



St George's Primary School

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Resources and Premises Committee Meeting

Tuesday 18 May 2021

Virtual Meeting (via Google Meet) 5:30pm

Present

Community Governors

B. Clark
P. Walters

Parent Governors

C. Scott
C. Lucking

Chair R&PC Committee

Staff Governors

B. Cassidy
H. Rice

Also Present

K. Choudhary
C. Roberts
M. Kinsella
L. Binks

Clerk

Apologies

A. Lee
M. Wiggins

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.

- 3.2 With regards **ACTION 2(02/21)**: R&PC informed that survey will be circulated week commencing 24 May 2021 to explore interest levels in extended services moving forward.

Item 4 Site Manager's Report

- 4.1 Circulated as part of the papers
- 4.2 M. Kinsella discussed the circulated report and R&PC asked is there any particular areas of concern for SLT?
- 4.3 R&PC asked is the swimming pool going to be heated?
- 4.4 **RESOLUTION:** Yes, the pool will be heated. SLT highlighted that all Year 5 pupils will have ten 45-minute session and those Year 6 pupils that cannot swimming 25m will have an additional 5 sessions.
- 4.5 R&PC asked if there is an opportunity to make the facilities available to other schools in the local area?
- 4.6 **RESOLUTION:** No, the resource can only be utilised by the school due to issues around insurance and liability.
- 4.7 M. Kinsella stated that he has felt very supported by SLT in his phased return to work after suffering from long COVID.

Item 5 Summer Term Building Plans

- 5.1 SLT highlighted the following;
- 5.1.1 **Lower Site Office reorganisation:** worked commissioned for wall in office area to be removed to create one large office space.
- 5.1.2 **Top Site Staff Room and classroom remodeling:** Awaiting quote for old staff room wall to be removed to create a bigger learning space
- 5.1.3 **EYFS Curriculum Hubs:** Building has had a significant makeover both inside and out. The work carried out now means that the environment is suitable for pre and post school hours tuition.
- 5.1.4 **Year 3-4 Area (possibly mezzanine):** SLT suggested that, after discussion with Wirral LA, there may be additional capacity for extra rooms. While no funding has been promised, SLT are hopeful to secure some additional funding. If the school receives a favorable outcome from ongoing discussions, additional work could be commissioned in November 2021 and be up to the value of £350k. If mezzanine option is funded, this could be up to £80k.
- 5.1.5 **General Painting updates:** R&PC reminded that this a rolling programme.

- 5.2 R&PC informed that a Full H&S Inspection has been taken across both sites and the report will be circulated in due course.

Item 6 Asset Management Plan Review

- 6.1 Circulated as part of the papers
- 6.2 R&PC asked to consider slight revisions to;
- **Floor Plan:** change to the document now more clearly shows where classrooms are – including changes from a Classroom to a Science Lab.
 - **Accessibility Plan:** SLT highlighted that is a legal document and this update is it's 3-year review of the document.
- 6.3 SLT invited any challenge or comments?
- 6.4 **RESOLUTION:** None. R&PC accepted the changed to the documents. **RATFIED.**

Item 7 Period 12 (end of year) 2021/21

- 7.1 Circulated as part of the papers
- 7.2 R&PC informed that C. Roberts and C. Scott met recently to discuss Period 12 Budget.
- 7.3 SLT shared a submit budget report stating this is very similar to what the school had predicted for ringfenced and carried forward.
- 7.4 R&PC stated that considering the year the school has faced, they are very impressed with the school financial position.
- 7.5 R&PC asked if the Wirral LA has addressed the issue raised by SLT (and other local Head Teachers) around using MS Excel for such complicated financial budget planning and viability of other platforms?
- 7.6 **RESOLUTION:** SLT suggested that this has not yet been addressed however, it is hoped that this will be addressed in the coming financial year given some recent Wirral LA restructuring.
- 7.7 R&PC asked to ratify Period 12.
- 7.8 **DECISION TAKEN:** Period agreed. **RATIFIED.**

Item 8 Budget Setting 2021/22.

- 8.1 Circulated as part of the papers.
- 8.2 SLT submitted budget setting report to R&PC for scrutiny and approval.
- 8.3 R&PC informed that the school is aiming to establish planning cycle for sustainability.

- 8.4 That said, R&PC informed that SLT received an email from the LA regarding National Joint Pay Council today suggesting that there could be a potential 1.5% pay award to support staff in April '21 and a potential 1.5% pay award for teachers in September. The email reads, as follows;

It has been brought to our attention this week that there is a pay offer on the table for support staff of 1.5% from April 2021 from the National Joint Council. The link below provides more information.

