

- 2.4 **ACTION 1 (11/21):** K. Choudhary to update named governor committee membership on TOR.
- 2.5 **DECISION TAKEN:** TOR agreed (subject to amendments as per Action 1(11/21)).

Item 3 Action points from previous meeting

- 3.1 All actions from previous meeting have been completed or are to be discussed in the meeting.

Item 4 Declarations of Interest

- 4.1 To ensure probity, K. Choudhary asked if there are any relevant declarations of interests for the minutes?
- 4.2 **RESOLUTION:** None

Item 5 Key Priorities for 2021/22

- 5.1 R&PC asked to agree the key priorities for 2020/21.
- 5.2 SLT highlighted importance of this. For example; school had utilised governors' desire for 'greener' considerations to be adopted in the school's ethos.
- 5.3 R&PC noted that one of tonight's agenda focuses on a tender for a new air conditioning unit and questioned whether low carbon considerations had been balanced in the decision-making process?
- 5.4 **RESOLUTION:** Yes, this has been considered. The proposed new air conditioning units will be much more energy efficient than existing systems and reduce financial cost circa 15%- 20%.
- 5.5 R&PC asked if there had been greener environmental consideration have been applied to catering?
- 5.6 **RESOLUTION:** Yes. SLT highlighted that while the quality of the existing offer is good, the school is looking towards further revisions of the service. SLT will be working on a 'values lead' provision with the environment as one of its focuses – and a move towards less meat and more plant-based alternatives. Services had started this but it can be extended further. Other initiatives already in place include no single plastic use, no landfill waste for food etc.
- 5.7 Key priority suggestions included;
- Ensure effective investment of catch up funding and disadvantaged funding to support vulnerable pupils.
 - Manage transition to 0.6 business manager with revised business plans and leadership for non-curriculum services.
 - Reschedule the postponed Managing Complaints Training.
- 5.8 **DECISION TAKEN:** R&PC accepted the priorities list above.

Item 6 COVID-19 Safety Arrangements

- 6.1 Circulated as part of the papers
- 6.2 SLT sought feedback on:
- Updated safety plans (revised 20/10/21)
 - Road closure arrangements at lower site
- 6.3 SLT stated that the current arrangement is much more challenging in lower site than top site, due to the age of the building and the restricted communal space size.
- 6.4 SLT stated that Wirral LA do not have the powers from 31/10/21 to enforce road closure. Support from Merseyside Police has allowed current arrangements to be extended until 31/12/31. It is hoped that there will be extension to the current arrangements.
- 6.5 R&PC suggested that while the road closures have been broadly welcomed by parents, it has created a 'free for all' in open drop off areas and asked would it be possible for the school to sharing further guidance on protocol of accept behaviour.
- 6.6 **RESOLUTION:** SLT stated that they did not see this issue as being so evident. They would consider that best way to engage with parents however the issue is primarily down to the need for greater parental supervision. SLT suggested that perhaps stronger messaging around the road closure being an extension of the playground (in the short term). B. Cassidy said he will revisit this and go and observe the area again.
- 6.7 SLT stated that the school has seen a much more positive approach towards active travel. As such, the school has noticed a real improvement in air quality in the local area.
- 6.8 R&PC asked what do the local residents think of the recent road closures?
- 6.9 **RESOLUTION:** SLT stated that local resident has been overwhelmingly support – bar one.

Item 7 New Health and Safety Arrangements

- 7.1 Circulated as part of the papers
- 7.2 R&PC informed that G. Morris left Alliance and the school has stopped the formal compliance arrangement with Alliance.
- 7.3 SLT stated that they were not happy with the level of service provided by the previous arrangement and that it did not provide value for money.
- 7.4 As such, the school is working with [Jeanne Fairbrother Associates](#) and the school has already seen a marked improvement in quality of engagement and service.
- 7.5 Jeanne Fairbrother Associates undertook baseline audit on 09/09/21. The audit was a light touch 'scratch the surface' to see where the school was and what needs to be

looked at urgently. There were a number of issues highlight and the school has addressed these accordingly and there are now no issues outstanding.

