

**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, 9 May 2022.

PRESENT

Ms J Lavery (Chair), Mrs E Bulmer, Mrs E Johnson, Mrs S Latham, Mr R Michael

IN ATTENDANCE

Mr G Dawkins (Minute Clerk)

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
<b>54. Apologies for Absence and Declarations of Interest</b>	There were no apologies for absence or any declarations of interest.	
<b>55. Minutes of the Meeting held on 31 January 2022</b>	<b>RESOLVED:</b> That the minutes of the Safety and Resources Committee meeting held on 28th March 2022 be approved and signed by the Chair as a correct record.	
<b>56. Matters Arising</b>	<p>The following Matters Arising were reported:</p> <p>(a) <u>School Signage –6 (Minute 43(a) refers)</u></p> <p>The Headteacher reported that all was in place for an order to be placed with the sign manufacturer who had supplied the “Welcome” sign by the car park. The order will be placed soon but had been held until we were into the new financial year.</p> <p>(b) <u>Wrap around Care – (Minute 48 refers)</u></p> <p>The situation with the Wrap around Care is ongoing and an advert is going out this week for an Activities Support Assistant. It was agreed that the position should be advertised for up to 8 hours as this may attract more take up and with the aim of continuing to offer the service up to 5.30pm.</p>	

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

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p>(c) <u>Emergency Plan – (Minute 50(f) refers)</u></p> <p>The Headteacher reported having followed up the question of what action should be taken if there was a bomb threat or major fire at the Church.</p> <p>In such an event the school would follow the advice of whoever has called the emergency. Following discussion, it was agreed that school would evacuate to the playing fields at the top of Parkside.</p> <p><b>Q1: Can you get to these playing fields easily?</b>  <b>A1:</b> Yes, straight up Parkside.</p> <p><b>Q2: What happens once assembled?</b>  <b>A2:</b> We take the evacuation plan with us and work through this subject to the outcome of the event.</p> <p>(d) <u>Parking – (Minute 50(g)(i) refers)</u></p> <p>The Headteacher reported that there had been no response yet from the Club but had had a discussion with a Local Parish Councilor who is also on the committee at the Club who has said that people can go through the Club carpark and use the path.</p> <p><b>Q3: Are there any insurance issues?</b>  <b>A3:</b> Not as far as the school is concerned as it is a public right of way.</p> <p><b>Q4: Does the Club have Public Liability Insurance to cover this?</b>  <b>A4:</b> Don't know but this can be checked with the Club.</p> <p><b>Action 1:</b> The Headteacher is to write to the Club for feedback on using the Club carpark and insurance.</p> <p><b>Q5: Does the School have insurance for the school carpark?</b>  <b>A5:</b> Yes, staff are covered but will have to check for other users.</p> <p><b>Action 2:</b> The School Business Manager will check the insurance cover for the school carpark.</p>	<p>Headteacher</p> <p>Mrs Latham</p>

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	<p>(e) <u>Accessibility – (Minute 50(g)(ii) refers)</u></p> <p>This related to Q20 of the previous minutes where Mr Michael said he would investigate whether there were any charities that the school could work with as regards accessibility.</p> <p>This action is outstanding.</p> <p><b>Action 3:</b> Mr Michael is to investigate whether there were any charities that the school could work with as regards accessibility.</p>	<b>Mr Michael</b>
<b>57. Financial Management and Monitoring</b>	<p>(a) <u>Termly Budget Review</u></p> <p>The Governor Budget Monitoring Report Period 13 2021/22 was shared with Governors prior to the meeting and the following questions were asked:</p> <p><b>Q6: Why is it Period 13?</b>  <b>A6:</b> This is the Year End report once all transactions are in.</p> <p><b>Q7: Why does the Teaching Staff pay increase indicate 2% but shows no amount and Support Staff indicates 1.75% and an amount?</b>  <b>A7:</b> The budget allowed for a 2% pay increase for Teaching Staff which was not granted and the Support Staff pay increase was approved late in the day.</p> <p>(b) <u>Year End Carry Forward</u></p> <p>The Year End Carry Forward finished under the 10% limit at £51,869.81 which was achieved by bringing forward I-Pad spending and premises work. The Carry Forward is very healthy and a little more than the 3-year projected figure of £50,573.</p> <p>It was also noted that the premises expenditure has gone a long way to completing much of the long-term premises plan which will help going forward.</p> <p>(c) <u>2022/23 Final Budget and SLAs</u></p> <p>The Draft Budget Summary Form 2022/23 Form B1 was presented to Governors.</p>	

