



**Part 1 Minutes of the Meeting of the
FINANCE, BUILDINGS & STAFFING COMMITTEE
of Lower Peover CofE Primary School**

Date:	Tuesday 25 th January 2022 at 9.30am	
Venue:	Lower Peover CofE Primary School	
Present:	Louise Lawton LL Chair of Cttee Alun McIntyre AM Sharon Dean SD	Foundation Governor Trustee Representative Headteacher
Apologies:	Graham Norbury GN Peter Longinotti PL	Foundation Governor Foundation Governor
In Attendance:	Jo Tinker JT Diane Addison DA	School Bursar Clerk to the Governors

The meeting met its quorum.

Decisions, actions and areas of challenge during discussions indicated in bold text.

Agenda item 1	WELCOME AND APOLOGIES FOR ABSENCE
Discussion:	The meeting was opened with a prayer. Apologies were received from Graham Norbury and Peter Longinotti.
Resolved:	That the apologies from GN and PL be accepted.
Agenda item 2	DECLARATION OF PECUNIARY, PERSONAL OR EDUCATION INTEREST
Discussion:	LL declared that as of 21 st January 2022, she had worked at the school for 119.5 hours out of a possible 500 hours. There were 380.5 hours remaining.
Resolved:	That the declaration be noted.
Agenda item 3	DECLARATION OF ANY OTHER BUSINESS
Discussion:	No additional business was declared
Agenda item 4	MINUTES OF THE LAST MEETING of 8th October 2021
Discussion:	The minutes of the previous meeting of 8 th October 2021, had been circulated to Governors prior to the meeting. The Chair proposed the approval of the minutes, the proposal was seconded by SD.
Resolved:	That the minutes of the meeting of 8th October 2021 be approved as an accurate record of the meeting and signed by the Chair.
Agenda item 5	MATTERS ARISING
Discussion:	Governor's attention was drawn to the outstanding matters of: - <ul style="list-style-type: none"> • The path towards the KS2 play equipment needed to be cleaned and re-surfaced • The drainage problem still needed to be resolved; Devolved Formula Capital (DFC) could be applied for although the school would need to contribute 10% of the cost. • The wall at the front of the school still required attention.

Resolved:	That the matters be noted.																																
Agenda item 6	FINANCE MATTERS																																
Discussion:	<p>3 Year Budget Summary as of January 2022</p> <table border="1"> <thead> <tr> <th></th> <th>Actual 2020/21</th> <th>Forecast 2021/22</th> <th>Forecast 2022/23</th> <th>Forecast 2023/24</th> </tr> </thead> <tbody> <tr> <td>Balance B/Fwd</td> <td>78,033</td> <td>158,170</td> <td>197,521</td> <td>146,027</td> </tr> <tr> <td>Projected Income</td> <td>1,004,739</td> <td>1,063,426</td> <td>1,018,388</td> <td>1,025,747</td> </tr> <tr> <td>Projected Expenditure</td> <td>924,602</td> <td>1,024,076</td> <td>1,069,882</td> <td>1,073,169</td> </tr> <tr> <td>In Yr surplus / deficit</td> <td>80,137</td> <td>39,351</td> <td>-51,494</td> <td>-47,422</td> </tr> <tr> <td>Projected C/fwd</td> <td>158,170</td> <td>197,521</td> <td>146,027</td> <td>98,605</td> </tr> </tbody> </table> <p>JT drew Governors' attention to the increase on the 2021/22 c/fwd figure of £197,521 from the forecast of October 2021. There had been an increase in forecast income, attributable to additional government funding and higher than forecast income from the Associate School Improvement Adviser work undertaken by SD.</p> <p>JT confirmed to Governors that expenditure increases for 2022/23 and 2023/24 included a 46% uplift for energy costs and increased National Insurance costs. In answer to a question JT confirmed that CWaC had also factored in the changes to the minimum salary level for newly qualified teachers.</p> <p>Governors were informed that the school finance management had now been migrated to the Best4Business system.</p> <p>SFVS The Committee noted the date for the completion of the SFVS. The final version of which would be recommended to the FGB for approval and submission to Cheshire West and Cheshire Council by the deadline of 31st March 2022.</p> <p>Schools Conditions Allocation Two bids had been submitted for SCA funding by the school for: -</p> <ul style="list-style-type: none"> • Work on the car park • Roof replacement. <p>It was expected that the outcome of the bids would be advised during March/April.</p>				Actual 2020/21	Forecast 2021/22	Forecast 2022/23	Forecast 2023/24	Balance B/Fwd	78,033	158,170	197,521	146,027	Projected Income	1,004,739	1,063,426	1,018,388	1,025,747	Projected Expenditure	924,602	1,024,076	1,069,882	1,073,169	In Yr surplus / deficit	80,137	39,351	-51,494	-47,422	Projected C/fwd	158,170	197,521	146,027	98,605
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Resolved:	That the Committee agreed that the 2022/23 Budget be recommended to the FGB for approval.																																
Action:	What:	Who:	When:																														
	Item Approval of 2022/23 Budget be an item for the next FGB	JA	Next FGB																														
	Item Approval of SFVS be an item for the next FGB	JA	Next FGB																														
Agenda item 7	PREMISES REPORT																																
Discussion:	<p>Site Managers Report JT presented the Site Managers Report.</p> <p>Although most of term time had been taken up with extra cleaning and covid related activities, the Site Manager had undertaken the following work: -</p> <ul style="list-style-type: none"> • Put up the large canvases in the corridors. • Completed the portable appliance checks (PAT testing). 																																