- 7.6 SLT stated that while there are a few considerations around clarification of the difference between 'recommendations' and 'statutory compliance', they are much happier and confident with the new service.
- 7.7 R&PC asked how much more the new service provided cost?
- 7.8 **RESOLUTION:** SLT stated that the school is enjoying a saving of c.£2.5k compared to the previous Alliance arrangement.

Item 8 Site Managers Report

- 8.1 Circulated as part of the papers.
- 8.2 SLT discussed the report, which include highlights of the particular improvements and challenges facing lower and top site.
- 8.3 R&PC informed that the Mezzanine at lower site is scheduled to be a large, single project for Summer 2022. Wirral LA funding has been secured and the school is currently in the process of plans being drawn and then quotes will be obtained to create additional space for year 3 and 4.
- 8.4 As such, all other upcoming project have been accelerated for completion by end of Spring 2022 to ensure reduce impact on school environment and premises demands in Summer 2022.

Item 9 Revised Health and Safety Audit Schedule

- 9.1 Circulated as part of the papers.
- 9.2 SLT stated that the revised Health and Safety Audit schedule has;
- An emphasis on short but focused audits;
 - Ensures that there are different perspectives from a variety of colleagues;
 - All agreed tasks will be logged on EVERY system.
- 9.3 SLT stated that the new, condensed audit schedule is designed with greater governor involvement in mind.
- 9.4 SLT stated that they would welcome input from a governor with regards to the Centenary Garden – preferably on a Tuesday given staffing considerations.
- 9.5 **DECISION TAKEN:** J King agreed to assist.
- 9.6 **ACTION 2(11/21):** C. Roberts to contact J. King with regards to Health and Safety Audit of Centenary Garden.

Item 10 Updated Health and Safety Policies

- 10.1 Circulated as part of the papers.

- 10.2 R&PC discussed the ratification of policies updated for 2020-21:
- Health and Safety Policy (New Version)
 - Emergency Policy (Updated)
 - Management of Medication (New Version)
 - Educational Visits and Trips Policy (New Version)
 - Lockdown Procedure (Renewed)
- 10.3 R&PC reminded that SLT were asked to highlight 'what's new' in documents.
- 10.4 With regards to the Health and Safety Policy, R&PC informed that this is a Wirral LA policy and the school personalised it, with the view of ensuring the school is 'practising what it preaches' rather than simply adopting the policy with wider consideration.
- 10.5 With regards to Education Visits and Trips Policy, SLT highlighted that adventurous and hazardous activity is accompanied by a simply checklist to ensure compliance.
- 10.6 **DECISION TAKEN:** R&PC accepted Health and Safety Policy. **Ratified.**
- 10.7 **DECISION TAKEN:** R&PC accepted Emergency Policy. **Ratified.**
- 10.8 **DECISION TAKEN:** R&PC accepted Management of Medication Policy. **Ratified.**
- 10.9 **DECISION TAKEN:** R&PC accepted Education Visits and Trips Policy. **Ratified.**
- 10.10 **DECISION TAKEN:** R&PC accepted Lockdown Procedure Policy. **Ratified.**
- 10.11 J. King offered to be the first point of contact when reviewing the Management of Medication. SLT welcomed the offer given the Wirral LA policy has not been updated since 2019.
- 10.12 **ACTION 3(11/21):** SLT to collaborate with J. King on any sequent review of the Management of Medication Policy.

Item 11 Health and Safety Training Report

- 11.1 Circulated as part of the papers.
- 11.2 R&PC reminded that this is a statutory report.
- 11.3 R&PC asked if there is a schedule of training for statutory compliance and CPD?
- 11.4 **RESOLUTION:** Yes, circa every two years. This is monitored by the school Business Support Team.
- 11.5 SLT stated that the Business Support Team has recently undertaken a holistic review of processes for transparency and
- 11.6 R&PC asked who is responsible for ensuring that Governors statutory compliance training is monitored?
- 11.7 **RESOLUTION:** K. Choudhary stated that this is primarily the responsibility of the clerk – with support from the Business Support Team.

- 11.8 R&PC stated that that they would like to see a review of statutory training undertaken by Governors at the end of the academic year FGB.
- 11.9 **ACTION 4(11/21):** K. Choudhary and SLT to ensure that a review of statutory training undertaken by Governors is feedback at the end of the academic year FGB.

