



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

Date:	Tuesday 3 rd May 2022 at 9.30am	
Venue:	Lower Peover CofE Primary School	
Present:	Louise Lawton LL Chair of Cttee Alun McIntyre AM Sharon Dean SD Peter Longinotti PL	Foundation Governor Trustee Representative Headteacher Foundation Governor
Apologies:	Graham Norbury GN Debbie Rutter DR	Foundation Governor Parent Governor
In Attendance:	Jo Tinker JT John Addison DA	School Business Manager 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 Debbie Rutter.
Resolved:	That the apologies from GN and DR be accepted.
Agenda item 2	DECLARATION OF PECUNIARY, PERSONAL OR EDUCATION INTEREST
Discussion:	LL declared that as of 3 rd May 2022, she had worked at the school for 209.15 hours out of a possible 500 hours. There were 290.45 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 25th January 2022
Discussion:	The minutes of the previous meeting of 25 th January 2022, had been circulated to Governors prior to the meeting.
Resolved:	That the minutes of the meeting of 25th January 2022 be approved as a correct record of the meeting.
Agenda item 5	MATTERS ARISING
Discussion:	Governor's attention was drawn to the outstanding matters of: - <ul style="list-style-type: none"> • The KS2 play equipment needed some attention following storm damage and negotiations were ongoing with the school's insurers • The drainage problem had re-emerged. • The wall at the front of the school still required attention.

	<ul style="list-style-type: none"> The lighting work around school had been completed 		
Resolved:	That the matters be noted.		
Action:	What:	Who:	When:
	SD to contact Paul Burrows in respect of the drainage issues	SD	ASAP

Agenda item 6	FINANCE MATTERS
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Discussion:	3 Year Budget Summary as of April 2022
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	Actual 2020/21	Forecast 2021/22	Forecast 2022/23	Forecast 2023/24
Balance B/Fwd	78,033	158,170	187,199	130,545
Projected Income	1,005,71	1,063,854	1,015,732	1,024,052
Projected Expenditure	924,934	1,034,825	1,072,386	1,075,566
In Yr surplus / deficit	80,137	29,029	-56.654	-51,514
Projected C/fwd	158,170	187,199	130,545	79,031

JT confirmed to Governors that expenditure increases for 2022/23 and 2023/24 included an uplift for energy costs, teacher's pay awards and increased National Insurance costs. SD advised that the forecast deficit in 2022/23 would be mitigated by the fact that school expected to have an additional 7 children on roll from September 2022. **PL referred to the reduction in Government Grant income from £102,963 in 2021/22 to £26,571 in 2022/23 and similarly the increase in Other income from £107,878 in 2021/22 to £134,248 in 2022/23.** LL advised that these sums were aggregated to individual schools by CWaC from Government funding but an explanation would be sought.

Resolved:	<ol style="list-style-type: none"> That the forecast outturn for 2021/22 be noted. That the Committee agreed that the 2022/23 Budget be recommended to the FGB for approval. That an explanation be sought from CWaC regarding the changes to the Other Income figures
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Action:	What:	Who:	When:
	Ratification of 2021/22 Budget Outturn be confirmed at the next FGB	JA	Next FGB
	Approval of 2022/23 Budget be an item for the next FGB	JA	Next FGB
	An explanation of the changes to the Other Income figures be sought from CWaC	JT	Next FGB

Agenda item 7	PREMISES REPORT
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Discussion:	Site Manager's Report JT presented the Site Manager's Report.
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Since his last report the Site Manager had undertaken the following work: -

- Cleared up after storm damage;
- Fitted new projector in The Hall;
- Supervised the installation of whole school new lighting over the Easter break;
- Removed and replaced all classroom furniture pre and post light fittings;
- New shelving in the staff room;
- Worked with staff on EYFS classroom and outdoor area after Easter break;
- Ongoing issues with drains and girls' toilets;
- Cleared out pond area;

	<ul style="list-style-type: none"> • General maintenance inside and outside of school; and • Ongoing tidying of woods for Forest School.
Resolved:	That the Site Managers Report be noted.
Agenda item 8	CAR PARKING PROJECT - UPDATE
Discussion:	SD advised that the School's bid had been accepted and that work would be carried out over the Summer holidays.
Resolved:	That the update on the car parking project be noted.
Agenda item 9	INSURANCE
Discussion:	SD advised that the school's insurance policy had not been reviewed for some time and that it would seem an opportune time to undertake a review to ensure that value for money and comprehensive coverage were obtained. As the policy did not expire until the Autumn it was proposed to undertake the review over the Summer with a view to a recommendation being made to the first meeting of the FGB in the 2022/2023 year.
Resolved:	That a review of the School's insurance policy be undertaken over the Summer with a recommendation being made to the first meeting of the FGB in the 2022/2023 year
Agenda item 10	DISPOSAL OF ANY ITEMS LISTED IN THE ASSET REGISTER
Discussion:	None required.
Agenda item 11	POLICIES
Discussion:	There were no policies for review.
Agenda item 12	BALANCES IN GOVERNORS ACCOUNTS
Discussion:	Governors were advised of the following account balances: - <ul style="list-style-type: none"> • Current Account £7719.14 • Deposit Account £3875.99 • School Fund £5256.65
Resolved:	That the report be noted.
Agenda item 13	TRUSTEE UPDATE
Discussion:	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.
Resolved:	That the matter be noted
Agenda item 14	LETTING CHARGES
Discussion:	JT advised that it had been some considerable time since the school letting charges had been reviewed
Resolved:	That the following amendments be made to the school Letting Charges with effect from September 2022. <ul style="list-style-type: none"> • Night Owls from £50 to £60 • WI from £13 to £15 • Music Lettings 10% of takings; • Parish Council £9 to £10 • Church use to remain free

There being no further business the meeting closed at 10.30am

Part 1 Minutes of the meeting of the
Finance, Buildings and Staffing Committee
of Lower Peover C of E Primary School
on 3rd May 2022.

Signed by: _____ (Chair) Date: _____