<https://www.local.gov.uk/local-government-pay-2021>

This pay offer does not include teachers as their pay award is dealt with separately.

Based on previous government announcements an assumption had been made that there would be pay freezes this year for both Support Staff and Teachers, so for budget setting purposes the salary calculation sheets 2021-22 had no pay award built in.

However, in light of the above information, the Salary Calculation Sheets have been updated to assume an estimated 1.5% pay increase for Support Staff from April 2021 and a 1.5% pay increase for teachers from September 2021. It is your decision about what you use in the budget setting as long as you can justify it. I thought I would let you know what we are doing for other schools

Please note that no pay awards have been agreed at this stage, but it is considered prudent to build in additional costs based on the above information for budget monitoring purposes.

- 8.5 Given the email was only received today, this has not been modelled into this version of the shared document.
- 8.6 SLT stated that they are waiting to hear more however such increases could be a significant issue and (potentially) lead to budget deficits and redundancies.
- 8.7 SLT suggested that they needed more time to unpick the consequences of any proposed pay awards.
- 8.8 **DECISION TAKEN:** R&PC accepted the Budget Setting as tabled but will awaiting a pending review at upcoming FGB.
- 8.9 **ACTION 1(05/21):** Budget Setting to be added as an item at upcoming FGB.

Item 9 Curriculum Budget

- 9.1 Circulated as part of the papers.
- 9.2 SLT stated that the school has established an additional £50k to the Curriculum Budget, as follows;
- English: £6k
 - Maths: £6k
 - Science: £9k
 - SEND: £1k
 - Art: £3k
 - Curriculum Bid Fund: £12k

- Unit Enrichment and Development: £12k (£3k per unit. At least £12.50 per pupil.
- 9.3 SLT stated that this will be a final payment and that they are expecting a change in the central grant.
- 9.4 R&PC informed (as discussed in C&PC) that the school has secured funding from **Chess in Schools**. This funding will see every pupil taught how to play chess in Year 3 – and have access to ongoing chess provision.

Item 10 LA System Leader Budget

- 10.1 Circulated as part of the papers.
- 10.2 R&PC informed that the school;
- Has received £30k allocation in three £10k grants.
 - Will hold £14k budget for LA system leader budget.
 - Had £6k paid into the budget for school improvement
 - Has received £10k payment to the Head Teacher which has resulted in a £4k payment into Saxon Camp.

Item 11 Dragon Club Finances

- 11.2 Circulated as part of the papers.
- 11.2 SLT discussed the submitted report.
- 11.3 R&PC informed that the school was within a few hundred pounds of the expected income for 2020/21. When expenditure is factored in, the service ran at a slight operation loss however this was expected in the current climate.
- 11.4 SLT highlighted the Dragon Club financial predictions for 2021/22 and suggested that this is based on a 'worst case scenario'.
- 11.5 SLT stated that a staff member has recently informed SLT that they will be retiring soon and, as such, they are currently weighting up potential efficiency savings.
- 11.6 SLT stated that debt situation for the service has been much improved with the introduction of the iPay platform.
- 11.7 R&PC ask if the current COVID-19 strain variants could have an effect on Dragon Club and summer club services?
- 11.8 **RESOLUTION:** SLT suggested that the affect could be significant but it is unknown.

Item 12 School Fund Finances

- 12.1 Circulated as part of the papers.
- 12.2 SLT discussed the submitted report.

- 12.3 R&PC ask SLT what the School Fund Finances budget line reported on?
- 12.4 **RESOLUTION:** SLT stated that this budget line used when, for example, the school raised money for charity or as an income code when the school receives a grant - before virement across to main budget code.

Item 13 Nursey Finances

- 13.1 Circulated as part of the papers.
- 13.2 SLT discussed the submitted report.
- 13.3 R&PC informed that L. Binks regularly meets with C. Roberts to discuss.
- 13.4 SLT stated that the growth in Nursey is really healthy. There are currently 88 pupils on enrolment and c.70 of those pupils are on 30 hours.
- 13.5 SLT stated that given there are only 8 PP pupils in the cohort, the service is viable and something that parents really value.

