

Item 3 Minutes of previous meeting

- 3.1 Minutes accepted as a true and accurate record.
- 3.2 All actions from previous meeting have been completed or are to be discussed in the meeting.
- 3.3 Following feedback on R&PC Action 1(02/20) at FGB on 19 March 2020, R&PC were informed that SAS Daniels have now merge with Ellis Whittingham. As such, SLT will be keeping an eye on the situation to ensure that the school is still receiving best value for money. It was noted that as of yet, there has been no change in service level.
- 3.4 R&PC asked does the school have the same account managers?
- 3.5 **RESOLUTION:** Yes.

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 2020/21

- 5.1 R&PC asked to agree the key priorities for 2020/21. Suggestions included;
- Work with SLT to establish long term and sustainable post Covid-19 budget plan that ensures significant investment in children’s educational and pastoral needs.
 - Ensure effective business plan for ancillary services (Dragon Club, catering, nursery).
- 5.2 **DECISION TAKEN:** R&PC accepted the priorities list above.

Item 6 Alliance Health and Safety Manager’s Report

- 6.1 Circulated as part of the papers
- 6.2 R&PC reminded that the report is prepared by G. Morris.
- 6.3 SLT stated that M. Kinsella is currently absence from the school due to illness and Mr Hayes has been a real asset to the school in his absence and has stepped up in in role as Assistant Site Manager.
- 6.4 SLT summarised the report and invited questions regarding premises management and invite comments on lower site and top site.
- 6.5 **RESOLUTION:** No further questions and R&PC and commented on the thoroughness of the report.

Item 7 Other building issues

- 7.1 SLT highlighted the following;
- 7.2 **Golden Mile Lottery Bid:** R&PC informed that this bid was declined and it was suggested that this was largely because of lack of engagement with community partners.
- 7.3 SLT asked to expand on the lottery bid being declined around lack of engagement.
- 7.4 **RESOLUTION:** The feedback was that the bid was declined because the school could not get enough engagement with community partners, but this was due to issues around COVID-19 and restrictions on engagement more generally. For example, the school did try to engage a local running club however did they not respond to emails or phone calls. As such, it was suggested that this application failed due to 'bad timing'. The school can resubmit their application 12 months after the original application was forwarded so, this will be resubmitted circa April 2021 with support of local community partners.
- 7.5 **LA works:** SLT highlighted that there are issues with;
- **Lower Site external wall and damp issues.** The school has engaged a surveyor to inspect the issue and a report has gone back to LA (as the commissioner of the work). The school has had to have extra work done around the drains and pointing.
 - **Lower site tower.** There will be a site management on Friday 13 November 2020 to discuss the tower which is on top of the early years building. SLT detected some structural problems. As such, the school commissioned a structural engineer to investigate and the LA meeting to review that report when it arrives, so that if there are any emergency works that need to be done, this can be sorted swiftly and safely.
 - **Upper site trim trail (funded by P.E grant).** R&PC reminded that the schools PE grant is ringfenced for specific purpose. As such, the school could not carry-on investing in before and after school clubs because of the current COVID-19 regulations. To maximise grant expenditure, the school recently met with the student counsel to look at what they would like to develop for activity and fitness. Following this, the school has managed to secure a competitive price on a Trim Trail which has been designed on meet pupils need. Quotes and images were placed on shared drive.

Item 8 Updated Health and Safety Policies

- 8.1 Circulated as part of the papers.
- 8.2 R&PC informed that the following policies have had slight revisions and need ratifying for 2020/21.
- 8.3 SLT stated that many of the policies are enhanced through the engagement of the Scholar platform.

