College Town Primary School



**Minutes of**

**Extraordinary Full Governing Body Meeting**

**Wednesday 22nd April 2020**

**Held Via Email**

|  |  |
| --- | --- |
| **Present** | |
| Rita Carvosso (RC) | Chair of Governors |
| Trudi Sammons (TS) | Headteacher |
| Cheryl Bentley (CB) | Co-opted Governor |
| Toni Barton (TB) | Parent Governor |
| Tony Whiddett (TW) | Co-opted Governor |
| Jenny Hipkin | Vice Chair & Co-opted Governor |
| Jo Plant (JP) | Co-opted Governor |
| Emma Britten (EB) | Staff Governor |
| **In attendance** | |
| Cath Wadsworth (CW) | Business Manager |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Minute No.** | **Details** | **Action by** |
| 1.0 | **Apologies:**  None |  |
| 2.0 | **Reason for Meeting:**  The meeting via email was called to review and approve the supplier for the catering contract and the upgrade of the security gates. The meeting was held via email due to the Covid-19 situation and restrictions. |  |
| 3.0 | **Catering Supplier:**  The document detailing the bids, presentation, financials an overall scoring of the companies who tendered and were invited to present were circulated to all Governors prior to the decision.  Four companies initially submitted a tender for the contract; Caterlink, Dolce, Harrison and ISS. Their tender answers were scored by Minerva and sent to all the schools in the group (9 in total) to review and agree or amend the scoring based on the tender answers. After scoring their responses from the tender the top Three companies were asked to present their bid via a webinar online with a question and answer session included. These companies were Caterlink, Dolce and Harrison.  After the presentation all schools then reviewed the scoring and rescored the answers to questions to reflect the presentation and answers to the questions and in relation to our own school. There were also several follow up questions that were submitted to eth suppliers and the answers to these were also taken account of in the scoring. A summary of the responses to the follow-up question were also emailed to Governors prior to the meeting.  On conclusion of this process the top scoring supplier for our school was Harrison. The school therefore proposes that we select Harrison for the new contract.  Governors reviewed the documents and the following question was raised:  **On the 5 year forecast why is it negative from year 3 onwards? Are we going to have the budget to incur a 14K turnaround from year 2 to year 5?**    The reply from Minerva is:  ‘*The reason for the dip into a subsidy (loss) from year 3 onwards is because Harrison have not factored in any rise in tariff over the 5 years of their budgets but they have factored in rises in costs, including food, labour etc.*    *They have factored in reduced sales year on year which reflects your predicted fall in pupil roll numbers.  However, if you look at the total cost of sales you will see these are increasing despite the lower sales.  This is because they have factored in a rise in food costs and an increase in overall cost of sales.*    *Further down the total sundries costs have increased.  These often relate to sales and so if your sales were rising year on year those costs would be increasing even more than they are.  So your rise in costs here are somewhat muted by your lower sales.  Labour costs also increase year on year and this will relate to the projected National Living Wage increases.  We asked all bidders to use the following increases so that we were comparing apples with apples:*    *From April 2020 - National Minimum Wage £8.20 (ages 21-24)*  *From April 2020 – National Living Wage £8.72 (age 25+)*  *From April 2021 – National Minimum Wage £8.61 (ages 21-24) (an increase of 5%)*  *From April 2021 – National Living Wage £9.16 (age 25+) (an increase of 5%)*    *From April 2022 – National Minimum Wage £9.04 (ages 21-24) (an increase of 5%)*  *From April 2022 – National Living Wage £9.61 (age 25+) (an increase of 5%)*    *From April 2023 – National Minimum Wage £9.45 (ages 21-24) (an increase of 4.5%)*  *From April 2023 – National Living Wage £10.04 (age 25+) (an increase of 4.5%)*    *The important thing here is that you may agree with Harrison in a subsequent year that a small increase in tariff is acceptable/appropriate and this could result in an increased ‘profit’ meaning that even though your roll numbers are falling you can get the finances on the catering to at least a breakeven position.*    *The other possibility is that the allowance for FSM or UIFSM might increase.’*  CW also explained that only year one financials are guaranteed. Each year the following years budget will be set and discussed with the school in the April before the new catering year starts in August. Where there is a forecast loss (subsidy to the school) the decision could be made to either increase the meal prices or reduce the staffing hours as the number of meals has reduced thereby avoiding a loss in reality. Harrison have confirmed that they would look to reduce staff hours as pupil numbers reduce but that this might not necessarily mean in a reduction in numbers of staff but just the overall hours as the hours required to prep and clean up would reduce but they would aim to keep the same number during the actual service to meet our needs.  Dolces financial figures also show a loss by year 4 and 5. Caterlinks do not however they have not factored in the drop in pupil numbers so in reality their financials would also change. As with Harrison, Dolce and Caterlink figures are only guaranteed for the first year and any changes would effect future years costings. It is also worth noting that the contract is for three years with the possibility of extending for two more years one year at a time so if the proposed budget was not acceptable then the school could re-tender.  A question was put to Harrison regarding staffing levels and the possibility of redundancy in future years ( the school would be responsible for any redundancy costs from within the catering company as the bids were based on current staffing levels.) there response is:   ‘*We have as requested proposed to fill the vacancy with a Catering Assistant working 16 hours per week in Year 1. Mindful of the predicted fall in pupil numbers in Year 2, we would aim to reduce the staff establishment by 6 hours for Year 2. Dependent on what the pupil numbers turn out to be in Year 2, we would discuss and agree with the school what the right number of employees and hours are, going forward. Being that this new employee will have less than 2 years’ service, there will be no redundancy costs applicable to this post at this time. Harrison Catering do however value all of our employees and if it was decided that this position was no longer required we would do our very best to redeploy this person within our business in the local area*.’  The proposal to go with Harrison for the Catering contract was put forward to Governors:  **Proposed: TW**  **Seconded: RC**  **Agreed - All** |  |
| 4.0 | **Gate Upgrade**  As discussed at the February 2020 meeting we have received two quotes for the gate work. Harling (our current service company) have quoted £5111 for work to be carried out and Mirus have quoted £12308. At the last meeting it was agreed to get a third quote and a third opinion on the work to be carried out. Shuretech were booked to quote but were unable to attend the site and now due to the current situation are not able to rebook. It will be difficult to get a third quote during the current crisis.  Therefore we propose to go ahead with the Harling upgrade as the upgrade needs to be carried out before the annual force testing and service.  **Proposed – Cheryl Bentley**  **Seconded – Jenny Hipkin**  **Approved - All** |  |
| 5.0 | **Emails**  A copy of the emails confirming approval of eth above two decisions and the discussion regarding the catering contract, questions and answers will be saved with the signed copy of these minutes and also saved with the electronic copy on the school system. |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**