



# St George's Primary School

## RESOURCES & PREMISES COMMITTEE MEETING MINUTES

<b>Date of Meeting:</b>	<b>28.02.17</b>
<b>Time and Venue:</b>	<b>5.30pm Lower Site Office</b>
<b>Attendees:</b>	Mr Cassidy (Headteacher) Mrs Skarratts-Jackson (Acting Headteacher) Mr Walters (Chair of Governors) Mr Dunning Mr Wiggins Mr Clark Mrs Scott
<b>In Attendance:</b>	Mrs Roberts (Business Manager) Ms Z Wilson (Clerk)
<b>Apologies:</b>	Mr Wadcock Mr Sanford

<b>AGENDA ITEM 1</b>	<b>APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	Mr Wadcock had sent apologies prior to the meeting. Mr Sanford did not attend the meeting.
<b>Conclusion:</b>	Apologies received were accepted.
<b>AGENDA ITEM 2</b>	<b>MINUTES OF THE LAST MEETING</b>
<b>Discussion:</b>	The Minutes of the last meeting (08.11.16) had been ratified at the last Full Governor Meeting (17.11.16)
<b>Conclusion:</b>	
<b>AGENDA ITEM 3</b>	<b>MATTERS ARISING</b>
<b>Discussion:</b>	N/A
<b>Conclusion:</b>	
<b>AGENDA ITEM 4</b>	<b>DECLARATION OF PECUNIARY INTEREST</b>
<b>Discussion:</b>	Standing Item. Governors to declare any interests prior to the meeting. Governors may excuse themselves at any Agenda Item if they have a conflict of interest.
<b>Conclusion:</b>	Mrs Roberts may be excused at Agenda Item
<b>AGENDA ITEM 5</b>	<b>TERMS OF REFERENCE</b>
<b>Discussion</b>	Governors agreed Terms of Reference at Full Governors.
<b>Conclusion</b>	N/A
<b>AGENDA ITEM 6</b>	<b>BUDGET UPDATE PERIOD 9</b>
<b>Discussion</b>	<b>Period 9 Review &amp; Headteacher's Finance Report</b> <ul style="list-style-type: none"> <li>Governors were given a report by the Business Manager, it was explained how the projections were calculated and that staffing is subject to change.</li> </ul>

	<ul style="list-style-type: none"> <li>Looking at a healthy 3 year projection taking Pupil Premium Funding into consideration. National Funding Formula needs to be taken into consideration. It is anticipated that it will have a positive impact although consultation has another 10 months to run. It is uncertain until it is calculated. National Funding Formula will not be top sliced.</li> </ul>
<b>Question</b>	<p>A Governor asked if Pupil Premium is uncertain due to not knowing which children will join / leave the school. It was explained that you can anticipate Pupil Premium Funding by seeing calculating how many eligible children were on roll.</p>
<b>Question</b>	<p>A Governor asked if the Census return had a positive impact on funding calculations. Yes there were LAC on roll and lots of children chose to have a school meal.</p> <ul style="list-style-type: none"> <li>Governors were informed that there have been major changes to the budget including streamlining unnecessary codes and building capital.</li> <li>Going forward the school will budget the best way of utilising Pupil Premium.</li> <li>Estimated that the budget will have a carry forward for next year.</li> </ul>
<b>Question</b>	<p>A Governor asked if there was no longer an £800,000 deficit predicted. Governors were informed that there was no longer a predicted deficit. Changes have included reviewing contracts and reducing anticipated capital projects. There are 6 Teaching Assistant contracts due to expire, 1 due to retirement, 1 due to not returning from Maternity leave and 4 are fixed term contracts that will not be renewed in September.</p> <p>Instead of Teaching Assistants there will be increased teaching staff to allow for an extra set to be taught in each year group.</p> <p>Mr Cassidy and Mrs Roberts</p>
<b>Question</b>	<p>A Governor asked were the extra classes will be taught. Governors were informed that the media areas will be utilised for will be utilised for Years 3&amp;4. There are extra class rooms on top site for Years 5&amp;6. Governors agreed that this was a targeted use of funding for the Pupil premium children.</p> <p>Mr Cassidy informed Governors that the Senior Leaders have worked hard as a team to outline Pupil Premium Interventions this will be reported and discussed in greater detail at the Standards and Curriculum Committee meetings.</p>
<b>Question</b>	<p>A Governor asked if the predicted deficit was due to building work. Yes and there were a few lines that needed removing. Governors were informed that the Curriculum Fund was quite large but lacked focus.</p>
<b>Question</b>	<p>A Governor asked what the approximate total income was and if there would be a contingency? Governors were informed that total income is budgeted at approximately £3million including Pupil Premium. Contingency 0%. Governors were informed that the Senior Leaders are focussed on moving forward and planning for a positive future the building solution was easy, spending Pupil Premium funding effectively required more thought.</p>
<b>Question</b>	<p>A Governor asked if the 6 TA's know that their contracts are due to end. Governors were informed that the 4 TA's on Fixed Term contracts got them extended until 31.08.17 and are aware that they will not be extended into the next Academic Year.</p> <p>Governors felt that it was important to be open and transparent with Parents regarding the</p>

