



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

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| Date: | Friday 10 th February 2023 at 9.30am | |
| Venue: | Lower Peover CofE Primary School | |
| Present: | Louise Lawton LL Chair of Cttee Alun McIntyre AM Sharon Dean SD Graham Norbury GN Debbie Rutter DR | Foundation Governor Trustee Representative Headteacher Foundation Governor Local Authority Governor |
| Apologies: | Peter Longinotti PL | Foundation Governor |
| In Attendance: | Jo Tinker JT John Addison JA | School Bursar Clerk to the Governors |

Whatever you do, work at it with all your heart, as working for the Lord. Colossians 3:23

The meeting met its quorum.

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

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| Agenda item 1 | WELCOME AND APOLOGIES FOR ABSENCE |
| Discussion: | The meeting was opened with a prayer. Apologies were received from Peter Longinotti. |
| Resolved: | That the apologies from PL be accepted. |
| Agenda item 2 | DECLARATION OF ANY OTHER BUSINESS |
| Discussion: | Vision |
| Agenda item 3 | MINUTES OF THE LAST MEETING of 7th October 2022 |
| Discussion: | The minutes of the previous meeting of 7 th October 2022, had been circulated to Governors prior to the meeting. |
| Resolved: | That the minutes of the meeting of 7th October 2022 be approved as an accurate record of the meeting and signed by the Chair. |
| Agenda item 4 | ACTION LOG |
| Discussion: | The Action Log was updated |
| Resolved: | That the Action Log be noted. |
| Agenda item 5 | TERMS OF REFERENCE |
| Resolved: | That the Committee's Terms of Reference be amended to include specific reference to the Governors' Current Account and School Fund and how monies contained therein were allocated/be approved. |

