



St George's Primary School

St George's Primary School
Resources and Premises Meeting
Tuesday 22nd May 2018
Lower Site 5:30pm

Present

Community Governors	P. Walters B. Clark M. Wiggins	Chair of R&P Committee
Parent Governors	C. Scott R. Olsen A. Fisher	Vice Chair R&P Committee
Staff Governors	B. Cassidy	Headteacher
Also Present	C. Roberts K. Choudhary M. Hodgson M. Chambers	Business Manager Clerk Site Manager
Apologies	L. Horton	

Item 1 Welcome, Apologies and Declarations of AOB

Noted and received as above.

P. Walters stated that there was an issue surrounding Personal Injury for discussion in AOB.

Item 2 Minutes of previous meeting

Accepted as a true and accurate record.

Item 3 Action Points from previous meeting

All actions have been completed or are on schedule to be.

With regards discussions at previous meeting, R&PC asked how SLT feel about the scheduled Road Safety works due to start in the coming days.

RESOLUTION: SLT stated that they are very happy that the work is taking place and have been strongly supported by LA colleagues. Anecdotally, it was suggested that the schools endeavours in this areas have seen an improvement in road safety culture.

Item 4 Site Managers Report

M. Hodgson delivered a verbal Site Mangers Report for Summer Term to update Governors on key health and safety issues in school.

ACTION RP9(05/18): M. Hodgson to shared electronic version for Governors shared drive.

M. Hodgson highlighted the following areas from the report;

- Refurbishment of class 5C fully completed. This was done earlier than scheduled in response to some key safety issues identified by the school.
- Main office area and corridor at top site has bene refurbished. Whilst this was being conducted, it became necessary to have some floor tiles tested for potential asbestos, these were found to not contain asbestos. Areas around reception at top site where also tested for asbestos, due to the refurbishment work being undertaken. Again these were found to not contain asbestos. Due to the amount of asbestos known to be present in the School buildings especially top site, the School has opted to buy in to the L.A. asbestos S.L.A.
- Much work has been undertaken in the Centenary Garden to make it a safer, and more usable area. This work is almost complete and has as previously reported included buttressing a sandstone boundary wall, re-fixing railings, replacing damaged woodwork on the outside classroom, making good damaged path edges, and ensuring good grounds maintenance systems are in place.
- A full Governor Health and safety walk was completed in April 2018. This has been written up with an action plan. Along with this a health and safety inspection has been completed, which also focuses on health and safety management systems amongst other things. Again this has been written up along with an action plan.
- It has been necessary to have a structural survey undertaken on another sandstone boundary wall over by the MUGA (multi user games area) and EYFS play area. Part of this wall has previously been supported by having “Gabbons” installed to help with structural stability. The report does indicate that remedial work does need to be undertaken on the wall. The scope of the works and how in depth the repair works will be is difficult to indicate due to nature of the walls structure. The report does indicate that vegetation growth is causing potential structural issues with the wall, and that this needs to be attended to i.e. removed and then sprayed with herbicide and then areas of the wall repointed as required. Along with this some remedial works have had to be undertaken with another area of sandstone wall by the outside play equipment in the Centenary Garden.
- Various signs of damp have been found in the walls in the classrooms on the first floor at lower site. These need to be investigated and a solution found. This is may involve removing plaster in order to identify the problem and to also allow the walls to dry out.
- A full and detailed tree survey has been conducted for both sites. The survey recommended that additional tree works were required at the upper site which included some trees requiring removing. The survey only needs to be completed every three years or sooner if a problem is suspected.

- Several members of staff have completed the mini-bus training/assessment programme with the L.A. along with this the caretaker has been shown how to complete the weekly mini-bus checks.

R&PC commented that the works conducted on Top Site have really improved that environment for both staff and pupils.

R&PC asked if any of the agreements with contractors been brokered through WA?

RESOLUTION: SLT suggested that best practice is being pushed through the WA schools to drive down costs. Some of the engaged contractors have been brokered through WA others are long term contractors with the school but best value has been secured.

With regards to ongoing refurbishment works the school is currently undertaking, R&PC asked if the Lower Site premises is a Grade Listed building?

RESOLUTION: SLT stated that the Lower Site premises are not Grade List and reminded R&PC that (as discussed at the previous meeting) that there is a need for a long term plan for the school premises as (in its current state) it's sustainability is only circa 10 years. At the moment DfE have not released their next funding cycle for New Builds nor Refurbishment Grants. In the case of a Refurbishment Grant, up to 80% of a building can be refurbished.

R&PC thanked P. Dunning, M. Wiggins and B. Clark for their contributions to the H&S Audit Review.

