



## ST ALBAN'S CATHOLIC PRIMARY SCHOOL

*Love one another as I have loved you*

### PART ONE

#### MINUTES OF THE MEETING OF THE ASSETS COMMITTEE

16 NOVEMBER 2021 at 1830 hours

PRESENT: John McDonald [Headteacher]  
Peter Matthews [Chair]  
Kevin Doogan  
Nicola Boyd

Apologies: Bernie Mooney, Bridget Pullen

In attendance: Eileen Coyle, Minute taker

#### 1 CONFIRM MEMBERSHIP OF THE ASSETS COMMITTEE 2021/22

RESOLVED: To confirm that the membership of the Assets Committee 2021/22 comprises: Kevin Doogan, Peter Matthews, Nicola Boyd, Bridget Pullen, Bernadette Mooney, and the Headteacher.

#### 2 ELECTION OF CHAIR 2021/22

RESOLVED: To elect Peter Matthews Chair of the Assets Committee in 2021/22.

## **PETER MATTHEWS in the CHAIR**

### **3 DECLARATIONS OF INTEREST**

The Governors declared that there were no changes to the Declarations of Interest made in Autumn 2021.

Having reviewed the agenda, the Governors confirmed that they had no personal, financial, contractual or prejudicial interest in any item on the agenda for to-day's meeting.

### **4 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Bridget Pullen and Bernie Moonie.

### **5 TERMS OF REFERENCE – ASSETS COMMITTEE**

**RESOLVED:** To re-adopt the terms of reference for the Assets Committee in 2021/22, without addition or amendment.

### **6 MINUTES OF THE MEETING OF THE ASSETS COMMITTEE on 15 JUNE 2021**

**RESOLVED:** To confirm that the minutes of the Assets Committee on 15 June 2021 are a true and accurate record of the meeting.

### **MATTERS ARISING – ACTION POINTS.**

The Headteacher confirmed that all the action points identified, with the following exceptions, had been addressed.

The recruitment of a Deputy Headteacher and Business Manager would be reported under Staffing update.

On appointment, one of the first tasks of the business manager would be to update the School Fund and identify a qualified auditor to audit the Fund.

The school has a School Fund policy; money generated is always spent on ways that benefit the children.

The school is looking to change from HSBC to a local bank.

The Headteacher updated the Committee on the proposals to develop the outdoor area and to provide an extra door in the corridor.

Information on the decarbonisation of the lights would be shared later in the meeting.

### **7 STAFFING CHANGES**

**RECRUITMENT OF DEPUTY HEADTEACHER:** Despite advertising on Wirral's website for an extended period, pro-actively encouraging interest amongst senior staff in other Catholic Schools, and advertising in the Diocesan bulletin, so far, applications had not been forthcoming from the calibre of person that the school was seeking to appoint to the post.

A governor commented that the introduction of the UPS scale had narrowed the pay differential and meant that there was little incentive for staff to take on the responsibilities associated with the post of Deputy Headteacher. He recommended a '*grow your own*' approach.

The requirement for candidates to be committed and practising Catholics limited the number of people who were eligible to apply.

The closing date for the post is 15 December 2021.

**RECRUITMENT OF BUSINESS MANAGER:** Expressions of interests had been received from potential candidates and included an experienced person in another school who had visited the school.

The closing date for the post is 22 November 2021.

**TITLE ?** : The Headteacher explained a proposal to create three new posts of title?, initially for a year, to support years 1/2, 3/4 and 5/6, for which subject leaders would be invited to apply. Each postholder would be awarded a TLR at a total cost of £1,500. Financial provision had been incorporated into the budget.

The Headteacher outlined the responsibilities attached to the posts. As well as supporting subject leaders, the new posts would be a source of information for the Governors, other than total reliance on the Headteacher.

The Headteacher gave a positive response to a question from a Governor who asked: '**Do you have suitable persons to fill these posts?**'

**MID-DAY ASSISTANTS:** The Headteacher referred to 'out of sight' outdoor areas where children can hide. To address the problem, he proposed to recruit four additional mid-day assistants who would be strategically placed to cover the whole of the playground and release the teachers and TAs who currently carry out supervisory duties at lunchtimes. Financial provision for four new posts had been included in the budget.

**The Committee commended the Headteacher on the development of the staffing structure which would better meet the needs of the school going forward, and unanimously endorsed the proposals.**

**RESIGNATION:** A year 2 teacher had made a decision to leave the teaching profession, and had offered her resignation.

Another teacher had been offered the post of year 2 teacher.

Arrangements had been to advertise the resultant vacancy.

**MATERNITY LEAVE:** Special concessions had been given to a teacher who, pre- and post maternity leave, had been reluctant to work in school because of a high level of concern about the impact of Covid.

Since the maternity leave ended, the teacher had been working remotely from home, tutoring and supporting pupils on a daily basis.

## **8 DELEGATED BUDGET – PERIOD 6 REPORT.**

For the benefit of the Committee, the Headteacher explained that the columns on the left of the report showed income and expenditure, broken down under separate codings, at the half-way point [period 6] of the financial year. The columns on the right showed budget projections for the next three financial years.

He pre-warned the Committee that the projected budgets for the next three years incorporate savings accrued by the vacancies for Deputy Headteacher and Business Manager, but did not take account of the substantial increases in energy costs. On that basis, the figures were not a true reflection of the budgets for those three years.

The Headteacher's commentary is appended.

**At period 6, in-year balances show a credit of £1,117, compared to a credit of £121,741 at budget setting.**

**The delegated budget [including LMS reserves of £317,236] shows a cumulative balance of £318,353 credit.**

## **9 REPORTS**

**PUPIL PREMIUM GRANT:** The Headteacher reported on the spending of the Pupil Premium Grant and the requirement for schools to post the report, using a template provided by the DfE, on schools' websites by 31 December.

