



St George's Primary School

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Resources and Premises Committee Meeting

Tuesday 9 February 2021

Virtual Meeting (via Google Meet) 5:30pm

Present

Community Governors

M. Wiggins
A. Lee
B. Clark
P. Walters

Parent Governors

C. Scott
C. Lucking

Chair R&PC Committee

Staff Governors

B. Cassidy

Also Present

K. Choudhary
C. Roberts
L. Horton

Clerk

Apologies

H. Rice

Item 1 Welcome, Apologies and declarations of AoB

1.1 Noted and received as above.

Item 2 Minutes from previous meeting

2.1 Minutes accepted as a true and accurate record.

Item 3 Action points from previous meeting

3.1 All actions from previous meeting have been completed or are to be discussed in the meeting.

Item 4 Health and Safety Compliance Officer Report

- 4.1 Circulated as part of the papers
- 4.2 R&PC reminded that this report is prepared by G. Morris.
- 4.3 R&PC asked is there any particular areas of concern for SLT?
- 4.4 **RESOLUTION:** The only issue is the ongoing issue of the continued absence of the school Site Manager. This has now reach 4 months and SLT are in dialogue to address this.

Item 5 Other Key Premises Issues

- 5.1 SLT highlighted the following;
 - 5.1.1 **EYFS Tower:** LA structural engineers visited the school and the decision was made by the L.A. that the spire is to be removed as it is beyond economical repair and structurally unsafe. The LA will be paying for this work and the School awaits a date for completion.
 - 5.1.2 **Lower Site Roof and wall vegetation:** requires a complete de-vegetation removal from chimney stacks and other associated brick works. Costs have been sort for this work, with one company being a rope access team who have undertook similar work in the past which proved successful in the short term.
 - 5.1.3 **Sports Hall Roof:** Leaking quite severally in several places. Costs have been sought from Paul Edwards Roofing to resolve the issues which revolve around several areas of the roof i.e. the outrigger flat roof which houses the lobby and kitchen and toilet area. Along with this the main roof is leaking in to the actual sports hall, and sports equipment store. Due to costs involved the L.A. has been contacted to see if they can assist, or to check if the roof is still in a warranty/defect reporting period. The School is still waiting on a response.
 - 5.1.4 **General Roof Repairs:** Gulley clearing on the main building roof has been completed by Paul Edwards Roofing. By doing this operation on a regular basis, it helps reduce the chances of the roof leaking and also helps to prevent rain water down pipes from becoming blocked.
 - 5.1.5 **Nursery outdoor learning and play area:** new outside play area is too be constructed in the nursery playground area. Additional shelters will be included, along with play equipment, and artificial grass. The work will start in the near future and will be undertaken by Pentagon.
 - 5.1.6 **Grounds improvements for safety:** An additional paving walkway outside of a year five class, has been installed by Ambiscape Landscape Gardeners. It was noted that on a practice fire evacuation, the class had to walk across a grassed area on its way to the assembly point. On this occasion there had been heavy rain the evening before and the area had become very muddy, thus presenting slip hazards. Allows use of external entrances for 5A, 5B and 5C all year round.
 - 5.1.7 **In Centenary Garden:** An amount of additional improvement works have been undertaken in the Centenary garden areas. Artificial grass has been laid to the grassed area, to make the area more usable and again artificial grass has been laid to a large gravel area, again to improve usage opportunities. These works where undertaken by Ambiscape Landscape Gardeners, to a high standard.

- 5.2 R&PC asked if the sports hall roof is covered by an Insured Warranty or Contractual Warranty?
- 5.3 **RESOLUTION:** Contractual Warranty.
- 5.4 R&PC suggested that the recent announcement around Warren Golf Club and potential of land becoming available is not the right time for the school to take advantage.
- 5.5 R&PC asked is there an option to build of current site and use temporary classrooms?
- 5.6 **RESOLUTION:** SLT suggested that the scale of the task is one of the biggest challenges in this approach, as there would need to be 26 classrooms alongside catering, extended services and admin function.

