



St George's Primary School

St George's Primary School
Resources and Premises Meeting
Tuesday 7th November 2017
Lower Site Upper Library 5:30pm

Present

Community Governors	M. Wiggins P. Walters	Chair of R&P Committee
Parent Governors	C. Scott R. Olsen	
Staff Governors	B. Cassidy L. Horton	Headteacher
Also Present	C. Roberts K. Choudhary M. Hodgson M. Chambers L. Mitchell	Business Manager Clerk Site Manager Assistant Head
Apologies	P. Dunning B. Clark	

Item 1 Welcome, Apologies and Declarations of AOB

Apologies received and noted as above.

With regards to declarations, it was noted that C. Scott has recently secured a favourable rate with a local business for mini bus hire for the school. The R&PC thanks C. Scott for her endeavours.

Item 2 Minutes of previous meeting

Accepted as a true and accurate record

Item 3 Terms of Reference

Circulated as part of the papers. R&PC accepted the document however noted that Membership Section needed to be updated.

ACTION RP1(11/17): K. Choudhary to update the Terms of Reference Membership Section

Item 4 Election of Chair and Vice Chair

R&PC agreed that the roles continue until September 2018 in view of new scheme of delegation introduced in January 2017. As such, P. Waters will chair and C. Scott will vice chair R&PC until September 2018.

Item 5 Site Managers Report

M. Hodgson delivered a verbal update to R&PC highlighting the various works carried out throughout the school premises.

R&PC asked what works had been undertaken to progress the issues in the centenary garden?

RESOLUTION: R&PC informed that the centenary garden walls have been fixed and more general repairs have taken place however there are some still some groundwork issues which are scheduled to be completed around February '18. As such, the garden will be reopened in Spring Term '18.

R&PC informed that a new **premises management (EVERY)** electronic reporting system has been implemented across both school sites which allows staff to record any issues and it will be assigned a job number.

R&PC asked M. Hodgson are there any specific issue that Governors need to be aware of?

RESOLUTION: R&PC informed that the school being spilt across two site poses certain challenges for staff however M. Hodgson (and his team) have a schedule which is made available to all staff which indicates which site they are at on any given day to address issues.

R&PC informed that fire evacuations had taken place on 22nd October across both school sites.

R&PC informed that M. Hodgson has one hour per week scheduled to deliver Health and Safety inductions to all new staff members.

R&PC informed that M. Hodgson has recent built two sheds for winter storage (salts, shovels etc) to help to ensure that adverse weather is managed effectively this winter.

R&PC thanked M. Hodgson and his team for their endeavour.

M. Hodgson left the meeting.

Item 6 Planned Maintenance Pressures

R&PC reminded that SLT put £100k funding in the budget to address school maintenance issues however given the ever shrinking amount of match funding available, the school is facing increasing expenditure.

SLT have recently contacted LA Officers as there are disputes regarding cost relating to the school roof (from works carried out by previous contractors). As such, SLT has instructed C. Roberts to withhold further funding until a meeting with LA has taken place – scheduled over the coming weeks. SLT will feedback to R&PC outcomes from the meeting. R&PC asked if the school is liable for any interest charges given the holding back of funds

RESOLUTION: SLT suggested that there are no interest charges incurred and issues facing the school are more focused around holding contractors for the work they have completed and warranties. SLT stated that the quality control on work the school commissions is high however quality control is more difficult with work commissioned by LA.

R&PC expressed concern about the pressures increasing costs are putting on school budgets and any potential impact on learner experiences moving forward.

Item 7 Incident Report

B. Cassidy stated that he will be putting further details into the Head Teachers Report (released on a termly basis) and wanted to highlight that R&PC discussed new monitoring procedures at the last meeting. As such, Governors can now access bullying data which is collected on a daily basis and the folder is left in the front office and Governors can have access to that any time they wish.

R&PC asked are there any specific behavioural issues facing the school?

RESOLUTION: SLT conceded that whilst there is only two months' data collected in this new academic year, there is definitely an upward positive trend suggesting that incidents have been resolved through interventions based on positive praise. SLT praised staff endeavours and thanked them.

R&PC asked are there any parental input following an intervention?

RESOLUTION: SLT stated that parental input was minimal and they have a firm but consistent approach with parents.

B. Cassidy stated that he makes sure he is outside both sites on a weekly basis to be visible and contactable to parents. Reports from Parents' Forum on behaviour were also positive.

R&PC thanked SLT and all school staff for their endeavours.

Item 8 Update on Road Safety

SLT informed R&PC that there has been improvement to road safety markings and signage, improved usage of the RAFA car park, raised the profile of the road safety newsletter and ran a Slow Down for Bobby Campaign.

B. Cassidy met with Cllr Ian Lewis on 07/11/17 to discuss road safety improvements outside both school sites. The school had made 3 very clear asks of Cllr Ian Lewis;

1. Improve the pointing on the pavements given the trip hazard.
2. The school wants the pedestrian pathway cleared. To help realise this aim the school has offered to relocate the bench and bin.
3. Extend the crash barrier so that it runs the length of the school – as it does on top site.

In addition, SLT are asking for further improvement to the road signage.

R&PC informed that the Chair of Governors had received a complaint from a concerned parent with regards to the traffic levels at the school both inside and outside of school enforcement hours.

The Chair of Governors has written back to the concerned parent to state that other than a lobbying voice for change, the school has very limited powers to affect Wirral Local Authority's decisions on road related matters. SLT have looked into the points raised with council officers. SLT and council officers opinion is that there are no safety issues with parking outside enforcement hours.

R&PC asked if there has been any attempt to invite the concerned parent into the school?

