



# St George's Primary School

## St George's Primary School

### Resources and Premises Committee Meeting

Tuesday 24 May 2022

Lower Site 5:30pm

#### Present

##### Community Governors

P. Walters  
M. Wiggins  
B. Clark

##### Parent Governors

C. Scott  
J. King

Chair R&PC Committee

##### Staff Governors

B. Cassidy

##### Also Present

K. Choudhary  
C. Roberts  
L. Binks  
L. Horton

Clerk

#### Apologies

A. Lee  
H. Rice

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#### Item 1 Welcome, Apologies and declarations of AoB

- 1.1 Noted and received as above.
- 1.2 Coronavirus Workforce Fund Claim

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#### Item 2 Minutes of previous meeting

- 2.1 Circulated as part of the papers.
- 2.2 Minutes accepted.

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#### Item 3 Action points from previous meeting

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

#### **Item 4 Site Management Update**

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- 4.1 Circulated as part of the papers.
- 4.2 SLT highlighted the following from the report;
- **Lockdown Drill (Code Yellow):** This was held on 4 March 2022 and was a great success. R&PC informed that school staff managed it really well
  - **Fire Drill:** This was held of 29 March 2022.
  - **[Kitchen Environmental Health Inspections:](#)** R&PC informed that both Lower Site and Upper Site Kitchens received 5-star ratings;
    - Lower Site 18 May 2022
    - Upper Site 18 February 2022
- 4.3 SLT stated that there was an issue with a warning about Upper Site round tiling, flooring and hygiene walls however this was already on the school' asset management plan.
- 4.4 **Work has been expedited for this summer rather than planned 2023-24..**
- 4.5 SLT also highlighted that the Annual Tree Survey has been completed (shared with governors).
- 4.6 R&PC asked has there been any further issues around the planting of new tree and playing of football on the fields?
- 4.7 **RESOLUTION:** No

#### **Item 5 Summer Term Building Plans**

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- 5.1 Circulated as part of the papers.
- 5.2 R&PC informed that the following plans have been completed on **time and in the agreed budgets ;**
- EYFS Outdoor area
  - Year 2 Flooring installed
  - Upper Site Air Conditioning Installed. SLT stated that the thermostat had been set to 21 degrees however this has been reduced to 19 degrees – and may be lowered further still.
- 5.3 SLT stated the following work is due to take place;
- **F1 doors:** being adapted as not safety compliant..
  - **Forest School:** the work is underway. R&PC reminded that the 50% of this project is being funded by PTA but highlighted the challenges in securing quotes for the area of work.
  - **Upper Site Kitchen:** as discussed in 4.2.
  - **SLT/Inclusion Office reorganisation**
  - **Outdoor buildings:** SLT again highlighted the issues around securing quotes.
  - **Lower site boiler renewal:** R&PC reminded that this is a Wirral LA funded project. The

school has still not had the boiler replace – despite it being identified as a Category D (urgent) risk in 2019 CDC survey. BC I s in touch with LA asset management team.

- 5.4 SLT highlighted the specific challenges around Lower Site Mezzanine, as discussed in previous meeting.
- 5.5 R&PC reminded that this is a Wirral LA funded project and that C. Scott (as Chair) has been kept up to date with proceedings.
- 5.6 Wirral LA have stated that they are optimistic that the work can start in August 2022 however SLT believe that this is a very challenging and ambitious timeline to realise. As such, SLT stated that they will allow the project to run until October 2022 however if this timeline is not achievable, the school will move the start date of this project to February 2023.
- 5.7 R&PC asked if any increases in the project costs will be met by Wirral LA?
- 5.8 **RESOLUTION:** Yes.

## **Item 6 Building Plans**

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- 6.1 Circulated as part of the papers
- 6.2 R&PC reminded that line of sight on these plans is an annual expectation.
- 6.3 R&PC asked to consider any revisions to;
  - Floor plan
  - Accessibility plan
- 6.4 R&PC invited to visit the school and review the plan in further detail should they wish.

