



**MINUTES OF A MEETING OF THE LEADERSHIP & MANAGEMENT COMMITTEE
OF EDLESTON PRIMARY SCHOOL
HELD REMOTELY ON 5th MARCH 2021 AT 9.00AM**

Governors Present:	Rachael Bagni	(RB)	Headteacher
	Len Simm	(LS)	Chair of Committee
	Emma Humphries	(EH) (arrived 9.20am)	Chair of Governors
	Sue Worthington	(SW)	
Also Present:	Hilary Cummings	(Clerk)	Clerk to the Governors

PART ONE: NON - CONFIDENTIAL BUSINESS

1. WELCOME & APOLOGIES

Mr Simm welcomed everyone to the meeting. Apologies were received and accepted from Janet Socha.

2. ANY OTHER BUSINESS

One item of other business was noted for part 2 of the meeting.

3. CONFLICT OF INTEREST

There were no conflicts of interests to be declared.

4. SCHOOL BUSINESS MANAGER REPORT

Relevant documents had been reviewed on GovernorHub prior to the meeting, covering the following:

i) Pupil Numbers

Governors heard that a new pupil was expected to start in reception on Monday 8th March. There was still 1 space in year 5, but all other year groups were full.

An appeal was under way for a pupil wishing to join year 6, and although this would take the year group over PAN, the school had indicated its willingness to accept the child. The family was known to the school, and governors agreed that it was vital for the child to be in school before transferring to secondary school.

ii) Financial report on school fund

A balance of the school fund was not available, but governors noted that there had been little activity due to the national lockdown.

iii) Financial report on DFC

Governors heard that £16K of capital funding needed to be spent by August 2021, and the Headteacher wished to prioritise the following:

- Repair of canopy drainage in Reception outdoor area.
- Replacement of carpets.
- Investment in IT provision.

Governors agreed the priorities and authorised the school to seek quotes as necessary.

v. Benchmarking report

Governors had reviewed the benchmarking report on GH and noted the high level of expenditure on support staff compared with other schools. It was understood that this was due to the high level of EAL and Pupil Premium pupils needing additional support, and was felt to be fully justified by the results achieved.

Electricity bills continued to be a cause for concern. Although usage had reduced compared with the same period last year, this would be expected when the school was partially closed and did not address the underlying issue. Weekly meter readings were continuing to try to identify fluctuations. It was not known whether comparisons had been made with other schools, so the item would remain on the Action Log.

5. SCHOOL BUDGET

i) Review of 2020-21 budget to date

Governors had reviewed the budget papers on GH and were pleased to note a projected carry forward of £58,801.

Governor question: How are school meal financed?

Response: The school receives funding for Free School meals, and pays Cheshire East Catering to provide the service.

ii) Three Year Budget Plan

Governors noted that while year 3 showed an in-year deficit of £56,045, funds carried forward indicated that the school should still be able to set a balanced budget.

iii) Staffing structure for 2021/22 – discussed in part 2

iv) Annual account of the Unofficial school fund and audit certificate

The account was with Helen Sarson for audit, and would be presented when available.

v) Draft Budget for 2021/22

Governors approved the draft budget for 2021/22.

6. MANUAL OF INTERNAL PROCEDURES

i) Write off disposals

There were no items for disposal.

ii) Contracts for renewal

Governors heard that the contract with **Chubb** for maintenance of fire extinguishers was due for renewal in April 2021. No issues had been reported with the contract and governors were happy to **approve its renewal**.

Governors discussed an issue with babble Cloud, which had been reported previously, where the company had changed hands and dramatically increased its charges. When this had been noticed, the contract had been cancelled, but the company had continued to invoice the school and even threatened legal action. Governors heard that the matter had been resolved, with the company acknowledging its mistake and cancelling the outstanding invoices.

iii) Deviations from MIFP

There had been no deviations from the MIFP

iv) Approval of the MoIFP

Governors had reviewed the MoIFP on GH and were happy to **approve**.

vi) Transaction limit on card purchases

Governors approved an increase in the transaction limit for the School Bursar from £500 to £1,000. The overall card limit would remain at £3,000.

