



# St George's Primary School

St George's Primary School  
Resources and Premises Meeting  
Tuesday 2nd February 2020  
Lower Site 5:30pm

## Present

<b>Community Governors</b>	P. Walters B. Clark A. Lee	
<b>Parent Governors</b>	C. Scott	Chair R&P Committee
<b>Staff Governors</b>	B. Cassidy H. Rice	Head Teacher
<b>Also Present</b>	K. Choudhary C. Roberts M. Kinsella	Clerk B Manager Site Manager
<b>Apologies</b>	M. Wiggins C. Lucking	

## Item 1 Welcome, Apologies and Declarations of AOB

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Noted and received as above.

## Item 2 Minutes of previous meeting

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

## Item 3 Action Points from Previous Meeting

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- **Action 1(11/19):** The school has recently appointed Fir Tree Landscaping Ltd as the new ground maintenance provider.

R&PC asked if the previous grounds maintenance company had applied any early exit penalties?

**RESOLUTION:** No. The decision to break contract was a mutual one.

- **Science Lab refurbishment:** R&PC reminded that the school had ringfenced a water utility rebate to create a legacy STEM Science Hub. SLT showed the design and plan for the hub and suggested that this project will be completed ahead of schedule – circa March '20.
- **Top Site storage container planning approval:** This has now been confirmed and completed.
- **Golden Mile track lottery bid:** This has now been submitted to National Lottery and the school is optimistic for success. SLT will also be looking towards the PTA for fund raising assistance.
- **Move to Scholar Pack MiS (from Capita):** The school has now migrated to Scholar Pack and the transition has gone really well.

#### **Item 4 Health and Safety Compliance Officer**

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Spring Term Report circulated as part of the papers.

M. Kinsella delivered a verbal update and SLT invited any comments.

R&PC asked if there was anything that was not expected in the report?

**RESOLUTION:** No. All identified issues as expected.

Given the school has still not had an update from LA with reference to a boiler replacement for Top Site, R&PC asked how serious is the issue identified with the boiler at Top Site?

**RESOLUTION:** SLT suggested that the issue is not serious and would cost c.£2k to fix the issue however SLT suggested that the issue would be addressed if a new boiler is agreed as part of the 2020/21 capital improvement and thus negate the need for c.£2k expenditure. As such, a meeting has been arranged with the LA to further discuss in March '20.

R&PC asked if there are any issues with Lower Site Boiler?

**RESOLUTION:** No issues.

R&PC asked if the c.£60k estimate for a new boiler replacement a quote from a competitive tender process?

**RESOLUTION:** The figure is an 'informed' estimate from LA. If LA agree to fund the expenditure, the school will not be involved in a competitive tender process as it is LA decision whom they engage through a preferred tender process. It was suggested that any poor-quality project management the school has endured has been a result of commissioned work by LA.

R&PC asked if there is a timescale for the nurse re-roof works?

**RESOLUTION:** SLT have secured quotes and looking to commission the work over Easter period.

SLT stated that the school now has a shortlist of candidates for replacement Assistant Site Manager.

#### **Item 5 Update on Local Authority Premises Action Plan**

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As far as SLT are concerned, all the essential structural works both internally and externally have been completed and the school wants to use the rest of capital grant for key building aims and objectives.

As stated above, SLT are meeting with LA in early March to review budget and future plans.

## **Item 6 Asset Management Plan Review**

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Circulated as part of the papers.

SLT suggested that due to the amount of work which has taken place over the past couple of months the asset management plan now looks in a much better position.

SLT highlighted the school is considering for various works are being considered i.e. refurbishment of another toilet block at top site, the replacement of part of the nursery roof, various painting of areas of both sites.

R&PC reminded that this document was drafted last year and signposted R&PC to the highlighted the yellow areas of work on the document as evidence of the school's achievements - and ambitions for academic year 2020/21.

SLT stated that they costing for planned work and feedback to R&PC at the next meeting and hope that the asset plan will confirm the proposed boiler expenditure.

SLT suggested that the school has taken huge strides in recent years to address building issues.

**M. Kinsella left the meeting.**

## **Item 7 Management of Communicable Disease advice of schools**

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Circulated as part of the papers.

R&PC informed that the school has a statutory obligation to dispense advice as outlined by Government guidance. As such, school decisions are dictated by guidance.

The school has small outbakes of suspected viruses. As such (and only as a precautionary measure) the school has undergone a deep clean, drafting in extra staff over nights. This represents a move from 'regular' clean to 'intensive' clean.

SLT referred R&PC to a link that constantly updated advice for schools; <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

## **Item 8 Risk Assessment Guidance**

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SLT highlighted how risk assessments are reviewed and updated for:

- **Trips:** The school uses Edsential platform for risk assessment materials which is automatically uploaded to LA. Staff go to the online portal with particulars and SLT sign off risk assessment. The school has to have external review for 'hazardous' trip.

