



St George's Primary School

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Resources and Premises Committee Meeting

Tuesday 8 February 2022

Upper Site 5:30pm

Present

Community Governors

A. Lee

Parent Governors

C. Scott
J. King

Chair R&PC Committee

Staff Governors

B. Cassidy
H. Rice

Also Present

K. Choudhary
C. Roberts

Clerk

Apologies

P. Walters
C. Lucking
M. Wiggins
B. Clark

Item 1 Welcome, Apologies and declarations of AoB

1.1 Noted and received as above.

Item 2 Minutes of previous meeting

2.1 Circulated as part of the papers.

2.2 Minutes accepted.

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.
- 3.2 SLT highlighted that the school could only secure two EYFS Play Area Quotes given the restrictive timeline for installation required.

Item 4 COVID-19 Update

- 4.1 Circulated as part of the papers.
- 4.2 R&PC reminded that the most recent February '22 Risk Assessment was sent to Governors via email.
- 4.3 SLT stated that contingency planning for 'Plan B' was no longer required.
- 4.4 R&PC highlighted the COVID outbreak monitoring figures during the school's Cluster Outbreaks and stated that January '22 had been a very challenging period.

	NoR	14/01	17/01	18/01	19/01	20/01	21/01	24/01	25/01	26/01	27/01	28/01	31/01
F1	82	3	13	14	13	14	14	4	3	3	2	2	0
F2	120	2	3	3	6	8	8	5	6	6	5	5	5
Y1	110	6	11	12	14	14	12	3	7	7	6	5	1
Y2	118	8	6	9	9	10	11	5	5	3	4	3	2
Y3	119	5	13	15	16	16	19	9	15	14	10	8	1
Y4	109	1	2	3	4	3	3	1	1	1	0	1	2
Y5	121	6	9	9	7	7	8	8	10	8	8	8	6
Y6	118	3	5	5	5	5	5	3	4	4	3	3	1
Pupil Total	897	34	62	70	74	75	80	38	51	46	38	35	18
Staff	161	17	12	13	13	12	11	4	4	4	4	4	3

- 4.5 R&PC asked have all the school staff been vaccinated?
- 4.6 **RESOLUTION:** SLT stated that 158 out of 161 staff have been vaccinated. SLT suggested that two members of staff do not want to be and one member of staff is exempt due to medical reasons.
- 4.7 R&PC suggested that the outbreak is representative of the virus being brought back to the school following the Christmas break – no a failure of the school's policy and procedures.
- 4.8 R&PC informed that the school is applying for DfE staff costs grant for Covid impact (November '21 – February '22). Note that this scheme was extended after the meeting to March 2022.
- 4.9 SLT stated that 34 fixed Co2 Monitors across the school's classrooms and open spaces. The monitors highlight that there was one area of concern (around EYFS area) which has been address with three additional DfE grant funded air filters.
- 4.10 R&PC asked are the Co2 level purely produced by humans? Are the any additional factors?
- 4.11 **RESOLUTION:** The Co2 level are purely produced by humans.

Item 5 Wallasey Village Library

- 5.1 Circulated as part of the papers.
- 5.2 R&PC informed that the school has been asked to lead a community-based trust with regards the usual of Wallasey Village Library.
- 5.3 SLT suggested that the short-term view is that this will need to be, in part, a commercial based entity.
- 5.4 SLT highlighted that if the local community does not do something with the Wallasey Village Library, Wirral LA will simply sell the asset.
- 5.5 R&PC asked is there any merit is school owning the premise?
- 5.6 RESOLUTION: SLT suggested that they are major concerns surrounding potential liability of the building works and, as such, do not believe this such be explored. The school is keen to be involved in trust for the ancillary benefits i.e free use of the space 'not at cost'.
- 5.7 SLT stated that Governors will have to sign off any agreement reached with the community-based trust.
- 5.8 R&PC asked is there any chance of the building remaining a library?
- 5.9 **RESOLUTION:** SLT suggested that the most likely outcome for the building will be it being turned into a community hub with a commercial space, small learning library/hub and flexible community space.
- 5.10 R&PC suggested that Wirral Health Trust might be an interested stakeholder.
- 5.11 **ACTION 1(02/22):** SLT to contact Wirral Health Trust to explore options moving forward.

Item 6 Asset Management Plan Review

- 6.1 Circulated as part of the papers
- 6.2 SLT stated that school has invested heavily in building improvements.
- 6.3 SLT stated that the school's Asset Management Plan was always very ambitious and that, in the main, they are happy with the progress made to date.
- 6.4 That said, SLT highlighted that they are becoming increasingly concerned around the timelines and lack of actions of Wirral LA around the Mezzanine. The school has been awarded c.£150k LA Capital Grant for the project however, SLT are still yet to receive an architect drawing for the proposed work. As such, other processes and procurement procedures are yet to even start.
- 6.5 R&PC asked can the school asked for exception and manage the project ourselves?