<p><b>Question</b></p> <p><b>Question</b></p> <p><b>ACTION</b></p> <p><b>Question</b></p>	<p>Teaching Assistants.</p> <p>A Governor asked if there was any revenue from letting the Sports Hall. Governors were informed that Little Kickers cancelled their contract and so did the Cheerleaders. Letting isn't always cost effective when you consider all the implications including site staff, utilities and cleaning afterwards. There is a Cricket Club but it is not very popular at present.</p> <p>A Governor asked for an update regarding Dinner Money debt? The Business Manager informed Governors that there are constant letters to parents, there are key families that are persistent debtors. Governors felt that this matter could be discussed further, especially regarding the level of tolerance and debt recovery procedure. The School recognises that at times families benefit from a payment plan due to unforeseen circumstances. It is a complicated situation. Governors agreed that this would be an agenda item for the next F&amp;P Committee Meeting. Catering Manager &amp; Out Of Hours Manager to report.</p> <p>A Governor commented that the school has spent £80,000 for supply teaching staff and he thought that the school had additional staff. Governors were informed that there are additional staff that have been utilised elsewhere. The figure has been halved next year. The Business Manager has reviewed the absence procedure and has budgeted £40,000 for next year. The insurance starts after the third day of cover. The Deputy Headteacher commented that Senior Leaders are creative with cover and don't get supply for every occasion. The Senior Leaders and Governors agreed that supply costs needs to be drastically reduced from £80,000.</p>
<p><b>Conclusion</b></p> <p><b>ACTION</b></p>	<p>It was proposed by Mr Cassidy and seconded by Mr Walters that Period 9 was signed by the Chair of Governors and Headteacher. Period 9 will go to Full Governors as signed. Period 9 will be sent off to the Local Authority with a copy of the Minutes.</p>
<p><b>AGENDA ITEM 7</b></p>	<p><b>POLICIES</b></p>
<p><b>Discussion</b></p> <p><b>Question</b></p>	<p><b>Personnel and HR</b></p> <p>It was reported to Governors that Mr Cassidy and Mrs Roberts met with contractors SAS Daniels to review their service. It was noted that the school appreciates legal advice as and when required. SAS Daniels have also been asked to take on all HR Policies and make sure they are fit for purpose. This is part of their legal service. Governors were made aware that they may come back with a sweep of Policies for review.</p> <p><b>Payroll Policy</b></p> <p>Governors had received the Policy prior to the meeting. The Business Manager explained that it includes information regarding mileage claims and how to process overtime. The Policy is a working progress. Most overtime is for Dragon Club, Catering or Cleaning. They have to be signed by a Manager for audit purposes. There is not a clear management structure at present in these departments until the Out of Hours Coordinator is recruited. The Cluster have also discussed self-serve and how to administrate he processes.</p> <p>A Governor asked if there was a way for employees to be responsible for processing their overtime to reduce bureaucracy and the administration burden. It was explained that at present for audit purposes the manager has to approve all claims on self-serve and this requires the Business Manager's signature. Mr Cassidy explained that the Policy is a requirement but it will be reviewed after further discussion.</p>
<p><b>Conclusion</b></p> <p><b>ACTION</b></p>	<p>Mr Walters proposed and Mr Clark seconded that the Policies were accepted and taken to Full Governors for ratification.</p> <p>Action point to review and reduce the administration burden of self-serve.</p>

