



St George's Primary School

Resources and Premises Committee Meeting

Tuesday 7 November 2023

Lower Site 5:30pm

Present

Community Governors

B. Clark
M. Wiggins
C. Scott

Chair R&PC Committee

Parent Governors

J. King

Staff Governors

B. Cassidy
J. Thomas

Also Present

K. Choudhary

Clerk

Apologies

A. Lee
S. Jones

Item 1 Welcome, Apologies and declarations of AoB

- 1.1 Noted and received as above.

Item 2 Clerking Arrangements

- 2.1 R&PC reviewed the TOR to ensure purpose of committee is agreed and reviewed for 2023/24 (aligned to annual planner) and that governors are aware of focus of R&PC.
- 2.2 R&PC discussed their membership and K. Choudhary highlighted that, while not essential, best practice is to have a different chair for each committee and C. Scott is both chair for both FGB and R&PC.
- 2.3 R&PC discussed C. Scott and J. King swapping Chair and Vice Chair functions.
- 2.4 J. King was nominated by M. Wiggins to become R&PC Chair. This was seconded by B. Clark.
- 2.5 C. Scott was nominated by B. Clark to become R&PC Vice Chair. This was seconded by M. Wiggins.
- 2.6 **DECISION TAKEN:** J. King is now Chair and C. Scott is now Vice Chair.
- 2.7 **ACTION 1(11/23):** K. Choudhary to amend R&PC TOR to reflect change in role function and add J. Thomas.

Item 3 Minutes and Action Points from Previous Meeting

- 3.1 Circulated as part of the papers.
- 3.2 R&PC reminded that last meeting was not quorate and that matters arising from non-quorate meeting were agreed at FGB.

Item 4 Declarations of Interest

- 4.1 None declared.
- 4.2 R&PC reminded that it is an annual expectation that clerk ensure probity through all minutes and through annual declaration paperwork.
- 4.3 **ACTION 2 (11/23):** K. Choudhary to circulate Declaration of Interest paperwork to all governors.

Item 5 Key Priorities

- 5.1 R&PC agreed to the follow key priorities for committee:
- ☐ Restore long term budget sustainability (includes Academy considerations)
 - ☐ Work with SLT to address long term concerns regarding sustainability and condition of St George's Road site.

Item 6 Infectious Diseases Risk Assessment

- 6.1 Circulated as part of the papers.
- 6.2 SLT highlighted the school's revised managing infectious diseases (including coronavirus), stating that this has been adjusted for changes in government guidance for living with Covid -19 but is guided by the actual risk of managing infections and minimising risk to health and subsequent disruption in the school.
- 6.3 R&PC informed that this replaces all previous whole school Covid-19 Risk Assessments.
- 6.4 R&PC asked has the school seen many absences due to coronavirus?
- 6.5 **RESOLUTION:** No
- 6.6 R&PC asked in a staff member tests positive, at they still allowed onto school premises?
- 6.7 **RESOLUTION:** No. For 5 days from the disclosure.
- 6.8 R&PC asked do they have to show a negative test?
- 6.9 **RESOLUTION:** No.

Item 7 Premises Issues

- 7.1 Circulated as part of the papers.
- 7.2 R&PC informed that the last full audit was 15/09.22. All future audits scheduled for bi-annual. As such, the next one will be September 2024.
- 7.3 R&PC informed that site management has been challenging in this period more recently and the school is looking forward to having new starter (Mr Ben Taylor) joining T. Hales as joint site manager from 20/11/23.
- 7.4 SLT highlighted;
- ☐ Key concerns remain the schools lower site entrances, road closure and fire assembly point.
 - ☐ Mezzanine delayed by availability of portable classrooms. It was suggested that this will likely be circa March/ April 2024.
 - ☐ Asbestos management final survey completed by 27/10/23.
 - ☐ No RAAC on site.

Item 8 DfE Condition Survey

- 8.1 Circulated as part of the papers.
- 8.2 SLT discussed the school's condition survey, highlighting the DfE survey's condition grades, as follows;

Grade	Condition	Description
A	Good	Performing as intended
B	Satisfactory	Performing as intended, but exhibiting minor deterioration
C	Poor	Exhibiting major defects and/or not operating as intended
D	Bad	Life expired and/or serious risk of imminent failure
X	Full Replacement	Supplementary designation assigned in addition to 'B' and 'C' where full replacement is required For example, a boiler may be assessed as "Cx" if the surveyor judges it to be in poor condition but is aware that it is obsolete and that it will no longer be possible to get the necessary spare parts due to its age.