6.6 **RESOLUTION:** SLT stated that the request has been made three times in the last 9 months.

6.7 R&PC asked what department is responsible at Wirral LA?

6.8 **RESOLUTION:** Assessment Management

Item 7 Management of Communicable Disease advice to schools

7.1 Circulated as part of the papers.

7.2 SLT shared the most recent government advice on [Health protection in schools and other childcare facilities](#) and asked R&PC to note.

7.3 **RESOLUTION:** R&PC noted.

Item 8 Job Based Risk Assessment Report

8.1 Circulated as part of the papers.

8.2 R&PC reminded that the school was dissatisfied with previous arrangements. As such, SLT have been working in collaboration with Health and Safety Advisors on New Job Based Risk Assessments and there was a Union feedback meeting 2 February '22.

8.4 R&PC informed that staff have accepted the finding in the report and welcomed the individualised to staff roles approach taken.

8.5 R&PC asked did the report highlight any issues?

8.6 **RESOLUTION:** SLT stated that there were five actions from the Union meeting and that they were all positive and achievable.

Item 9 School Funding Update

9.1 Circulated as part of the papers.

9.2 SLT stated that no [funding forecast models](#) have yet been received yet from Wirral LA. As such, producing a funding the school funding remains very challenging.

9.3 SLT suggested that the school could potentially expect to see;

- Every primary school will receive at least £4,362 per pupil
- Pupil Premium rates in 2022-23 will increase by 2.7 per cent
- Unsure on tuition grant. Predicting 3-4% uplift
- Offset against 1.25% NI employer contribution rise
- Offset against Public Sector Pay Agreement.

- 9.4 SLT reinforced that the above figures are 'best guess' in the absence of modelling formulas and that when the school receives the appropriate models, it will share its finding with R&PC.
- 9.5 R&PC asked if there are any plans by government to help with rising fuel costs?
- 9.6 **RESOLUTION:** There is no announcement from government for financial aid with rising fuel costs.

Item 10 Period 9 Budget Report

- 10.1 Circulated as part of the papers.
- 10.2 R&PC informed that C. Roberts and C. Scott have discussed this report prior to the meeting.
- 10.3 As discussed above, the challenges in articulating a clear budget were highlighted. The 'bottom line' is that the school will be in credit by the end of the financial year however the 2022-25 budget modelling does not account for increases in things such as, for example, rising fuel costs.
- 10.4 R&PC reminded that this budget was set in April '21.
- 10.5 R&PC informed that the grant funding landscape has made drafting Period 9 Report even the more challenging. The report outlines considerable expenditure however this is reconciled in other areas of the budget by grant income.
- 10.6 SLT suggested that the school has faced real challenges in claiming against insurance for staffing issues in relation to Covid-19 but pointed toward the rules having been recently relaxed.
- 10.7 SLT suggested that overall, the budget figures look positive.
- 10.8 R&PC reminded that there are significant problems with Wirral LA spreadsheet that the school **must** use to carry forward figure – issue is **very challenging**. The school is now running two systems to counteract the failures in the existing systems; the Wirral LA spreadsheet and internal software.

Item 11 Financial Issues

- 11.1 Circulated as part of the papers.
- 11.2 SLT delivered an update on the following;
- 11.3 **Catering Update and Sustainability:** SLT stated that there is not a great deal on fluctuation on previous reports despite increases in food costs, highlighting that food income is c.£6k and expenditure is c.£6k.
- 11.3.1 R&PC asking is the catering budget ringfenced?
- 11.3.2 **RESOLUTION:** Any surplus goes into the school budget.

- 11.4 **Nursery Update:** R&PC informed that the school budget £272k income and the projected income is £315k which is £43k more than predicted.
- 11.4.1 SLT stated that the Nursey is oversubscribed for remainder of this academic year.
- 11.5 **Dragon Club (extended services):** The service has started building up again and school following COVID-19 is the school is now back to breaking even.
- 11.5.1 R&PC reminded that any operational profit goes into the school budget. Budget does not cover fuel, management, capital costs etc.
- 11.6 R&PC asked to note the [DfE Benchmarking Report](#).
- 11.6.1 SLT invited a governor to be involved in the school benchmarking processes.
- 11.6.2 **ACTION 1(02/22):** C. Roberts to liaise with J. King about audit of 20/21 accounts.
- 11.7 **Credit Card Fraud Report:** R&PC asked to note that a total of about £3.5k was stolen between 19 - 21 December in USA, Madrid and the UK.
- 11.7.1 SLT stated that all the expenditure has been recovered but the school is looking at alternative banking options as the current system is not as responsive as desired.

