



# St George's Primary School

**St George's Primary School**  
**Resources and Premises Meeting**  
**Tuesday 6<sup>th</sup> November 2018**  
**Lower Site 5:30pm**

## Present

<b>Community Governors</b>	P. Walters B. Clark	Vice Chair R&P Committee
<b>Parent Governors</b>	C. Scott A. Fisher	Chair R&P Committee
<b>Staff Governors</b>	B. Cassidy	Head Teacher
<b>Also Present</b>	C. Roberts K. Choudhary G. Morris	Business Manager Clerk Health & Safety Manager
<b>Apologies</b>	L. Horton M. Wiggins	

## Item 1 Welcome, Apologies and Declarations of AOB

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Noted and received as above.

## Item 2 Election of Chair and Vice Chair or 2018/19

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R&PC reminded that the Chair and Vice Chair roles have been discussed and agreed electronically in advance of the meeting.

- C. Scott nominated as R&PC Chair: B. Clark nominated and A. Fisher seconded. **C. Scott approved as R&PC Chair.**
- P. Walters nominated as R&PC Vice Chair: A. Fisher nominated and B. Clark seconded. **P. Walters approved as R&PC Vice Chair.**

## Item 3 Minutes of previous meeting

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Accepted as a true and accurate record and all actions have been completed

#### Item 4 Declarations of Interest

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None

#### Item 5 Matters Arising

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**Road safety update:** Road surface and marking work has been completed (including the waste bin and seating being removed). SLT are very happy with the improvements however are still waiting the barriers to be extended.

**Immunisation programme:** This has been completed across the school and the process was a lot less problematic than the previous year. R&PC informed that two parents held their child pupils given their concern that the vaccine is 'live' and this has been recorded as an unauthorised absence. SLT stated that 2 absentees out of 900 pupils represents a good response.

**Industrial injury claim (1):** R&PC reminded that (as discussed in previous minutes) the school has been dealing with a claim from a former member of staff that was declined by the schools and its legal representatives. Subsequently, the plaintiff submitted further actions and the LA has decided to settle this issue out of court. The school was against this course of action and wanted the case to go to court. This pay-out is in the low band and represents a pay-out between £1k - £10k.

**Industrial injury claim (2):** R&PC informed that the other case discussed (in previous minutes) has now been settled. The cost of litigation exceeded the pay-out amount.

**Management of debts at Dragon Club and admin role:** As per previous minutes, SLT submitted a debtor report. SLT stated that they have reshuffled the management team and employed a new administrative role. This now allows managers to focus on supervision of pupils and address skills gap in the team. SLT stated that the school has seen a huge improvement in the debt levels with no significant debt issues;

- 6 cases of debt over £50 for breakfast club.
- 10 cases of debt over £50 for after school club. The school has agreed a payment structure for 2 cases due to financial circumstances.
- There are no cases of debt over £30 for school meals.

SLT stated they are disappointed to see that there are some cases of debt in holiday club. As such, SLT looking towards to a pre pay model moving forward.

R&PC asked what is the total figure of debt?

**RESOLUTION:** SLT stated that it is very easy to run out a report for Governors.

**ACTION RP1(11/18):** SLT to submit a total figure of debt from the period 1<sup>st</sup> September '18 – 15<sup>th</sup> November '18 for circulation and discussion at FGB on 22<sup>nd</sup> November '18.

#### Item 6 Terms of Reference

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Circulated as part of the papers.

R&PC reviewed its Terms of Reference and the scope of committee's work.

**DECISION TAKEN:** Chair asked R&PC if they are happy with the updated Terms of Reference. Vote taken to approve Term of Reference and **agreed**. This will be ratified at the upcoming FGB on 22/11/18.

#### **Item 7 Annual Planner**

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Circulated as part of the papers.

**DECISION TAKEN:** R&PC agreed the committee's Annual Planner for 2018/19. **Ratified**

#### **Item 8 Key Priorities**

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R&PC considered the groups priorities for 2018/19 and the following was agreed;

- Work with Head Teacher, LA and SLT to establish long term plan for capital development of school buildings.
- Develop effective lockdown procedures to improve safety and security in buildings.
- Improve understanding of budget management across governing body and school staff.

#### **Item 9 Wallasey Alliance Health & Safety Manager's Report**

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Circulated as part of the papers.