- 8.3 SLT explained the condition of the building, including structural issues and electrical surveys, and mention the need to address these issues in the context of the age of the building and potential for future issues.
- 8.4 R&PC highlighted the issues around appropriate land for new, fit for purpose school premises will still be there in years to come, highlighting that new land is not going to 'magically appear'.

Item 9 Site Managers Report

- 9.1 Circulated as part of the papers.
- 9.2 SLT stated that the schools major capital works have been limited by budgets and the fact that the school has exhausted most of its grants.
- 9.3 R&PC discussed the report and SLT the following areas;
- ☐ Key premises work undertaken.
 - ☐ Fire evacuation records.
 - ☐ Servicing arrangements.
- 9.4 R&PC thanked Mr Hales for his report.

Item 10 Policy and Key Document Audit

- 10.1 Circulated as part of the papers.

- 10.2 SLT stated that key policies and documents being managed by the school and updated for R&PC work through the Policy Audit file which is a working document that is regularly reviewed.

Item 11 Updated Health and Safety Policies

- 11.1 Circulated as part of the papers.
- 11.2 R&PC signposted to the following policies and SLT invited any questions;
- ☐ Health and Safety Policy (Updated)
 - ☐ Emergency Policy (Updated)
 - ☐ First Aid (renewed with updated training record)
 - ☐ Managing Medicines in School (renewed)
- 11.3 **DECISION TAKEN:** All above policies ratified for 2023/24.

Item 12 Period 6 Budget Review

- 12.1 Circulated as part of the papers.
- 12.2 SLT outlined the budget changes since budget setting and strategies to address deficit budget, with specific focus on;
- ☐ Long term pay awards (teachers funded – non teaching staff unfunded)
 - ☐ Continued rising costs
 - ☐ Significant unexpected staffing costs: x6 long term absences (x3 parental bereavement, x3 serious illness).
- 12.3 Governors noted that whilst the anticipated deficit needed careful management, it was 0.2 of overall budget and the long term budget plans were not affected.
- SLT stated that the school, despite the issue listed above, it is working towards not shrinking its operational budget.
- 12.4 R&PC thanked Mrs Jones for his report.

Item 13 Other Finance Issues

- 13.1 Circulated as part of the papers.
- 13.2 R&PC informed that the school has been campaigning for budget increase relating to DfE Split site consultation and change to national formula. It was suggested that this will result in a £65k uplift.
- 13.3 SLT stated that the school is currently challenging its water charges banding.
- 13.4 SLT also highlighted;
- ☐ Balance of voluntary funds.

- LA clawback consultation: 50% of excess balances above the DFE recommended amount of 8% for primary schools/ 5% for secondary schools, for the average surplus balance over 4-year period.

Item 14 Catering Finances

14.1 Circulated as part of the papers.

14.2 R&PC informed that;

- Staffing is now stable and we are looking at allocating the hours needed for each site.
- We are ensuring sustainability is one of our top priorities by buying locally and seasonal where possible, in addition to this we have also increased plant-based food due to customer demand. We now have a wider menu choice for vegan diets.
- We are actively encouraging field to fork by working with the children, for example the children picked the pears from the school's fruit trees and we made this into an apple and pear crumble for the school lunch.
- Next week we are starting the new snack shack which will be running 2 days per week, offering healthy nutritional snacks.
- The dates are booked in for parent taster sessions, this will hopefully increase meal numbers for universal free school meals.
- Since September we have had an increase in hospitality requests for events within school, we have successfully managed these by buying in packet biscuits etc to save on staff timings.
- Year to date plate costs are £1.10 with the target of £1.09, food costs have increased over 20% the past year.
- October's plate costs were £1.01, this reduced cost is due to now ordering from Asda again. (Had trouble with Lloyds bank)
- October meals per hour across both sites are currently serving 13.21 with a target of 11.5 meals per hour.

Item 15 Dragon Club Catering Finances

15.1 Circulated as part of the

15.2 R&PC informed that;

- Currently 522 pupils actively on roll
- There were issues with the online paying and booking system during September which are now resolved.
- Andrea Jones has stepped in to act as deputy as of 1st October.
- Planned activities are now in place and planning can be seen by all playworkers through the Google Staffroom.
- Looking at increasing the staffing by 1 in the new year to cover the additional numbers on roll.

- ☐ Full safeguarding training delivered by T. Skarratts-Jackson in July 23 for all DC staff.