Item 6 Asset Management Plan Review

- 6.1 Circulated as part of the papers
- 6.2 R&PC reminded that this is a working document. It shows what has been done and what is planned to be forecast going forward.
- 6.3 From the document, SLT highlighted all the works which have been done, with upcoming work highlighted in blue.
- 6.4 SLT highlighted that the boiler works are a matter of urgency highlighting and that this a LA funding expectation.
- 6.5 Governing Body will have to consider ambitions for new 3 year asset management plan for 2022-25

Item 7 Management of Communicable Disease advice to schools

- 7.1 Circulated as part of the papers
- 7.2 R&PC informed that this existing school policy has not really changed but it obviously accounts for COVID-19 however this is directed by Public Health England – not the school.
- 7.3 SLT highlighted the following links;
- [Health protection in schools and other childcare facilities](#)
 - [Guidance for schools: coronavirus \(COVID-19\)](#)

Item 8 Funding Formula Update

- 8.1 Circulated as part of the papers.
- 8.2 SLT delivered a report on decisions taken that affect long term budget planning, suggesting that the school has seen the best possible outcome from the process.

In November 2020, difference between best and worse case budget modelling was over a million pounds for 3 year budget.

- 8.3 The funding formula for primary schools nationally has been confirmed at £4k per pupil. Wirral LA have now moved to this funding agreement. It was suggested that whilst this is good news, SLT see this as a 'levelling up' rather than additional funding.
- 8.4 R&PC informed that Teachers Pay Grant has now been supplemented by DfE and will be repeated over the next three years. This means the increase in teaching staff pay has now been absorbed by the increase in government funding.
- 8.5 The recent announcement on the funding formula now means that rather than facing the challenge of managing a deficit of £150k in the school budget, the school is now looking at growth in funding of c.£160k. This best-case scenario means that the school can maintain its planning around curriculum development and maintaining all the staff that are currently contracted.
- 8.6 Now that funding formula has been confirmed by government, SLT are looking at a strategy to ensure that pupils are not overly penalised by the impact of the COVID-19 pandemic.

Item 9 Period 9 Budget Update

- 9.1 Circulated as part of the papers.
- 9.2 R&PC informed that C. Roberts and C. Scott met recently to discuss Period 9 Budget.
- 9.3 SLT shared a submit budget report stating that the budget for next three years has increased by c.£300k against Period 6 Budget report due to the confirmed funding discussed above.
- 9.3 SLT stated that there will be no teacher pay increase as per DfE announcement for the next year and as such, this has been written into the budget. Progression through pay scale will remain as normal but no increases to those scales will be made this year.
- 9.4 R&PC reminded that TA's are currently on fixed term contracts and these contracts have been included in next year's budget.
- 9.5 R&PC asked to ratify Period 9.
- 9.6 **DECISION TAKEN:** Period agreed. **RATIFIED.**

Item 10 Financial Issues

- 10.1 Circulated as part of the papers.
- 10.2 SLT highlighted the following;

- 10.2.1 **Catering Update and Sustainability:** R&PC informed that the budget is currently no in negative and the forecast for the end of the year is also not negative.
- 10.2.2 R&PC reminded that the school did not charge for school meals during the first 2020 lockdown however are charging during the current lockdown.
- 10.2.3 R&PC asked what the general feedback was like from recent catering survey exploring the reason for poor take up on the catering service?
- 10.2.4 **RESOLUTION:** SLT suggested that the menu and cost were the most prevalent responses. SLT stated that the school is now offering 5-day discount from £11.50 to £10.00 which has been welcome
- 10.2.5 **ACTION 1(02/21):** SLT to shared catering survey results with R&PC.
- 10.3.1 **Nursery:** SLT stated that last year the budget was set at £191k income however it now looks like c.£53k because of the drop in the numbers of pupils in the current lockdown restrictions. This is very difficult to predict in current landscape.
- 10.3.2 R&PC suggested that any announcements around the government 30-hour free child care will have an impact on the service.
- 10.3.3 SLT stated that the additional staff in Nursey are on fixed term contracts but the school are continuing with plans for next year and any surplus in service will go into the Asset Management Plan and targeted towards staffing. This is a growth-based budget.
- 10.4.1 **Dragon Club (Extended Services):** R&PC reminded that staff have had to be furloughed from beginning of January 2021 however during this version of lockdown the school has been able to part furlough staff whom hold dual roles in the school e.g staff whom hold both lunchtime and nursery duties.
- 10.4.2 Staff that have been on furlough since beginning of January 2021 will be taken off furlough from the 21 February 2021.
- 10.4.3 All the modelling around Dragon Club is based around an 8 March return however the government announcement scheduled for 22 February may pave change to existing plans.
- 10.4.4 Dragon Club income has decrease during the lockdown. The operational loss this year is c.£67k but over the last two years, the service has broken even given the surplus rollover from previous year.
- 10.4.5 R&PC asked how confident are SLT about sufficient numbers to maintain the viability of extended services in the current climate of job losses and people working from home?
- 10.4.6 SLT stated that the income forecasted moving forward had been dropped 40% and that they feel 60% is an achievable target however will be constantly reviewed.
- 10.4.7 R&PC suggested that a survey to gauge interest level may be a good idea in the near future.
- 10.4.8 **ACTION 2(02/21):** SLT will conduct a survey to explore interest levels in extended services moving forward - circa May 2021.

