headteacher
	Len Simm	(LS)	Chair of Committee
	Sue Worthington	(SW)	
	Talia Sykes	(TS)	
	Emmanuel Arowosafe	(EA)	
Also Present:	Su Garbutt	(Clerk)	Clerk to the Governors
	Janet Heafey	(JH)	School Bursar <i>until 10am</i>

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

There were no items of other business for discussion.

3. CONFLICT OF INTEREST

There were no conflicts of interests to be declared.

4. TERMS OF REFERENCE

Governors reviewed and **agreed** the Terms of Reference for the 2021/22 academic year as presented.

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

- Replacement of carpets will be completed in February 2022. Budget for this is contained within the DFC
- A toilet broke this morning and will need to be fixed.

The report detailed expenditure from the DFCG (Devolved Formula Capital Grant), and governors noted the amount remaining for replacement of carpets.

iii) Financial report on school fund

The balance of the School Fund account was reported as £3193.82. Governors noted Yorkshire Bank had been taken over by Virgin Money and therefore the account was now with Virgin Money.

The majority of the fund had come from "Break the Rules" day.

Governor question: Has the break the rules day had any impact on behaviour of the pupils?

Response: (RB) No, not noticeably. The children had the best day and we raised £550.00. This will go towards the set-up of our new sensory area. We have applied for £5,000 funding from the LA towards this space. We do not have a spare room so will be creating a sensory area. We do already have a sensory garden and Linda is setting up a sensory circuit in Reception.

iv) Financial report on DFC

Details of DFC expenditure were included in the report, and governors noted that Best for Business was still causing issues for budgetary reporting. The school was still waiting for the finance for the windows, carpets and sports grant.

Comment: The Best for Business change has been awful for the school and had made it very difficult to predict and maintain an accurate budget under these circumstances.

v) SFVS update

Governors were informed that the SFVS questions were very similar to last year. A group of governors would be meeting to complete the SFVS. **ACTION: EH to form panel.**

Governors noted they were still to receive a response and feedback from the previous SFVS report submitted in March 2021.

The SBM stated that there will be some major changes required to the Manual of Internal Financial Procedures due to the changes from Oracle to Best for Business. A "How to" file had been created for the office and SBM functions so if there was any long-term sickness this manual could be used.

vi) Benchmarking report

There was no benchmarking report to be discussed.

5. SCHOOL BUDGET

i) Review of 2021/2022 budget to date

Governors were informed that at present the carry forward would be as follows

Year 1	£46,980
Year 2	£37,754
Year 3	-£51,683

The actual budget had been delayed due to Best for Business change over. The schools finance meeting was scheduled for Thursday 21st October 2021. Some papers had been sent through but there was a lot of information still missing. For example, the budget did not include the funding for windows.

The Headteacher informed the committee that by staff covering when colleagues were off due to Covid there had not been a need to use any supply staff. This had been very positive for the budget and Governors wished to thank the staff for pulling together as a team in such difficult circumstances. **ACTION: RB TO PASS ON THANKS TO STAFF**

The meeting was informed that there were no reported Covid cases within the school for the past 10 days, so the school was no longer regarded as being in an outbreak situation. All staff would continue to be vigilant and update the risk assessments as needed.

6. MANUAL OF INTERNAL FINANCIAL PROCEDURES

i) Write off disposals

There were no write off disposals for approval.

ii) Contracts for renewal

Governors noted that the following contracts were due for renewal, and following benchmarking by the SBM with the school bursar group recommended them for renewal:

- School spider website service
- Canda photocopiers
- PHS Sanitary Wear
- Ash Waste refuse collection
- Mid Cheshire Grounds Maintenance
- Chubb fire alarms
- Heat Source

Governor question: Regarding PHS, have we received any reassurance about the service level as I believe they didn't always come and empty the sanitary bins?

Response: (JH) A lot of the missed collections have been down to Covid related staff issues. We have had to call them to come and empty the facilities and will be calling to speak to them to receive their reassurance regarding the timetable for emptying the bins before renewing.

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

iii) Actions from SFVS return

See item 5v. Governors noted feedback from the last SFVS had not yet been received.

iv) Deviations from MIFP

There had been no deviations from the MIFP.

Governors thanked the SBM for her comprehensive report and she left the meeting at 10.00am.

The meeting was informed that during the work completed on the windows, some of the structure was found to be unsafe. Therefore, remedial work had been required and this was approved.

7. SPORTS GRANT UPDATE

Governors noted the report on the school website and Governor Hub. The Headteacher stated that the School Improvement Partner had stated that the school was one of the few he had visited who had up to date information on the website.

The committee was informed the school had 56 free school meal pupils identified currently.

8. PUPIL PREMIUM GRANT UPDATE

Governors had been unable to visit school due to current Covid risk assessments, but incidents of challenging behaviour in class had reduced. Amanda Edge would provide a full report on behaviour for the FGB at the end of term.

There were no updates to the PPG information and the school website and Governor Hub had the most current information uploaded.

9. HEALTH AND SAFETY UPDATE

There was no update to be discussed.

10. MINUTES

The minutes of the previous meeting held on 21st May 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.

11. 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 some actions could not be completed until face-to-face visits were able to recommence.

Email chains of meetings and communication with staff had been kept, however working remotely it was more difficult to discuss data and ensuring it was all in place. Weekly support meetings with the Headteacher continued.

Governors felt the SFVS meeting should be face to face and therefore this may not take place until the Spring 2022 term.

12. DIRECTOR'S REPORT – AUTUMN TERM 2021

The Autumn term Director's report had been shared on Governor Hub prior to the meeting and discussed at the Housekeeping FGB held on 16th September 2021.

There were no other items to be shared under this item.

13. SCHOOL WEBSITE

The Chair of Governors and Ms Sykes would complete a website audit. **ACTION: EH/TS**

The Clerk would upload a copy of the checklist to the school's Governor Hub. **ACTION: CLERK**

14. ANY OTHER BUSINESS

Catch Up-Grant

The Headteacher stated there was some confusion as to the amount the school was entitled to as they had received two different figures, £4,455 and £6,800. This had been raised with the LA finance officer.

Currently the school was using the lower figure and the catch up would finish in November 2021. Should the higher figure be identified as the correct one then the programmes will carry on into January 2022.

The funding was not a large sum, but was having an impact on pupils, both in achievement and in the hidden curriculum such as improved self-esteem.

15. IMPACT STATEMENT

Governors agreed that:

- Financial accountability had been reviewed and governors were aware of the issues around being able to forecast an accurate budget due to the Oracle/B4B change over.

- Governors had reviewed the expenditure and impact for Sports Grant, Pupil Premium Grant and the Catch-Up Grant
- Governors continued to ensure value for money by reviewing and approving contracts for renewal and asking that the SBM review all, either by benchmarking or requesting feedback from the SBM forum before bringing for approval
- The panel would be formed to complete the SFVS and submit in a timely manner.

16. DATE OF NEXT MEETING

Governors agreed the next meeting would be held on Friday 4th March 2022 at 9.30am.

There were part 2 minutes recorded at this meeting.

Meeting closed at 10.28 am

Signed:.....

Date:.....