

## TRINITY THROUGH SCHOOL

Minutes of a meeting of the Governing Body of Trinity Through School held at the Secondary School on **WEDNESDAY 4<sup>th</sup> MARCH 2020 AT MIDDAY**

### **PRESENT:**

Mrs Moira Cuthbert	Chair
Mr David Lucas	Executive Headteacher
Mrs Hayley Atwere	Vice Chair
Rev Bridget Shepherd	Vice Chair
Mrs Lindsay Miles	
Mr Michael Thompson	
Mrs Rachel Allard	

### **ALSO PRESENT**

Mr David Watling	Deputy Headteacher – Personnel and Resources
Mr Daniel Hudson	Clerk to the Governors

The chair opened the meeting with a welcome and confirmed that the purpose of the meeting was to be advised of the consideration of the Resources Committee and to consider and approve the Catering Contract.

### **1. APOLOGIES AND DECLARATIONS OF INTEREST**

It was **AGREED** that apologies for absence be received on behalf of Ms Meera Robbins, Mr Sam Carew, Ms Adeola Fatiregun, Mr Mark O'Brien, Dr Hilary Leever, Mrs Gail Exon and Dr Lucy Alderson.

Governors were reminded that they must declare conflicts and pecuniary interests before items were discussed and must withdraw from the meeting while the item was under discussion.

While note in attendance the normal declarations of non-pecuniary interest were made by Mrs Gail Exon in respect of her membership of the SDBE MAT and Dr Hilary Leever in respect of EngineeringUK, Director of Scenta and Big Bang CIC.

**ACTION BY: Clerk to record**

### **2. BUSINESS FOR THE MEETING**

**RESOLVED** that the business set out on the agenda and recorded in the minutes be approved.

**ACTION BY: Clerk to record**

### **3. SCHOOL BASED ISSUES**

#### **3.1 Catering Contract**

The Governing board were referred to the contract documentation which had been circulated in advance of the meeting.

The Deputy Headteacher (Personnel and Resources) introduced the item and reported that following directions from the governors Macintosh Foodservices Solutions had been engaged to support the tender process for a new catering contractor. A successful pre-qualifying round, when 10 suitable companies expressed an interest, had been held and subsequent to this the school received 3 final full bids at the main tender stage.

#### **Q: Had the school been disappointed by receiving just 3 full bids?**

A: No. Whilst this may seem disappointing, in the current climate caterers often apply for everything and then focus bids only on tenders they believe they can win, so protecting their resources.

The three bidders had been AiP, CaterLink and Chartwells and all had returned good quality bids, and all were suitable to run the operation.

Governors were referred to the tender scores and key detail and a panel from the school community had undertaken a food tasting.

Each caterer was interviewed by the key stakeholders and the Consultancy. AiP provided the best set of answers to all the questions asked and offered a robust clear plan for the changeover and contract in the future. CaterLink also provided good answers however seemed less “in tune” to the clients’ needs. Chartwells failed to provide robust answers to the stakeholder questions and failed to prove they have the skills to run a contract of this type.

Reference was made to the presentation and Q&A session undertaken at the food tasting session and those in attendance had clearly stated that AiP had been the favoured bidder. They had been extremely passionate regarding food and a catering service for students and the fact that all members of AiP who had attended the presentation were Chefs was noticeably positive.

Macintosh Foodservices Solutions had endorsed the stakeholders’ interview scoring, that AiP offer the best solution for the school catering operation and a nil cost service to the client and £3,000 Guaranteed Yearly Return. Additionally, AiP would invest £19,500 in both schools as the contract starts. They would also raise all staff salaries to the London living wage, which meant some staff will see a £2.00 an hour pay increase. The client will only pay free school meals update, not the numbers on roll as the school is currently billed. AiP have shown in the

PQQ, Tendered bid, food tasting and final interviews they are the best caterer for the school.

The Executive Headteacher reported that he supported a stand-alone contract for the school as this would allow Trinity to better manage its catering requirements. This was something that Lewisham singularly failed to do with the existing contract. The current contract was poorly managed by Lewisham.

He added that the poor managed via Lewisham had seen the existing contract continue to lose money and these costs had been passed onto the Lewisham schools.

The Deputy Headteacher (Personnel and Resources) reported that AiP had modelled its contract to allow any profits to be shared between the school and the catering staff.

**Q: Had Lewisham continued to object to the school seeking its own individual catering contract?**

A: The Executive Headteacher commented that while Lewisham had raised objections Trinity had been assured that it was able to leave the existing contract and as a Voluntary Aided School seek it's our catering arrangements.

It was stressed to governors that Macintosh Foodservices Solutions had robustly followed the due diligence process and advised the existing provider of the new arrangements being sought by Trinity.

While this was noted by governors, they felt that considering the mismanagement by Lewisham of a number of services they should be comprehensively advised of any decision made by the governing board.

It was confirmed that this would be actioned by the consultant.

**Q: What notice period was required to be given to Chartwells?**

A: It had been confirmed that a 4-week notice was required and whatever decision was reached today this would be reported to Chartwells directly after the meeting.

**Q: Had ownership of the kitchen equipment been clarified?**

A: This still needed to be formally resolved although the belief was that equipment was owned by the school. This had been articulated to Lewisham who had never replied to the comments made regarding this matter.

**Q: Would it be possible to reduce lunchtime queues to ensure that students received lunch in a more timely manner?**

A: Work to resolve this matter had already commenced and the possibility of introducing more tills was being examined.

At this point the Chair moved to a vote on the proposal to agree to a new catering contract and on a vote of **7 For and 0 Against** it was **RESOLVED** that:

- Trinity School agree to a 5-year catering contract (Inc. a 3-year break clause) with AiP which would commence on 6<sup>th</sup> April 2020.

Confirmation of the engagement of Macintosh Foodservices Solutions to provide termly monitoring would be discussed between the Deputy Headteacher (Personnel and Resources) and Executive Headteacher and the outcomes of this would be reported to the next meeting of the Resources Committee.

It was **AGREED** that a communication strategy be actioned to advise parents of the new caterer and it possible a food tasting session be arranged.

**Q: Would Trinity receive a refund from leaving the existing contract?**

A: The Deputy Headteacher (Personnel and Resources) stated that while this matter would be examined a refund was unlikely. However, an update would be provided to the next meeting of the Resources Committee.

Finally, thanks were extended to Deputy Headteacher (Personnel and Resources) for his work on resolving this matter.

**ACTION BY:** Deputy Headteacher (Personnel and Resources)  
Executive Headteacher  
Clerk to schedule update at Resources Committee

#### **4. DATE AND TIMES OF FUTURE MEETINGS**

Governors noted the 2019/20 schedule of dates for the governing body and committees which had been circulated in the Governors Handbook.

**ACTION BY:** All to note  
Clerk to schedule

## **5. ANY URGENT BUSINESS**

### **5.1 Staff Payroll**

The Executive Headteacher reported that an issue had arisen regarding the tax miscoding of a number of school staff caused by mismanagement of Lewisham Payroll Services.

Staff had been contacted by HMRC regarding higher tax liabilities and while Lewisham had been contacted to resolve this matter they had failed to satisfactory resolved concerns raised.

Governors expressed concern at this matter, hoped for a speedy resolution for staff and were happy for the Executive Headteacher to escalate this with Lewisham.

**ACTION BY: All to note**

The meeting ended at 12.36p.m.

**Chair**

**Date**