



## Edleston Primary School

**Leadership & Management Committee**  
**Friday 4<sup>th</sup> March 2022 at 9:30am**  
**Venue: School**

**MINUTES – PART ONE**

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| <b>Present:</b>       | Rachael Bagni (HT)<br>Len Simm (LS)<br>Sue Worthington (SW)<br>Emmanuel Arowsafe (EA) | <b>Headteacher</b><br><b>LA Governor (Committee Chair)</b><br><b>Co-opted Governor</b><br><b>Parent Governor – left at 10.30</b> |
| <b>Apologies:</b>     | Emma Humphries (Chair)  | <b>Co-opted Governor (Chair)</b>   |
| <b>Absence:</b>       |   |  |
| <b>In attendance:</b> | Cheryl Jackson (Clerk)<br>Janet Socha (JS)  | <b>Clerk</b><br><b>School Bursar</b>   |

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| <b>AGENDA ITEM 1</b> | <b>Welcome &amp; Apologies</b>   |
| <b>Discussion:</b>   | Apologies from the Chair were received and accepted by Governors.<br><br>The Chair submitted a written document containing comments for the meeting which was circulated prior to the meeting.<br><br>LS welcomed Governors and informed them how much he had enjoyed attending this morning's Celebration Assembly. |

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| <b>AGENDA ITEM 2</b> | <b>AOB Items</b>  |
| <b>Discussion:</b>   | The Governors agreed that the following items of AOB would be discussed under agenda item 13: <ul style="list-style-type: none"><li>• KP – Teaching Assistant</li><li>• St Paul's Foodbank</li><li>• Governor Recruitment</li></ul> |

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| <b>AGENDA ITEM 3</b> | <b>Conflicts of Interest, (pecuniary or otherwise)</b> |
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| <b>Discussion:</b> | There were no declarations of interest declared with the business of the meeting. |
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| <b>AGENDA ITEM 4</b> | <b>Approval of the minutes from the previous meeting</b>   |
| <b>Discussion:</b>   | The Governors <b>approved</b> the minutes from the meeting on 15.10.21 2021 as a correct record and the clerk was asked to send the minutes to be signed virtually by the Chair. |
| <b>Decision:</b>     | The Governors resolved to approve the minutes of the above meeting.  |
| <b>Action:</b>       | The Chair to sign a copy of the minutes and provide for school for retention.  |

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| <b>AGENDA ITEM 5</b> | <b>Matters Arising</b>   |
| <b>Discussion:</b>   | The Governors reviewed the action log from the previous meeting and confirmed there were no outstanding actions. |

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| <b>AGENDA ITEM 6</b> | <b>The School Bursar's Report</b>  |
| <b>Discussion:</b>   | <p>The School Bursar (JS) produced a Report which was circulated on Governor Hub prior to the meeting. The following points were highlighted:</p> <ul style="list-style-type: none"><li>a) Pupil Numbers are now at 211 which is a good number for the School.</li><li>b) The School accounts is in a healthy position with £68K to carry forward.</li><li>c) All the <b>DFC</b> Fund will be spent before 31.08.22, £6k is being allocated to the roof replacement.</li><li>d) The Benchmarking Report indicates that school is comparable to all other similar schools with the exception of the spend on support staff. This was noted and discussed in the Teaching &amp; Learning meeting 17.02.22.</li></ul> <p>JS noted that the Finance Meeting was held 04.03.22 as it had to rescheduled. Following the meeting a few minor amendments have been made to the Report. An updated Report will be made available to Governors at the FGB on 21.03.22.</p> <p>JS noted that the ongoing problems with the Best-4-Business system had generated addition work. The impact on the payroll system had caused stress and anxiety to some</p> |



