



St George's Primary School

St George's Primary School
Resources and Premises Meeting
Tuesday 21st May 2019
Lower Site 5:30pm

Present

Community Governors	P. Walters	Vice Chair R&P Committee
Parent Governors	C. Scott C. Lucking	Chair R&P Committee
Staff Governors	B. Cassidy L. Horton	Head Teacher
Also Present	K. Choudhary C. Roberts L. Binks M. Hodgson M. Chambers J. Sprung	Clerk
Apologies	T. Skarratts- Jackson M. Wiggins B. Clark A. Fisher	

Item 1 Welcome, Apologies and Declarations of AOB

Noted and received as above.

Item 2 Minutes of previous meeting

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

Item 3 Action points of previous meeting

Asset Management Plan and LA meeting: To be discussed as part of this meeting.

Flexible Working Consultation: This has now been completed by all staff with nobody opposing the recommendations. As such, this has now been adapted and applied to all staff contracts following negotiations with individuals. Moving forward it will be an applied contract condition for all curriculum staff.

SAS Daniel's HR SLA (1-year v 3-year agreement): R&PC reminded that at the previous meeting SLT were tasked to explore options around value for money. SLT suggested that whilst there was a minimal saving to be had if the school signed up for a 3-year agreement, on reflection it was felt that the strength of the agreement with SAS Daniel's was dependant on the professional relationships forged over time and if there was a turnover of staff at SAS Daniel's then the relationship would be weakened. As such, the decision was taken to commit to a rolling 1-year deal.

HT Mid-Year Appraisal: R&PC informed that this has now been completed by P. Walters, B. Clark and C. Scott.

SFVS: Agreed with Chair and business manager. Added to drive for all governors to review.

Capita FSM Letter: SLT stated that they have looked at the letter and they feel it is clear however the school has asked that any future documents be released in Word.doc format to allow ease of edit.

LA budget letter: The school has not yet received a reply from the LA. R&PC informed that SLT have invited LA colleagues to meet and address their reliance of Excel.xls format spreadsheets (which is subject to human error) and the inappropriateness of relying on this format for £100m+ budgets. SLT have also invited LA colleagues to the school for a demonstration of some budgeting software. This was declined.

Road Safety: R&PC informed that the action plan for street marking and barriers allocated last year has been undertaken. SLT recently received a phone call off LA stating this year funding has been ringfenced to extend the crash barrier – c.£2.5k. R&PC informed that the responsibility for this work will sit with LA – not the school.

Item 4 Site Managers Report

Report circulated as part of the papers.

M. Hodgson delivered verbal summary of report and asked that R&PC note the following dates;

- Annual lockdown drill was undertaken on 12th March. Very successful. Children and staff should be commended.
- Termly unannounced fire drill was undertaken on both sites on 25th March. Both drills were excellent. Evacuation was swift and pupil conduct was exemplary.
- Governors and senior leaders undertook a Health and Safety audit on. 3rd May.

With regards to further works in the memorial garden, SLT asked has the gazebo seating works has been completed?

RESOLUTION: M. Hodgson stated that the work is still ongoing and discussions are ongoing regarding timescales.

With regards to the accessible ramp leading in to the EYFS building, SLT asked if the school is happy with quality of work as there seems to be some cracks appearing?

RESOLUTION: M. Hodgson suggested that these cracks are not relating to the quality of work nor a structural fault and that this will be easily resolved when the final few coats of warehousing paint is applied. Please note that following the meeting B. Cassidy reviewed quality of work and school has ordered work to be repaired with costs covered by warranty.

With regards to the Sandstone boundary wall that continues to cause concerns, R&PC were under the impression that the LA had recently addressed this issue?

RESOLUTION: M. Hodgson suggested that the issue is in a different area and not previously tackled by the LA. SLT suggested that while there is no immediate health and safety issue, the area behind the nursery has been cordoned off, until a more formal inspection can be completed by a structural engineer. As such, the school is keen to get this addressed as soon as reasonably possible.

RPC informed that M. Hodgson will be leaving the school at the end of May. R&PC thanked him for his endeavours in the role and wished him all the best moving forward.

Item 5 2019-2022 Asset Management Plan and LA meeting

Circulated as part of the papers

SLT stated that the Asset Management Plan has been updated following a recent meeting with the LA. R&PC informed that following the meeting, SLT can now confirm that the school has secured an additional £100k over the next year.