	Discuss reduction of long term temporary contracts that require time sheets. Time sheets should be an exception.
<b>AGENDA ITEM 8</b>	<b>BUILDINGS</b>
<i>Discussion</i>	<b>Roof repairs</b> The valleys have been completed. There is still a drain pipe that needs fixing. Classroom 3A has a leak today. It could be to do with a hopper.
<i>Question</i>	A Governor asked if it would be repaired by the Local Authority. No it is not the roof so we will have to fix it ourselves. The Business Manager will call North West Construction.
<i>Question</i>	A Governor asked how the school was during Storm Doris. The school was fine.
	<b>Asset Management Plan</b> Conservatory area along Year 1 & 2, is not fit for purpose. It is too cold for winter and too hot for summer. Investigations are in process. Most companies have indicated it will cost £20,000. The Business Manager explained that beneath the conservatory the drains are over 100 years old. Governors are aware that drains will add to the cost. A Governor asked how much money had been budgeted for maintenance projects for the next 3 years. The Headteacher informed that £145,000 has been budgeted for maintenance.
<i>Question</i>	<b>Classroom refurbishment</b> Painting and refurbishment. Comparing cost with another company.
	<b>Nursery expansion</b> The Nursery requires a service to ensure it is meeting the requirements of children so that they can attend for 30 hours per week. The required work includes an additional toilet cubicles to accommodate 52 children. It is planned that the income that the school will receive will match the costs. Extended services manager will accommodate wrap around care. Keep Governor updated. It was explained that the results of a recent questionnaire indicated that parents and carers with 3 year old children would prefer to pay additional costs to enable their child has 30 hours per week in Nursery. Governors agreed that this would be beneficial for working families.
<i>Question</i>	<b>Disabled toilet – top site</b> The toilet is not yet completed. A Governor asked if the school has to use a list of preferred suppliers as there seemed to be negative comments about the same company. The Business Manager explained that the school can choose the supplier if they are paying for the work from the budget. The company that is used presently is reliable and reactionary. Schedule of rates are useful, for bigger contracts it goes to tender. When looking for a contractor the Business Manager sources at least 3 quotes and brings it back to Governors. Governors were invited to recommend contractors. The Local Authority select the contractor if they are paying for the work.
	<b>Office Development</b> Governors were informed that the Office area is not safe or private, it has the following issues: <ul style="list-style-type: none"> <li>• Storage issues.</li> <li>• Kettle.</li> <li>• Office kitchen in a classroom.</li> <li>• Photocopier.</li> <li>• Leading to a conservatory.</li> <li>• Multitude of problems.</li> </ul> The Office should be a confidential working environment. The Headteacher is trying to

	<p>bring the redesign in at a reasonable cost. Mr Clark volunteered to review the space. The Headteacher informed Governors that the school would appreciate all skilled ideas.</p> <p><b>Governor Site Walk / Site Manager</b> Governors were invited to attend a Site Walk to review the area and to be part of the Site Manager interview. The Party would consist of 2 Governors, the appointed Site Manager and Mrs Roberts. Mr Clark &amp; Mr Dunning agreed to attend. Tuesday 25<sup>th</sup> April 9:00am. Start on Lower Site.</p> <p>Site Manager interviews Friday 31<sup>st</sup> March 9:15am Governors First Interview 9:30am</p>
<b>Conclusion</b>	Governors thanked Mrs Roberts for the Building Report and supported the projects listed.
<b>AGENDA ITEM 9</b>	<b>FINANCE</b>
<b>Discussion</b>	<p><b>SFVS/LA Audit</b> The following points were highlighted to Governors:</p> <ul style="list-style-type: none"> <li>• The assessment form had been sent to Governors via email. Governors are required to complete the DfE form each year.</li> <li>• Mr Walters has reviewed the Financial Procedures Manual thoroughly and has a good understanding of the school's financial processes.</li> <li>• Collaborative buying is completed via the Wallasey Cluster. Reduced cost of Educare training as one of the local Headteachers secured a discount.</li> </ul> <p><b>Catering &amp; Dragon Club</b> It was explained to Governors that the Catering and Dragon Club accounts are currently separate and separately audited. If the school becomes an Academy there will only be one account. Dragon Club are a good source of revenue. The income should go straight into the budget. This will streamline the budget. It is a business. Catering is the same. If it is sustainable you need to make actual money for an operating profit. The kitchen requires a new cooker that will cost approximately £10,000. Three quotes have been sourced. The RPJ Group still work as consultants and discuss menu choices with the School Council.</p> <p><b>Staff charges for lunches and dragon club</b> Mr Cassidy explained that since he has reviewed charges for staff lunches and dragon club and has noted inconsistencies. Mr Cassidy proposed that staff are charged 50% cost for Dragon Club and lunches are costed at £1.00. This is a transparent fair way of working with a fair clear system in place.</p> <p><b>Question</b> A Governor asked when the new charges will come into force. Governors were informed it will be introduced at the start of the new Financial Year on 18<sup>th</sup> April 2017.</p> <p><b>Question</b> A Governor asked if staff paying a £1.00 charge for lunch is sufficient when considering admin fees. Governors were informed that the charge would be fair and it is straight forward to administer as all staff have Parentpay accounts. It was explained that if staff are completing a working lunch they would not have to pay. If staff are directed to work they would be provided with a lunch.</p>
<b>Conclusion</b>	Governors had read the SFVS assessment form and did not raise any further questions. Governors agreed that the school follows procedure. It was proposed by Mr Clark and seconded by Mr Walters that the SFVS assessment form was signed by Mr Walters.
<b>ACTION</b>	The Assessment form was signed by Walters as agreed.  Governors supported the staff charges for lunch and dragon club and felt that the school were treating staff well.
<b>AGENDA ITEM</b>	<b>RECRUITMENT</b>