- 10.4.9 R&PC asked does the budget include premises and utility costs.
- 10.4.10 **RESOLUTION:** This is account for in the budget line operation profit. Operation cost are £14k per year that school underwriting. Advised in previous budgeting information.
- 10.5.1 **DfE Benchmarking Report:** SLT highlighted that the SFVS (to be discussed in the next agenda item) suggested that there is a section on benchmarking and the need to benchmark SLT against other schools in the local area.
- 10.6.1 **Changes to financial procedures:** R&PC informed that the school has increased the charge card limit to £10k. There are two cards and now both have a limit of £5000. The balance on the account gets paid off each month and we cannot exceed the limit. Both cards are kept in the school safe.
- 10.6.2 The FMP will be altered accordingly with checks and balances.
- 10.6.3 B. Cassidy is not a card holder or signatory, so he will review accounts monthly.
- 10.6.4 The school has added two further signatories to the account to help when there are absences.
- 10.6.5 Once the signatories have been agreed with Lloyds Bank, the school is going to apply for on line banking.

Item 11 School's Financial Value Statement

- 11.2 Circulated as part of the papers.
- 11.2 R&PC informed that this statement has been reviewed by C. Scott, C. Roberts and B. Cassidy.
- 11.3 R&PC reminded that SLT are still waiting Financial Skills Audit paperwork from some governors.
- 11.4 SLT suggested that overall, the feedback was positive and that, in the current climate, there is significant ringfenced funding moving forward to enhance the school's curriculum offer.
- 11.5 R&PC asked to ratify School's Financial Value Statement.
- 11.6 **DECISION TAKEN:** School's Financial Value Statement agreed. **RATIFIED.**

Item 12 Arrangements for Performance Management Mid- Year Review

- 12.1 Circulated as part of the papers.
- 12.2 R&PC informed that DfE recently wrote to all schools informing that Mid- Year Performance Management Review were still to go ahead.
- 12.3 R&PC informed that reviews are planned as follows;
- Curriculum Staff between 01/03 – 19/03

- Non-Curriculum staff between 22/03 – 03/04
- Head Teacher review to be conducted before Easter 2021.

Item 13 SLA Arrangements

- 13.1 Circulated as part of the papers.
- 13.2 SLT highlighted all SLA agreements and reminded R&PC that they can challenge on Value for Money
- 13.3 LA SLAs include;
- Basic Finance
 - Payroll
 - Risk and Insurance
 - Occupational Health
 - MEAS (basic package support) – not renewing
 - Schools Library Service (delegation budget)
 - Scholar Pack and LA Software Support
- 13.4 Other SLAs include;
- HR: renewal with Ellis Whittingham (previously SAS Daniels): R&PC informed that the school as looked at VFM and still really happy with the service, highlighting that this service is considerably cheaper that LA offer – and much better service.
 - IT: Hi-Impact (3 years until Sept 2023)
 - Staff Absence Insurance (School Advisory Service. Waiting for renewal quote): R&PC informed that they are the only DfE recommended service. As such, the school is getting renewal quotes 'just to check'.

Item 14 Date and Agenda Items for next meeting

- 14.1 Circulated as part of the papers.
- 14.2 Meeting finished at 6:35pm
- 14.3 **Next meeting:** Tuesday 18 May 2021 @ 5:30pm

Item	Summary of actions from meeting	Whom	Date to be completed
10.2.5	<u>ACTION 1(02/21):</u> SLT to shared catering survey results with R&PC.	SLT	February 2021
10.4.8	<u>ACTION 2(02/21):</u> SLT will conduct a survey to explore interest levels in extended services moving forward - circa May 2021.	SLT	May 2021