G. Morris highlighted the following areas from the comprehensive report;

##### **Top site**

- During the summer break, an area containing asbestos insulating panel in the school hall, was removed by a specialist company. Since the school buy in to the asbestos service level agreement at the local authority, preferential cost rates were given for this work.
- Following the removal of the asbestos panels in the hall, an area of the ceiling had to be repaired as the scaffolding could not be erected without damaging/disturbing the ceiling. Once this was completed the complete hall floor was stripped back/sanded and then resealed. The poor high level windows have been replaced, with new double glazed units (improved safety and security), and electric openers have been fitted. Again for improvement, a solar reducing film has been added to the new glazing.
- A new asbestos report has been received for the school site. All contractors who work on the fabric of the building are required to read and sign the report. Also if the Premises officers work on the fabric of the building they also have to read and sign the report (this is required for every occasion that work is undertaken on the fabric of the building).
- Following a visit from the EHO in order to carry out a food standards rating, it became apparent that the cooking situation in the school kitchen was not correct and was in fact non-compliant as the main gas cooker had no extraction canopy. To fit a large extraction canopy over the cooker would have been very difficult and expensive, so another alternative solution was found, and a large electric cooker was installed (electric variants do not require extraction). To help improve ventilation in the kitchen window fans were installed, along with this a new electric supply lead was put in for the new electric cooker.
- The boilers were serviced recently and although they are in good working order, they are

approaching the end of their life. As time passes on, it will become more and more difficult for required parts to be sourced. To this end the school will be requesting to be put on to the local authority's boiler replacement scheme for next year. When the boiler service was undertaken, the redundant gas supply in the kitchen for the old gas cooker was removed.

#### **Lower Site**

- The main ongoing issue at this school site, revolves around the vegetation at high level in the brickwork. During the October half term work was undertaken on some of this, but the issue is far from resolved and much further work is required. The chimney stack on the EYFS building was found to be in particularly poor condition and various repairs have/need to be undertaken on it.
- The issues mentioned in the previous report around evidence of damp in various walls in classrooms on the first floor in the main building have in the main been attended too. Walls have had flaking paint removed. Walls have been treated and made good, in some instances plaster was removed and then the walls re-plastered and the walls finally painted.
- Following a garden fire in a neighbouring property at a weekend prior to the summer, it was apparent that a large conifer had suffered serious damage on the schools land, along with some other trees. To this end they were removed by Man Coed during the summer. This then lead to a potential security/safeguarding issue as the boundary fence area was basically non-existent, so a wooden fence was installed to improve this situation.
- To help improve safety, glazing safety film has been placed on the glass in the ground floor classrooms, off the hall, due to the fact that sport is played in this area. Along with is solar reducing film has been placed on the main windows on the first floor hall, this is to obviously help with reducing thermal gain, and also glare, to enhance teaching and learning.
- The school is still waiting for the results from the Condition Survey conducted earlier in the year.

#### **Item 10 Planned Maintenance Pressures**

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SLT stated that they and G. Morris are meeting regularly with LA Officers on the stresses place on the school budget on building maintenance and the levels of expenditure – which will exceed £200k.

LA has agreed to put the school in the Capital Programme funds and SLT is awaiting written confirmation on this. As discussed above, the school is waiting the for DfE Condition Survey so forward momentum is not as quick as it could be.

SLT stated that the school has done a lot of remedial building work already.

#### **Item 11 Other Building Issues**

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**Anglo Saxon Roundhouse:** This is now being installed and SLT thanked PTA for the funding contribution towards this project.

**Forest Schools Improvement:** The school has funded and improve the condition of this area.

**Sugar Tax Capital Grant:** The school has received at £9k grant for capital improvement to encourage healthier activities. SLT have taken the decision to hand the ownership of this project to the school council for in put on what pupils want.

**Solar Panels:** Information was circulated as part of the papers. The school has investigated the viability of Solar Panels. It was suggested that whilst the school will not be able to generate any income from this initiative, it is not going to cost the school anything.

The panels would be installed by a company called Solar for School. Any renewable energy the school uses will be charged at a lower rate compared to National Grid usage – with any surplus going back to the National Grid. R&PC informed that given the age of the low site building, this project is only suitable for top site.

SLT stated that whilst the school is not generating income, the benefits derive from reduction in cost and unlike in previous year, the LA is supporting this initiative. The school is happy to move forward on this however there is some further due diligence to be done, for example, around liabilities for equipment.

R&PC asked are there any longer term liabilities for the school given this is a 25-year agreement? What if the results of DfE Condition Survey change the school building facilities, premises and environment?