**DECARBONISATION OF THE LIGHTING SYSTEM:** The LA and the Diocese had agreed to part-fund the change to LED lighting with a combined grant of £21,000. The school's contribution would be £

As well as a significant improvement in the level of lighting, the change would result in substantial savings being made on electricity costs.

**BEFORE/AFTER SCHOOL PROVISION:** The new staffing arrangements introduced in September had worked well, with income of about £18,000 being generated so far. A fridge freezer has been purchased for the provision.

A governor commented that a holiday club was 'a good earner', and nursery provision could boost admissions to the main school.

The Headteacher agreed, adding that the lack of space was a stumbling block. He was exploring the possibility of leasing part of the empty building, Devonshire House, the former job centre in Liscard, in an attempt to resolve the problem,.

**ROOF REPLACEMENT - PHASE 2:** In response to a governor's question, the Headteacher explained that work on Phase 2 of the roof would be undertaken outside school hours during the presence of the site manager.

## 10 HEALTH AND SAFETY

The Headteacher reported -

**FIRE SAFETY AND HEALTH & SAFETY INSPECTION:** The LA had carried out the last Fire Safety and Health & Safety inspection in May 2021.

The recommendation to replace the many wax candles with electric candles had been actioned.

The next Fire Safety and Health & Safety inspection would be due in May 2023.

**ACCIDENT/INCIDENT REPORTS FOR PUPILS AND STAFF:** All incidents/accidents are recorded. Information on serious incidents/accidents are sent to the LA using the form provided. Two incidents/accidents had been reported to the LA.

A child, who had been aware that pupils are not allowed to use the outdoor area which is covered by Astroturf, had admitted walking on the area and had slipped. The Diocese has been asked to consider meeting the cost of removing the Astroturf and the base and replacing it with a soft play surface.

**ASBESTOS:** The LA is carrying out asbestos inspections in schools using new technology that identifies the presence of asbestos in areas previously believed to be asbestos-free.

The Headteacher was satisfied that asbestos had been removed from this school at the time major remodelling had taken place. He was reluctant therefore to invest the sum of £7,000 for inspection and asbestos removal.

## 11 POLICIES AND PROCEDURES

For the convenience of the Committee, the Headteacher had sent in advance a summary of changes to the Whole School Pay Policy 2021/22.

**RESOLVED: To adopt the policies –**

- **Whole School Pay Policy 2021/22**
- **Performance Appraisal Policy 2021/22**
- **Performance Management/Appraisal Policy 2021/22**
- **St Alban' s Charging and Remissions Policy.**

## 12 LA POLICIES AND PROCEDURES - AMENDMENTS SEPTEMBER 2021

The Committee had received in advance a report headed ‘**Amendments to LA policies and procedures HR policy and procedures changes September 2021,**’ describing changes to the policies from September 2021: Disciplinary Policy and Procedures; Restructuring Policy and Procedures; Maternity Scheme; Dignity at Work Policy and Procedures; Social Media Policy and Declaration form; Performance Appraisal Policy and Procedures for Teachers; Performance Capability for Teachers; Management of Attendance; Management of Attendance – Guidance and appendices; Disciplinary policy and procedures; Restructuring policy and procedures; Maternity Scheme; Social Media policy and procedures for teachers; Performance Capability for Teachers

The Committee had received the school’s policies and procedures as follows: St Alban’s Disciplinary policy and procedures. September 2021; St Alban’s Charging Policy; St Alban’s School’s framework Health & Safety Policy and guidance; St Alban’s Dignity at work; St Alban’s Management of Attendance Capability; St Alban’s Management of Attendance Operational Guidance; St Alban’s Performance Capability Procedure for Teachers and Headteachers; St Alban’s Performance Appraisal policy and procedures - Teachers; St Alban’s Maternity Scheme for Teachers; St Alban’s Performance Capability policy and procedures - Support staff; St Alban’s Restructuring policy and procedures for Schools September 2021; St Alban’s Social Media Policy and Declarations; St Alban’s Restructuring policy and procedures. Appendix; St Alban’s, Whole School Pay Policy October 2021.

**RESOLVED: To adopt the Policies and Procedures listed above.**

### **13 DATE AND TIME OF NEXT MEETING**

**RESOLVED: To confirm that the next meeting of the Assets Committee will take place on Tuesday, 8 February 2022.**

The Chair closed the part one meeting of the Assets Committee.

*Nicola Boyd withdrew.*

*The meeting continued in closed session.*

## PERIOD 6 BUDGET REPORT

## INCOME

BUDGET HEADING	COMMENT
Grants. DfE [UIFSM]	Expenditure exceeded income of £41,219 by £6,414.
Other income lines	All other income lines showed positive balances, resulting in an overall positive balance of £51,384.

## EXPENDITURE

BUDGET HEADING	COMMENT
Employee Expenditure	Employee expenditure exceeded budget by £25,136, and includes an overspend of £14,032 on Agency Supply staff. This expenditure to be offset against the Covid grant.
Premises	Premises includes expenditure of £3,601 for Hepafilters in classrooms. <b>The budget at period 6 did not include provision for the predicted substantial increase in energy costs [gas and electricity].</b>
Supplies & Services	Overspent by £24,798. Includes overspend of £6,300 on sports grant [Activally] and £1,692 on stationery. The coding for Subscriptions and Membership, which shows a credit of £1,117, compared to a credit of £121,741 at budget setting.

**In-year balances show a credit of £1,117, compared to a credit of £121,741 at budget setting.**

**The delegated budget [including LMS reserves of £317,236] shows a cumulative balance of £318,353 credit.**