



**PART ONE MINUTES
OF THE FINANCE, PREMISES, HEALTH & SAFETY COMMITTEE
OF MICKLE TRAFFORD VILLAGE SCHOOL**

Date:	Tuesday 14 th December 2021	
Time:	4pm	
Venue:	Zoom meeting	
Attendees present:	Natalie Harrison (NH) Wendy Lyon (WL) Linda Peate (LP) Les Smith (LS) Simon Kawycz (SK)	Chair (Co-opted Governor) Headteacher Co-opted Governor Co-opted Governor Co-opted Governor
In Attendance:	Rhona Kettle (RK) Julie Cox (JC)	Governance Clerk Observer
Apologies:	Yvette Brindle (YB)	Co-opted Governor
Absent:	Tracy Averill (TA)	Associate Member and SBM

For all sets of minutes and backing papers it is taken that all will have been pre-read and coverage will therefore be limited to: • accuracy • action points • challenge

The meeting was a quorate

Documents received ahead of or during the meeting included :

- Previous minutes 14th July 2021 FGB (related agenda items)
- Budget report/Cost Centre Analysis
- SFVS
- Scheme of Delegation
- Best Value Statement
- Charging, Lettings & Remissions policy
- Scheme of delegation
- Manual of Financial Procedures
- Business Continuity Plan
- Other documents via email from Clerk

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE
Discussion:	All were welcomed to the meeting with WL, with a special welcome to Les Smith who was attending as a new governor.
AGENDA ITEM 2	DECLARATIONS OF INTEREST
Discussion:	Non declarations were received in relation to this meeting's agenda.
AGENDA ITEM 3	APPOINTMENT OF CHAIR & VICE CHAIR OF THIS COMMITTEE
Discussion:	Governors discussed suitable candidates for nomination as Chair and Vice Chair of this committee.



Decision:	For this academic year, Natalie Harrison will be Chair and Linda Peate will be Vice Chair.

AGENDA ITEM 4	DECLARATIONS OF ANY OTHER BUSINESS
Discussion:	There was no other topics proposed for Part 1 of this meeting.

AGENDA ITEM 5	MINUTES OF THE LAST MEETING & MATTERS ARISING - 14th July 21 (relevant topics)
Discussion:	Governors have reviewed minutes of the last meeting (relevant sections of the FGB 14 th July 2022) .The relevant sections of the minutes were approved and there were no matters arising.

AGENDA ITEM 6	REVIEW OF TERMS OF REFERENCE 2021-22
Discussion:	Proposed Terms of Reference for this Committee and the Pay Committee have been pre-circulated to governors to review. Governors reviewed the Terms of Reference of both committees and approved them both.
Decision	Terms of Reference for this committee and the Pay Committee are approved.

AGENDA ITEM 7	AUDITOR FOR SCHOOL FUNDS
Discussion:	Governors discussed appointing Graham Ridgeway (Independent Auditor) to act as auditor of the school funds account for this academic year, as in prior year, and approved the appointment. An analysis of the transactions on the account from 1 st April 2021 to 21 October 2021 has been pre-circulated to governors to review, together with bank statement confirming a £5,855.50 carried forward balance at 25 October 2021. There were no questions raised.
Decision	Graham Ridgeway is appointed as auditor for School Funds for this academic year.

AGENDA ITEM 8	BUDGET UPDATE
Discussion:	Governors discussed the financial information pre-circulated to them for their review. Budget 2020/21 previous year continues to report a balance carried forward of £90,940 2021/22 currently forecasting a £32,699 deficit, ending the year with balance of £58,241. Later years also forecasted with negative balance. WL reported a review was underway of potential cost savings as far as possible in SBM Tracy's absence due to sick leave. Devolved Formula Capital Fund - £9,535.91 WL outlined current spending plans being formulated including IPADS (circa £6,000) and new charging unit. Also investigating if repairs to sports equipment could be funded from this source. LS advised he had recently met with the Chair of the PTA. They had reviewed the financial position of its budget which he noted included £75 a year per class for sundries etc. Q – How is this PTA budget allocation spent on the school? A : WL advised each year the school provides the PTA with a wish list and that list has been provided for the following year.



Covid Catch-up Fund £7,963.80

WL outline current initial plans on applying the funds for the benefit of the pupils which is currently being finalised.

Ideas included

- Busy Bee homework club.
- School Led Provision such as Third Party Ranstad Tutoring as last year or Nurfield Early Intervention schem.

Sports Fund £5,999.43

WL advised that there was now £2,071 in the fund. A review is underway on possible spend ideas including

- Repairs to equipment
- Key Stage 2 equipment
- Coaches at lunchtime to continue
- Repairs to pathway around the field.

LS advised that school would need to check with Town & Country Planning (General Permitted Development Order).

Schools Direct (£1,475 deficit)

WL advised further students are due to come to the school from Chester University would should address that shortfall. There had been 5 in the budget but one didn't start and another pulled out of the course, leaving 3 students starting in the Spring 2022. Five associate teachers have been offered places for next year.