- 8.4 **Health and Safety Policy 2020/21:** R&PC discussed and accepted the changes. **RATIFIED.**
- 8.5 **Emergency Policy 2020/21:** R&PC discussed and accepted the changes. **RATIFIED.**
- 8.6 **Management of Medication 2020/21:** R&PC discussed and accepted the changes. **RATIFIED.**
- 8.7 **Lockdown Procedure 2020/21:** R&PC discussed and accepted the changes. **RATIFIED.**

Item 9 Strategic Financial Plan

- 9.1 Circulated as part of the papers.
- 9.2 SLT discussed the strategic review being undertaken to ensure budget coherence and long-term planning, highlighting the following;
- 9.3 **School Budget Share:** School has managed to address budget deficit through successful DfE claim of £55k, cost cutting and improving income for catering, Dragon Club and nursery. Need to reinvest back in pupils. SEND, disadvantaged, blended learning and use of 2020-21 sports grant are SDP and spending priorities for expenditure.
- 9.4 **Tracking Tuition Funding:** School needs to develop a clear plan for tuition using toolkit and a combination of discreet tuition, EEF Tuition partners, remote tuition etc.
- 9.5 **Build Pupil Premium Capacity:** School had 141 PP children for 2020-21 budget (plus a lag figure). Currently have 143 PP pupils. However, EYFS is very low. Only 5 pupils on roll (had 34 leave year 6).
- 9.6 **LA Funded SEND Provision:** There are planned changes in LA SEND allocation. The school has seen huge increase in high needs expenditure. Need to track SEND funding carefully and match against staffing costs. Significant fall forecast for 2021-22. SLT need to ensure that the school does not overstaff and become liable for redundancy.
- 9.7 **Catering Income:** School needs to ensure that they recheck all registrations for FSM and EYFS figures need checking with every family. It is important that the school checks budget figures as these contain FSM meals and deprivation grant. The school will be looking at paid meals and checking against cost of service. Currently costs are estimated at approximately £215k (£120k staffing, £83k food costs, £2.5k SLA, £10k sundries) PLUS utility and admin costs (further £10k. Also look to reinstate EYFS and staff income for further £4k.
- 9.8 **PE and Sports Grant Income:** £12k to spend on top site fitness equipment. Included in P.E sports grant and the school must ensure maximum impact. R&PC informed that the grant may also be removed by government.
- 9.9 **Nursery Income:** Growth in nursery numbers is very positive. However, it was suggested that the school is extremely vulnerable to changes in government policy for 30 hours provision. The school needs to ensure that they track numbers and staffing. If numbers fall, the school would become liable for staffing redundancies.

- 9.10 **Dragon Club Income:** The school will make a loss this year and the aim is to minimise this by reducing costs and increasing income. The school would like to avoid redundancies.
- 9.11 **External Income Sources:** DfE COVID-19 costs £55K, China Refund £13K, 5K Supply Insurance
- 9.12 SLT stated that there are very limited areas of saving to be had and given the age of the building, there are associated costs there.
- 9.13 SLT have endeavoured to future proofing the school against unplanned costs. That said, the school provides a host of those well-being services to staff.
- 9.14 The school has made some savings as rationalising third party services, so for example, licences for Parent Pay, iPal and Spider are all coming together on the one on system but the savings are minimum – circa £1.5/ £2k.
- 9.15 R&PC thanked SLT for really comprehensive report it helps governors to see the landscape, albeit, quite an anxious picture.
- 9.16 R&PC stated that it is really good to see ring fenced budget in the current climate as it would be very easy not to ringfence in the current context.
- 9.17 In relation to Period 6, SLT highlighted that the school budget looks very deceiving as, in year it looks like the school has a £214k underspend however by next year this will be gone. So, going forward, the school is looking at a c.£250k deficit the following year and a c.£500k deficit the year after that.
- 9.18 SLT highlighted that if the school receives the government Teachers Pay grants, that would wipe out almost 60% of that debt. For example, if the school get 4% extra income, that would add on an extra £90k income per year and £270k over 3 years.
- 9.19 SLT stated that they have moved away to supply staff and are redeploying staff 'in house' which is seeing a significant cost saving.
- 9.20 R&PC asked if this is having an impact of teaching standards?
- 9.21 **RESOLUTION:** No
- 9.22 R&PC asked to ratify Period 6.
- 9.23 **DECISION TAKEN:** Period agreed. **RATIFIED.**

