



# St George's Primary School

St George's Primary School

Resources and Premises Committee Meeting

Tuesday 8 November 2022

Lower Site 5:30pm

## Present

### Community Governors

M. Wiggins  
B. Clark

### Parent Governors

C. Scott  
J. King

Chair R&PC Committee

### Staff Governors

B. Cassidy

### Also Present

K. Choudhary  
S. Jones  
T. Hales  
L. Horton

Clerk

## Apologies

H. Rice  
A. Lee

## Item 1      Welcome, Apologies and declarations of AoB

---

1.1      Noted and received as above.

1.2      Welcomed S. Jones and T. Hales

## Item 2      Clerking Arrangements

---

2.1      Circulated as part of the papers.

- 2.2 K. Choudhary reminded R&PC that the role of Vice Chair role is currently vacant and invited nominations.
- 2.3 M. Wiggins expressed an interest in role. B. Clark nominated. J. King seconded. Ratified.
- 2.4 **ACTION 1(11/22):** K. Choudhary to update TOR to represent new governor membership and share with R&PC to ensure purpose of committee is agreed and reviewed for 2022/23.

### **Item 3            Minutes of previous meeting and matters arising**

---

- 3.1 Minutes accepted.
- 3.2 Matters Arising:
- **True Partnerships Liquidation:** R&PC informed that the school has only received a partial rebate and is exploring other avenues for increased rebate.
  - **School fund accounts:** Documents/ certificates have been updated (on governor drive)
  - **Staff Exit Questionnaires:** R&PC informed that the school is not getting staff exit survey from Wirral LA so, the school has designed its own. It was suggested that this is a much better system.
- 3.3 R&PC asked are staff exit questionnaires conducted F2F?
- 3.4 **RESOLUTION:** Online with option for face to face if requested (See exit form)
- 3.5 R&PC asked does the school have an exit checklist?
- 3.6 **RESOLUTION:** Yes

### **Item 4            Declarations of interest**

---

- 4.1 Item to ensure probity through all relevant declarations of interests being recorded.
- 4.2 None.

### **Item 5            Key Priorities**

---

- 5.1 Governors to agree key priorities for committee.
- 5.2 As previously discussed in early September 2022 FGB, decision taken that R&PC to focus;
- What are the specific and unique financial challenges facing St Georges School? How does the national agenda affect the local context?
  - MH for staff, more specifically issues around cost of living.
- 5.3 R&PC asked what the impact of teaching strikes will be on schools?
- 5.4 **RESOLUTION:** Minimal for school but it was suggested that there will be a much broader impact across the community and families.

---

**Item 6            Covid Safety Risk Assessment 2022/23**

---

- 6.1 Circulated as part of the papers
- 6.2 SLT highlighted control measures in place for Covid-19.
- 6.3 SLT suggested that the direction of travel is focused on 'living parallel with it' rather than 'crisis management'.
- 6.4 R&PC asked are there any staff suffering with long covid?
- 6.5 **RESOLUTION:** Possibly 2 members of staff and they are being supported by the school.

---

**Item 7            Health and Safety Audit**

---

- 7.1 Circulated as part of the papers.
- 7.2 R&PC informed that the school instructed [Jeanne Fairbrother Associates](#) to undertake a full audit on 15 September 2022.
- 7.3 SLT stated that the school is in the 'gold category'.
- 7.4 All future audits are bi-annual (next one will be September 2024)
- 7.5 SLT stated that that S. Jones recently attended LA H&S Conference. R&PC informed that there is a Governance Asbestos Checklist being circulated to schools. This needs to be completed with Governor input.
- 7.6 **DECISION TAKEN:** B. Clark and J. King nominated to pick this piece of work up.
- 7.7 **ACTION 2 (11/22):** SLT to contact B. Clark and J. King to work collaboratively on the Governance Asbestos Checklist.