**Discussion****New pay scale for SBM - P012 Bands 44-47**

Mrs Roberts requested to leave the room whilst Governors held a discussion. Mr Cassidy informed Governors that he had reviewed contract statuses and consulted with HR Advisors. It became apparent that some contracts are inconsistent. There have been a number of issues with pay.

**Question****Question**

Governors unanimously agreed that Mrs Roberts should progress to P012 band 44-47.

Mrs Roberts re-entered the room.

**Fixed term contracts**

Mr Cassidy informed Governors that he had mentioned this item briefly at Agenda Item 6. There will be a date in May when staff on fixed term contracts are invited to meet the Headteacher to discuss the end of their contract. Mr Cassidy and Mrs Roberts have sourced legal advice. There are NQT's on Fixed Term Contracts that started in September. Mr Cassidy informed Governors that by law if a contract runs over 12 months there are legal implications regarding renewal. The school will be raising standards and appraisals. There is normally a 6 month probationary basis. Staff should be treated fairly and correctly.

Governors were reassured that all staff have correct legal status.

**Recruitment and retention allowances review**

Governors were informed that they have been removed from all members of staff and they are not to be renewed. Governors said that they had been informed that they have been stopped.

Staff have been told and they understand it is clear and transparent. Moving forward any additional pay will be awarded due to appraisal and will be required to be minuted.

**SENDCO**

Governors were informed that the interviews that had taken place were positive. A SENDCo has been appointed for 3 days a week after Easter. She comes from Cheshire and is highly experienced. She will coach and mentor other staff to support children in lessons. The new SENDCO is a great asset to the team. Mr Cassidy noted thanks to Mr Clark for his support during the interviews.

**AHT for Y5-6**

Governors were informed that Mrs Hackett was successfully appointed as a Deputy Headteacher at Bidston Avenue Primary. St George's Primary are now looking for an