Item 12 Financial Changes in 2021/22 Cycle

- 12.1 Circulated as part of the papers.
- 12.2 SLT outlined 3 changes since budget setting;
- PP recovery grant £20.5k
 - Tuition Grant £17.5k (+ NTP subsidy)
 - Chancellor's announcement of uplift over next 2 years – which could equate to 3% annual increase in school budget.
- 12.3 SLT stated if the chancellor announces a 3% increase in the core budget that would give the school an addition c.£75k annually. If this figure is realised, the school can more accurately consider how this will offset varying levels of expenditure – including potential increases to staff cost, catering and fuel cost.
- 12.4 SLT stated that the school has endeavoured to reconcile the school budget position over a 4-year period. The school budget is looking at succession planning and 'future proofing'.
- 12.5 R&PC informed that the school is working hard to secure additional grant funding however highlighted the challenge this can sometimes bring as grant funding can often ringfenced to 'in year' and as such, the school is unable to roll this into the following financial year.
- 12.6 R&PC asked in the school's core budget has to be spent 'in year' or risk claw back?
- 12.7 **RESOLUTION:** No. Clawback is with particular reference to grant funding streams.
- 12.8 R&PC informed that C. Scott and C. Roberts met to discuss the school budget. The income is up to date and the expenditure includes committed expenditure – this was articulated as live budgeting.
- 12.9 SLT echoed their frustration (as expressed in previous meetings) that Wirral LA continues to use off the shelf excel package rather than a more bespoke software package.
- 12.10 R&PC asked is there is any financial lag in the school internal financial reporting systems?
- 12.11 **RESOLUTION:** SLT stated that the iPay system has completely removed any debt from Dragon Club service as this is a pay before use service. SLT stated that catering debt can no go above £30 and that Wirral LA recently cleared all school meal debt as part of their Anti- Poverty strategy.

Item 13 Catering Finances

- 13.1 Circulated as part of the papers.
- 13.2 SLT discussed the submitted report.
- 13.3 R&PC informed that that the service is in a really stable position.
- 13.4 R&PC asked what are the numbers taking up the catering like?
- 13.5 **RESOLUTION:** SLT stated that the service saw an increase of c.20% end of Summer 2021 and this has been sustained in the beginning of the new academic year.
- 13.6 R&PC asked to be reminded what the school charges?
- 13.7 **RESOLUTION:** £2.30
- 13.8 R&PC asked if the school is still giving staff free school meals?
- 13.9 **RESOLUTION:** Yes. The menu choices have been limited to soup and sandwich. R&PC reminded that there are currently no kitchen facilities for staff to prepare meals and further reminded that this is due to Health and Safety COVID-19 considerations

Item 14 Dragon Club Finances

- 14.1 Circulated as part of the papers.
- 14.2 SLT discussed the submitted report.
- 14.3 R&PC reminded that this service has seen considerable challenges due to COVID-19 considerations.
- 14.4 That said, SLT stated that the predicted operating profit was £12k however the service has experienced an operating profit of £34k.
- 14.5 SLT suggested that the business plan for Dragon Club, which is designed to respond to need, with extended opening times, has contributed to the success of the service.
- 14.6 R&PC reminded that while the service has extended its open time, there has been no extension to staff FTE contracted hours.
- 14.7 R&PC asked if the school has considered running Dragon Club over weekend for shift workers?
- 14.8 **RESOLUTION:** SLT stated that the school has not considered weekend hour however SLT would not close any options down.
- 14.9 **ACTION 5 (11/21):** SLT to explore options running Dragon Club over weekend for shift workers in the next Dragon Club parent survey in summer term.

Item 15 Nursey Finances

- 15.1 Circulated as part of the papers.
- 15.2 SLT discussed the submitted report suggesting that business has quadrupled in recent years. The school was not hitting £80k in 2018, however the income is now hitting c.£330k. Most important contribution of this is the growth in high quality early education.