School Fund £5,984.34

WL advised the school has done some pupil voice work to discuss how those funds would be applied which is currently being finalised.

Staff hours

Governors noted the staff hours pre-circulated to the governors.

Health & Safety

WL also advised that from a health & safety perspective, it had been found the EPY pens have been moved but were now back in the central place in the staff room. Now looking for a suitable spare asthma inhaler.

Q Any bad debt eg school meals etc ?

A WL advised that there was none considered bad debts, with less than c£1k owing which is much lower than previous years.

Q What has the financial impact been of COVID on the school?

A WL advised there has been additional spend on medical hygiene and staffing eg have had 7 staff with COVID who needed temporary staff cover.

Q can any of that spend be recovered/claimed back ?

A WL unfortunately not.

WL advised that the school is looking at Read Write Reading Intervention Programme.



AGENDA ITEM 9	PUPIL PREMIUM & SPORTS GRANT UPDATE
Discussion:	WL advised that the Pupil Premium Strategy Document will be published by 31 December 2021. 15 eligible pupils plus 4 Pupil Premium eligible pupils. £29,555 received so far. Expenditure includes Elsa emotional session groups, Busy Bee sessions and after school support. Sports fund spending covered in Agenda Item 8. Chair highlighted funding can be used on mental health and well being projects eg My Happy Mind.
Action	Publish Pupil Premium Strategy document by 31 December 2021 – WL

AGENDA ITEM 10	SFVS
Discussion:	The Joint Chairs of Governors will be working on the SFVS from January 2021
Action	Work on updating SFVS from January 2022 – MT Joint Chairs

AGENDA ITEM 11	CONTRACTS
Discussion:	WL was not aware of any contracts that require renewing in 2021-22 but she will enquire of SBM Tracy who is on sickness absence currently, and bring any requiring renewal to next meeting for approval
Action	Establish from SBM what contracts need renewing in 2021-22 and bring to governors – WL

AGENDA ITEM 12	APPROVAL OF ASSET REGISTER/ITEMS TO DISPOSE OF
Discussion:	NH advised that the register was reviewed and updated in April 2021. LS volunteered to review school premises in Spring 2022 and update register. WL agreed to send LS some dates for access.
Action	Advise LS of potential Spring dates to visit school for review of premises/asset register – WL

AGENDA ITEM 13	PREMISES & HEALTH & SAFETY
Discussion:	LS is inspecting the premises in Spring 22 as part of asset register review. For community use of the premises WL advised that local Brownies pack are back using the premises and the Tennis courts were used in the Summer. Health & Safety CWAC inspection by J Siddorn of CWAC took place on 4 th October 2021 and the report has been circulated to governors. A few actions have arisen which WL advised were in hand such as gathering quotes for Tree Survey and ECWIP Legionella & Asbestos training to be arranged.
Action	Complete actions from HS October Review including Tree survey/ECWIP training – WL

AGENDA ITEM 14	EDUCATIONAL VISITS
Discussion:	Pupil Voice will be referred to in any planning. A trip has been carried out to Delamere Forest, and now booked 2 residentials (Conway Year 4 one night, Shrewsbury Year 5). A trip to Story House planned for this Thursday. WL confirmed that a risk assessment if always carried out



and signed off by herself before any activities.

AGENDA ITEM 15	PROCEDURES / POLICIES FOR REVIEW/APPROVAL
Discussion:	<p>A number of policies, procedures or statements have been pre-circulated to governors to review ahead of this meeting.</p> <ul style="list-style-type: none"> • Scheme of Financial Delegation- has not been changed. Approved. • Best Value Statement – NH commented to new governors that MT was always performed well in getting good value for the school. The statement was approved. • Charging Remissions & Letting Policy – Approved subject to minor removal of text under Voluntary Contributions • Manual of Internal Financial Procedures – WL advised this was in the process of being updated but that was currently on hold as SBM was now on sickness leave. • Business Continuity Plan - Approved
Decisions	Documents listed above are approved (subject to change in CRL Policy)
Actions	Charging Remissions & Letting Policy to be updated as requested – WL Manual of Internal Financial Procedures annual review to be completed– WL
AGENDA ITEM 16	ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING
Discussion:	There were no AOB and items for next meeting listed under actions (listed below)
AGENDA ITEM 17	DATE OF NEXT MEETING/S
Discussion:	<ul style="list-style-type: none"> • 14th February 2022 5.30pm.

ACTIONS FROM 14.12.21

- Publish Pupil Premium Strategy document by 31 December 2021 – WL
- Work on updating SFVS from January 2022 – MT Joint Chairs
- Establish from SBM what contracts need renewing in 2021-22 and bring to governors to review – WL
- Advise LS of potential Spring dates to visit school for review of premises/asset register – WL/LS
- Complete actions from HS October Review including Tree survey/ECWIP training – WL
- Charging Remissions & Letting Policy to be updated as requested – WL
- Manual of Internal Financial Procedures annual review to be completed– WL