| Agenda item 6 | FINANCE MATTERS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------------|---|-----------------------------|-----------------------------|-----------------------------|--|---------------------------|-----------------------------|-----------------------------|-----------------------------|----------------------|---------|---------|---------|--------|-------------------------|-----------|-----------|-----------|-----------|------------------------------|-----------|-----------|-----------|-----------|--------------------------------|--------|---------|---------|---------|------------------------|---------|---------|--------|--------|
| Discussion: | 3 Year Budget Summary as of January 2023 <table border="1" data-bbox="373 300 1378 560"> <thead> <tr> <th></th> <th>Actual 2021/22</th> <th>Forecast 2022/23</th> <th>Forecast 2023/24</th> <th>Forecast 2024/25</th> </tr> </thead> <tbody> <tr> <td>Balance B/Fwd</td> <td>158,169</td> <td>187,086</td> <td>136,835</td> <td>95,844</td> </tr> <tr> <td>Projected Income</td> <td>1,063,744</td> <td>1,081,291</td> <td>1,071,910</td> <td>1,080,577</td> </tr> <tr> <td>Projected Expenditure</td> <td>1,034,827</td> <td>1,131,542</td> <td>1,112,902</td> <td>1,162,701</td> </tr> <tr> <td>In Yr surplus / deficit</td> <td>28,917</td> <td>-50,251</td> <td>-40,991</td> <td>-82,124</td> </tr> <tr> <td>Projected C/fwd</td> <td>187,086</td> <td>136,835</td> <td>95,844</td> <td>13,720</td> </tr> </tbody> </table> <p>LL commented that the school's financial position was much more positive than as reported at the last meeting. The figures contained the financial implications of anticipated staffing changes, the impact of the teacher's pay offer but not any improved settlement, increased energy costs and additional grants.</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. SD advised that she and JT had attended a training event on Audit and Fraud at which it was recommended that the questions contained in the SFVS should be addressed on a regular basis and not once per year.</p> <p>Online Banking JT advised that school had still not been able to set up online banking. LL undertook to raise this with the bank concerned.</p> | | | | | Actual 2021/22 | Forecast 2022/23 | Forecast 2023/24 | Forecast 2024/25 | Balance B/Fwd | 158,169 | 187,086 | 136,835 | 95,844 | Projected Income | 1,063,744 | 1,081,291 | 1,071,910 | 1,080,577 | Projected Expenditure | 1,034,827 | 1,131,542 | 1,112,902 | 1,162,701 | In Yr surplus / deficit | 28,917 | -50,251 | -40,991 | -82,124 | Projected C/fwd | 187,086 | 136,835 | 95,844 | 13,720 |
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| Balance B/Fwd | 158,169 | 187,086 | 136,835 | 95,844 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Projected Income | 1,063,744 | 1,081,291 | 1,071,910 | 1,080,577 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Projected C/fwd | 187,086 | 136,835 | 95,844 | 13,720 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Resolved: | <ol style="list-style-type: none"> 1. That the Committee agreed that the 2023/24 Budget be recommended to the FGB for approval. 2. That SFVS be a standard item on future Committee agendas. 3. That LL pursue the issue of online banking. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Action: | What: | Who: | When: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Item Approval of 2023/24 Budget be an item for the next FGB | JA | Next FGB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Item Approval of SFVS be an item for the next FGB and for future agendas for this Committee | JA | Next FGB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Pursue issue of online banking | LL | ASAP | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Agenda item 7 | PREMISES REPORT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Discussion: | Site Managers Report JT presented the Site Managers Report. Since the last report in October 2022 the Site Manager had undertaken the following work: - <ul style="list-style-type: none"> • Deep clean of hall, kitchen & resource room windows & windowsills, to • remove mould. • Deep clean of children's toilets, sinks (taps and all pipework underneath) • & flooring. • Liaising with electrician to resolve lighting issue outside EYFS area. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <ul style="list-style-type: none"> • Liaising & being present during holiday for drain repair. • Accompanied governor on H&S visit, identifying areas of concern. • Fixed damaged fencing along playground side. • Rewired HDMI cabling for new laptop in hall. • General and ongoing day to day maintenance around whole school site. • Ongoing monitoring & fixing of side door, which keeps dropping & not closing properly. |
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| Resolved: | That the Site Manager's Report be noted |
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| Agenda item 8 | LINK GOVERNOR REPORT – HEALTH AND SAFETY |
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| Discussion: | <p>GN advised that he visited the school on 18th January 2023 to undertake a Health and Safety Link Governor visit in conjunction with Andy Williamson, Site Manager.</p> <p>The following observations were made with comments/suggestions in bold text:-</p> <p>Side kitchen door & After School Club entrances-</p> <p>The fire assessment undertaken commented on the position of the bins located at the kitchen and kids club door entrances. It was suggested moving these to the area behind the kids club entrance/ Store room wall area (near the tree) however some work would be required here and would be on show from the front of school unless a screen was created. The brickwork around the kids club entrance had bricks missing creating holes allowing draughts and also possible entry point for vermin as near the kitchen. The pointing on this was also very worn. Also the wooden window sills were rotten. AM commented that once the last Land Registry query had been resolved, the Trustees planned to undertake remedial maintenance in that area which could allow the bins to be relocated and the current wooden window frame replaced with a PVC version.</p> <p>Small wall & railings on corner of building, front wall and tree-</p> <p>The wall was cracking and the top stones were loose. The front wall where the school sign was attached was cracking, and was showing inside and outside in the same place. Also the pointing was falling out on the wall and all around the windows. It was possible the root from the tree was causing the fence and wall issue.</p> <p>The vents to the school building were at the same level as the path, and water could get in here. The tree had now grown high enough so that it was interfering with the wires to the building and could cause issues when windy.</p> <p>Front loop-</p> <p>The pot holes had been filled in but the road had yet to be resurfaced. Governors commented that this was an ongoing issue.</p> <p>Pavements-</p> <p>The pavement at the front of school near the loop had the curbed edging falling away from the pavement. Also the area from here to the school wall was very muddy and had raised grid tops. It was suggested that this could be covered in tarmac to the wall, to stop trip/slip hazards and mud being brought into school. A mobility/ accessibility survey was done and highlighted the pavement near Y1 had sunk, was too narrow for wheelchair access and there was also a proud grid top. AM suggested that there was a need to clarify who owned the</p> |
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land before asking for remedial works to be carried out.

All perimeter fencing-

At the back of school, the perimeter fencing was falling down, possibly it was not high enough and children were getting out of the school grounds by going underneath it. People had been coming over the fences and into the school grounds at weekends. The post and rail fencing near the woodland area had large square netting on it which was being used to help climb over the fence and smaller square netting would stop this. **AM advised that he would consult with the Trustees on this**

Trees

The last tree survey was done June 2019 whilst it was recommended that one be undertaken every 15 months.

Rear car park area-

Water was lying in the middle which had been made worse since the carpark work was carried out. **SD advised that the retention payment had been withheld until the Contractor resolved the issue.**

All outbuildings

Water was coming inside the outbuilding near the netball court and everything needed to be raised off the ground to stop it getting wet. The wooden boards on the outside were rotting away. The doors to these buildings were hard to open and if opened were hard to close and lock. **AM suggested that remedial works could be undertaken as part of the replacement toilets contract.**

Drains

Work near the Netball court area was due to be carried out February half term due to drains blocking. Drains on rear carpark/ netball court could not take rain water and constantly flooded.