	<ul style="list-style-type: none"> Put a new base in the sandpit. Removed leaves, cleared the gutters and generally kept the grounds tidy. Undertaken the Health and Safety Review with the Local Authority. Started to clear the pond area. <p>School Lighting</p> <p>The school was unable to replace the fluorescent lighting tubes and now had to install LED lights and new fittings throughout the school, including the outside lighting.</p> <p>Three quotes had been obtained from companies following their auditing of the school and confirmation of scope of work: -</p> <ul style="list-style-type: none"> KDE Ltd £30,800 + VAT Fittings and installation Dextra Lighting £13,832 + VAT Fittings only Ansell £17,803 + VAT Fittings and installation <p>JT confirmed to governors that the quote from Ansell included: -</p> <ul style="list-style-type: none"> Removal and disposal of the old fittings Supply and installation of fittings Low energy LED lighting <p>The quote for work had been provided on 21st December 2021 and was valid for 30 days. It was anticipated that the work would be undertaken at Easter.</p> <p>The lighting replacement would be funded from, £10,000 from the School Budget, £2000 from the School Fund and £5000 from the Governors Fund.</p> <p>A Governor recommended that the school confirm 30 days in advance of the work being undertaken that the quote remained valid.</p>
Resolved:	That the Committee approved the lighting replacement work to be undertaken by Ansell Lighting.
Agenda item 7	CAR PARKING PROJECT
Discussion:	Ref Item 5
Agenda item 8	DISPOSAL OF ANY ITEMS LISTED IN THE ASSET REGISTER
Discussion:	None required.
Agenda item 9	POLICIES
Discussion:	There were no policies for review.
Agenda item 10	BALANCES IN GOVERNORS ACCOUNTS
Discussion:	Governors were advised of the following account balances: - <ul style="list-style-type: none"> Current Account £9056.21 as of 31st December 2021 Deposit Account £3872.62 as of 31st December 2021 School Fund £5912.95 as of 24th January 2022
Resolved:	That the report be noted.
Agenda item 11	TRUSTEE UPDATE
Discussion:	SD advised of a meeting with the Chair and Treasurer of the Trust. Discussions had been held regarding matters over the last year with particular discussions about the car park and parking

	<p>for funerals.</p> <p>Governors discussed the problems associated with the parking of cars in the school car park when a funeral was held at the church. A risk assessment had been completed and forwarded to the undertakers. It was suggested that mourners should be asked to move their cars if they were going to the pub following the church service.</p> <p>SD further advised that she had discussed with the Trustees how the Trustees' profiles could be raised with the pupils' parents. It was suggested that Trustees could publish an article in the school's newsletter as appropriate. SD also suggested that a Trustee be invited to attend the summer FGB, to provide an update to Governors.</p> <p>As a current Trustee AM advised of two outstanding matters that he wanted to resolve, one being the Land Registry queries and the other being a review of the Instrument of Government for the Trust, which had been last reviewed in 1898.</p>
Resolved:	That the matter be noted
Agenda item 12	ANY OTHER BUSINESS
Discussion:	There was no additional business to discuss.
Agenda item 13	DATES OF FUTURE MEETINGS
Resolved:	Tuesday 3rd May 2022 at 9.30am.

There being no further business the meeting closed at 10.30am