Item 16 Nursery Finances

- 16.1 Circulated as part of the paper.
- 16.2 R&PC informed that;
- ☐ EYFS regulations mean that the school must cap nursery numbers at 72 places from 2023/24.
 - ☐ 4 pupils did not take the place but taken included at budget setting.
 - ☐ 75 children on roll of which 69 are full time, 6 are part time equating to 72 FTE places.
 - ☐ Hourly rate increased from £4.56/h to £4.89/h in September 2023

Item 17 Review of Charging Policy

- 17.1 Circulated as part of the papers.
- 17.2 R&PC informed that the procedures followed by school as per DfE guidance.
- 17.3 SLT highlighted that education provided in maintained schools should be free and no pupil's education should be affected by his or her parent's unwillingness or inability to pay or to contribute towards the cost of a pupil's education. A Governing Body cannot charge for activities occurring wholly within school time and for the purposes of the National Curriculum with the exception of individual or group music tuition. Charges may be levied for board and lodging in relation to residential trips. Full guidance and further details can be found in this [DfE link](#).
- 17.4 **DECISION TAKEN:** Charging Policy **ratified**.

Item 18 Performance Management Overview

- 18.1 Circulated as part of the papers.
- 18.2 SLT delivered a confidential and anonymous report on Performance Management.
- 18.3 R&PC informed that reminded that there is continued appraisal against job specification for all other staff this year (as planned). Staff includes;
- ☐ Midday supervisors
 - ☐ Catering assistants
 - ☐ Cleaners
 - ☐ Play workers.
- 18.4 SLT demonstrated that the performance management processes are systemically based on;
- ☐ Performance Criteria

- ☐ Actions
- ☐ Organisation Commitment
- ☐ Supporting Evidence

18.5 SLT highlighted that there is an anonymised summary document that reflects organisational targets.

18.6 R&PC asked is there an opportunity for staff to identify an issues they wish to address?

18.7 **RESOLUTION:** The school does focus on staff suggestions and what they would like to see from the school moving forward.

Item 19 Personnel Policies

19.1 Circulated as part of the papers.

19.2 R&PC informed that (as a maintained school) the school adopts all Joint Consultative Committee (JCC) locally agreed policies. SLT stated that the only alternative is to consult separately.

- ☐ Staff Conduct (renewed)
- ☐ Leave of Absence (updated for new system)
- ☐ Attendance Capability Policy (updated for reporting)
- ☐ Dignity at Work Policy (updated for school's mission statement and new GDPR guidance)
- ☐ Performance Capability for Teachers and Head Teacher (renewed)

19.3 R&PC asked is there a legal duty to have a Health and Safety Policy?

19.4 **RESOLUTION:** Yes, in consultation with JCC.

19.5 **DECISION TAKEN:** Policies Ratified.

Item 20 HR Issues

20.1 Circulated as part of the papers.

20.2 R&PC signposted to the [Education Staff Well Being Charter](#) and its creation by the education sector to highlight staff wellbeing.

20.3 SLT highlighted the school's Directed Time Statement that has been available for consultation.

Item 21 SLA Issues

21.1 R&PC reminded that this is a standing agenda item.

21.2 SLT invited questions.

21.3 R&PC asked how does the school manage SLA within existing contracts?

- 21.4 **RESOLUTION:** Regular review to ensure VFM. R&PC reminded that SLT brings all renewals to Governor committee meetings.
- 21.5 R&PC asked does the school share best practice with other local schools?
- 21.6 **RESOLUTION:** Yes, however this is becoming less frequent with a lack of collective engagement from other schools and changes in leadership.

Item 22 Pay Policy 2023/24

- 22.1 This item is deferred to upcoming FGB.
- 22.2 R&PC informed that the school received the [statutory guidance on pay and conditions](#) on 07/11/23 but needs time to digest.
- 22.3 R&PC reminded that this guidance is an outcome of union agreement.

Item 23 GB Training Requests

- 23.1 None.

Item 24 Date and Agenda Items for next meeting

- 24.1 Agenda Items: S. Jones to present updated Health and Safety Training Report (deferred until new Site Manager appointed) Policy updates.
- 24.2 **Next meeting:** Tuesday 6 February 2024
- 24.3 J. Thomas left the meeting to allow discussion of Pay Committee – see (Confidential) Pay Committee Appendix A

Item	Summary of actions from meeting	Whom	Date to be completed
2.7	<u>ACTION 1(11/23):</u> K. Choudhary to amend R&PC TOR to reflect change in role function and add J. Thomas.	K. Choudhary	Nov '23
4.3	<u>ACTION 2 (11/23):</u> K. Choudhary to circulate Declaration of Interest paperwork to all governors.	K. Choudhary	Nov '23
AOB	S.Jones present health and safety training report at next R&P meeting	S.Jones	Feb 2024