Roof

The roof above the front reception area- had stones coming off and the lead was coming away which was also causing damp on the wall in the reception area to school. **AM suggested that some minor remedial works would solve this issue.**

Hall windows

The windows in the hall cannot be opened which was an issue in Covid when having to provide ventilation.

Security Doors

The Site Manager had no keys for the doors at the rear of school which could be an issue if an emergency occurred as emergency services could not be let in through here. The Site Manager suggested that a Lock Suite be fitted so that there were different keys for doors but

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| | <p>with a master key. Governors agreed that this was a priority and that a quotation be obtained after Easter.</p> <p>The door near the loop was insecure and needed constant adjustment. When used this door sometimes didn't close properly which was a security issue.</p> <p>Alarm & Fire system</p> <p>Some classrooms didn't have smoke detectors. The server room had no smoke detector and there was a lot of electrical equipment and heat in here. Governors agreed that this was a priority action. JT advised that a fire risk assessment had been carried out and did not pick up any issues around smoke detectors in classrooms.</p> <p>Toilets</p> <p>Toilet areas worn/ aged. This had been recognised and quotations were being sought for refurbishment/replacement.</p> <p>Fire Extinguishers-</p> <p>Due for inspection February 2023</p> <p>Doors & Finger Guards</p> <p>Some doors on the corridor near reception classroom were falling apart. Some finger guards needed replacing. SD committed to look at this.</p> <p>Lighting</p> <p>Outside lights at the rear of school near reception class, didn't work and main fuse trips, extractor fans also don't work when this trips. These lights stopped working after internal light work was carried out in school.</p> <p>Hall</p> <p>Damp was coming through the wall. The floor joists had rotted away, and could possibly be linked with the ventilation issue on the front wall. Damp was coming through on the kitchen wall.</p> <p>SD thanked GN for his report and suggested that as there were a significant number of structural issues identified that she would share the report with Cassidy and Ashton.</p> |
| Resolved | <ol style="list-style-type: none"> 1. That AM be requested to raise those issues identified at the meeting with The Trustees. 2. That SD raise with Cassidy and Ashton, those issues impacting on the structure and fabric of the building. 3. That a lock suite be purchased in the Summer term. |

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| Agenda item 8 | DISPOSAL OF ANY ITEMS LISTED IN THE ASSET REGISTER |
| Discussion: | None required. |

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| Agenda item 9 | GIFTS HOSPITALITY AND ANTI-BRIBERY POLICY |
| Discussion: | Governors discussed the limits and parameters of the contents of a Gifts, Hospitality and Anti-Bribery Policy |
| Resolved: | That the Gifts, Hospitality and Anti-Bribery Policy be approved and reviewed on an annual basis. |
| Agenda item 10 | BALANCES IN GOVERNORS ACCOUNTS |
| Discussion: | Governors were advised of the following account balances: - <ul style="list-style-type: none"> • Current Account £2,046.73 as of 19th January 2023 • School Fund £3,680.68 as of 10th February 2023 |
| Resolved: | That the report be noted. |
| Agenda item 11 | TRUSTEE UPDATE |
| Discussion: | AM advised that the Trust was undertaking an assessment of the trees on the school site. |
| Resolved: | That the matter be noted |
| Agenda item 12 | VISION |
| Discussion: | LL referred Governors to the Shaping Governance meeting and specifically to the first item of business – The School Vision – and asked Governors how the work of this Committee contributed to achieving this. Governors commented that one of the strategic responsibilities of this Committee was to ensure that the school was adequately resourced to achieve the aims and objectives contained in the School Development Plan. In addition, a key function of this Committee was to also ensure that school was a safe and healthy place in which children could learn. Finally, Governors on this Committee made it a priority that school achieved good value for money when purchasing goods and services. |
| Resolved: | That the matter be noted. |
| Agenda item 13 | GOVERNANCE |
| Discussion: | The following items of governance were discussed:- <ul style="list-style-type: none"> • That the school’s Mission Statement be included on agendas and minutes; • That SD and JT had attended an Anti-Fraud training event and reported back to the Committee; • That SD contact the Clutterbuck Trust with a view to replacing iPads; • That the terms of reference for The School Fund should be to support the school in funding any enrichment activity • That various items of a financial nature be considered and approved at the first meeting in the academic year (Manual of Internal Financial Procedures, Appointment of Auditor, Review of SLAs) |
| Resolved: | That the matter be noted. |
| Agenda item 14 | DATES OF FUTURE MEETINGS |
| Resolved: | Tuesday 2nd May 2023 at 9.30am. |

There being no further business the meeting closed at 11.30am