C. Roberts will be attending an Educational Visits training course.

- **Catering:** The school gets these risk assessments done by an external consultant however the Catering Manager ensures that all catering staff have read and signed this.
- Premises and Daily Routines risk assessment were highlighted in site manager's report. Quality assurance and reviews undertaken by Local Authority's Premises Manager.
- SLT stated that the school are complaint and doing the best for learners and that the risk assessment documents are a good ad memoire for planning purposes.

## **Item 9 National Funding Formula Update**

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Circulated as part of the papers

The recent recommendation to LA councillors was to implement the National Funding Formula and this was approved. SLT stated that whilst this is most welcome, it has been a long time in the making and frustratingly delayed.

It was suggested that the school can expect an 8% uplift in their budget. Another positive consequence is that the school should now have a clearer picture on budgets moving forward.

R&PC had previously been informed that the uplift would be 4.5%.

## **Item 10 Period 9 Budget Update**

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Circulated as part of the paper.

R&PC informed that C. Roberts and C. Scott had met prior to the meeting to discuss Period 9, following review by head teacher and new finance officer. It was suggested that tracking the budget under current landscape has been very difficult given the issues around changes to teacher's pay, additional funding grants etc. Actual budget has dramatically altered in income and expenditure from budget setting in April 2019. However, overall budget is balanced.

SLT have budgeted 4.5% increase for 2020/21 however the uplift is 8%. The school is still awaiting funding confirmation however other local school with bursars have (disappointingly) been informed first and remains school have been forced to wait to hear from LA – despite chasing. In the absence of confirmation, SLT have calculated the additional 4% uplift as a c.£120k on the school budget.

R&PC asked are there any particular points of interest to highlight?

**RESOLUTION:** SLT suggested that salary outgoings for one absence member of staff has distorted the picture as the school is not covered by insurance in this particular case so the school has had cover salary costs since October '19.

SLT stated that the school is in line predicted budget and have a positive balance – c.£11k which equates to +0.3%.

SLT stated that they are increasingly frustrated with LA continued reliance on excel software for financial modelling. As such, C. Roberts in meeting with other WA Business Managers to assess other packages with the view changing existing working practices given that the current method of working is not sustainable.

R&PC agreed Period 9 Budget Review and C. Scott signed off. **Ratified.**

## **Item 11 Projections for 2020/21 using indicative budget figures**

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Circulated as part of the papers.

As discussed above, implementation of funding formula is a significant factor for school budget however it was suggested that the main pressure point for projections is staffing cost; pension contributions and further increases for teacher salary from September '20. HT had sent governors models for the impact of this:

<https://schoolsweek.co.uk/dfe-2020-teacher-pay-proposals-rise-will-cost-schools-455m-plus-6-more-findings/>

The school is looking at up to 6% increase in staff cost and there is no clear indication from Government whether or not the additional cost will come out of existing budget or an additional up lift in funding. Given the lack of clarity, the school has to have a considerable variance in ringfenced budgets.

SLT stated that there are no immediate redundancy pressures but the school may have to discontinue posts/growth within staffing structure.

## **Item 12 Financial Issues**

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Circulated as part of the papers.

- **Catering and Sustainability:** R&PC informed that C. Roberts and C. Scott had met prior to the meeting to discuss catering and concerns surrounding a loss in income and pupils accessing this service. B. Cassidy had investigated this with C. Roberts and Catering Manager. They identified that while numbers paying for the service have dropped, the number of pupils accessing FSM have increased so the perceived drop in numbers and income loss is due to a lag in the reporting system and the fact that FSM monies are paid in the following financial year. As such, the catering budget will look like a c.£10k funding shortfall however funding is delayed and there will be an uplift of c.£10k in the next budget.

SLT suggested that there is a need to future proof the school's meal offer and surveys are to be circulating in the coming weeks to ensure the sustainability of the schools catering model.

SLT stated that they will bring an End of Year Financial Report to the next meeting.

- **Nursery Update:** SLT suggested that the school's endeavours in Nursery are yielding significant results with 75 pupils currently enrolled, with 40 pupils undertaking full 30 hours offer. There is currently a waiting list of c.8 for 30 hours and c.12 for 15 hours offer. The school could enrol more pupils with greater learner environment capacity. As discussed above, SLT are looking to address scope for expansion with commissioned work of the Nursey roof around Easter '20.

SLT suggested that increased pupil numbers in Nursery provide a better pipeline for the school to recruit post Nursery.

- **Dragon Club:** SLT highlighted the debtors report as requested in previous meetings and stated that the current level of historical debt is c.£2.6k.

R&PC asked is this level of historical debt not too high?

**RESOLUTION:** SLT suggested that his level is not high as there is a funding lag from Student Finance England which funds certain pupil's attendance which accounts for c.£1.4k. SLT stated that the remaining debt centres around a small amount of families and is being addressed.

R&PC asked is the service user in debt for £490 has paid their debt as outlined in the report by the end of January '20?

**RESOLUTION:** SLT stated that they are unsure and will report back at the next meeting.

**ACTION 1(02/20):** C. Roberts to updated R&PC on whether or not the deadline was met at the next meeting.

R&PC asked if there has been any detriment to recent price increases?