Item 16 Review of Charging Policy

- 16.1 Circulated as part of the papers.
- 16.2 Ensure that policy is ratified and procedures followed by school as per DfE guidance.
- 16.3 **DECISION TAKEN:** R&PC accepted Charging Policy. **Ratified**

Item 17 Air Conditioning Quote

- 17.1 Circulated as part of the papers.
- 17.2 SLT stated that the school is working to ensure best value in the management of air conditioning installation at top site.
- 17.3 As such, SLT are looking to secure full and comprehensive quote.
- 17.4 **ACTION 6(11/21):** SLT to share Air Conditioning quotation and their preferred bidder at November 2021 FGB.
- 17.5 R&PC asked if the air condition units will work two-way i.e heat and cool?
- 17.6 **RESOLUTION:** Yes.
- 17.7 SLT stated that they envisage that the units will pay for themselves in c.6 years.

Item 18 Performance Management Overview

- 18.1 Circulated as part of the papers.
- 18.2 B. Cassidy delivered confidential report on Performance Management.
- 18.3 B. Cassidy noted that the report should have been anonymised before being circulated in the papers however an administrative error result in names being shared.
- 18.4 R&PC assured that there is not breach of procedures however B. Cassidy asked that that this was minuted for totally transparency.
- 18.5 **ACTION 6(11/21):** B. Cassidy to inform staff of the report administration error to staff.
- 18.6 R&PC informed that the school is continuing to appraise role against job specification for all other staff this year (as planned). Roles included;

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

18.7 R&PC informed the Performance Management cycle continued throughout COVID-19 consideration – some schools elected to stop this process.

Item 19 Personnel Policies

19.1 R&PC informed that there are no new LA policies for review this year. Only updated staff handbook with KCSiE requirements.

Item 20 Pay Policy 2021/22

20.1 Circulated as part of the papers.

20.2 R&PC informed that this is a LA policy amended and personalised by the school.

20.3 **DECISION TAKEN:** R&PC accepted Pay Policy. **Ratified**

Item 21 Governor Body Training

21.1 R&PC reminded that J. King attended the recent Wirral LA SVFS Training. R&PC also reminded that a link to the presentation was circulated by K. Choudhary.

22.2 R&PC suggested that Health and Safety Training session provided by Jeanne Fairbrother Associates would be of benefit. It was suggested that c.1.5-hour training on H&S Statutory Responsibility would be of particular benefit.

22.3 **ACTION 7(11/21):** SLT to explore possibility of c.1.5-hour training on H&S Statutory responsibility with Jeanne Fairbrother Associates.

22.4 As discussed in paragraph 5.7, R&PC suggested reschedule the postponed Managing Complaints Training.

22.5 **ACTION 8(11/21):** K. Choudhary to canvass governors for a suitable time/ date for Managing Complaints Training prior to FGB November 2021.

Item 22 Date and Agenda Items for next meeting

22.1 R&PC suggested above key priorities as the focus of the next meeting

22.2 Meeting finished at 7:15pm

22.3 **Next meeting:** Tuesday 8 February 2022 @ 5:30pm

19.4 H. Rice left the meeting to allow discussion of Pay Committee – see **(Confidential) Pay Committee Appendix A**

Item	Summary of actions from meeting	Whom	Date to be completed
2.4	<u>ACTION 1 (11/21):</u> K. Choudhary to update named governor committee membership on TOR.	K. Choudhary	November 2021
9.6	<u>ACTION 2(11/21):</u> C. Roberts to contact J. King with regards to Health and Safety Audit of Centenary Garden.	C. Roberts	November 2021
10.12	<u>ACTION 3(11/21):</u> SLT to collaborate with J. King on any sequent review of the Management of Medication Policy.	SLT	Ongoing
11.9	<u>ACTION 4(11/21):</u> K. Choudhary and SLT to ensure that a review of statutory training undertaken by Governors is feedback at the end of the academic year FGB.	K. Choudhary SLT	FGB 2022
14.9	<u>ACTION 5 (11/21):</u> SLT to explore options running Dragon Club over weekend for shift workers in the next School Parent Survey in Summer Term.	SLT	Ongoing
18.5	<u>ACTION 6(11/21):</u> B. Cassidy to inform staff of the report administration error to staff.	B. Cassidy	November 2021
22.3	<u>ACTION 7(11/21):</u> SLT to explore possibility of c.1.5-hour training on H&S Statutory responsibility with Jeanne Fairbrother Associates.	SLT	Ongoing
22.5	<u>ACTION 8(11/21):</u> K. Choudhary to canvass governors for a suitable time/ date for Managing Complaints Training prior to FGB November 2021.	K. Choudhary	FGB November 2021