Item 12 School's Financial Value Statement

- 12.1 Circulated as part of the papers.
- 12.2 R&PC informed that the SVFS statement has been reviewed by B. Cassidy, C. Scott and C. Roberts.
- 12.3 R&PC noted that SVFS.

Item 13 Arrangements for Performance Management Mid-Year Review

- 13.1 Circulated as part of the papers.
- 13.2 R&PC informed that reviews will be taking place as follows;
- Curriculum Staff 25 - 29 April 2022
 - Non-Curriculum staff in 21 March – 1 April 2022
 - Headteacher **TBC**
- 13.3 R&PC asked to note.

Item 14 SLA Arrangements

- 14.1 Circulated as part of the papers.
- 14.2 R&PC reminded that SLT have to report on these documents every year to ensure that governors are aware of all SLA agreements and can challenge on Value for Money;

LA SLA's:

- Basic Finance
- Payroll
- Risk and Insurance
- Occupational Health
- Schools Library Service (delegation budget)
- Scholar Pack and LA Software Support

- 14.3 R&PC informed that the school is about to renew the HR SLA with Work Nest (previously Ellis Whittam). SLT stated that the school has secured a 20% by committing to a 3-year SLA. This represents very good VFM.
- 14.4 R&PC informed that the school's IT SLA runs out next academic year and will need to be reviewed.
- 14.5 R&PC informed that the school is currently awaiting a quote for the school Staff Absence Insurance Policy. It is believed that this will be c.£20k.
- 14.6 **ACTION 2(02/22)**: SLT will bring the Staff Absence Insurance Policy renewal quote to FGB.

Item 15 UK GDPR Regulations

- 15.1 Circulated as part of the papers.
- 15.2 SLT suggested that UK GDPR is very challenging for the school.
- 15.3 Under EU GDPR, C. Roberts was DPO however the increased burden and expectation on the school means that SLT have sought a four-year SLA agreement with a provider to mitigate liability. The cost is £1.5k per year.
- 15.2 **DECISION TAKEN**: R&PC approved school's new Data Protection Policy. **Ratified**
- 15.4 **DECISION TAKEN**: R&PC approved school's new CCTV Policy. **Ratified**

Item 16 HR Policy updates

- 16.1 Circulated as part of the papers.
- 16.2 SLT highlighted that the following LA Trade Association Agreed Policies need ratifying;
- Performance and Appraisal for Teaching Staff
 - Performance Capability Policy and Procedure - Support Staff
 - Dignity at Work Policy
 - Disciplinary Policy
 - Leave of Absence Policy
 - Management of Attendance Capability Policy
 - Maternity Schemes Teaching Staff
 - Maternity Schemes Non-Teaching Staff
 - Restructuring Policy and Procedure
 - Social Media Policy

- Well-being Policy
- Whistleblowing Policy

16.3 **DECISION TAKEN:** R&PC accepted the above policies. **Ratified**

Item 17 Health and Safety Policy Updates

- 17.1 Due to an administrative error the Lone Working Policy was not circulated as part of the papers.
- 17.2 **ACTION 3(02/22):** SLT to share the Lone Working Policy at upcoming FGB.

Item 18 Financial Policies Update

- 18.1 Circulated as part of the papers.
- 18.2 R&PC informed that the following LA Finance policies have been slightly updated and reworded and as such need ratifying;
- VAT Contractor Procedure
 - Security of Assets Policy
 - Purchasing and Procurement Policy
 - Emergency Purchases Policy
 - Disaster Recovery Plan
 - Debt Recovery
 - Conflict of Interest Policy
 - Charge Card Procedure
- 18.3 **DECISION TAKEN:** All above policies agreed. **Ratified**

Item 19 Gift and Hospitality Declaration

- 19.1 R&PC informed that B. Cassidy was given two tickets and hospitality to LFC for product development advice given by HT to CES Networking.
- 19.2 The value was £450 and this was donated to two staff members.

Item 20 Date and Agenda Items for next meeting

- 20.1 Meeting finished at 7:00pm
- 20.2 **Next meeting:** Tuesday 17 May 2022 @ 5:30pm

Item	Summary of actions from meeting	Whom	Date to be completed
11.6.2	<u>ACTION 1(02/22):</u> C. Roberts to liaise with J. King about audit of 20/21 accounts.	C. Roberts	Feb '22
14.6	<u>ACTION 2(02/22):</u> SLT will bring the Staff Absence Insurance Policy renewal quote to FGB.	SLT	Feb '22
17.2	<u>ACTION 3(02/22):</u> SLT to share the Lone Working Policy at upcoming FGB.	SLT	Feb '22