



St George's Primary School

St George's Primary School
Resources and Premises Meeting
Tuesday 6th June 2017
Staff Meeting Room 5:30pm

Present

Community Governors M. Wiggins

Parent Governors P. Walters Chair of R&P Committee
P. Dunning
C. Scott
R. Olsen

Staff Governors B. Cassidy Headteacher

Also Present C. Roberts Business Manager
T. Skarratts- Jackson Deputy Head Teacher
K. Choudhary Clerk
M. Hodgson Site Manager
M. Chambers Assistant Head (from Sept 2017)

Apologies B. Clark
L. Horton
S. O'Donnell

Item 1 Apologies

Apologies received and noted as above. R&P Committee welcomed new Site Manager, M. Hodgson to the meeting.

Item 2 Minutes of 28.02.17

Accepted as a true and accurate record

Item 3 Matters Arising

- **Centenary Garden**

B. Cassidy informed the R&P Committee that the Centenary Garden is still closed. The lowest costed solution moving forward was to install some buttresses. SLT are currently negotiating with the local authority for funding on this.

The cost is circa £1k per buttress however there will still be some significant work needed to make the area safe once the buttresses are installed. Estimated overall cost is £15K

- **Teaching Assistant end of contract statements**

B. Cassidy reminded the R&P Committee that in last meeting that some Teaching Assistant staff should have been served with end of contact statement but were not. SLT have reconciled these contracts. It was forecasted that the school would lose 4 Teaching Assistants however have only had to lose 2 Teaching Assistants. It was recognised that losing to staff is a blow to the school. However, it is better that was forecasted.

P. Walters asked how were the saving made?

RESOLUTION: B. Cassidy stated that saving made from in year saving and efficiencies.

- **Self-serve**

It was stated that this is some a troublesome issue. The school received notification today that the last paper payslip will be issued in June 2017 alongside P60's. Staff will receive email reminder on how to access their e-version payslips.

- **Performance Management**

SLT have helped teaching staff conduct midyear reviews.

B. Cassidy reminded the R&P Committee that (as stated in previous meeting) that Performance Management Systems are not fit for purpose and need amending to ensure that they meet statutory responsibilities. In addition, R&P Committee informed that non-teaching staff are not currently part of the Performance Management process.

SLT are currently engaging with two companies to implement a new online system for beginning on new academic year. SLT as currently in the process of appraisal with staff with the view to recognise strengths and address any areas of weakness.

ACTION RP1: SLT to share finding from appraisal process at the next meeting.

- **Polling Station**

C. Roberts has contacted the local authority to state that Governors and SLT are not happy with the current situation – especially given the very poor turnout for the Liverpool City Region Mayoral vote. The closure causes excessive strain on parents who must source childcare and affects school financial revenue streams.

A meeting has been arranged with the electoral officer (post general election) to discuss the issues moving forward.

Item 4 Declaration of Pecuniary Interest

There were no declarations of pecuniary interest made.

Item 5 Terms of Reference

This was added to the agenda be mistake. This was ratified in the previous meeting.

Item 6 Buildings

Site Manager and Induction

B. Cassidy informed the R&P Committee that M. Hodgson has received a full induction and has made a running start his duties as Site Manager. Ron Favager and M. Hodgson are currently working on handover as Ron Favager will be retiring on 7th July 2017.

M. Hodgson will attend every meeting to deliver a site manager report. This will include:

- Progress on audit plans
- Fire evacuations
- Compliance issues.

B. Cassidy minuted his appreciation of the work already undertaken by M.Hodgson since his arrival in relation to addressing premises and health and safety issues.

Alliance Health and Safety Officer Feedback

Report submitted (with thanks) and circulated to the R&P Committee prior to the meeting. No issues raised.

Lower Site Exterior/ Interior Health and Safety Audit

Report circulated to the R&P Committee prior to the meeting.

B. Cassidy thanked P. Dunning and B. Clark for their contribution in this process alongside himself, T. Skarratts- Jackson, C. Roberts, G Morris and M. Hodgson.

B. Cassidy highlighted that massive scale of the task at hand, stating that audits have taken two full mornings and resulted in over 300 actions – resulting in significant workload. This was only for lower site.

B. Cassidy informed the R&P Committee that on this occasion, he drafted that the submitted report as there was the need to gain strategic oversight and appreciation of the scale of the work moving. This task will be delegated moving forward.

It was suggested that the timelines outlined in the report may not be achievable given the scale of work needed. As such M. Hodgson is going to review the report and suggest more appropriate timelines moving forward.