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	<p>It was noted that this year's budget allocation is based on last October's census when numbers in Apple Class were low which is a problem going forward as this cohort moves through school.</p> <p><b>Q8: What has happened to the 20 first choice applications for 15 places in Reception?</b>  <b>A8:</b> The appeal date is not until June.</p> <p><b>Q9: Can we advertise that we have places further up the school?</b>  <b>A9:</b> Yes, we can, and this is being looked at as regards the website, Facebook, and Community News Pages in Flockton and Emley.</p> <p><b>Q10: Is it a similar situation in other schools in the area?</b>  <b>A10:</b> Yes.</p> <p><b>Q11: How much funding does one pupil attract?</b>  <b>A11:</b> Approximately £4k.</p> <p>It was noted that we have gained 1 pupil from Grange Moor.</p> <p>Mrs Latham noted that the Draft Budget Summary compares the allocation of this year's funding to that of last year with a brief explanation where appropriate and highlighted the following:</p> <ul style="list-style-type: none"> <li>• Teaching Staff – no change to the staff structure and includes 21 days CPD and 1 day each for sickness with first day cover by cover supervisors or Headteacher.</li> <li>• Support Assistants / ETAs – includes 42 additional ETA hours and 350 Cover Supervisor hours. We have 2.5 full time ETAs which will be used where needed.</li> </ul> <p><b>Q12: Will not having an ETA full time in all classes have an impact on the quality of teaching?</b>  <b>A12:</b> No, most schools don't have a full time ETA in every class and the smaller numbers in Sycamore Class mean that pupils get more Teacher time.</p> <ul style="list-style-type: none"> <li>• Minute Clerk – no change</li> <li>• Extended School Staff – Budgeted for 8 hours/week, 2 hours/day for 4 days.</li> <li>• Lunch Time Supervisors – This is less than last year as the High Needs child has left.</li> <li>• Total Employee costs have increased from £402489 to £405660.</li> <li>• Energy – 118% increase from £5962 to £12,997</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Premises – General Repairs and Maintenance is a lot less than last year due to the significant investment last year £21,889 to £10,000.</li> </ul> <p><b>Q13: What is the next priority as regards premises?</b>  <b>A13:</b> KS2 Toilets but no quote in yet. Much of the long-term plan has been completed such as Re-wire, new boiler, dry rot rectified, windows, painting, and carpets.</p> <p><b>Q14: Has the new boiler shown a saving?</b>  <b>A14:</b> It has been difficult to make any comparisons yet due to school closures and the rise in energy costs but there has been a noticeable difference in the temperature/ less drafts as a result of the double-glazed replacement windows.</p> <ul style="list-style-type: none"> <li>• Burglar/fire Alarms – all replaced as part of re-wire.</li> <li>• Window cleaning – this is a Kirklees contract but have not been yet.</li> <li>• Caretaking – this has reduced due to reduction in hours from 19 hours to 10 hours just for opening and locking up.</li> <li>• Total premises cost has reduced from £58864 to £50841.</li> <li>• Sports Premium – we don't anticipate getting Sports Premium this next year from September, so the budget only includes that up to the end of August 2022.</li> <li>• ICT – have budgeted for new I-Pad Charging Cabinet, broadband and website but long-term ICT development plan is put into DFC.</li> <li>• Training Courses include Team Teach</li> </ul> <p><b>Q15: Did School apply for the Mental Health Training grant from the Government?</b>  <b>A15:</b> Yes, Mrs Hurst is doing this training and is enjoying it.</p> <ul style="list-style-type: none"> <li>• School visits covers the Residential Trip.</li> <li>• Wrap around Care – includes a snack and a drink and a selection is offered.</li> <li>• Government Grant/TTA – this is a new grant that has been estimated at £13,033 but will be put into the funding formula.</li> <li>• Richard Carter Trust - £7k</li> <li>• Special Facilities Income – Wrap around Care to continue and planning for 2 new after school clubs from September.</li> </ul> <p>Mrs Johnson noted that there is a Martial Arts &amp; Kick Boxing Club that are offering to come into school for free 1 day.</p>	