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|                | <p>staff members. JS attends the Cheshire East Bursar Group where these problems are discussed, and some best practice is shared.</p> <p>The Governors commented that the impact on staff had not been acceptable and thanked JS for her resilience and ongoing hard work.</p> |
| <b>Action:</b> | JS to provide updated Report to Governors for review at the FGB on 21.03.22.   |

| AGENDA ITEM 7      | School Budget  |
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| <b>Discussion:</b> | <p>a) The budget vs actuals for current year 2021-22 were reviewed by Governors. There is no significant overspend, the carry forward figure is good, and any variances are related to unexpected items of expenditure.</p> <p>JS noted that the increasing energy prices are likely to impact the figures, however the new windows &amp; a new boiler will counteract some of the anticipated increase.</p> <p>b) Governors were informed that the progress against the 3-year budget plan was favourable; the HT is very happy with the current position.</p> <p>The HT noted that the School have challenged the LA for an additional £30K of Pupil Premium funding to rectify an under-payment.</p> <p><b>Q – What is the reason for this?</b><br/> R – The pupil census stated that 61 pupils were registered for Free School Meals and School were only allocated funding for 38 pupils.</p> <p>HT informed Governors that the Sports Grant will be spent by 31/07/22. The School are currently waiting for a delayed payment that was due in October. Full details of how the funds have been spent is available on the School website.</p> <p><b>Q – Have swimming lessons started again?</b><br/> R – Yes, but the take-up is low. Swimming lessons are not covered by the Sports Grant, only the top up sessions.</p> <p>c) The Governors approved the staffing structure for 2022-23 which will remain the same as no recruitment is required to replace the TA that has recently left as the position is no longer needed.</p> |



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|                  | <p>HT noted that the School has a flexible staffing model and that the job-share position is working well.</p> <p>d) The Unofficial School Fund has a balance of £3367. It is currently being audited by the School Business Manager (SBM) at Beechwood Primary School and an audit certificate will be available for Governors at the FGB 21.03.22.</p> <p>The Governors approved purchase of a £20 gift voucher to thank the SBM at Beechwood Primary School.</p> <p>HT noted that a recent football event had generated £700 which had been spent on books.</p> <p>e) Governors reviewed and agreed the first draft budget for 2022-23.</p> |
| <b>Actions:</b>  | JS to provide Audit Certificate for Governors to receive at the FGB 21.03.22.  |
| <b>Decision:</b> | <p>The Governors approved:</p> <ul style="list-style-type: none"> <li>• The staffing structure for 2022-23</li> <li>• The purchase of a £20 gift voucher to thank the SBM at Beechwood Primary School.</li> </ul> <p>Governors reviewed and agreed the first draft budget for 2022-23.</p>   |

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| <b>AGENDA<br/>ITEM 8</b> | <b>Manual of Internal Financial Procedures (MIFP) Update</b>  |
| <b>Discussion:</b>       | <p>HT informed Governors that the MIFP was updated as at 31.12.21.</p> <p>HT stated the MIFP guidelines had recently been updated and will be updated again in the Summer. HT will update the MIFP following the new guidelines in the Summer.</p> <p>Governors agreed the approach and asked for an update at the Summer FGB.</p> <p>a) There were no write-off disposals.</p> <p>b) 6 contracts were reviewed and agreed with Governors.</p> <p style="padding-left: 20px;">JS noted that the School has received a credit from PHS for poor service.</p> <p><b>Q – Has the service from PHS improved?</b></p> <p>R – The service is better and PHS email JS after each visit to school.</p> <p>HT congratulated JS on resolving the problems with PHS.</p> |



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|                | <p>JS commented that the change from Croppers to UK Landscapes has worked well.</p> <p>c) There were no deviations from the MIFP.</p> <p>d) The MIPF will be updated and approved at the Summer FGB</p> |
| <b>Action:</b> | Clerk to add 'MIFP Update & Approval' as an agenda item to Summer FGB meeting.  |

| <b>AGENDA ITEM 9</b> | <b>SFVS Submission</b>  |
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| <b>Discussion:</b>   | <p>HT informed Governors that the SFVS outcome had been received for 2020/21. The school had been awarded 'good assurance'.</p> <p>a) NGA audit analysis was completed in September and has been used to inform training for Governors.<br/>SW is booked on a SEND course.<br/>HT also asked SW about teaching Spanish to small groups at lunchtime.</p> <p>b) Benchmarking was discussed in agenda item 6.</p> <p>c) The size of the Leadership Team is considered to be slightly lower than it should be. HT informed Governors that this is due to part-time contracts and that there is no concern.</p> |

