



St George's Primary School

St George's Primary School
Resources and Premises Meeting
Tuesday 12th November 2019
Lower Site 5:30pm

Present

Community Governors

P. Walters
B. Clark
A. Lee

Chair R&P Committee

Parent Governors

C. Lucking

Staff Governors

B. Cassidy
H. Rice

Head Teacher

Also Present

K. Choudhary
C. Roberts
G. Morris
M. Chambers
M. Kinsella
J. Evans

Clerk
B Manager
Alliance Compliance officer
AHT
Site Manager
Finance Officer

Apologies

M. Wiggins
C. Scott

Item 1 Welcome, Apologies and Declarations of AOB

Noted and received as above.

Item 2 Election of Chair and Vice Chair

K. Choudhary reminded R&PC that the Terms of Reference state that both Chair and Vice Chair roles would be looked at the beginning of each academic year and that no EOI had been expressed and that both C. Scott and P. Walters were happy to continue in their roles.

R&PC agreed. **Ratified.**

Item 3 Minutes of previous meeting

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

Item 4 Declarations of Interest

None

Item 5 Matters Arising

Industrial injury claim: R&PC informed that this has still not been reconciled and the school is considering the scope of the claim with LA insurers. R&PC reminded that there is an insurance policy in place to mitigate any financial burden however SLT are aware the any liability may increase premiums in the future.

Dragon Club Consultation: R&PC informed that this has now been completed. SLT have liaised with UNISON and they have accepted the school's proposal. All but 3 staff have agreed to the annualization and the measures introduced have addressed the issues for now. Current finances show that the club is now much more sustainable.

Sugar Tax Capital Grant: R&PC informed that the school will not be allocated the grant this academic year.

R&PC asked if this was scheduled to be an annual or biannual grant?

RESOLUTION: SLT stated that it was supposed to be an annual grant however they were informed that due to wider government financial considerations, no schools would be in receipt this academic year.

Sports coach role and staff payment of £18 per hour: R&PC informed that the sports role coach will be fulfilled by various members of existing staff and they will be paid at the rate of £18 per hour to fulfil the role.

Item 6 Terms of Reference

Circulated as part of the papers.

R&PC agreed the Terms of Reference. **Ratified.**

Item 7 Annual Planner

Circulated as part of the papers.

R&PC agreed that there are no changes needed to the Annual Planner. **Ratified.**

Item 8 Key Priorities

R&PC reminded that at the beginning of each year the group looks areas that they want to prioritise for the upcoming academic year.

DECISION TAKEN: R&PC agreed to focus of the following areas;

- Work with SLT and LA to establish long term and sustainable budget plan (post-election and Brexit).
- Work towards completion of 3-year asset management plan.

Item 9 Alliance Health and Safety Managers Report

Circulated as part of the papers

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

Top site

- R&PC informed that the commissioned tree survey has now been completed and overall the school site is in good condition for school site but survey has revealed that there is an issue with the trees on the main road and that this has been reported to the Highway Agency.
- The flooring in the corridor by the Year Five classrooms has been taken up and relayed in the flooring used by reception. This proved difficult to match and Wirral Flooring one of three companies asked to quote for this work was the only company able to achieve a match, so obviously got the job.
- Astro turf has been laid to area around the fitness equipment, over the summer break. The area became very muddy when the equipment was used, and the area tends to be walked across as a short cut to the playground area. Along with this the outdoor classroom has been laid to astro turf and the path leading to the classroom. The work was completed by Ambiscape.
- The astro turf laid to the ground by the Year Six classrooms had over time developed small craters which had become trip hazards. The company who originally laid this came back to check the issue and admitted that it was not right and agreed to put it right, over the summer break which they did, whilst also power brushing all the astro turf areas free of charge. The company was Ambiscape.
- The Grounds Maintenance contract is currently being reviewed very closely. The current service provided is very poor, failed visits, irregular visit patterns, works not completed to specification, the way the sites are left, half completed works. The company owner has been spoken too and walked the sites before the summer but things seem to have even got worse. Quotes have been sort from other companies for taking over the Grounds Maintenance at both sites.

ACTION 1(11/19): SLT to expedite quotes from other contractors (within a week) and serve termination notice to existing contractor.

- Prior to the refurbishment of the Year Five toilets, it was decided that a drain survey was needed in this area in order to determine the condition of the drains. Ian Wood Drainage completed the survey and it was found that considerable works were required to bring the drains up to a decent condition. The works were completed over the summer break with no fuss and no disruption to the school, and other contractors on site. Large sections had to excavated and full sections replaced. Again, this work was completed well within schedule. The school had budgeted for the cost in the Asset Management Plan.
- There has still been no update with reference to a boiler replacement for top site from the L.A. To this end the school will have to consider resolving the ongoing issue with the tank that fills the heating system which is blocked. The boilers were recently serviced by MJ Spence Heating Engineers. SLT met with LA officer in May '19 to look at this.