## **Item 7 Period 12 (end of year 2021/22)**

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- 7.1 Circulated as part of the papers.
- 7.2 SLT stated that this has been an extremely challenge year for finance reconciliation, with particular reference to the previously discussed issues around Wirral LA insistence on using MS Excel packages for financial reconciliation and recording - rather the bespoke financial software packages.
- 7.3 SLT highlighted that Period 12 is a projected figure due to full and final actual bills from utilities companies not been sent. That said, estimates have seen a variation of c.£50k.
- 7.4 As such, Period 12 has a predicted rollover for 2022/23 of £196k, but it is suggested that this will be c.£146k.
- 7.5 R&PC asked where the school is at in terms of F2 application numbers?
- 7.6 **RESOLUTION:** Oversubscribed.
- 7.7 R&PC asked if there are any consideration around the ratios between staff, student and the subsequent quality of education?

- 7.8 **RESOLUTION:** SLT stated that this is a constant challenge but early identification of any issues from previous providers can help mitigate the challenge, however the sharing of information to the school is not always seamless.
- 7.9 R&PC asked do other LAs use MS Excel for the finance needs?
- 7.10 **RESOLUTION:** No. They use appropriate accounting software packages.

## Item 8 Budget Setting 2022/23

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- 8.1 Circulated as part of the papers.
- 8.2 C. Roberts submitted the schools' budget setting report for R&PC scrutiny and approval
- 8.3 C. Roberts stated that the school is aiming to establish 4-year planning cycle for sustainability.
- 8.4 SLT stated that difference in income from previous year as there is a lack of clarity around supplementary grants – which is largely in relation to a one-off grant to help mitigate the rise in NI contributions.
- 8.5 The school was told that these supplementary grants would be merged into the main grant income budget lines however when the budget forecasts arrived for 2023 onwards, two weeks ago, they were not.
- 8.6 SLT had to contact LA highlighting that the indicative budget figure does not include the supplementary grant. LA acknowledged the mistake.
- 8.7 SLT budget setting has been incredibly challenging because of the lack of clarity about the use of the supplementary grant which is due in May 2022. The size of this grant has not been confirmed and, as such, the school has had to try and calculate this.
- 8.8 The supplementary grant was not included in the projections moving forward so the school has added this to their spreadsheet.
- 8.9 SLT highlighted that budget setting for staffing costs has also been challenging.
- 8.10 SLT contacted Wirral LA with regards to the national pay scale allocations in March 2022, following their publications of pay scale forecast increases in line with government ambition. These projections were significantly below the percentages needed.
- 8.11 The school has had to calculate what the percentages will be.
- 8.12 In Year One, the lowest pay increase is 3% and the highest increase will be 8.9%.
- 8.13 In Year Two, the lowest pay increase is 2% and the highest increase will be 7.1%.
- 8.14 To accommodate these increases, the reality is the school has had to reduce staff size by one teaching post and one TA post over the next 4-years.
- 8.15 SLT highlighted that a Coronavirus Workforce Fund Claim was submitted by the school that may help mitigate some of the risk, and this will be highlighted in AOB.
- 8.16 With regards to rising costs, R&PC asked has the LA got a green strategy to reduce bills?
- 8.17 **RESOLUTION:** No. School has been developing their own strategy to reduce consumption; be less gas reliant and install renewable energy.

## Item 9 Curriculum Budget

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- 9.1 Circulated as part of the papers.
- 9.2 SLT shared report on curriculum investment and development – highlighting that this is a working document.
- 9.3 SLT highlighted that the document is broke into the following sections, by curriculum area;
- Educational Spending Commitments
  - Licenses/ Software
  - CPD Commitments
  - Other Budget Commitments
- 9.4 **ACTION 1(05/22):** SLT to share the full and final version of Curriculum Budget document at upcoming FGB.
- 9.5 R&PC asked if SLT are highlighting that this it is a budget, and not a target spend?
- 9.6 **RESOLUTION:** Yes. However, from budget setting stage, strategic planning is focused on what is essential and desired impact.

## Item 10LA System Leader Budget

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- 10.1 Circulated as part of the papers.
- 10.2 R&PC informed that the school will hold £14k budget for LA system leader budget.

