

THE GOVERNING BODY OF FLOCKTON CE (C) SCHOOL
SAFETY and RESOURCES COMMITTEE

Minutes of the meeting of the Resources Committee held at 6.30 pm remotely via Microsoft Teams on Monday, 03 October 2022.

PRESENT

Mrs E Bulmer, Mrs S Latham, Ms J Lavery, Mr R Michael

IN ATTENDANCE

Mr G Dawkins (Minute Clerk)
Mrs S Badea (KC Shadow Clerk)

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
1. Election of Chair	<p>It was noted that the Chair of this committee also takes on the Steering Group obligation.</p> <p>The Clerk took the Chair for this item.</p> <p>Nominations for Chair of this Committee were invited from the meeting.</p> <p>Mr R Michael proposed Ms J Lavery, and this nomination was seconded by Mrs E Bulmer.</p> <p>There were no other nominations and Ms J Lavery was appointed as Chair of this Committee unanimously.</p> <p>RESOLVED: That Ms Lavery be appointed as Chair of the Safety and Resources Committee.</p>	
2. Apologies for Absence and Declarations of Interest	<p>Apologies for absence were received from Mrs E Johnson and Reverend V Keating.</p> <p>It was reported that the Reverend V Keating was on long-term sick and as such her position on the Governing Body had been temporarily suspended.</p>	

Rooted in the community. Branching into the future. Walking Together in the Light of the Lord.

<u>Item</u>	Minutes	Action
	There were no declarations of interest.	
3. To Review the Terms of Reference for the Committee.	<p>It was noted that Mr Michael has circulated an updated schedule / programme of meetings for the year which is to be reviewed to check that the correct issues are being considered at the correct time and reflect the School Values. It was felt that the Purpose of the committee could be reworded to reflect the School Values.</p> <p>Action 1: Mr Michael is to reword the Purpose of the School Safety and Resources Committee to reflect the School Vision</p>	Mr Michael
4. Any Items to be raised under Any Other Business	<p>The following item was raised to be brought up under Any Other Business:</p> <ul style="list-style-type: none"> • Inset Days 	
5. Minutes of the Meeting held on 27th June 2022	RESOLVED: That the minutes of the Resources Committee meeting held on 27 th June 2022 be approved and signed by the Chair as a correct record.	Chair
6. Matters Arising	<p>The following Matters Arising were reported:</p> <p>(a) <u>Membership of Committee</u></p> <p>As noted under Item 2, the Reverend V Keating's position as a Governor had been temporarily suspended in order not to affect being quorate.</p> <p>Q1:- Is there likely to be a temporary replacement? A1:- The Head Teacher reported that in Reverend Keating's absence the Pastoral Minister has been into school, met children and been in assembly.</p> <p>Q2:- Are there any plans for Harvest? A2:- Yes, the Reverend Ann is coming in to do Harvest.</p> <p>(b) <u>Accessibility – (Minute 67 (d) Action 2 refers)</u></p> <p>This item is to be carried forward to the next meeting.</p> <p>Action 2: Mr Michael is to investigate whether there were any charities that the school could work with as</p>	Mr Michael

<u>Item</u>	Minutes	Action
	<p>regards accessibility.</p> <p>(c) <u>Playground Markings – (Minute 68(a) Action 3 refers)</u></p> <p>Mrs Latham reported that the playground markings would be ok for the moment and all the PE grant had been spent for this year.</p> <p>(d) <u>Fire Evacuation Report – (Minute 69(i) Action 4 refers)</u></p> <p>The Fire Evacuation which was undertaken on Thursday 29 September 2022 went very smoothly with Apple Class evacuating in 2 minutes 8 seconds.</p> <p>Q3:- Are there any improvements to be made? A3:- Yes, a few tweaks to how the sweep of school is done.</p> <p>(e) <u>Tree in Church Grounds – (Minute 72(ii) Action 6 refers)</u></p> <p>The Church had been approached regarding the large tree that leans towards the school and it was noted that the trees had Tree Preservation Orders on them but that it was the Church's responsibility to monitor them.</p> <p>Mrs Latham also reported that the School's Ground Maintenance company had looked at the tree in question and reported that there was no sign of root heave or movement, and the tree was in good health.</p>	
<p>7. Financial Management and Monitoring</p>	<p>(a) <u>Termly Budget Review</u></p> <p>Mrs Latham shared the Governor Budget Monitoring Report for Month 5 August 2022 and highlighted the following:-</p> <ul style="list-style-type: none"> • Staff pay awards had not yet been agreed but may be more like 5% rather than the 2% that had been budgeted for which was in line with Government funding. • The HLTA for Outdoor Learning was stepping down and would not be renewed after December 2022. <p>Q4:- Will there be Outdoor Learning? A4:- Yes, this will be covered by the Class Teachers.</p> <ul style="list-style-type: none"> • There was currently long-term supply cover for 7 weeks long-term sick. 	