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	<p><b>Action 4:</b> The Headteacher is to send Mrs Weatherhead's email address to Mrs Johnson for details.</p> <p>It was noted that the draft budget for 2022/23 has allocated £8,000 for General Repairs and Maintenance and £17,673 for Learning Resources from the 2021/22 Carry Forward leaving a Contingency of £26,197.</p> <p>The Form B3, the 3-year Budget Forecast was presented to Governors which shows the projected budgets for 2023/24 and 2024/25 based on 15 coming into Reception each year going forward and scaling back where possible in staffing, resources, and premises to achieve a balanced budget.</p> <p>It was noted that by the end of 2024/25 there would be no Carry Forward to support the 20225/26 budget. However, this is a model which is to be used to enable to plan for a balanced budget and spend where needed.</p> <p><b>Q16: Will the quality of education be maintained?</b> A16: Yes, we have invested into resources during the healthy period that puts us in a good position to maintain the quality of education going forward.</p> <p><b>Q17: Going forward as we have experienced staff at the top of pay scales would we replace with appropriate staff on lower pay scales when possible?</b> A17: Yes, when appropriate. We have had excellent students through this time from Huddersfield University</p> <p>Mr Michael proposed that the 2022/23 Budget be recommended for approval by the full Governing Body.</p> <p>This was agreed unanimously.</p> <p><b>RESOLVED:</b> That the 2022/23 Budget Form B1 be recommended for approval by the full Governing Body.</p> <p>The Chair expressed her thanks to Mrs Latham for all of her work on the budget on behalf of the Governors and Headteacher.</p>	<b>Headteacher</b>
<b>58. Review of Staffing</b>	<p>As noted under the budget review there are no proposed changes to the staffing structure and the Activities Support Assistant for the Wrap around Care is being advertised this week.</p> <p><b>Q18: Could the Activities Support Assistant be used for other purposes such as lunchtime supervisor?</b> A18: Yes, staff can be asked to act up on an ad hoc basis with a casual contract.</p>	

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<b>59. Premises Update</b>	<p>It was noted that much of the long-term premises plan has been completed.</p> <p>The following are still due to be done:</p> <ul style="list-style-type: none"> <li>• Reception Doors and side panels are now due to be done a week Saturday but keeps getting moved on.</li> </ul> <p>The 2022/23 budget allows for refurbishment of the KS2 toilets, but no quotes have been obtained yet.</p>	
<b>60. Health &amp; Safety Audit</b>	<p>It was reported that the Headteacher and Mrs Latham have had Fire Safety training and that all staff are doing a Fire Safety course from the National College this half-term.</p> <p>The School now has a Training Matrix for Health and Safety training for staff most of which is from the National College.</p> <p>It was noted that when visitors sign in this will now appear on the Evacuation Report when required.</p> <p>The Headteacher and Mrs Carter have had Team Teach training for positive handling which is required for one boy in Reception who has a delayed learning age. The Team Teach training is now less about restraint and more about safe handling and communication methods do de-escalate a situation.</p> <p>Training for staff regarding display screen equipment has been included in the Training Matrix.</p> <p>New windows are fitted with safety glass.</p> <p>It was noted that the School is a member of CLEAPSS.</p>	
<b>61. Review of Policies</b>	<p>The Learning in the Outdoors policy was due to be reviewed but the lead on this is off sick, so this policy is to be moved to the next meeting.</p> <p><b>Action 5:</b> The Learning in the Outdoors policy is to be on the agenda for review at the next meeting of the Safety and Resources Committee.</p>	<b>Governor Clerking Service</b>
<b>62. Any Other Business</b>	<p>There were no items of any other business.</p>	

<u>Item</u>	Minutes	Action
<b>63. Dates of Future Meetings and possible Agenda Items</b>	<b>RESOLVED:</b> That the next meeting of the Safety and Resources Committee will be held at 6.30pm on Monday, 27 June 2022	
<b>64. Agenda, Minutes and Related Papers – School Copy</b>	<b>RESOLVED:</b> 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 8.10pm.