**RESOLUTION:** SLT are under the impression that if there was a change in school premises the panels would move with the school however stated that they would confirm with Solar for Schools and feedback to upcoming FGB.

**ACTION RP2(11/18):** SLT to confirm issues around premises and report back at FGB on 22<sup>nd</sup> November '18.

R&PC asked has this been installed in other schools?

**RESOLUTION:** Yes. Solar for Schools has testimonials from other schools.

## **Item 12 Incident Report**

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Circulated as part of the papers.

R&PC informed that school now more accurately reports incidents. SLT stated that they were concerned issues were not being recorded in previous year and this will now be tracked and feedback to Governors annually. As such, the 2017/18 data is the baseline.

SLT suggested that most of the issues were around school practices and behaviours and they are happy to see the downwards trend.

R&PC stated that the figures look disproportionate between top and lower site.

**RESOLUTION:** SLT agreed and suggested that there are not any significant areas of concern and the figures are derived as a result of age group and pupil numbers.

## **Item 13 Updated Health and Safety Policies**

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Following policies circulated as part of the papers;

- Health and Safety Policy
- Emergency Policy
- Management of medication

SLT stated that these document need to revisited annually.

R&PC asked what changes have incurred?

**RESOLUTION:** Very minor, low level administrative updates around updating staff names and general

With reference to the Health and Safety Policy, R&PC asked would it not be easier to identify staff end of date First Aid training needs by group?

**RESOLUTION:** SLT stated that names are only list alphabetically as a reporting function.

**DECISION TAKEN:** Chair asked R&PC if they are happy with the updated 2018/19 policies above. Vote taken to approve. **Ratified.**

SLT highlighted the new Lockdown Procedures documents. SLT stated Lockdown Procedure are not statutory however there is DfE Guidance on this.

Lower site: The lockdown/critical incident alarm has been installed on this school site. Alarm call points are located in the main reception, the office/admin end of the building and the main corridor in the EYFS building.

Top site: the lockdown/critical incident alarm has been installed. The alarm call points are in reception and also in the lobby in the sports barn.

The lockdown alarm will be getting rolled out to staff early 2019. SLT will then decide on the frequency of drills.

R&PC asked whether or not the school needs to forewarn parents of any drills?

**RESOLUTION:** Yes, but the school will be informing rather than ask permission. SLT would be concerned of a negative backlash should they not inform parents.

**DECISION TAKEN:** Chair asked R&PC if they are happy with the Lockdown Procedures policies. Vote taken to approve. **Ratified.**

#### **Item 14 Health and Safety Audit and Fire Safety Action Points**

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Circulated as part of the papers.

R&PC informed that the audit was full signed off by LA in June '18. As such, the papers as circulated to R&PC for information.

#### **Item 15 Period 6 Budget Review**

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Circulated as part of the papers.

R&PC informed that C. Scott and C. Roberts have met to discuss the school budget prior to the meeting.

R&PC informed that the school is on track in the budget cycle with no significant issues. SLT highlighted that there are some areas of variance. For example, cleaning staff costs are substantially higher due to sick leave and subsequent additional cost agency staff being drafted in to meet school needs.

SLT highlighted that Dragon Club staff costs are higher due to additional staff members however this has been offset by increased pupil numbers.

Overall, the school is on track and SLT are optimistic that the school will be ahead by end of financial year.

R&PC reminded that the government budget announcement should see an additional £30k from the DfE in the next financial year.

R&PC asked does Period 6 include PTA contribution for the Anglo Saxon Roundhouse?

**RESOLUTION:** No. This will be represented in period 7.

**DECISION TAKEN:** Chair asked R&PC if they are happy with Period 6. Vote taken to approve. P. Walters signed off Period 6 as Chair of Governors. Ratified.

## **Item 16 Other Finance**

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**DfE Pay Award for teachers (following LA pay award):** Following the recent government announcement re teachers pay award, SLT have factored this into the budget moving forward.

R&PC has asked if this has helped with staff morale?

**RESOLUTION:** Definitely.

**National Funding Formula:** SLT stated that this has been deferred by government to 2020/21 – an extra year. As such, the school is subject to LA funding formula and this represents circa £35k less than forecasted under the National Funding Formula. SLT stated that the school should see a significant improvement in the school budget in 2021/22.