SLT suggested that the additional funds will be targeted towards 3 major pieces of work; structural issue around the boundary wall, basement repairs and address issue on lower site around the tower. In addition, R&PC informed that some funds will be directed towards the conservatory area in F2 side of the building.

SLT stated that any savings that can be recouped out of these projects will be redirected and invested back into the Asset Management Plan. The additional funds are the schools and there is no risk of underspend claw back.

The yellow in the report is work the school has agreed to commit, commission and fund to over the next academic year and nearly all of this work is from the Pre Planned Maintenance Budget. Some of the funds have been provided by the sugar tax and some of the funds have been provided by the PTA.

SLT suggested that at the meeting with the LA, it became very apparent that they had had an oversight on the school's boiler issues. R&PC informed that addressing this issue would draw down funding from a separate and unique maintenance grant. The school reminded the LA that the school's Condition Survey has identified the school's boilers as grade D and given the age, parts are hard to source. As such, the LA have to go and review this issue and the school is awaiting a response.

SLT suggested that besides the ongoing boiler issue, the meeting with the LA was really positive. The school has been able to move the Asset Management Plan forward and address

what the key issue are for the school. A lot of the work originally earmarked for 2020/21 can now be brought forward 2019/20 with the additional funds secured.

Item 6 Building Plans

Circulated as part of the papers.

R&PC asked to consider revisions to:

- Floor plan
- Accessibility plan

R&PC informed that there are very minimal changes and actions from these documents and the school has fulfilled all the actions from the previous action plan. SLT suggested that the school is fully compliant and addresses the needs of its learners.

The school is looking to secure additional funding for access to play equipment for pupils with disabilities.

C. Scott stated that she was recently approached by a parent concerned with the arrangements for dropping her child (who is currently on crutches) off safely outside the school.

RESOLUTION: SLT stated that the school will work collaboratively with any parent that contacts them and informs them of any ongoing issue, with the view of providing greater access.

Item 7 Health and Safety Audit Report

Circulated as part of the papers.

R&PC informed that C. Lucking & B. Clark attended the Health and Safety Audit along with C. Roberts & G. Morris. A report was submitted to B. Cassidy for consideration containing an action plan.

B. Cassidy suggested this report highlighted nothing of high importance and most of the issues were already included in the school maintenance plan or on the repairs and maintenance schedule already.

SLT suggested the school had not secured the additional £100k (discussed above) then the school may have faced difficulties in addressing some of the actions.

SLT stated that G. Morris will be submitting the report to the LA by the end of May '19.

Item 8 Health and Safety Training Report

Circulated as part of the papers.

R&PC accepted the training report.

Item 9 Air Quality Report

Circulated as part of the papers

SLT stated that whilst the report for Top Site is very favourable, there are significant issues on lower site, including;

- Very little green planting to absorb the pollution and the site's hard surface means that the pollution is concentrated in the grounds, especially with the high back wall.
- The collected data suggests that the particle count increased over time, especially at the road. This may be due to peak traffic time, commuting, and school drop off, and the accumulation of particles around the main road and school.

SLT suggested that while the levels are not as high as school's in larger cities, for example, Liverpool, Manchester or London, the findings still make for an uncomfortable read when compared to top site - significantly better due to the increased greenery. As such, the school is working towards creating an action plan focusing on the actions outlined in the report;

- Increasing green infrastructure with a programme of planting around lower site.
- Targeted traffic reduction outside the front of the building with walk to school campaigns being considered.

R&PC asked is there anything that the school can do about the road given it is in a residential area?

RESOLUTION: SLT suggested that the Zig Zag campaign has yielded some beneficial result. While it is a campaign that focuses on safety, an unintended consequence had been a reduction in pollution. This will be highlighted in the school upcoming newsletter.

The school has signed up the Manifesto for Change campaign organised by The Times and focuses on healthier air. This campaign has garnered support from local MPs. The school is also engaging in the national movement to set up car exclusion zones around school premises designated as no parking zones.

SLT suggested that there may be a piece of work were the school's Mini Police can get involved however this initiative is only feasible with the support of Merseyside Police.

SLT stated that the school has tried walking bus schemes in the past however there are issues around staffing hours and parental engagement. It was suggested that 90% of pupils live with 800m of the school.

R&PC stated that they were shocked at the levels of pollution compared in the sites.