## Item 11 Dragon Club Finances

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- 11.1 Circulated as part of the papers.
- 11.2 SLT discussed the income and expenditure columns, highlighting that the service is not making an operating loss.
- 11.3 SLT stated that they are delighted that the service is cost neural and the school has been able to provide 17 assisted places provided by the club.
- 11.4 R&PC asked how does the school definer when a family meets the threshold for an assisted place?
- 11.5 **RESOLUTION:** This is based on individual circumstances and can involve one to one meeting that have to be signed off by SLT. As well as being request based, this offer is sometimes offered when the school are aware of families facing particularly challenging circumstances.
- 11.6 R&PC asked if the there is a plan to drive the business forward?
- 11.7 **RESOLUTION:** Yes. Aiming for circa 8% increase.
- 11.8 R&PC asked what the maximum capacity is?
- 11.9 **RESOLUTION:** Biggest consideration is not the number of pupils – it is staffing. If the demand was there, the school could accommodate larger numbers.

## Item 12 School Fund Finances

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- 12.1 R&PC informed that the school has recently secured a new auditor as previous auditor is on maternity leave.
- 12.2 The School Fund Finances will be audited in due course however it is unlikely that this will be achieved in time for upcoming FGB.
- 12.3 SLT invited R&PC to visit the school to examine the audit once completed.

## Item 13 Nursery Finances

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- 13.1 Circulated as part of the papers.
- 13.2 SLT highlighted that the figures are contained in on Period 12.
- 13.3 SLT stated that they are very wary of any change in government policy in this area and any subsequent implication around finances.
- 13.3 R&PC asked if the school has considered increase in the service offered?
- 13.4 **RESOLUTION:** This is extremely challenging due to limited space.

## Item 14 Catering Finances

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- 14.1 Circulated as part of the papers.
- 14.2 SLT stated that this is very challenging in the current climate of food costs rising.
- 14.3 As such, the school is looking towards innovation to invigorate the school's approach to the service.
- 14.4 The school made £2.5k operating profit in 2021/22 (not include utility, capital costs etc).
- 14.5 SLT highlighted that there have been considerable Covid-19 absences and this has resulted in additional, unforeseen costs to the service.
- 14.6 R&PC asked if the school is looking forward to cost costing on kitchen utilities
- 14.7 **RESOLUTION:** Yes.
- 14.8 R&PC what the cost difference between FSM and paying families?
- 14.9 **RESOLUTION:** None
- 14.10 R&PC asked would the school consider increasing paying families' contributions?
- 14.11 **RESOLUTION:** SLT are extremely hesitant to move towards this model.
- 14.12 R&PC asked if the school would consider working collaboratively with other local school to explore economies of scale?
- 14.13 **RESOLUTION:** The school would like to explore this but limited appetite from other schools to work collaboratively to explore economies of scale.
- 14.14 R&PC informed that, from 1<sup>st</sup> June, staff meals will be will be increased to £1.50 to cover costs.

## Item 15 Staffing Structure

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- 15.1 Circulated as part of the papers.
- 15.2 SLT outlined curriculum staffing structure 2022-23.
- 15.3 As discussed in 8.14, the school will have to accommodate escalating salary and NI contribution increases by reducing staff size by one FTE teaching post and one TA post from September 2022.
- 15.4 R&PC asked what does that mean for pupil facing teaching?
- 15.5 **RESOLUTION:** Means the school would have to share any additional teaching burden amongst all staff

## Item 16 Staff Leaving/ Maternity Leave/ Change of Contracts

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- 16.1 SLT highlighted the following;
- L. Kaitell HLTA
  - C. Roberts (SBM) retiring 31/10/22
  - M Rose Molyuneux (Catering Manager) retiring 16.09.22
  - M Barker (HR Officer) maternity leave and office re-organisation.
- 16.2 SLT invited a nominated governor to the recruitment process of new SBM.
- 16.3 **DECISION MADE:** C. Scott will be engaged in the recruitment of new SBM.
- 16.4 SLT stated that the school office will go a subtle re-organisation to accommodate maternity leave but they will be to be signed off at an upcoming committee meeting.