P. Walters asked if there are plans to conduct this review annually?

RESOLUTION: B. Cassidy informed the R&P Committee that this task will be undertaken twice a year.

M. Wiggins asked if Governors can be involved in the process and given the process will be conducted every six months could the dates be given with plenty of notice given work commitments?

RESOLUTION: B. Cassidy stated that Governors are very welcome to be involved. There has been planning going in the background to secure dates for all Governors meeting from September 2017 for the entire academic year.

RESOLUTION: R. Olsen offered to support this process given; his experience in Health and Safety and he is IOSH trained.

Date for Upper Site Audit 21st June @ 9:00am

B. Cassidy informed that R&P Committee that date has been set.

ACTION RP2: R. Olsen offer to assist Upper Site Audit 21st June @ 9:00am.

Changing cleaning hours to morning and new cleaning zones

R&P Committee informed that this has commenced week being 5th June 2017. Cleaning will take place 6:00am every day. Cleaners are key holders so not issues re access. This will alleviate health and safety concerns regarding cleaning work being undertaken when staff and children are on site. Mrs Roberts has led on this and ensured that the new cleaning rotas are in place. Change has been welcomed by all staff.

Environment Team

The R&P Committee informed that SLT has set up a Staff Environment Team to look at redesigning and improving the school environment. The Committee has identified storage as a massive issue. Solutions are not as simple as hoped due to structural issues in parts of the school. However this is being addressed. The Committee consists of one member of staff from each teaching band, 1 member from administration team and 1 member of Teaching Assistant team.

The next meeting is 15th June 2017 at 2:00pm if any Governor is interested in attending.

Completed Works

The R&P Committee informed that works on; Disabled Toilet on Upper Site, Administration Team Kitchen and Meeting Area, F1 Toilets Area (more toilets and sinks added) have been completed and there are no issues.

C. Roberts informed the R&P Committee that there are still issues with the lower site roof improvements. For example, the school had a leak on 6th June in the new office space and a fresh leak in the upstairs classroom. The leaks are resulting in damp. Advice received from local authority senior contractor is that any spores from damp are not dangerous and there is no need to relocate pupils.

A structural engineer will be visiting the school on Thursday 8th June 2017 to look at the issue regarding lower site roof improvements.

M. Wiggins asked why the roof is a constant issue?

RESOLUTION: B. Cassidy suggested there are many factors that hinder the school's ability to move forward on this issue. Projects were funded and managed by the Local Authority. School has not had contractual or financial control of any works. Given the school building age and the quality of workmanship undertaken this has led to mounting issues. B. Cassidy also suggested that the bureaucratic process involved in dealing with local authority often results in the school's hands being tied when trying to move forward issues at a fast pace.

Governors are concerned with the ongoing issues and support SLT in their efforts to resolve this issue.

Planned Improvement Works

The R&P Committee informed that the conservatory roof will be removed and replaced on 26th July 2017). In addition, there are planned improvement works on; office environment, media area, 3 classrooms and kitchen floor.

Structural Engineers will be visiting the school on Thursday 8th June 2017 @ 8:00am to look at the boilers.

Management of Slapped Cheek

The R&P Committee informed that the school had an outbreak of Slapped Cheek. Pupil attendance was not affected however (on advice of doctors) two pregnant members of staff were signed off for 10 days.

Road Safety Update

The R&P Committee informed that SLT have met with the Local Authority Road Safety Team and the school has produced an action plan and will be emailed to counsellors (after the June General Election) as the council is still not fully operational and there is no road safety budget.

SLT are looking at getting the entrance to the car park improved, an extension to the pedestrian barrier and painting footprint throughout carpark to clearly signpost footfall.

SLT have also strengthen their advice to staff to use the 'RAF' carpark and added a padlock to the gate.

Item 7 Finance

Period 12

Period 12 was circulated to the R&P Committee in the papers. C. Roberts sought Governor approval for Period 12. P. Walters approved and P. Dunning seconded. **Period 12 ratified.**

2017/18 Budget Setting

2017/18 Budget Setting was circulated to the R&P Committee in the papers.

C. Roberts tabled a slightly amended version due to the minimal change with regards to Teaching Assistant contracts. The change to the circulated document was marginal.

C. Roberts sought Governor approval for 2017/18 Budget. P. Walters approved and P. Dunning seconded. **2017/ 18 Budget ratified.**

B. Cassidy thanked the SLT, with special mention to C. Roberts, for their continuing endeavours with the budget setting process, highlighting the challenges of exploring every possible efficiency saving. The priority has been to maintain staffing and protecting curriculum spending, whilst also recognising the level of investment needed in the building.