SLT have only had the report for 6 weeks so initially thinking in this area and will feedback at the next meeting.

The decision was taken to move straight to Item 16 to help with the follow of the meeting and come back to Item 10.

Item 16 Dragon Club Business Plan

Circulated as part of the papers

J. Sprung delivered a presentation on Dragon Club Business Plan which addressed;

- Working hours of staff/ Staffing Costs/ Over Staffing
- Income and Profits
- Comparison to other providers
- New Pricing Structure

Throughout the presentation, the following was asked;

R&PC asked does the forecasts include salary add on, for example, pension contributions?

RESOLUTION: Yes.

R&PC asked does the forecast include funding for resources?

RESOLUTION: Yes.

R&PC asked will staff only be working 17.5 hours a week to accumulate the 2.5 hours needed under the proposal?

RESOLUTION: Yes. With the annualise hours proposal, the additional hours would be condensed into blocks of 8 hours and staff would come in from 8:30am – 5:00pm (with a half hour break). For term time staff, all hours that they've banked from April to April would equate to circa 11 days to be worked over the summer period.

SLT stated that if R&PC agree to the process then staff need to be informed of the decision, asked if there are anything supplementary they wish SLT to explore and then work in consultation with Unison.

R&PC is there any argument to be made against providing a sibling discount?

RESOLUTION: It was suggested that the sibling discount is a very constructive and welcomed for working families. It was argued that given the discount is already in existence, it would be very hard to it take away.

R&PC asked if the price proposal is agreed, when would the next review take place?

RESOLUTION: SLT suggested that a price review is scheduled annually within the school's policies however SLT has been loathed to do so in consideration on working family's budgets however the club is no longer sustainable in its current format. SLT clearly stated that the school is in no way interested in making a profit – and is only looking towards after a sustainable service and as such, any increase is done with heavy heart.

R&PC will this be revisiting next year?

RESOLUTION: No. SLT stated that the proposal being discussed is a 3-year plan.

R&PC asked if late collection fees had been considered?

RESOLUTION: It was suggested that while there is a policy in place, the school has never enforced given that staff have tended to be around to circa 6:00pm anyway. P. Walter stated that he had read a report that suggested late fee actually exacerbated the number of incidents rather than addressing the issues.

DECISION TAKEN: R&PC considered the new proposed changes to pricing to Dragon Club. The decision was taken to revise prices (as of 1st September '19) to ensure that the service remains sustainable;

- **Breakfast Club:** Opening times will be extended from 7:30am – 8:50am and the cost will be £4.00 per child.
- **After School Club:** Opening times will be extended from 3:30pm – 6:00pm and the cost will be £7.50 per child and £5.00 per child sibling rate.
- **Holiday Club:** The cost will be £22 per child and £20 per child sibling rate.

ACTION 1(05/19): B. Cassidy to formally consult with staff on the annualization of their hours by the end of the week (week commencing 20th May) and take this forward with the schools HR advisor and UNISON.

Item 10 Period 12 (end of year 2017/18) Budget Review

Circulated as part of the papers

C. Roberts reminded R&PC that Period 12 is the end of year report and stated that the carry forward is different to what was predicated but roughly where the school thought it would be – circa £45k. This figure has been confirmed by the LA and this figure has carried over to the budget setting for 2019/20.

R&PC informed that is roughly half the carry forward from the previous year as the school had overspent by circa £42K.

R&PC reminded that the school has secured an £29k additional that was committed in Period 6 and this was directed towards expenditure on pre-planned maintenance.

SLT highlighted that there are some lines that are significantly overspent with regards staff salaries and that these issues have been discussed in previous meetings.

Item 11 Budget Setting 2019/2020

Circulated as part of the papers.

R&PC reminded that a lot of budget setting is historic from previous years budgets and last year the school had gone over on the staff budget. As such, moving forward the budget will see significant variation coming through. At the end of the 3-year cycle, the school will have a circa 1.5% contingency and staff levels are sustainable – but margins are very tight.

It was highlighted that there was an issue with the data as it omitted pertinent information with regards to carry forward and that this issue needs further investigation.

ACTION 2(05/19): C. Roberts to investigate issues and circulate update version of budget setting document with the group.

Item 12 Curriculum Budget

Circulated as part of the papers.

SLT discussed the document and highlighted that the school has secured an additional £22k from the Erasmus Grant and some of the additional spending on writing and maths has been secured through other additional funding sources.