Lower Site

- The floors in four EYFS classrooms have been taken up, they were laid to carpet tiles (these can hold bacteria's causing illnesses). Unfortunately, the screed below the tiles was very thick and required much sanding to remove in order to get back to the wood block flooring. Once

this was complete the floors were sealed. The floors are now much more hygienic, and easier to clean.

- One large job over the summer was the replacement of the EYFS conservatory roof (due to its poor condition and age). This job was a L.A. managed project with little or no input from the school (although the school did provide some costs for replacing the roof from various contractors). The L.A. selected their preferred contractor “MAC Roofing”. The project was several weeks late in starting, the completion standard of work is not good and there is still outstanding works to be completed to the internal finish and also reduced lighting due the roof type installed. **R&PC asked to note that SLT had no input in the management of this project** however the school has addressed and completed the additional lighting work over half term. **This contract was managed by school and finished to a high standard.**
- The main school building still continues to have leaks from the roof. Paul Edwards roofing has finally found out what the issues are, and it appears to be a problem with the valleys on the roof, causing water to sit in the valley, and eventually rise up until it overcomes the lead upstands and then finds its way in to the building. So far two out of four valleys, have had remedial works undertaken to them and the results have been positive, walls which previously had evidence of damp are now drying out.
- Classroom 4D has been refurbished, it has had plaster work repaired due to damp from the roof issues previously explained, been fully decorated and fully re-floored in Forest FX flooring, and finally be-spoke cupboards fitted.
- A site survey by the L.A. Structural engineer has taken place. Focus being the large sandstone boundary wall (its stability and integrity, main building basement structural integrity of some walls, the front boundary wall, along with other various building walls. LA has commissioned Wilson’s contractor to complete structural repairs. Completed external wall by Foundation Stage. Towers above year 4 entrance. Need to complete basement/cellar repairs over Winter.

Due to the amount of work which has been undertaken over summer and autumn break, the school needs to update the Asset Management Plan following the amount of work carried out. Plans are now being looked at for future works i.e. further toilet refurbishments at top site, further roof remedial works at lower site, improved storage at top site.

R&PC asked for an update with regards ongoing works on the towers?

RESOLUTION: SLT stated that there had not been much progress since the last meeting. Structural engineers have visited the school and SLT are awaiting a response. R&PC informed that SLT intend to use LA Capital for this job and R&PC reminded that the school has been allocated £100k contribution for this work to be carried out.

M. Kinsella and G. Morris left the meeting.

Item 10 Other Building Issues

- **Golden Mile Lottery Bid:** R&PC informed that SLT have approached National Lottery in conjunction with community partners for circa £20k to build a running track for the school. SLT will also be looking towards the PTA for fund raising assistance.
- **Science Hub:** R&PC reminded that the recent school received a large rebate from water utilities company (due to historical over charging) and that SLT ringfenced this money for a legacy project to create a Science Hub to focus on STEM subjects. SLT have received 3 quotes and after further investigation this project looks viable and achievable by April '20. SLT will share the proposal with R&PC in due course.

Item 11 Incident Report

Circulated as part of the papers.

SLT highlighted both documents however suggest the more helpful document is the 2-year document as provides context trend as this report had not been shared with governors in previous years.

R&PC reminded that the school has an Incident Report file and when an incident occurs, a pro forma is completed, reviewed by SLT member and added to the file.

R&PC noted that (in the main) there has been behaviour and safety improvements from previous academic year but that there is still a marked difference in behaviours between top site and lower site.

RESOLUTION: SLT suggested that pupil present higher risks behaviours at old ages so this may express the variance.

SLT reinforced the importance of incidents being recorded and stated that they have noticed a marked improvement in attitudes towards bullying and children sharing worries following the launch of Zumos.

R&PC asked what is Zumos?

RESOLUTION: SLT informed R&PC that Zumos has been discussed in other committees and that it is a website focusing on Health and Wellbeing for pupils and invited governors to come into school see the software.

R&PC reminded that the Incident Report file is open to all governors and they can request to see the file on any visit to the school.

Item 12 Updated Health Safety Policies

Circulated as part of the papers.

Ratification of policies updated for 2019-20 but with no substantive changes:

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

There are no significant changes to doc

R&PC agreed that there are no significant changes to the above policies. **Ratified.**

Item 13 Health and Safety Audit and Fire Safety Action Points

This issue was discussed in Item 9.

Item 14 Period 6 Budget Review

Circulated as part of the papers.

R&PC informed that C. Roberts and C. Scott had met recently to review Period 6 to do a 'deep dive' into the data prior to the meeting.

SLT highlighted Importance of local funding decision, stating that they have forecast 4.5% increase compared to DfE NFF 8.5% allocation. This is due to variance in system that still allows LA to apply local funding priorities. SLT stated that the difference in the two figures has massive in ramification – c. £108k per year.

SLT suggested that in year budgeting is fine but has been boosted by funding bid success. However, the school cannot budget for 'one off' funding moving forward.