R&PC thanked M. Hodgson for his input into the meeting.

M. Hodgson left the meeting.

Item 5 2018/19 Planned Capital Projects

B. Cassidy stated that Top Site Main Hall is having a complete refurbishment over the summer period due to safety and aesthetic considerations. The site will be inaccessible for at least one week whilst asbestos is removed. Once this has been removed, the school has a clear Schedule of work which involves redecorating, window replacement, new flooring, installing safety screens, rewiring and new doors. Pupils will come back to the new environment at beginning of 18/19 academic year.

As discussed above, the school has opted to buy in to the L.A. asbestos S.L.A.

R&PC informed that the School Council are currently involved in the design of the refurbishment and the school has designed various competitions to engage with pupils to ensure their 'footprint' is visible as a legacy consideration. The school has commissioned a 15-foot history timeline to be displayed in the area and it is envisaged that the area will be a hub of information for pupils.

R&PC informed that all the replaced windows are going to display pupil quotes around learning. R&PC asked if the school has commissioned an external partner re the art and quotes to be displayed?

RESOLUTION: Yes. The school works with a local company called Creativo_who will work in conjunction with pupils to enhance their work.

R&PC asked if the history time is reflective of curriculum history or the school's history?

RESOLUTION: SLT suggested that the commissioned timeline with address both.

R&PC informed that there are works scheduled to complete Phase 2 of the Nursery. It was suggested that the work has been moved forward slightly as a result if improved numbers and subsequent increased funds.

R&PC informed that ECO planters will be placed in top site courtyard.

R&PC informed that Improved signage work is being undertaken across the school.

Item 6 Assessment Management Plan

Floor Plan and Accessibility Plan circulated as part of the papers.

SLT informed R&PC that the school does not have an Assessment Management Plan as there needs to be a strategic decision taken on the future of the school buildings. This will be informed by the imminent DfE Condition Survey. Until such a decision is taken, a 5 to 10-year Assessment Management Plan is redundant. The school is working towards a plan in conjunction with the LA and DfE.

An Assessment Management Plan should be submitted to Governors annually however given the lack of strategic perspective on the condition of both sites, the school cannot move forward on this.

SLT is not asking R&PC to consider any changes to the circulated Floor and Accessibility Plans.

R&PC asked if a new build was recommended by DfE (rather than a refurbishment) would SLT preferred a single site building?

RESOLUTION: SLT stated that the most favourable option would be for a single site however reminded R&PC that any decisions would be taken by DfE. However, there is lots of scope for discussion and negotiation.

Item 7 Health and Safety Audit Report

Health and Safety Audit Report circulated as part of papers.

R&PC informed that G. Morris has written the report with input from SLT and Governors that; influences the scope of work moving forward for the school and to meet the compliance consideration that the school submits a Health and Safety Audit Report to LA on an annual basis.

SLT stated that there is nothing contained with the audit that was a surprise. The action plan contained within the report will influence work undertaken and identifies key stakeholders moving forward.

Item 8 Health and Safety Training Report

C. Roberts delivered a verbal Health and Safety Training Report.

B. Cassidy reminded governors that full training records are updated in Health and Safety Policy.

ACTION RP10(05/18): C. Roberts to forward electronic version of Health and Safety Training Report.

C. Roberts highlighted the following staff members;

Playground Equipment Checks - M. Kinsella and G. Morris

Asbestos Training - M. Kinsella and M. Hodgson

Caretaker H&S - M. Kinsella

Paediatric 1st Aid - 3 FS Staff

Emergency First Aid - 10 (MDA's D/C)

Epipen & Asthma - Twilight (whole school)

Mini Bus - 6 Staff (2 pending)

Item 9 Period 12 (end of year) 2017/18 Budget Review

C. Roberts tabled Period 12 for R&PC consideration.

ACTION RP11(05/18): C. Roberts to forward electronic version of Period 12.

R&PC informed that B. Cassidy and C. Roberts met with P. Walters and B. Clark to discuss the school budget prior to R&PC meeting and reminded that Period 12 informs the budget setting for 18/19 – and beyond.

SLT stated that the school has carried forward circa £87k. This is circa £40k more than provisionally forecasted at period 11. B. Cassidy stated that this was due to a combination of savings and positive resolutions to outstanding spending commitments such as utilities and staffing. This represented approximately 1% of school budget.

C. Roberts stated that there has been no announcement on pension deficits and as such, this calculation has had to be modelled set of assumptions based on a percentage from last year. R&PC recognised that this figure may change slightly.

C. Roberts suggested that the school has until the end June '18 to submitted this data to LA As such, it was recommended that the school waits until then to finalise the pension deficit calculations.