RESOLUTION: The Chair of Governors stated that he did invite the concerned parent to meet with SLT however this was not taken up.

R&PC raised the issue of parents arguing with one another over parking and should this be a school issue?

RESOLUTION: SLT stated that dealing with parental disputes can be challenging however they do try to stress parental responsibility with regards to parking on, for example, street corners. SLT acknowledged the sterling work done by enforcement officers and stated that they regularly meet with the team. SLT are very happy with the level of service and engagement stating there are 120 schools in the areas and the school enjoys a visit at least every two weeks.

Item 9 Updated Emergency Plan

The Emergency Plan was circulated in the papers for information.

R&PC informed that if this document is ratified by the group, a copy will go to all SLT and site staff in case of emergencies.

R&PC asked why can't there simply be a copy left on the website?

RESOLUTION: SLT stated that the document contains staff personal data so it is not for public consumption.

M. Wiggins stated that the number for police contact was wrong and needed amending.

ACTION RP2(11/17): C. Roberts to amend emergency numbers as appropriate.

R&PC thanked staff for their endeavours on this sterling piece of work.

R&PC asked where is the school up to with regards to the lock down policy?

RESOLUTION: SLT informed R&PC that this is on the agenda for the next R&PC meeting.

The Emergency Plan was ratified by the group.

Item 10 Updating Managing Medicines Policy

R&PC informed that the updating of Managing Medicines Policy fits in with the recent review undertaken by SLT of Safeguarding and Managing Intimate Care. When SLT looked at the current DfE guidelines it identified that the school fell short of statutory compliance. As such, the school was previously proactively discouraging the management of medicines in school. While the school will still try to discourage management of medicines within school, the school now recognises its statutory duties to administer medicines when appropriate. The new updated policy is very transparent and accessible.

SLT thanked C. Roberts for liaising with other local schools in the creation of this document.

SLT have identified that there may be potential training needs for Dragon Club staff member moving forward.

Item 11 Immunisation Programme

R&PC informed that x14 NHS staff attend the school to administer circa 600 immunisation shot for pupils from F2 up to year 4.

There was a slight issue with the loss of some pupil's records by the nursing team however robust administration by school staff soon addressed this and nurses will be attending the school again over the coming days to administer some immunisation shots.

B. Cassidy informed R&PC that one has parent opposed the immunisation process within the school and asked that the complaint be formally brought to attention of the Governors. R&PC asked what was the complaint centred on?

RESOLUTION: It was suggested that the parent was uncomfortable with their child being present while other pupils were being immunised. SLT has liaised with parent and they have been informed that the school has engaged with NHS and the school has followed all public health advice.

Item 12 Feedback from governors on Health and Safety responsibilities

P. Walters attended a session delivered by Wallasey Alliance and suggested the session was very useful. He and other chairs discussed the possibility of some collective training opportunity.

ACTION RP3(11/17): B. Cassidy to share notes from training with R&PC.

Item 13 Health and Safety Policies Review

R&PC informed that there are 16 new policies that need ratifying following a review by Graham Morris (Health and Safety Officer) who has reviewed all Health and Safety polices across the Wallasey Alliance.

Given the amount of policies, SLT suggest that R&PC need to establish a working party to review and agree all polices before the end of the Autumn term. It was agreed that governors will share the workload of reading through the policies documents will divided equitably.

ACTION RP4(11/17): SLT will forward policies first week in December '17 for feedback by 8th January '18.

Item 14 Period 6 Budget Review

Period 6 Budget Review was circulated in the papers for information.

R&PC informed that C. Roberts met with P. Walters and C. Scott to go through budget pre meeting and that the evidence discussed in this meeting was aligned expenditure code – a more rigorous standard of reconciliation.

R&PC informed that the school has got £9k forecasted remaining underspend for the end of academic year. SLT suggest that managing the budget is very difficult in the current landscape however P. Walter and C. Scott stated that they are very happy with the document.

Period 6 Budget Review was ratified by the group.

Item 15 Performance Management Overview

B. Cassidy gave a verbal update on the breadth of targets given unforeseen technical issues.

B. Cassidy stated that the new Performance Management System (Blue Sky Performance) given highlight any targets aligned to staff and the school can review those targets accordingly.

R&PC reminded that the new systems are not just for teaching staff but for administrative staff too.

Anecdotally, SLT suggested that the new systems have sent a powerful message to the Teaching Learning Assistants stating that staff are feeling much more appreciated and valued. It has afforded staff an opportunity to reflect on their work and allowed SLT to praise staff for their endeavours.

R&PC asked what targets are being set to teaching staff?

RESOLUTION: SLT stated that the target set are aligned to all the curriculum area defined in the Schools Improvement Plan however the Teaching Assistants targets are set specifically to English and Maths.

Item 16 Date and Agenda Items for Next Meeting

- Dragon Club Finances
- Catering Finances
- Period 9
- Policy Ratification
- Staff Absence Report
- Lockdown Strategy

Next meeting - Tuesday 13th March

This part of meeting finished @ 6:50pm

Certain colleagues left the meeting to allow discussion of Pay Committee Decision – **see Appendix A and Appendix B marked confidential.**

Item	Summary of actions from C&P meeting	Whom	Date to be completed
3	<u>RP1(11/17)</u> : K. Choudhary to update the Terms of Reference Membership Section	K. Choudhary	December '17
9	<u>RP2(11/17)</u> : C. Roberts to amend emergency numbers as appropriate.	C. Roberts	November '17
12	<u>RP3(11/17)</u> : B. Cassidy to share notes from training with R&PC.	B. Cassidy	November'17
13	<u>RP4(11/17)</u> : SLT will forward policies first week in December '17 for feedback by 8 th January '18.	SLT	December '17