The school has increased curriculum spending this academics year circa £30k.

SLT stated that the document makes clear what is being invested (and in what curriculum areas) across the school.

Item 13 LA System Leader Budget

R&PC asked to note that the school has additional £20k in the budget. R&PC informed that this funding is a LA grant for supporting schools in the local area and although it is the school's responsibility for holding it and spending accordingly - the money is the LAs.

Item 14 Dragon Club Finances

Circulated as part of the papers.

SLT stated that the Dragon Clubs debtors report has been reduced to zero in the previous financial year. As result, there is now no historical debt but R&PC reminded that with most financial reporting, there is a slight and natural lag in reporting.

R&PC asked has everyone who owed from the 2018/19 paid?

RESOLUTION: Yes. All 2018/19 debt has been cleared. R&PC informed that the school has wiped out any historical debt from 2017/18 given the time passed and the fact it was under the previous strategic and governance regime.

SLT stated that the school will produce an updated report showing the position at the end of the curriculum year.

Item 15 School Fund Finances

Circulated as part of the papers.

SLT highlighted that 2-years ago the school was running at an operation profit of circa £45k however R&PC reminded that the school has faced significant challenges in catering (as discussed in previous meetings) and it is currently running as a loss-making service against salaries/ food of circa £4k. SLT suggested that this can be wholly attributed to staffing costs – including staffing absences.

SLT suggested that the catering service does provide a lot to the school including helping to support events around the school so there are additional cost benefits associated to the service however SLT stated that the school cannot sustain a loss-making service.

SLT suggested that the school increase the cost of school meals to £2.20 (from the current price of £2.10) which would bring the school in line with all but one local provider and is 10p below that what the DfE pay the school for free school meal pupils.

R&PC asked does an increase of only 10p to £2.20 still see the service running at a loss?

RESOLUTION: Yes, but as long as SLT getting costs around staffing resolved then the service would move towards the black.

R&PC informed that the school attended a meeting of all local schools catering managers to look at efficiency savings in the service.

SLT stated that the school currently provides nurse meals free of charge.

R&PC asked are running costs higher because of the school operates across two sites?

RESOLUTION: Yes.

R&PC argued that the school needs a sustainable catering service that does not need to be propped up by school and can bank a small profit for the service to cover the cost of replacing equipment over time. As such, it was suggested that a 10p increase does not seem appropriate and the school should look to align with DfE funding - £2.30.

DECISION TAKEN: The following was agreed from 1st September '19;

- The school to charge £1 per day to cover the operation cost of providing a lunch for nursery pupils.
- The school to increase school lunches from £2.10 to £2.30.

R&PC reminded that any change to government policy may have real impact on the school budget moving forward.

Item 17 Absence Management Report

Circulated as part of the papers.

R&PC reminded that SLT shared the schools Absence Management Report for the first time with Governors last year.

SLT stated that they have drilled into the data where the RAG system has highlighted red and done some investigating for further context behind the figures where areas look relatively high. For example, it was suggested that while SLT absence rate is only at 0.6%, the rate for caretaking is at 16.9%. This is easily explained by the fact that one member of staff has had a long-term absence due to injury – a 'one off' factor. It was also suggested that cleaning, catering and TA staff have (unfortunately) experienced a highly disproportioned level of absence to bereavement and surgery – again a 'one off' factor that is not likely repeat itself next academic year.

SLT suggested that while curriculum staff non absence levels are excellent, there is room for improvement in non-curriculum areas. SLT stated that they use the same absence level management threshold as the school uses for pupil so anything below 4% is great. SLT are meeting and working with line managers to go through non-curriculum absenteeism levels

R&PC asked if the 80 days absenteeism for curriculum staff for one member of staff?

RESOLUTION: No. SLT stated that it is several staff who have had accumulated this number of days.

R&PC asked does the school provide any counselling services for bereaved staff?

RESOLUTION: Yes, however it is an individual decision whether or not to access the service and SLT are not informed if they access it due to confidentially considerations.

R&PC asked does the school have mental health representatives?

RESOLUTION: SLT stated that the school has just appointed a number of Mental Health First Aider's. L. Horton as staff governor will also signpost staff. However, SLT are looking to involve colleagues who are not senior members of staff in this area of work so that any colleague who does not feel comfortable approaching a line manager with their issues will have another avenue to explore.