7. SFVS SUBMISSION

Governors noted that the submission date had been delayed until 28th May.

The school had received 'Good Assurance' for last year's submission.

8. BROADBAND

The Headteacher explained that Cheshire East had announced that it would withdraw its broadband provision, so any schools using Cheshire East needed to look elsewhere. Three quotes had been obtained from Entrust, Exa and Schools Broadband.

Cheshire East IT services had assisted in specifying the requirements and reviewing the quotes, and Exa was felt to have offered the best deal across a range of factors. They were also recommended by other schools.

The decision to award the contract to Exa had been approved by LS and EH via email, and the committee was happy to **ratify** that decision.

9. HEALTH AND SAFETY UPDATE

i) Premises update

LS had met virtually with the Site Manager on 9th February, to review Health and Safety, and a report of the meeting was available on GH. A physical inspection was not possible under the current restrictions.

The Cheshire East Health & Safety inspection was scheduled to take place remotely on 18th May.

ii) Completed works

Governors Noted the following work that had been completed:

- Asbestos removed from classroom areas.
- Boiler serviced – no issues.
- Legionella check completed.
- Water tanks serviced.
- Playground repaired.
- PAT testing completed in kitchen.
- Wall re-plastered in yr 3 classroom following removal of asbestos.

iii) Projected works

The following projects were scheduled to take place over the coming months:

- Windows to be replaced during the summer break.
- Magnetic doors

10. PARENT AND STAFF SURVEYS

The staff survey had been discussed at the spring term Teaching & Learning Committee meeting on 25/2/21.

Governors discussed conducting another short survey after the school re-opened in full, but agreed to wait until the summer term. In the meantime, EH would send a message to staff on their return on 8th March, thanking them for their hard work and commitment during the lockdown, and giving them the opportunity to raise any immediate issues or concerns.

ACTION: Governors to consider questions they may wish to include in the summer term staff survey.

ACTION: EH to send message to staff on Monday 8th March.

Governors also agreed that it would be useful for EH to send a message to parents, assuring them that governors had reviewed risk assessments and plans for re-opening, and that the school was ready to welcome their children back. It was noted that it would also be a opportunity to remind parents that any questions or concerns should be directed to the school.

ACTION: EH to arrange message to parents to go on school website and/or Dojo.

11. MINUTES

The minutes of the previous meeting held on 16th October 2020 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 all actions had been completed with the exception of:

- 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.

All outstanding actions were carried forward.

13. GOVERNANCE NEWSLETTER

The spring term Governance Newsletter had been shared on Governor Hub prior to the meeting.

Governors noted the guidance on monitoring during the pandemic.

14. SCHOOL WEBSITE

The governor tasked with monitoring the website had recently resigned, and it was agreed that there should be a full review of governor roles at the FGB on 18th March.

Given the size of the GB at present, it was suggested that the 3 members of the SFVS Sub-Committee should each take responsibility for monitoring specific areas of the website.

ACTION: EH, LS and RB to agree areas of website to review/monitor.

15. AOB

There was no other part 1 business.

16. IMPACT STATEMENT

Governors agreed the impact of the meeting was:

- The staffing structure had been reviewed strategically, and an increase in hours agreed. This would release another member of staff to provide greater mental health and behavioural support where needed, and to work with children struggling with the return to school.
- Financial accountability had been assured through scrutiny of the Broadband contract process and follow-up on the issue with Babble Cloud.
- Messages to staff and parents had been agreed, re-enforcing links with stakeholders.

16. DATE OF NEXT MEETING

Governors **agreed** the date of the next meeting as Friday 18th June 2021 at 9.00am

There were part 2 minutes recorded at this meeting.

Meeting closed at 10.00am.

Signed:.....

Date:.....