RESOLUTION: R&PC agreed that the school should wait to submit Period 12 until end of June '18.

RESOLUTION: R&PC agreed to discuss this agenda item at upcoming FGB.

R&PC informed that the school has a **credit** of circa £14k moving forward to academic year 2018/19. SLT stated that the school had not allocated any of the credit carried forward until the budget was balanced for the end of this academic year.

R&PC reminded that the school has budgeted until the end of 2020 as the National Funding Formula is introduced in 2021 – which will see an improvement on school finances.

R&PC asked if underspends remain ring-fenced for the school or is it clawed back by LA?

RESOLUTION: SLT stated that underspends remain ring-fenced for the school.

R&PC asked if forecasted budgets for next academic year is based on projected pupil numbers for 2018/19?

RESOLUTION: Yes.

Item 10 Catering Finances

C. Roberts tabled Catering Finances for R&PC consideration.

ACTION RP12(05/18): C. Roberts to forward electronic version of Catering Finances.

R&PC informed that the school holds lots of training event and there are associated income and expenditure considerations which have not been captured in previous year.

SLT highlighted two specific considerations facing catering budgets; large equipment purchases and very disappointing levels of absentee staff which has had a massive knock effect on budgets given inflated agency costs to meet demand.

SLT stated that the catering staff absenteeism levels have reached 20%. This figure is so high due to a number of ongoing long term factors by multiple staff. R&PC informed that the staffing issues raised this year at not the norm and that catering staff have been 'really good team players' in previous years and this is not a historical trend.

SLT stated that the school has had to spend circa £15k on catering equipment this academic year.

R&PC informed that the school has not increase fees for school dinner. The school currently draws down Government funding for PP learners and those entitled to free school meals at the rate of £2.30 per pupil per day. The school charges £2.10 per pupil per day for all other learners.

RESOLUTION: R&PC suggested that a price increase would result in lost income given potential drop out if raised too much. As such, R&PC decided to leave the charges as is.

Item 11 Dragon Club Finances

C. Roberts tabled Dragon Club Finances for R&PC consideration.

ACTION RP13(05/18): C. Roberts to forward electronic version of Dragon Club Finances.

R&PC informed that Dragon Club finances is currently with auditors.

R&PC informed that Dragon Club staffing costs have gone up considerably however the increased income levels have outset this. The contribution to school budget from Dragon Club last year was circa £25k.

R&PC suggested that aside from the figures, the service is excellent and highlights the school in the best way. Breaking even on this service is still a good reflection on the school given the quality of provision and high levels of service provided.

R&PC asked does the tabled document take into account debt?

RESOLUTION: No.

R&PC asked does the school write off bad debt?

RESOLUTION: No. Bad debt is carried into the next year.

R&PC asked does the school enforce bad debt collection?

RESOLUTION: Yes. The schools preferred option is a debt payment plan however the school acknowledges that it has allowed debt to grow beyond prescribed thresholds in certain cases. This needs to improve. C. Roberts is working with service manager on this.

R&PC asked why the school has allowed parents to go over the prescribed threshold of debt?

RESOLUTION: This is a result of management actions in previous years. SLT recognise that there are some procedural and monitoring issues that need to be addressed – and will be in due course.

ACTION RP14(05/18): C. Roberts asked to provide a Debtor's Summary Report for Catering and Dragon Club to the end of the financial year 2017/18 at upcoming FGB meeting.

Item 12 School Fund Finances

R&PC informed that this cannot be reported on as T. Knight is currently on sick leave. SLT stated School Fund Finances are currently with the auditors and that they are very confident that there are no issues.

RESOLUTION: SLT will aim to discuss this agenda item at the upcoming FGB.

Item 13 Absence Management Training Review

SLT informed R&PC that P. Dunning, B. Clark and K. Wadcock attended SAS Daniels' Absence Management Training.

B. Clark suggested that the session was really useful and that it encourage plenty of discussion.

SLT suggested that they have seen a marked improvement in staff practices but there is still work to be done. SLT informed R&PC that the actions following the session are being implemented across the school.

Item 14 Absence Management Report 2017/18

Absence Management Report circulated as part of papers.

B. Cassidy highlighted and discussed the data on VDU stating that the report is RAG rated and 2-5% is within the normal and acceptable absenteeism rate.

As discussed above, SLT stated that certain staff areas absenteeism levels are particularly poor; cleaning and catering, however this is being addressed as a matter of urgency.

Overall school staff absenteeism level is 5.6%

SLT informed R&PC that the school will report on this annually.