SLT signposted R&PC to the comparable table in the papers that discusses trends of the years and suggested that the school has seen an improvement in absenteeism level over recent

R&PC reminded that the need to feedback these figures to Governors is a statutory requirement.

Item 18 Staffing Structure 2019/20

Circulated as part of the papers

SLT stated that the school has sustained the staffing structure from last year and that there are no planned changes to the administration, catering, premises or Dragon Club teams.

The approach to sustain the current staffing structure means that the school can continue its endeavours in areas, for example, like SEND.

SLT stated that areas highlighted in yellow are areas for SLT action moving forward. For example, the need to address maternity cover.

SLT stated that areas highlighted in red are areas that are unresolved however the school has but significant funding for SEND support so SLT need determine the number of staff and their contracted hours. The school has ringfenced £40k for this area of work.

SLT stated this paper represents a significant piece of work as they have been working on this staffing structure since February '19.

Item 19 Staffing Leaving/ Maternity Leave/ Change of contracts

Circulated as part of the papers

- BR TA retired Jan 2019
- CK left teaching (March 2019)
- MH Site Manager
- MS (TA) reduction in hours to 0.6 from Sept 2019
- SB (L Ment) reduction in hours to 0.6 from April 2019
- KF teacher Maternity (March 2019)
- LD teacher Maternity (March 2019)
- KS teacher Maternity (Sept 2019)

- S Mc teacher Maternity (Nov 2018)
- TP teacher (maternity cover reduction from FT to 0.6 temporary)
- GD AHT Maternity Leave (June 2019)
- JT teacher relinquish TLR
- EH teacher relinquish TLR

SLT invited any questions? R&PC stated they are happy with this paper.

RPC reminded that this should be highlighted to Governors annually.

Item 20 Appointments/ Recruitment/ Return to Work 48:10

Circulated as part of the papers.

- KJ EYFS TA permanent apt (EYFS from Jan 2019)
- SW EYFS TA made permanent (EYFS)
- MC KS2 TA permanent
- SB SEND TA 0.5 temporary
- SA EYFS SEND TA FT Temp from Oct 2018
- JB EYFS SEND TA
- JH teacher 2 terms maternity contract (EYFS from Nov 2018))
- RL Y5 Teacher one term supply contract (Y5)
- EM Y3 teacher one term supply contract (Y3)
- TP teacher FT permanent from Sept 2019 (previously PT)
- KD teacher Y1 permanent (FT was temporary)
- LM teacher permanent increase to 0.5 contract from Sept 2019
- EP teacher FT permanent (was temporary)
- AM KS2 teacher maternity return 0.6 (permanent change) from June 2019
- CMc KS1 teacher maternity return 0.6 (permanent change) from May 2019
- HB KS1 teacher maternity return 0.5 (permanent change) from June 2019
- PW KS1 teacher maternity return 0.5 (permanent change) from June 2019
- FM teacher Maths TLR (permanent)
- EN teacher EYFS TLR Temporary

R&PC informed that SLT need to make decision on:

- SEND TA decisions
- Appoint one 0.5 maternity cover for Y5
- New site manager

R&OC asked where the school is up to with recruitment of a new site manager?

RESOLUTION: SLT stated that shortlisting will be done on 3rd June '19.

Item 21 Date and Agenda Items for next meeting

Next meeting TBC

ACTION 3(05/19): K. Choudhary to propose schedule of committee meeting for 2019/20.

Item 22 AOB

P. Walters stated that he has had an initial GovernorSpace assessment of the school Governing Body and it has been suggested that one area of development would be Finance. As such, it was recommended that a training session is sought for Governor development.

ACTION 4 (05/19): K. Choudhary & P. Walters to discuss how best to proceed with the GovernorSpace opportunity.

Meeting finished at 7:30pm

Chair Sign Off

Date

Page	Item	Summary of actions from R&P committee	Whom	Date to be completed
7	16	ACTION 1(05/19): B. Cassidy to formally consult with staff on the annualization of their hours by the end of the week (week commencing 20 th May) and take this forward with the schools HR advisor.	B. Cassidy	May '19
7	11	ACTION 2(05/19): C. Roberts to investigate issues and circulate update version of budget setting document with the group.	C. Scott	May '19
11	21	ACTION 3(05/19): K. Choudhary to propose schedule of committee meeting for 2019/20.	K. Choudhary	May '19