- 7.8 R&PC reminded that there remain concerns around lower site entrances and fire assembly point. SLT suggested that;
- Simple conundrum is that St George's lower site school is a Victorian building with poor access and limited communal space for up to 690 pupils and their families.
  - School has one entrance point for children and families to a small playground.
  - Playground does not have any alternative exit points.
  - This presents a problem for access, safe collection of young children and fire assembly.
- 7.9 To address these concerns, the school has;
- Closed car park to provide another exit point.
  - Staggered collection times to ensure safe entry and exit
  - Created alternative entrance points for 360 children but these are from the pavement on a busy road. These are not deemed suitable for an exit point. There is no space for families to stand, be identified and safely collect children under the age of 9.

## **Item 8           Asbestos Management**

---

- 8.1 Circulated as part of the papers.
- 8.2 Governance Asbestos Checklist discussed in previous item.
- 8.3 SLT clearly stated that living with this is simply not an option.
- 8.4 R&PC informed that the school has had a removal done and the biggest problem areas was the school basement.
- 8.5 SLT stated that Wirral LA have been a collaborative partner in addressing this area of work.
- 8.6 R&PC informed that S. Jones to complete [UKNAR training](#) on 10 November 2022.
- 8.7 R&PC asked are there any issues around Upper Site?
- 8.8 **RESOLUTION:** Only a small issue around the boiler area.

## **Item 9           Update on Road Safety**

---

- 9.1 Circulated as part of the papers.
- 9.2 R&PC informed that;

- Crossing patrol officer in place at upper site
- Lower site safer streets scheme [consultation](#) has begun.

## Item 10      Site Managers Report

---

- 10.1    Circulated as part of the papers.
- 10.2    T. Hales stated that significant works As Part of Asset Management Plan have been completed, highlighting;
- Works that have been completed
  - Ongoing use of site contractors to perform reactive and preventive maintenance
  - Fire Drills
  - Lock Down (Code Yellow)
  - Adverse Weather Winter 2022
  - Pre-Planned Works for 2023
- 10.3    R&PC ask if the school has a gritting policy?
- 10.4    **RESOLUTION:** This is covered in the Adverse Weather section of report.
- 10.5    SLT highlighted the planned work for mezzanine cannot be done over Winter due to school logistic pressures. The earliest date work can start is March '23. As such, the work will have to go out to retender and the school is working collaboratively with Wirral LA on this.

## Item 11      Revised Health and Safety Audit Schedule

---

- 11.1    Circulated as part of the papers.
- 11.2    SLT suggested that the emphasis was on 'short but focused' audit.
- 11.3    SLT stated that the following areas would be covered in the audit;
- EYFS building including outdoor provision.
  - Centenary garden and Playground. Include all outdoor stores.
  - Key Stage One Classroom, Conservatory and Communal Hall.
  - Years 3 and 4 Teaching Areas and Top Floor Storage.
  - Lower site offices, cellar, caretaker stores, cleaning cupboards and staffroom.
  - Top site teaching areas, communal hall.
  - Top site outdoor areas including dragon wood, Saxon Camp, community garden perimeter fences and playgrounds. Include all outdoor stores.
- 11.4    SLT asked for Governor input into this audit.

- 11.5 **DECISION TAKEN:** J. King offered to work collaboratively with the school on this audit.
- 11.6 **ACTION 3(11/22):** SLT to contact J. King to work collaboratively with the school on the Revised Health and Safety Audit Schedule.
- 11.7 SLT highlighted that all agreed tasks will be logged on EVERY system.
- 11.8 T. Hales left the meeting.

## **Item 12      Updated Health and Safety Policies**

---

- 12.1 Circulated as part of the papers.
- 12.2 Ratification of policies updated for 2022-23:
- Health and Safety Policy (Updated)
  - Management of Medication (Renewed)
  - Educational Visits and Trips Policy (Renewed)
  - Lockdown Procedure (Renewed)
- 12.3 R&PC does school audit these policies?
- 12.4 **RESOLUTION:** Yes
- 12.5 All above policies **ratified**.
- 12.5 SLT made specific reference to the school new Emergency Policy, stating that this new version has been written in line with DfE guidance ([October 2022](#)).
- 12.6 SLT suggested that this document is based on 'worst case scenario' planning and, where appropriate, SLT will get training on this policy.
- 12.7 R&PC asked, noting the move toward e-folders, what happens if there is a black out?
- 12.8 **RESOLUTION:** Those colleagues involved/ named in this policy will have paper copies and downloaded copies.
- 12.9 Emergency Policy agreed and **ratified**.