**Pension contributions:** SLT stated that the school contribution burden for teachers will massively increase again from 2020 to 23.6%. This will result in an increase to salary on costs and the school is more vulnerable as a result.

**Petty Cash:** R&PC informed that this has increased to £300 with a cash limit of £20.00 and the school has adapted the manual accordingly. Frustratingly, the LA still do not allow BACS payments and the school only pays cheques as per LA rules.

## **Item 17 Review of Charging Policy**

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Circulated as part of the papers.

Ensure that policy is ratified and procedures followed by school as per DfE guidance.

R&PC informed that there has been no change to the policy however highlighted that schools are repeatedly being held to account for not applying charging policies. The charging policy

is dictated by law and states that schools can only ask for voluntary contributions for things that are provided during the curriculum day and the school has to provide subsidies events which are run in the school.

SLT stated that this document need to revisited annually.

**DECISION TAKEN:** Chair asked P&PC if they are happy with the Charging Policy. Vote taken to approve. Ratified.

### **Item 18 Arrangement for delegation and ensuring best value**

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Circulated as part of the papers.

SLT stated that this document must be circulated annually with governors annually. SLT highlighted page 10 of the finance management; Delegated Levels of Authority;

GOVERNING BODY: £30K + upwards  
FINANCE COMMITTEE: £30k up to  
HEAD TEACHER: £20k  
DEPUTY HEAD TEACHER: £6K  
ASSISTANT HEADTEACHERS: £6k  
BUSINESS MANAGER: £3k  
FINANCIAL MANAGER: £3k

Given the level of work carried out across the school, R&PC stated they were surprised that the school have not spend more than £30k as evidenced by the fact that the FGB has not had to sign any jobs off.

**RESOLUTION:** SLT stated that the thresholds relate to sign items/ units – not overall cost.

R&PC stated that the overall cost of things may become misleading.

**RESOLUTION:** SLT stated that the reason for this is that SLT and Governors would become 'bogged down' in logistics. For example, a small day to day thing like a stationary order could get held up as this could easily come in over £30k.

R&PC stated that they want to make sure that there is transparency in orders. SLT extended an open invitation at all Governors to review order books, invoices etc

### **Item 18 Performance Management Overview**

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B. Cassidy delivered a confidential and anonymous report on Performance Management.

R&PC informed that all school teachers, teaching assistants, administrative staff and managers have all been through performance management. Only staff no subject to performance management and appraisal were play workers, cleaners, lunchtime supervisors and general kitchen assistants. This represents a massive shift against how the school has operated in the past.

All staff bar 2 have successfully completed their performance management appraisal – with a small number having to go through improvement.



There were 6 members of staff subject to individual improvement plans. 4 have successfully completed this and have completed their appraisal cycle. The 2 members of staff that have not successfully completed their performance management appraisal are not eligible for pay awards and are currently subject to action plans.

B. Cassidy demonstrated the Blue Sky software on the VDU for further context on the school aims and objectives for staff.

R&PC asks are Governors going to be getting further training on Blue Sky software?

**RESOLUTION:** Training can be made available however it was suggested that the software need to get used often to reap benefits.

R&PC would it be possible to get anonymised overviews rather than have software access?

**RESOLUTION:** Yes. SLT suggested that this would be a much more pragmatic approach and SLT could generate mid and end of year reports.

R&PC asked is the onus of staff to completed their reports?

**RESOLUTION:** It is a dual responsibility between SLT and colleagues. SLT stated they are very confident that every member of staff is now getting the support they need to fulfil their role and that any issues are due to competency – not lack of management support.

#### **Item 19 Date and Agenda Items for next meeting**

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Bringing updated Response to updated DfE workload guidance (Sept 2018)

Next meeting Tuesday 12<sup>th</sup> February 2019 @ 5:30pm.

**Meeting finished at 6:55pm.** Certain colleagues left the meeting to allow discussion of Pay Committee – see **(Confidential) Pay Committee Appendix A and B**

Chair Sign Off

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Date

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Item	Summary of actions from R&P committee	Whom	Date to be completed
5	<b>RP1(11/18):</b> SLT to submit a total figure of debt from the period 1 <sup>st</sup> September '18 – 15 <sup>th</sup> November' 18 for circulation and discussion at FGB on 22 <sup>nd</sup> November '18.	SLT	15.11.18
11	<b>RP2(11/18):</b> SLT to confirm issues around premises and report back at FGB on 22 <sup>nd</sup> November '18.	SLT	15.11.18