Item 10 Catering Finances

- 10.1 Circulated as part of the papers.
- 10.2 SLT discussed report on current catering services and COVID-19 impact, highlighting the following issues;
- Daily average in October 19 of pupils in KS2 having a school meal not including FSM is 119
 - Daily average in October 20 of pupils in KS2 having a school meal not including FSM is 110 (-9)

- In year 3 and 4 there are 193 pupils who do not qualify for FSM and could have a school meal
- In year 5 and 6 there are 198 pupils who do not qualify for FSM and could have a school meal
- School meals are currently £2.30 as the school is investigating whether this is too expensive or if the service is not seen as value for money? Google form went out to parents on Tuesday 3 November 2020 to gather further information.
- School Council are due to meet with SLT in coming days to discuss catering.
- 60 staff having school meal @ £1 x 190 = £11400. There has been no charge for this year.

Item 11 Dragon Club Finances

- 11.2 Circulated as part of the papers.
- 11.2 SLT discussed report on current extended services and COVID-19 impact, highlighting the following issues;
- 11.3 **2020-21 Budget Year:** Overall the school are in a more positive budget situation than predicted because the school forecast no income during lockdown earlier in the year. Included £70k figure that was in back at budget setting. The school have also managed to reduce staffing costs without need for redundancy. That said, the school remain vulnerable to changes in demand, lockdown etc.
- 11.4 **Maintaining business viability in short term:** SLT stated that is crucial that the school look to maintain business and reduce cost accordingly and they may have to look at further business plans – including possible reduction in managerial and administration support. Currently holiday club looks most vulnerable to impact of COVID-19.
- 11.5 **Planning for 2021-22 and long term:** SLT stated that is it crucial that Dragon Club is viable and there are plans for any short and long term changes. The schools aim to avoid redundancy if possible but they will need to consider staffing contracts (avoid new contracts) and holiday club viability etc.
- 11.6 R&PC reminded that the iPay system will not allow debt however there is still some debt that originates from the old system, but the school is chasing?
- 11.7 R&PC ask what is the level of outstanding debt?
- 11.8 **RESOLUTION:** c.£1k but this is lots of small amounts and chasing is a very administratively labour-intensive task.
- 11.9 R&PC asked, in the current climate, has the need for Dragon Club gone?
- 11.10 **RESOLUTION:** SLT stated that a lot of parents choose our schools because of Dragon Club. Also, it might be that the school have to restructure how Dragon Club works, for example, taking out the coordinator role and running with two deputies however, it is very difficult to predict future need.

Item 12 **Nursery Finances**

- 12.1 Circulated as part of the papers.
- 12.2 SLT discussed report on current nursery services and COVID-19 impact, highlighting the following issues;
- School is very proud of the provision it is offering, stating that four years ago (before 30-hour provision) this service had 26 FTE children. The school now has 75 FTE children so the school has tripled those numbers in the last four years without tripling staffing costs, so this is funding that has very much gone back into the nursery provision.
 - R&PC signposted to the strategic plan, stating that once income grows SLT have ringfenced funds to allow the school to invest in early years. The motivation for this is to be the best early years provider with the best environment and resources to achieve this aim.
 - The school have forecasted circa £180k income in next year's budget, so if current expectations are realised this will give the nursery service circa £40k to reinvest in the service.

Item 13 **Review of charging policy**

- 13.1 Circulated as part of the papers.
- 13.2 R&PC discussed that procedures that are to be followed by the school as per DfE guidance and asked to ratify the policy.
- 13.3 **DECISION TAKEN:** R&PC approved the policy. **RATIFIED**

Item 14 **Arrangements for delegation and ensuring best value**

- 14.1 Circulated as part of the papers.
- 14.2 SLT highlighted transparency in arrangements and provided opportunities for governors to ask questions.
- 14.3 SLT stated that the school does not always go for the cheapest – rather **best value**.