## **Item 13      Health and Safety Training Reports**

---

- 13.1 Circulated as part of the paper.
- 13.2 SLT updated R&PC on educational compliance training, highlighting the following;

- First Aid Training
  - Paediatric First Aid
  - Site Manager IOSH course
  - National Online College Training
  - Health and Safety Briefings for all teams completed by end of term.
  - Book in bi-annual asthma/epi pen and medical training.
- 13.3 S. Jones suggested that the school is in a good place and statutory complaint however is looking at completing a full audit to ensure best practice.
- 13.4 R&PC asked are all staff member expected to complete full First Aid training?
- 13.5 **RESOLUTION:** Awareness, yes. Full First Aid Training is only required by a certain number of staff.
- 13.6 R&PC asked has the school got defibrillators?
- 13.7 **RESOLUTION:** Yes. Across both sites.
- 13.8 R&PC asked how often are they checked?
- 13.9 **RESOLUTION:** Annually

#### Item 14      Period 6 Budget Review

---

- 14.1 Circulated as part of the papers.
- 14.2 S. Jones highlighted budget changes since budget setting and invited questions.
- 14.3 R&PC asked if there is a staff recruitment freeze?
- 14.4 **RESOLUTION:** SLT stated that they are looking towards a replacement only model. Unless the role is centred around Compliance or H&S, the school has stopped additional recruitment
- 14.5 R&PC asked why has PP and EYFS funding dropped over the next 3 years?
- 14.6 **RESOLUTION:** SLT stated that PP this year is slightly higher because of the number of pupils eligible for it. The number in Year 6 are higher than the numbers in F2 cohort. EYFS funding has dropped as new EYFS regulations mean that the school must cap nursery numbers at 70 places from 2023/24. SLT stated that demand is above 70 places and that they are working with LA on long term review.
- 14.7 R&PC asked why is Wirral LA taking an additional £12k top slice?
- 14.8 **RESOLUTION:** SLT suggested that this as result of change in Wirral LA funding rules. As such, all maintained schools are facing an increase in funding top slice.

There was a DfE consultation document shared in January 2022. St George's has opposed this step.

14.9 Moving forward, SLT suggested that the main challenges financial planning are;

- Long term pay awards.
- Rising Costs ([some short term help with energy relief scheme](#))
- Projected income reduction in education grants (key to long term budget setting).

14.10 SLT stated that the school is extremely vulnerable to government policy change.

14.11 Pay award is for is minimum 5% pay increase for teachers for support staff. Support staff guaranteed a minimum of £1925 pa increase. Highlighted higher level increases for lower band staff and early career teachers (8-11%).

14.12 R&PC informed that the school is 100% liable for any redundancies.

14.13 SLT suggested that School must prioritise on priorities and VFM.

---

## Item 15      Catering Finances

---

15.1 Circulated as part of the papers.

15.2 S. Jones highlighted that;

- Cost of food continues to rise and Catering Manager is constantly comparing suppliers and has already made an impact on the spend. Saved at least £100 a week on food costs.
- Energy costs continue to rise – the menu has been looked at and streamlined to reduce the amount of time gas and electric is used.
- Staff salaries have increased by 11% for many of the kitchen staff. This will need to be taken into consideration when making comparisons of spend in future years.

15.3 SLT suggested that the school is projecting an £8k end of year profit.

15.4 R&PC asked is the school coming out of supplier agreements?

15.5 **RESOLUTION:** SLT suggested that the school has got lots of different suppliers so they can 'dip in and out' where needed.

---

## Item 16      Dragon Club Finances

---



16.1 Circulated as part of the papers.

16.2 S. Jones highlighted that;

- There are 814 children on roll
- Max attendees for Breakfast Club 100 (across both sites) and Afterschool Club 116 (across both sites)
- Dragon Club is operating at good competency.
- School has just recruited 2 new staff members to support staff leaving and the increasing numbers in EYFS.

16.3 R&PC asked if school has average daily figures (as opposed to registration figures)

16.4 **RESOLUTION:** SLT agreed to present this at the next meeting.