SLT stated that while the in-year budgeting is fine, it does not account for any unplanned maintenance.

SLT suggested that there may be an issue on the horizon with regards staff developing and staffing costs as staff move away from their NTQs status and further up the pay spine. It was also suggested that the school is in danger of being over staffed next year. SLT is conscious of the issue, will review staffing structures and address according if needed. SLT will feedback to R&PC in due course.

R&PC reminded that the school is very vulnerable to government policy change – especially in current political landscape.

SLT stated that the primary focus of budget should be focused on the impact on quality of education for pupils.

R&PC agreed Period 6 Budget Review and P. Walters signed off. **Ratified.**

Item 15 Other Finance Issues

Circulated as part of the papers.

- **Dragon Club Debts:** SLT highlighted that the document circulated in papers provides a comparison of numbers with increase in cost and annualised hours for staff. Annualised hours have created a few issues for staff however things moving in the right direction.

SLT stated that the extend hours very welcome by parents and the service is now much more sustainable thanks to the decisions taken in the previous meeting.

- **Catering Debts:** SLT highlighted catering debts as follows;
 - £0 debt for pupils over £30 (as of November '19)
 - £130 debt for staff over £30 (as of November '19)
 - £2388 debt for Dragon Club over £50 per pupil (as of November '19)

With regard to the debt for Dragon club in beginning of November '19, £1842 is from Student Finance England (SFE) and the Job Centre. They have changed the way they are paying grants to students. Apart from this amount the debt owed has decreased over the half term and the balance owing for historical debt is £546. The reasons for these debts have been discussed between SLT.

SLT stated that the school is going to set payment deadlines for staff to clear debt and £10 fine will be administered for late payment moving forward.

- **Catering numbers (post cost increase):** R&PC reminded that the schools catering service ran at a deficit last year and as such, at the previous meeting the decision was taken to increase to £2.30 per pupil.

R&PC informed that the number of pupils accessing the catering service is down from last year. SLT suggested that the school needs to invest some energy into better marketing of the school catering offer and what a 'high quality service looks like'. SLT stated that parent feedback on the quality of food is very good.

SLT are engaging School Council to see what changes (if any) are appropriate to the school menu to demonstrate the value in their learner voice. The school currently adopt 'meat free' days on Monday's and Thursday's.

SLT stated the school has reduced staff costs for efficiencies and suggested that the school needs to capture Y2 pupils as they move to Y3.

R&PC asked has there been any 'pushback' on the cost increase?

RESOLUTION: No. R&PC reminded that it matches other local schools and that £2.10 was one of the lowest in the local area.

SLT stated that the estimate operating profit for the catering service is £20,754 but it has not budgeted for equipment failure. With utility costs, premises costs and SLT support this is estimated at break even point.

SLT highlighted that audits have taken place on School Meal, School Fund and Dragon Club. These have been signed off – as circulated in the papers.

Item 16 Review of Charging Policy

Circulated as part of the papers.

R&PC agreed that there are no significant changes to the Charging Policy. **Ratified.**

Item 17 Arrangements for delegation and ensuring best value

Circulated as part of the papers.

J. Evans joined the meeting.

R&PC informed that C. Scott met with SLT and discussed the financial arrangement for delegation paperwork which is designed to ensure transparency in arrangements. R&PC reminded that Governors can access this any time they wish.

Item 18 Performance Management Overview

Circulated as part of the papers

SLT delivered a confidential and anonymous report on Performance Management and informed that this process has been expanded. Now included all members of staff, including;

- Midday supervisors
- Catering assistants
- Cleaners
- Play workers.

In previous years, these staff members would not have had formal appraisals but this year they are having Performance Management based on their Job Specifications to ensure that they are meeting the schools aims and objectives. This is a lower Performance Management threshold in comparison to academic staff however this process ensures that all staff feel valued and engaged.

SLT stated no member of staff has failed to complete their Performance Management paperwork.

Item 19 Updated Personnel Policies

Circulated as part of the papers

Ratification of policies updated for 2019-20. Been reviewed by LA Joint Consultation Agreement.

- 2019-20 Pay Policy
- Safer Working Practices Policy
- Staff Conduct Policy
- Leave of Absence Policy
- Management of Attendance Capability Policy
- Grievance Policy
- Flexible Working Policy
- Disciplinary Policy

SLT stated that schools do not normally create these documents, but rather sign up for them. SLT suggested that Governing Bodies need an argument for not signing up and then the school would create its own. R&PC informed that LA Joint Consultation and Trade Unions have signed up to the policies.

R&PC agreed with SLT position on the policies. **RATIFIED**

Item 20 Date and Agenda Items for next meeting

Workload review for 2020 (last met in 2018).

Tuesday 11th February 2020

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

Date

Page	Item	Summary of actions from R&P committee	Whom	Date to be completed
3	9	ACTION 1(11/19): SLT to expedite quotes from other contractors (within a week) and serve termination notice to existing contractor.	C. Roberts	Nov '19