**EA left the meeting.**

| <b>AGENDA ITEM 10</b> | <b>Health &amp; Safety Update</b>  |
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| <b>Discussion:</b>    | <p>a) A premises update will be available following a Governor visit which will take place next half term.</p> <p>b) Completed works include new carpet, front door serviced, gas boiler maintenance, alarm check, PAT testing, new outside locks, new door to ABC Nursery.</p> <p>c) Projected works include a new roof (School will contribute £6K from the DFC Fund)</p> <p>d) Parking – this item was discussed at the Teaching &amp; Learning meeting on 17.02.22 (see Action Nos. 07 &amp; 08)</p> |



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| <b>AGENDA<br/>ITEM 11</b> | <b>Parent &amp; Staff Surveys</b>  |
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| <b>Discussion:</b>        | <p>a) Parent Survey<br/>Governors discussed and agreed to attend the next Parents Evening on 23.03.22 where a 'verbal' Parent Survey will be carried out. HT agreed that would allow the School to gain valuable input from parents and also enable Governors to meet parents.</p> <p>HT commented that Governors would also be able to take opportunity to discuss the Parent Governor vacancy with parents attending Parents Evening.</p> <p>b) Staff Survey<br/>Governors agreed that a staff survey was not required at this time.</p> |
| <b>Action:</b>            | Governors to carry out a Parent Survey at Parents Evening to be held on 23.03.22.  |

| <b>AGENDA<br/>ITEM 12</b> | <b>Governor Newsletter – Spring 2022</b>  |
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| <b>Discussion:</b>        | <p>The Newsletter will continue to be made available on the School website and the Dojo.</p> <p>This item was discussed at the Teaching &amp; Learning Committee on 17.02.22.</p> |
| <b>Action:</b>            | Chair to send draft newsletter to the HT (see Action Ref No. 06)  |

| <b>AGENDA<br/>ITEM 13</b> | <b>School Website</b>   |
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|                           | <p>The Chair's document stated that an audit of the School website was carried out on 23.11.21 and the following issues were raised and resolved:</p> <p>a) Details of how the School complies with public sector equity duty (update annually) was approved at FGB and added to website.</p> <p>b) Details of the amount of time taken off by staff who are union officials has been checked and is recorded as not applicable.</p> <p>c) Anyone earning over 100k has been checked and is recorded as not applicable.</p> |



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|  | d) 4. A link to the schools dedicated page on the schools financial benchmarking service has been added to website. |
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| <b>AGENDA<br/>ITEM 14</b> | <b>Any Other Business</b>   |
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|                           | <p>The following items of AOB were discussed:</p> <ul style="list-style-type: none"><li>• KP – Teaching Assistant<br/>The Governors would like to thank KP for her work at the school and will send a note through to HT who will forward it on to KP.</li><li>• St Pauls Foodbank<br/>Chair has sent an email to the HT with the app and website details.</li><li>• Governor Recruitment<br/>The School is unable to recruit a new Governor and have requested support from Cheshire East.</li></ul> |
| <b>Action:</b>            | Clerk to contact School Governance Officer re: Governor recruitment.  |

| <b>AGENDA<br/>ITEM 15</b> | <b>STATEMENT OF IMPACT</b>  |
|---------------------------|---|
| <b>Discussion:</b>        | <p>Governors helped to move the school forward in this meeting by:</p> <ul style="list-style-type: none"><li>• Reviewing the budget and the 3-year budget plan.</li><li>• Approving the contract renewals and ensuring good value for money from PHS.</li><li>• Checking on completed works in Autumn 2021 and projected for Summer 2022.</li><li>• Agreeing to undertake a parent survey at Parents Evening.</li><li>• Confirming the School website is up to date and compliant to required standards.</li><li>• Expressing support to staff and checking on staff wellbeing.</li></ul> |

| <b>AGENDA<br/>ITEM 16</b> | <b>DATE AND TIME OF NEXT MEETING</b>   |
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|                           | <p>The date and time of the next meeting of Teaching &amp; Learning Committee was confirmed as:<br/><b>Summer Term: 20.05.22 at 9.30am</b></p> |



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**The meeting ended at 10.50am**  
**The meeting moved to Part 2.**

**Chair**.....

**Date**.....