## Item 17      Nursery Finances

---

17.1 Circulated as part of the papers.

17.2 As discussed in 14.6, SLT highlighted that EYFS regulations mean that the school must cap nursery numbers at 70 places from 2023/24. Unless space can be increased Demand is above 70 places. The school is working with LA on long term review.

17.3 As such, there is currently a recruitment freeze in place and there is no new spaces available for parents.

17.4 Current numbers on roll are as follows;

	Number of Pupils on Roll	Number on Roll
Summer 2022 – 30hrs	61	89
Summer 2022 – 15hrs	28	
Autumn 2022 – 30hrs	49	62
Autumn 2022 – 15hrs	13	
Spring 2023 – 30hrs	61	80
Spring 2023 – 15hrs	19	

## Item 18      Review of Charging Policy

---

18.1 Circulated as part of the papers.

18.2 SLT highlighted that changes to the policy are highlighted in yellow, stating that procedures followed by school as per DfE guidance.

- 18.3 R&PC asked when would SLT take the decision to increase costs of services provided in light of external cost increases?
- 18.4 **RESOLUTION:** This is a decision that would need to be taken by both R&PC and SLT.
- 18.5 **ACTION 4(11/22):** SLT to propose various funding models with regards possible increases to charging of services provided.
- 18.6 **DECISION TAKEN:** Charging Policy ratified.

## **Item 19      Performance Management Overview**

---

- 19.1 Circulated as part of the papers.
- 19.2 SLT delivered confidential and anonymous report on Performance Management.
- 19.3 R&PC informed that that there is continued appraisal against job specification for all other staff this year (as planned). This includes;
- Midday supervisors
  - Catering assistants
  - Cleaners
  - Play workers
- 19.4 SLT stated that the school is working to adopt Bluesky platform across the entire school.
- 19.5 R&PC asked who sets staff objectives?
- 19.6 **RESOLUTION:** Using the BlueSky methodology objectives are set by both employee and appraiser. Furthermore, progress can only be signed off by both employee and appraiser.

## **Item 20      Personnel Policies**

---

- 20.1 Circulated as part of the papers.
- 20.2 Currently no new LA policies for review this year.
- 20.3 R&PC asked can the school create own?
- 20.4 **RESOLUTION:** Yes, but the school must adopt and adapt local government guidance for core policies. These are subject to trade association consultation.

**Item 21      Pay Policy 2022/23**

---

21.1    **DECISION TAKEN:** Deferred to upcoming FGB.

**Item 22      GB Training Requests**

---

22.1    Circulated as part of the papers.

22.2    **DECISION TAKEN:** Deferred to upcoming FGB following the outcome of the pending Skills Audit.

**Item 23      AOB**

---

23.1    **Fire Assessment:** SLT stated that they need more time to assess the finding in this report. More specifically, the school needs to work out the difference between 'recommendation' and 'a must'.

23.2    **ACTION 5 (11/22):** SLT to share feedback from Fire Assessment at next R&PC.

**Item 24      Date and Agenda Items for next meeting**

---

24.1    Meeting finished at 7:35pm

24.2    **Next meeting:** Tuesday 7 February 2023

24.3    L. Horton 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
2.4	<b><u>ACTION 1(11/22):</u></b> K. Choudhary to update TOR to represent new governor membership and share with R&PC to ensure purpose of committee is agreed and reviewed for 2022/23.	K. Choudhary	Nov '22
7.7	<b><u>ACTION 2 (11/22):</u></b> SLT to contact B. Clark and J. King to work collaboratively on the Governance Asbestos Checklist.	SLT	Nov '22
11.6	<b><u>ACTION 3(11/22):</u></b> SLT to contact J. King to work collaboratively with the school on the Revised Health and Safety Audit Schedule.	SLT	Nov '22
18.5	<b><u>ACTION 4(11/22):</u></b> SLT to propose various funding models with regards possible increases to charging of services provided.	SLT	Nov '22
23.2	<b><u>ACTION 5 (11/22):</u></b> SLT to share feedback from Fire Assessment at next R&PC.	SLT	Mar '23