B. Cassidy highlighted that the budget suggests a slight deficit of £14,981 in 2019/20 but reassured Governors that this is a that fraction of the budget and that the school will have a clearer picture on the national funding formula by 2019/20 so it is envisaged that this issue will be addressed then.

B. Cassidy suggested one issue that is not reflected in the budget is the fact that for the first time the school's pupil numbers have been below the admission numbers resulting in 102 pupils being taught however the budget had been set at 120 – resulting in circa £57k shortfall this year, and every subsequent year moving forward.

M. Wiggins asked is there a specific reason why there has been a shortfall in pupil numbers?

RESOLUTION: B. Cassidy stated that anecdotal evidence would suggest that the school's standing (in terms of league tables) has fallen which resulted in the school going through a difficult period because of the school's reputation, and conversations with local schools have suggested that parents are prioritising them over St Georges. With the current landscape being challenging, SLT are confident that with the new staff changes the school is now on an upward turn. C. Roberts highlighted that the plan for 30 hour provision for Nursery hours will have a positive impact on school budgets moving forward.

M. Wiggins sought clarification on the £12k overspend on the previous year's budget?

RESOLUTION: C. Roberts stated that this was due to a 'one off' regarding telephone and broadband infrastructure costs.

ICT SLA (3-year contract)

B. Cassidy informed the R&P Committee that the school invited 3 companies to tender and the discussion has been taken to engage High Impact. B. Cassidy highlighted that although they were not the cheapest, High Impact offer higher quality with a more robust ICT system. The cost will be £21k per year.

Given the recent investment in ICT Apple hardware, P. Dunning asked why the school has lots of computer 'laying about'?

RESOLUTION: B. Cassidy stated that some are obsolete (and due to ongoing storage issues will be donated to local charities). Others are waiting network development so they can be used effectively. The R&P Committee were reassured that the whole school is having a full sweep for resources ensuring nothing will go to waste. This is one of the functions of the newly established Environment Team discussed above.

P. Walter asked if there will be a Governors Section in the new ICT set up?

RESOLUTION: B. Cassidy reassured Governors that there will be a dedicated Governors section within the new ICT system.

Kitchen Cooker Purchase

Quote was circulated to the R&P Committee in the papers. C. Roberts sought Governor approval. P. Walters approved and P. Dunning seconded. **Purchase approved.**

School Fund Audit 2015/16

School Fund Audit 2015/16 was circulated to the R&P Committee in the papers. C. Roberts informed Governors that this agenda item went to Governors last year for approval however (for reasons unknown) it was never minuted nor ratified. C. Roberts sought Governor approval. P. Walters approved and P. Dunning seconded. **School Fund Audit 2015/16 ratified.**

Last 2 years Dragon Club and School Meals Audit Certificates

Last 2 years Dragon Club and School Meals Audit Certificates was circulated to the R&P Committee in the papers. As with the School Fund Audit, C. Roberts informed Governors that this agenda item went to Governors last year for approval however (for reasons unknown) it was never minuted nor ratified. C. Roberts sought Governor approval. P. Walters approved and P. Dunning seconded. **Last 2 years Dragon Club and School Meals Audit Certificates ratified.**

Procurement Policy

Separate Procurement and Purchasing Policy was circulated to the R&P Committee in the papers. C. Robert later merged the two documents into one policy. C. Roberts reassured the R&P Committee that nothing has been changed within the policy apart from the wording 'all orders must be on **council** official order forms' has changed to 'all orders must be on **school** official order forms'

C. Roberts sought Governor approval to merge the schools Procurement and Purchasing Policies. P. Walters approved and P. Dunning seconded. **Procurement and Purchasing Policy ratified.**

ACTION RP3: C. Robert to forward Procurement and Purchasing Policy to R&P Committee via K. Choudhary for their records.

Purchasing Policy

See above

Self-serve Payroll Policy

Self-serve Payroll Policy was circulated to the R&P Committee in the papers. C. Roberts sought Governor approval. P. Walters approved and P. Dunning seconded. **Self-serve Payroll Policy ratified.**

Item 8 Personnel

Safer Recruitment Policy

Safer Recruitment Policy was circulated to the R&P Committee in the papers. B. Cassidy sought Governor approval. P. Walters approved and P. Dunning seconded. **Safer Recruitment Policy ratified.**

Staffing Structure

Staffing Structure was circulated to the R&P Committee in the papers. B. Cassidy stated that all staff have been informed where they sit within the structure and highlighted that the structure aligns with the already agreed appropriate use of Pupil Premium funding and facilitates 5 members of staff within each team which provides a spread of experience across the teams.