**RESOLUTION:** No. Numbers are up and the extended hours service has been welcomed.

### **Item 13 Schools Financial Value Statement**

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Circulated as part of the papers.

R&PC informed that C. Scott, B. Cassidy and C. Roberts recently attended a SFVS data dash board training session and that the statement has been reviewed by B. Cassidy, C. Roberts and C. Scott prior to the meeting.

SLT stated that 'other staff' represent school Dragon and Catering staff as cannot to quantified in teaching staff reporting field. We would expect this to be high because we run so many additional services.

R&PC agreed Schools Financial Value Statement and C. Scott signed off. **Ratified.**

### **Item 14 Arrangements for Performance Management Mid-Year Review**

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R&PC informed that curriculum staff Performance Management Mid-Year Reviews will take place between 11<sup>th</sup> March – 3<sup>rd</sup> April '20.

Non-Curriculum staff Performance Management Mid-Year Reviews will be in May '20 – dates to be confirmed.

### **Item 15 SLA Arrangements**

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Circulated as part of the papers.

SLT highlighted the following SLA agreements and invited can challenge on Value for Money;

- **LA:**
  - Basic Finance
  - Payroll
  - Risk and Insurance
  - Occupational Health
  - MEAS (basic package support)
  - Schools Library Service
  - Software Support (administration with FMS and Scholar Pack)

SLT stated that the school has received an offer for new service from LA for 'Wirral Community Patrol'. The school looked into this service however the offer is only for one visit a week however and the school currently enjoys a much higher standard of service from Atlas. The school is contracted for 104 visits per year but the school benefited from 169 visit – for the cost of the contract 104. It was also suggested that the quality of the intervention is much higher than the LA offer citing Atlas support to engage with irate parents or members of the community should any member of staff feel threatened.

SLT stated that following the offer from LA, Atlas have reduced their contract price by £700.

R&PC agreed to the LA SLA arrangements discussed above. **Ratified.**

- **HR:** SLT stated that they are looking to renew with SAS Daniels

R&PC asked if the school is going out to tender or simply getting a requote?

**RESOLUTION:** SLT stated that given the school has managed to half its SLA agreement costs over recent years and looking at market value, they are looking at a requote given they are happy with the level of service provided by SAS Daniels.

**DECISION TAKEN:** R&PC requested that the school obtain 3 quotes for HR SLA arrangements to better articulate best value.

**ACTION 2(02/20):** SLT to obtain 3 quotes for HR SLA arrangement and feedback options at the next meeting.

- **IT:** SLT stated that they are looking to renew with Hi-Impact suggesting that they believe Hi-Impact provide best value and are happy with the level of service in infrastructure implemented the school.

R&PC agreed to the IT SLA arrangements discussed above. **Ratified.**

- **Staff Absence Insurance:** R&PC informed that SLT are currently sourcing quotes and will feedback at the next meeting.

## **Item 16 Display Screen Policy Approval**

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Circulated as part of the papers.

R&PC informed that a policy is a statutory requirement and the school has adopted the LA Policy. SLT stated that it has a legal duty to its staff.

R&PC asked do staff perform individual assessments?

**RESOLUTION:** Yes however these are supplemented with spot check organised by G. Morris and M. Kinsella.

R&PC asked if a sight test for is a statutory requirement?

**RESOLUTION:** Sight test for staff are part of a LA agreement as part pre-existing employment contract condition. R&PC informed that the cost is minimal - £40.

R&PC agreed to the Display Screen Policy. **Ratified.**

#### **Item 17 Fostering Policies Request**

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Circulated as part of the papers.

R&PC informed that SLT had spoken to C. Scott prior to the meeting.

SLT stated that a member of staff has requested that the school adopts Fostering Policies around HR. SLT have investigated this request, looked at existing LA policies and sought advice from SAS Daniels as there was a level of concern that the Fostering Policies exceed the rights of biological and adoptive parents and as such, there is a lack of parity of esteem.

Advice from SAS Daniels have suggested that this is not a protected characteristic under the law and could promote inequality. As such, SLT have taken the decision to not to adopt the requested policies.

SLT have fed back their decision to the member of staff and signposted them towards their Union should they feel that the policies should be adopted as part of the LA existing practices.

#### **Item 18 Date and Agenda Items for next meeting**

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Workload review for 2020 (last met in 2018).

**Date of next meeting:** Tuesday 19<sup>th</sup> May 2020

**Meeting finished at 6:55pm.**

Chair Sign Off

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Date

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Page	Item	Summary of actions from R&P committee	Whom	Date to be completed
6	12	<b><u>ACTION 1(02/20)</u></b> : C. Roberts to updated R&PC on whether or not the deadline was met at the next meeting.	C. Roberts	May '20
7	15	<b><u>ACTION 2(02/20)</u></b> : SLT to obtain 3 quotes for HE SLA arrangement and feedback options to the group.	SLT	May '20