## Item 17 Appointments/ Recruitment/ Return to Work

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- 17.1 SLT highlighted the following;
- SBM Appointment
  - Catering Manager Appointment
  - C. Willacy ECT on one-year fixed term contract.
  - 3 SEND TA appointments on fixed term contracts.
  - 3 funded TLR posts:
    - ITT
    - P.E and Sports
    - Ogden Trust TLR
  - Miss Wainwright on extended maternity leave. Anticipated return September 2023.
  - H. Barlow on maternity leave. Anticipated return July 2023.

## Item 18 HR Updates and Single Central Record

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- 18.1 SLT highlighted the following;

- **Lunchtime changes consultation:** SLT stated that the school went through consultation process and contract changes have been implemented as discussed in previous meeting. Will be ongoing process over next 3 years.
- **New EVERY software:** SLT highlighted that the school is one of the pilot schools for this software.
- **Performance Management Mid-Year Reviews:** have been implement across all staff.

18.2 SLT signposted R&PC to Long Covid Guidance as circulated in the papers.

18.3 SLT stated that this is a joint protocol from Trade Unions on management of Long Covid.

18.4 SLT stated that the school has been advised by the school solicitor not to adopt Long Covid Guidance. The school is waiting to hear back from LA for their guidance.

18.5 **Single Central Record (SCR)** was shared live with governors. Governors had single central record (SCR) checklist.

C. Roberts shared the process and explained the columns and different tabs.

SLT shared that the school was moving away from spreadsheet system to new EVERY HR system. Any governor is welcome to visit school and see the implementation.

18.6 R&PC asked what happens if there is a delay in certificated being provided?

18.7 SLT stated that in most cases these would be in place before a job offer is made. Any delay in certificates or identification would prohibit DBS process, role starting and even may result in job offer being withdrawn.

18.8 R&PC asked how frequently DBS are renewed.

18.9 SLT stated that the school's recruitment policy is that DBS checks are renewed every 5 years.

18.10 **DECISION TAKEN:** Single Central Record approved for this calendar year. **Ratified.**

#### **Item 19 New Financial Procedures Manual**

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19.1 Circulated as part of the papers.

19.2 SLT asked for a nominated governor overview the new, completely re-written manual.

19.3 **ACTION 2(05/22):** SLT to hyperlink the Financial Procedures Manual in the shared Governor drive.

19.4 **DECISION TAKEN:** C. Scott to review the Financial Procedures Manual.

#### **Item 20 Policy Updates**

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20.1 Circulated as part of the papers.

20.2 R&PC informed that the following policies have all been revised policies due to changing legislation

- Security Policy
- Driving at Work Policy
- Display Screen Evaluation Policy



- Lone Worker Policy

20.3 SLT stated that the school used The School Bus platform to update.

20.4 Most changes relate to Brexit consideration.

20.5 **DECISION TAKEN:** Agreed policies above. **Ratified.**

#### **Item 21 Purchase without Quote**

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21.1 Circulated as part of the papers.

21.2 R&PC informed that a decking purchase made due to condemned patio area in community garden.

21.3 SLT stated that the school only got one quote from 9 queries.

21.4 SLT suggested that the school is struggling to secure 3 quotes for many projects. The sector is facing challenges in;

- Demand for skilled labour
- Shortage of materials & logistics

#### **Item 22 AOB**

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22.1 The school has submitted a Coronavirus Workforce Fund claim.

22.2 This claim, if successful, will equate to c.£21k

22.3 In order to meet the threshold for eligibility, the school had to state that their carry forward figure was below 4%. As such, the school had to remove £15k that has not been removed for electricity bill and deducted £17.9k which has not yet been reconciled from the school's China visit.

22.4 These measures moved the school to within the 4% margins for eligibility.

#### **Item 23 Date and Agenda Items for next meeting**

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23.1 Meeting finished at 7:25pm

23.2 **Next meeting:** TBC

Item	Summary of actions from meeting	Whom	Date to be completed
9.4	<b><u>ACTION 1(05/22):</u></b> SLT to share the full and final version of Curriculum Budget document at upcoming FGB.	SLT	Jun '22
19.3	<b><u>ACTION 2(05/22):</u></b> SLT to hyperlink the Financial Procedures Manual in the shared Governor drive.	SLT	Jun '22