B. Cassidy suggested that given the structure has been shared with staff early, they are able to work towards success over the summer period.

B. Cassidy highlighted that the 2 new P.E specialist staff will provide saving in year as last the school spent £60k on P.E coaching. In the afternoons, they will be teaching P.E and morning they will be English and Maths Teachers.

R. Olsen asked how the Teaching Assistant going to work within the new structure?

RESOLUTION: B. Cassidy suggested that Teaching Assistants have been 'top loaded' in support in the early years so the pupils are getting the best possible support however with 5 teachers, there would never be 5 Teaching Assistants. As such, their duties will be needs based. B. Cassidy reiterated that, given the circumstances, he is pleased to have only lost 2 instead of the projected 4 however the school could easily accommodate an extra 6 staff.

Governors stated that they are very concerned about the current Teaching Assistant landscape given the financial reality of funding but appreciate the school's frustrations in the current climate.

TLR Roles and Responsibility

B. Cassidy reminded the R&P Committee that SLT spoke about some inconsistencies regarding how staff in leadership where being recruited and paid with some staff were on recruitment and retention allowance whilst others were on TLR's. To address this, contracts have been streamlined and all staff that were on recruitment and retention have been given a one year TLR under appraisal review. There are 3 brackets of TLR and the school has adopted the bracket with ranges 2A, 2B and 2C. These TLR rates are;

- **2A – £2,640**
- **2B - £4,545**
- **2C - £6,450**

All staff have been put onto 2B except for the SENCO which is advertised on a 2C

Safer Recruitment Improvements and Audit

B. Cassidy, T. Skarratts- Jackson and C. Roberts undertook a Safer Recruitment Improvements and Audit process and it was suggested that it did not MATCH the desired level of best practice. As such, work has been undertaken to rectify and create a new Personnel File Checklist to record and address any issues.

The new systems will include 3 separate and distinct levels of sign off;

- **Designated Safeguarding Lead** will be responsible for ensure appropriate Safeguarding Training in place before they are allowed in classroom environment.
- Safeguarding Training documentation will go to **Headteacher** to ensure all necessary documentation in place.
- **Human Resources Manager** will sign off any relevant documentation and date that this is filed appropriately.

Single Central Record

Single Central Record was shared with the R&P Committee via screen. Governors observed the record for their information.

B. Cassidy stated that this list will be made available at every meeting and that the audit process is ongoing.

R. Olsen asked are Governors on the list?

RESOLUTION: B. Cassidy informed the R&P Committee that they are on the record and demonstrated this.

Appointments

The school's appointments were as stated on agenda.

P. Walters asked why Year 6 Teacher is only a 1 year contract?

RESOLUTION: B. Cassidy stated that this is to address a specific issue within that cohort.

Vacancies

The school's vacancies are as stated on agenda.

HT Performance Management and School Improvement Associate Appointment

P. Walters and B. Clark are currently collaborating with B. Cassidy on this issue.

ACTION RP4: B. Cassidy to forward the Edsential list of School Improvement Associate's to P. Walters and B. Clark.

Item 9 AOB

Future Agenda Items are stated on the agenda.

M. Wiggins asked what the school's sports curriculum look likes at St Georges and asked for it to be added to the next meeting.

RESOLUTION: B. Cassidy stated that this will be part of the Full Governors Agenda meeting on Thursday 27th June.

Item 10 Date & Time of Next Meeting

ACTION RP5: Meeting to be scheduled at upcoming academic year at the next Full Governor meeting.

Meeting finished @ 7:00pm

Summary of actions from meeting	Whom	Date to be completed
<u>ACTION RP1:</u> SLT to share finding from appraisal process at the next meeting.	B. Cassidy	TBC
<u>ACTION RP2:</u> R. Olsen offer to assist Upper Site Audit 21 st June @ 9:00am.	R. Olsen	21 st June 2017
<u>ACTION RP3:</u> C. Robert to forward Procurement and Purchasing Policy to R&P Committee via K. Choudhary for their records.	C. Roberts K. Choudhary	21 st June 2017
<u>ACTION RP4:</u> B. Cassidy to forward the Eddsential list of School Improvement Associate's to P. Walters and B. Clark.	B. Cassidy	21 st June 2017
<u>ACTION RP5:</u> Meeting to be scheduled at upcoming academic year at the next Full Governor meeting.	K. Choudhary	21 st June 2017