Item 14 Catering Services

- 14.1 Circulated as part of the papers.
- 14.2 SLT discussed the submitted report.
- 14.3 SLT stated that they are very happy with income and expenditures lines in the catering budget given the current landscape.
- 14.4 SLT stated that the FSM ratio have remained constant, the paid school ratio has increase.
- 14.5 R&PC reminded that the school recently undertook a catering survey and as result, have made some changes to the service. It was suggested that this is still a work in progress but the current climate its challenging.
- 14.6 SLT are looking migrate to the iPal platform for catering service however there are system/ administrative issues that need to be addressed by the developer before the school can move forward.
- 14.7 R&PC suggested that the introduction of fixed 3-week cycle lunch menus with help parents plan the engagement with the service.

Item 15 Staffing Structure

- 15.1 Circulated as part of the papers.
- 15.2 SLT outlined the curriculum staffing structure 2020/21.
- 15.3 R&PC informed that this has been reviewed by C&PC and discussed the structure.

- 15.4 SLT suggested that while there has been no 'extra' additional funding secured by the school, the school has benefited as Wirral schools slowly aligned to the national funding formula. As such, the school has been able to secure additional staffing costing to all year groups.
- 15.5 R&PC asked that the document be updated with names rather than initials for greater transparency.
- 15.6 **ACTION 2(05/21)**: SLT to update Staffing Structure with names rather than initials (where necessary).

Item 16 Staff Leaving/ Maternity Leave/ Change of contracts

- 16.1 SLT highlighted the following;
- Miss Heatlie (TA) retiring 31/08/2021
 - Miss Furmedge (finance and Office manager) left position after maternity leave due to family reasons.
 - Mrs Sprung-Murphy leaves role of head of extended services to commence a career in social care.
 - Mr Kaitell leaves TA position on 31 August to undertake teacher training (apprenticeship funded and remaining at St George's with funded role) for 2021-22.
 - Miss Hooker leaves TA position on 31 July TA position to undertake teacher training.
 - Mrs Stewart leaves TA position on 31 July TA position to undertake teaching role as NQT.
 - Miss Ledsom leaves TA position in nursery due to end of contract. School made decision to expand teaching position in nursery.
 - Miss Burgwin leaves part time TA contact in nursery due to end of contract.
- 16.2 R&PC suggested the stability in staff is a real positive and strength.

Item 17 Appointments/ Recruitment/ Return to Work

- 17.1 SLT highlighted the following;
- Mr Evans action office manager role made permanent.
 - Mrs Bevan par time TA role made permanent.
 - Mrs Bennett TA role made permanent.
 - Mrs Dures (previously Forster) returns from Secondment 0.5 contract.
 - Miss Senior returns from secondment 0.4
 - Mrs Coleman's teacher fixed term contact adjusted. Full time to 31 December and then 0.6 permanent from 1 January 2022.
 - Outdoor Education teacher 0.6 appointment due May 2021.
 - Mrs Lewis appointed specialist MFL teacher on 0.4 contract.
 - Miss Taylor on Maternity leave anticipated return January 2022.
 - Miss Mclean on maternity leave. Anticipated return November 2021.
 - Miss Wainwright on maternity leave. Anticipated return June 2022.

Item 18 AOB

18.1 R&PC informed that SLT would like to change the standing order of obtaining quotes from £1000 to £3000 before the school has to obtain three written quotes (as long as due diligence has been carried out before placing an order). It was suggested that it is very challenging to keep using this amount.

18.1.1 **DECISION TAKEN:** R&PC agreed threshold to £3k.

18.1.2 **ACTION 3(05/21):** SLT update the Financial Procedure Manual from £1k to £3k threshold.

18.2 SLT invited Governors on a tour of EFYS and Centenary Garden

18.2.1 **ACTION 4(05/21):** K. Choudhary to invite Governors for a tour of EFYS and Centenary Garden before the upcoming FGB.

Item 18 Date and Agenda Items for next meeting

18.1 SLT suggested Health and Safety Training Report Update (using Ellis Whittam Portal) include site manager training, premises team, first aid etc.

18.2 Meeting finished at 6:45pm

18.3 **Next meeting:** TBC

Item	Summary of actions from meeting	Whom	Date to be completed
8.9	<u>ACTION 1(05/21):</u> Budget Setting to be added as an item at upcoming FGB.	SLT	June 2021
15.6	<u>ACTION 2(05/21):</u> BC to update Staffing Structure with names rather than initials (where necessary).	SLT	May 2021
18.1.2	<u>ACTION 3(05/21):</u> CR update the Financial Procedure Manual from £1k to £3k threshold.	SLT	June 2021
18.2.1	<u>ACTION 4(05/21):</u> K. Choudhary to invite Governors for a tour of EFYS and Centenary Garden before the upcoming FGB.	K. Choudhary	June 2021