<p><b>Question</b></p>	<p>Assistant Headteacher in Y5&amp;6 and Y3&amp;4. Governors congratulated Mrs Hackett on her successful appointment.</p> <p>Governors were invited to attend the interviews for AHT Y 5 &amp; 6. Mrs Scott volunteered to support the interviews. It was suggested that Mrs Scott should complete Safer Recruitment Training.</p> <p>Y5&amp;6 Assistant Headteacher - Wednesday 26<sup>th</sup> April from 9:00am – 2:00pm</p> <p>A Governor asked if it would be possible to recruit the Y3 &amp; 4 Assistant Headteacher at the same time. It was recognised that applicants may apply for the post of Y5 &amp; 6 AHT due to Upper Site. Mr Cassidy informed Governors that he will be present on top site each morning to support staff.</p> <p>All Governors thanked Mrs Hackett for her work. Mr Cassidy informed Governors that an advert has been published for the post of nurture group teacher. The Senior Leaders are positive and excited about moving forward. Governors were also reassured that there are capable TA's that could support the nurture groups.</p> <p><b>New pay scales for AHT's</b></p> <p>Mr Cassidy informed Governors that the AHT pay scales are unequal and require streamlining. The Assistant Headteacher pay scales should run directly from [REDACTED]. Governors were informed that it is important to look at harmonisation of pay. The school has sought legal advice and it is important to get the pay scales right. An AHT pay at St George's Primary is equivalent to a Deputy Headteacher scale in other schools.</p> <p><b>Question</b></p> <p>A Governor asked if the workloads were balanced. Mr Cassidy informed Governors that they are.</p> <p>The new AHT will be on this pay scale from appointment the current AHT's will be on this pay scale from 1<sup>st</sup> September 2017.</p> <p><b>PA to SLT</b></p> <p>Governors were informed that there had been 41 applicants for the role. Shortlisting will take place from 12:00 onwards on 01.03.17. Mr Dunning volunteered to support. Mr Cassidy commented this synergy of Governors actively supporting Senior Leaders is important. Interviews will take place on the following dates. Governors are welcome to support but it is not essential.</p> <p>14<sup>th</sup> March 1:30pm onwards</p> <p><b>Clerk to Governors</b></p> <p>Governors were informed that there had been 7 or 8 applicants for the role. Interviews will take place on the following dates. Governors are welcome to support but it is not essential.</p> <p>15<sup>th</sup> March 1:30pm onwards</p> <p><b>Play leader and Senior Midday Supervisor</b></p> <p>Not closed yet.</p> <p><b>Deputy Midday Supervisor</b></p> <p>This member of staff will coordinate top site Midday Assistants.</p> <p><b>Extended Services Manager</b></p> <p>Governors were informed that nobody met all the criteria. The interviews will take place on 13<sup>th</sup> March 9:15am onwards. Mrs Roberts and Mrs Skarratts-Jackson have used The Key to help source questions wisely, they have chosen a task. Governors recognised that the appointed person needs to be capable to manage staff, finances, children and families.</p>
<p><b>Conclusion ACTION</b></p>	<p>Governors supported the decisions.</p> <p>Governors unanimously agreed that Mrs Roberts should progress to PO12 band 44-47.</p>

<b>AGENDA ITEM 11</b>	<b>ANY OTHER BUSINESS</b>
<b>Discussion</b>	<p>Review SLA's</p> <ul style="list-style-type: none"> <li>• Wirral traded services</li> </ul> <p>Mrs Roberts had distributed the review to Governors prior to the meeting. Governors agreed.</p> <ul style="list-style-type: none"> <li>• Supply Insurance</li> </ul> <p>Mrs Roberts informed Governors that the school has changed supply insurance for Teachers &amp; TA's. The new contract has a wellbeing package for referrals to physio etc. The cost was £23,000 the school has worked collaboratively.</p> <ul style="list-style-type: none"> <li>• HR contract</li> </ul> <p>Managed to agree the service SAS Daniels will provide. Until employee contract issues have been resolved the school is not in a position to source another company. It has worked well as a good quality service has been provided over 122 contracts have been reviewed and the HR Policies are currently being reviewed. No indemnity due to legal issues. We are insured for indemnity.</p>
<b>Conclusion</b>	The Governors supported the decisions for the SLA's.
<b>AGENDA ITEM 12</b>	<b>DATE &amp; TIME OF NEXT MEETING</b>
<b>Discussion</b>	<p>Full Governors 23.03.2017 6.00pm R &amp; P Governors 06.06.2017 5.30pm</p> <p><b>Dates / Action Items</b></p> <p>PA to SLT Interviews 14<sup>th</sup> March 1:30pm onwards</p> <p>Clerk to Governors Interviews 15<sup>th</sup> March 1:30pm onwards</p> <p>Extended Services Manager interviews 13<sup>th</sup> March 9:15am onwards.</p> <p>Site Manager Interviews; Mr Dunning &amp; Mr Clark Friday 31<sup>st</sup> March 9:15am</p> <p>Mrs Hackett &amp; Mr Brennan's Assembly Friday 31<sup>st</sup> March 1:30pm. Governors will be invited for lunch at top site prior to the Assembly. Senior Leaders agreed that Mrs Hackett will have an occasion with staff prior to this date.</p> <p>Governor Site Walk; Mr Dunning &amp; Mr Clark Tuesday 25<sup>th</sup> April 9:00am. Start on Lower Site.</p> <p>Y5&amp;6 Assistant Headteacher Interview; Mrs Scott Wednesday 26<sup>th</sup> April from 9:00am – 2:00pm</p>
<b>Conclusion</b>	

**It was agreed that certain sensitive parts of the meeting would be redacted and recorded as Part 2 at the SLT discretion.**

**Meeting Closed at 7.30pm**

Chairman of Governors  
Signature \_\_\_\_\_