R&PC asked at what point does absenteeism affect staff pay?

RESOLUTION: SLT stated that after 6 months the rate of sick pay is reduced to 50% and 6 months after that it is reduced to Statutory Sick Pay.

R&PC asked what the school would you do if they believed a staff member to be embellishing their sick leave symptoms?

RESOLUTION: SLT stated that they would adopt Fit to Work procedures.

R&PC asked when is a staff member required to produce a doctor certified sick note?

RESOLUTION: 5 working days unless there is a reason for SLT to ask for one sooner.

SLT suggested that attendance has improved however it was suggested that recording keep in previous year was not as robust as it could have been.

R&PC asked if staff are offered the flu jab?

RESOLUTION: Yes. R&PC informed that the school has commission work for staff to have voluntary health checks and flu jabs.

Item 15 Staffing Structure

Staffing Structure circulated as part of the papers.

B. Cassidy outlined curriculum staffing structure 2018/19 and highlighted that there is no changes to administration, Catering, Premises or Dragon Club teams.

SLT suggested that R&PC can see that the school have endeavoured to ensure all areas of teaching and learning well-resourced – but how stretched staffing is across the school.

R&PC queried 41 week contracts in catering for manager.

RESOLUTION: SLT suggested that this is just reflect ability for manager to conduct audit process.

SLT stated that the school has increase administration team contracts from 38 weeks to 39 weeks to ensure they are available for staff INSET day etc

Item 16 Staff Leaving/ Maternity Leave/ Change to Contracts

R&PC informed that;

- M. Price is retiring
- L. McGowan is retiring
- S. Brown is leaving the school on medical grounds
- T. Price and S. Roberts are leaving the school due to end of fixed term contracts
- L. Murphy, C. McClean, H. Barlow are going on maternity leave (all requesting change of contracts on return – TBC)
- K. Smith has resigned after securing another job.

Item 17 Appointment/ Recruitment/ Return to Work 1:28mins

R&PC informed that;

- The school has recently appointed 2 Fixed term teaching posts (1 year) with 2 outstanding candidates – C. Birch & B. Cummings
- The school is hoping to appoint a Year 6 with TLR for curriculum leadership this week.
- The school has recruited a Foundation 2 Temporary TA. This is on a temporary basis in the first instance as the school make permanent appointment until other staffing issues resolved.
- The school has only just confirmed they can fund a Key Stage One TA and will be advertising this in the coming weeks.
- E. Hughes and K. Senior will be returning from maternity leave in July '18.
- C. Roberts will be moving to 0.8 contract.
- M. Barker will be returning to work 0.6 contract.
- The school will be engaging C. Ashton as 0.4 as HR officer.

Item 18 Date and Agenda for next meeting

AOB:

B. Cassidy stated that there are two insurance issues that R&PC need to be made aware of that the school is currently dealing with.

Firstly, the school has accepted liability (on legal advice) for an incident that took place in 2015. As such, the school has settled the sum of £7.5k with legal fees totalling £10k. The school indemnity insurance will cover the costs however there may be an increase in premiums moving forward.

R&PC asked how did this issue get so close to court date?

RESOLUTION: B. Cassidy stated that it was managed by the liability team in previous SLT regime.

Secondly, the school has had an incident where a member of the catering staff has consumed cleaning liquid. This is an ongoing issue and raised as point of reference for R&PC moving forward. The school is accepting liability however are contesting the scope liability. SLT will keep R&PC updated on this issue moving forward.

Next meeting – to be agreed at next FGB.

ACTION RP15(05/18): K. Choudhary to create 2018/19 Annual Schedule Meeting Planner.

Meeting finished at 7:15pm

Chair Sign Off

Date

Item	Summary of actions from C&P meeting	Whom	Date to be completed
4	RP9(05/18): M. Hodgson to shared electronic version for Governors shared drive.	M. Hodgson	May '18
8	RP10(05/18): C. Roberts to forward electronic version of Health and Safety Training Report.	C. Roberts	May '18
9	RP11(05/18): C. Roberts to forward electronic version of Period 12.	C. Roberts	May '18
10	RP12(05/18): C. Roberts to forward electronic version of Catering Finances.	C. Roberts	May '18
11	RP13(05/18): C. Roberts to forward electronic version of Dragon Club Finances.	C. Roberts	May '18
11	RP14(05/18): C. Roberts asked to provide a Debtor's Summary Report for Catering and Dragon Club to the end of the financial year 2017/18 at upcoming FGB meeting.	C. Roberts	June '18
18	RP15(05/18): K. Choudhary to create 2018/19 Annual Schedule Meeting Planner.	K. Choudhary	June '18