Item 15 **Play Surfacing Emergency Works**

- 15.1 Circulated as part of the papers.
- 15.2 SLT highlighted the emergency works undertaken over half term to ensure play area in centenary garden.
- 15.3 R&PC informed that processes were taken to ensure best value for purchase and the school did endeavour to cost three quotes however given the emergent need for the works carried out as soon as possible, for school contracted one of its grounds service providers after securing a reduced contract of £28 per sqm (normally £40 per sqm).

Item 16 Performance Management Overview

- 16.1 Circulated as part of the papers.
- 16.2 B. Cassidy delivered confidential report on Performance Management, stating that there will be continued appraisal against job specification for all other staff this year, including;
- Midday supervisors
 - Catering assistants
 - Cleaners
 - Play workers.
- 16.3 SLT suggested that it is very hard to compete with targets from last year but conducted interviews with all staff. SLT stated that if staff managed to complete their mid-year review, complete assigned training and contribute toward the school's success in lockdown then they would pass their appraisal.
- 16.4 SLT suggested that the Blue Sky platform has really streamlined processes and brought everything together, adding it is a really easy process to do as both an appraiser and an appraisee.
- 16.5 SLT reiterated that it is not only curriculum staff.
- 16.6 R&PC informed that this is a statutory report.
- 16.7 R&PC asked why the system reports that some staff members have has 0 statements and others may have 2 or 3?
- 16.8 **RESOLUTION:** Some staff could be on extended leave, for example maternity, but other may have a slight change in role or different targets. The system is designed to record all interventions and is not editable but SLT.
- 16.9 R&PC asked if expectations of staff in terms of CPD has been scaled down in light of the current COVID-19 landscape?
- 16.10 **RESOLUTION:** SLT stated that they found that professional development, particularly during a lockdown where there were less children in school, was scaled up in different ways with the use of online platforms. In terms of career progression, this is set outside SLT control. Teachers progression is determined by the government school teacher pay and conditions documents and the non-teachers progression is the non-teaching status to LA by progression.

Item 17 Updated Personnel Policies

- 17.1 Circulated as part of the papers.
- 17.2 R&PC informed that the following policies have been updated had slight revisions and need ratifying for 2020/21.

- 17.3 SLT stated that these policies have been reviewed by Local Authority Joint Consultation Agreement. As such, the school only ever makes amendments, if SLT are not happy with the policy, or they feel something needs to be clarified.
- 17.4 **Social Media:** R&PC discussed and accepted the changes. **RATIFIED.**
- 17.5 **Whistleblowing Policy:** R&PC discussed and accepted the changes. **RATIFIED.**
- 17.6 **Code of Conduct Policy:** R&PC discussed and accepted the changes. **RATIFIED.**
- 17.7 **Leave of Absence Policy:** R&PC discussed and accepted the changes. **RATIFIED.**
- 17.8 **Grievance Policy:** R&PC discussed and accepted the changes. **RATIFIED.**
- 17.9 **Career Break Scheme:** R&PC discussed and accepted the changes. **RATIFIED.**

Item 18 Pay Policy 2020/21

- 18.1 Circulated as part of the papers.
- 18.2 SLT stated that this LA Pay policy was received very late in comparison to previous years – normally circa September.
- 18.3 R&PC asked to agree the LA Pay Policy.
- 18.4 **DECISION TAKEN:** R&PC approved the policy. **RATIFIED**

Item 19 Date and focus of next meeting

- 19.1 R&PC suggested above key priorities as the focus of the next meeting
- 19.2 Meeting finished at 6:40pm
- 19.3 **Next meeting:** Tuesday 9 February 2021 @ 5:30pm
- 19.4 H. Rice and L. Binks 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