<u>Item</u>	Minutes	Action
	<p>Q5:- Is the Supply Teacher covering French? A5:- Yes, for the 7 weeks.</p> <ul style="list-style-type: none"> • Pupil Premium and Covid Catch Up funding was to be used for additional support in Apple Class ideally to be provided from existing staff due to the numbers of pupils particularly for Phonics. • An advert was out at the moment for 1 to 1 support for a Reception child during lunchtimes • £1100 had been charged to all schools across the LA for an overspend on insurance. • Energy cost increases from YPO still stood at 118% which had been budgeted for but now the projected increase from October to March was 236%. • £2k grant had been awarded by the Outwood English Hub for Master Phonics Resources. • Copier paper has gone up by 96% where a 50% increase was budgeted for. • Pupil Premium Resources budget plus £761 Covid Recovery Premium had been used for White Rose Maths and CPD. <p>Q6:- Does the increase in Pupil Premium pupils reflect in the Pupil Premium budget? A6:- Yes, but not till next year's budget.</p> <p>Q7:- Does the number of pupils having packed lunches have an impact on the provision of school lunches? A7:- Not regarding Free School Meal provision as the expenditure is balanced by the income in the budget but it would impact on costs to the LA.</p> <ul style="list-style-type: none"> • Sports Premium had been awarded for a further year. • The projected Carry Forward was £23,056.92 which was lower than that in the 3-year projection of £26,197 but there were more pupils and Pupil Premium pupil now than assumed in the 3-year budget. <p>Q8:- Was the Carry Forward for the 3-year budget always zero? A8:- Yes.</p> <p>The Chair thanked Mrs Latham on behalf of the Governors for keeping on top of the budget and her continuing astute management.</p>	
8. Review Staffing Structure	<p>The Head Teacher highlighted the following staffing changes:</p> <ul style="list-style-type: none"> • HLTA role was going as Mrs Morris was stepping down. • Vacancy for a 1 to 1 Lunchtime Supervisor but no applicants yet. 	

<u>Item</u>	Minutes	Action
	<ul style="list-style-type: none"> Mrs Morris did provide cover for Assistant Head Teacher for her management time for which options were being considered going forward. 	
9. Consultation on Admission Arrangements for 2024/25	<p>This item was to be moved to the next meeting as no documents were available yet.</p> <p>Action 3: Consultation on Admission Arrangements for 2023/24 is to be an Agenda Item at the next Safety and Resources Committee.</p>	Governor Clerking Service
10. Premises Update	<p>The following was reported regarding Premises issues:</p> <ul style="list-style-type: none"> Neighbours Fence – The erection of a large fence by a neighbour to the school had stopped following an amicable discussion with the Head Teacher as there needed to be clarification of ownership boundaries. <p>Action 4:- Mr Michael is to speak Dean Morgan, Chair of the Richard Carter Trust, to establish ownership of the wall, railings boundary etc.</p> <ul style="list-style-type: none"> An extra gate had been put in at the bottom of the steps near Mrs Latham’s room. An electrical inspection for incomplete snagging for electrical work carried out over a year ago had been carried out which identified missing screws in sockets, issues with stage lights, auto lighting system and the lack of a user manual. <p>Q9:- Is the electrical maintenance work being carried out by the original contractor? A9:- Yes</p>	Mr Michael
11. Policy Reviews	<p>The following policies had been reviewed and approved.</p> <p>RESOLVED: That the following policies be approved:</p> <ul style="list-style-type: none"> Learning in Outdoors Policy Pay Policy (LA 2022/23 model policy) Staff Capability Policy Staff Appraisal Policy Staff Code of Conduct (New LA policy) 	

Item	Minutes	Action
	It was noted that the Staff Handbook had been approved at the full Governing Body meeting and the Induction Policies and Procedures were to be undertaken at a later date.	
12. Any Other Business	<u>Inset Days</u> Q10:- How are Inset days decided? A10:- Disaggregated days are decided by the Pyramid of schools at the end of terms and others are chosen by individual schools.	
13. Dates of Future Meetings and possible Agenda Items	RESOLVED: That the next meeting of the Safety and Resources Committee will be held on Teams at 6.30pm on Monday 28 November 2022.	
14. Agenda, Minutes and Related Papers – School Copy	RESOLVED: That no part of the agenda, Minutes or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.	

The Chair closed the meeting at 7.45pm.