

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, 11 October 2021.

PRESENT

Mrs E Bulmer, Mrs E Johnson, Rev V Keating, Mrs S Latham, Ms J Lavery, Mr R Michael

IN ATTENDANCE

Mr G Dawkins (Minute 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>Mrs Johnson was attending her first committee meeting as a new Governor and as there were no nominations Ms Lavery agreed to Chair this meeting.</p> <p>RESOLVED: That Ms Lavery Chair this meeting.</p> <p>Action 1: The Election of Chair be an agenda item at the next meeting of the Safety and Resources Committee.</p>	Governor Clerking Service
2. Apologies for Absence and Declarations of Interest	<p>There were no apologies for absence and no declarations of interest.</p>	
3. To Review the Terms of Reference for the Committee.	<p>It was noted that the Steering Committee are to review the Committees' Terms of Reference, and these will be presented at the next meeting of each committee.</p> <p>Action 2: Review of the Terms of Reference is to be an Agenda Item at the next Safety and</p>	

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	Resources Committee.	Governor Clerking Service
4. Any Items to be raised under Any Other Business	No items were raised to be brought up under Any Other Business:	
5. Minutes of the Meeting held on 14th June 2021	<p>RESOLVED: That the minutes of the Resources Committee meeting held on 14th June 2021 be approved and signed by the Chair as a correct record subject to the following amendment:</p> <p><u>Minute 378 - Financial Management and Monitoring</u> – Add “U” in front of “FSM” on first line of Page 156.</p>	Chair
6. Matters Arising	<p>The following Matters Arising were reported:</p> <p>(a) <u>Premises Update - Fire Warden Training – (Minute 383 Q13 refers)</u></p> <p>Fire Warden training for the Headteacher and Business Manager is still required but training is not available at the moment. This will continue to be looked at and undertaken as soon as training is available.</p> <p>Action 3: The Headteacher and Business Manager will undertake Fire Warden training as soon as it becomes available.</p> <p>(b) <u>Premises Update – Incident Report Book – Action 1 (Minute 383 refers)</u></p> <p>The Headteacher reported having emailed Amerjit Sahota of the Governor Clerking Service regarding the Incident Report Book and is awaiting a reply.</p> <p>Action 4: The Headteacher is to follow up with Amerjit Sahota regarding the Incident Report Book.</p> <p>Q1:- Does the school use CPOMS for recording incidents, accidents, medical information etc? A1:- No, we are a small school and the cost outweighs the need. Only 3 children last year so we use paper and pencil with individual files for each child.</p>	<p>Headteacher/ Business Manager</p> <p>Headteacher/ Amerjit Sahota</p>

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	<p>It was noted that data is loaded onto Integris, and we do keep looking at CPOMS.</p> <p>(c) Any Other Business - <u>School Website – (Minute 385 refers)</u></p> <p>Action 5: Ms Lavery and the Headteacher are to meet to discuss what is required on the school website.</p>	Headteacher/ Ms Lavery
7. Financial Management and Monitoring	<p>(a) <u>Termly Budget Review</u></p> <p>The Governor Budget Monitoring Report for Month 5 which had been shared with Governors prior to the meeting showed some variances as follows:</p> <ul style="list-style-type: none"> • SEN Top-up has been added to ETA budget • Premises – Break-out Room <ul style="list-style-type: none"> - Window replacement - Repairs pre-external painting - Re-plaster and decorate Elder Classroom became more costly due to gaps in the blockwork which resulted in new blockwork walls before re-plastering with plasterboard fixed to the blockwork. The LA have paid £5k towards the additional work but not without a lot of persuasion from the Business Manager. <p>Q2:- Was insulated plasterboard used? A2:- Don't think so but followed the appropriate guidance.</p> <p>Q3:- Has the problem with the load bearing wall been resolved? A3:- Yes, it is considered to be due to a change in water table level due to the earthworks for the new housing. The LA have ultimately agreed to help and therefore we have only had to allow for a bit more than budgeted for.</p> <ul style="list-style-type: none"> - New blinds to Elder Class - Radiator removal and replacement – specialist LA company. - Ingress of roots in drainage was surveyed last week and we are waiting on the Report. 	

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	<ul style="list-style-type: none"> • Curriculum – Monster Phonics – needed to invest in a new Phonics scheme and staff are to save in other Curriculum areas. • Sports Premium – at time of setting budget this was not known but covered now. • Universal Free School Meals – UFSM – the amount of funding depends on the number of children taking up UFSM on Census day which was last Thursday. So expect to get money back with no deficit. • Absence In-House Sickness – Income and expenditure balances out. • External Professional fees link with Sports Premium – had only budgeted to August but can now pay for Sports Partnership from August to March and will balance out. • Key subscription coded differently by the LA. • IT – Soundbar not in ICT Development Plan • Currently the projected carry forward is £50122 and the 3 Year Projection predicted £50573. <p>Q4:- When is the next 3-Year Budget Review? A4:- Next year.</p> <p>It was also noted that the school has been allocated a FSM Grant over 3 years which has to be spent in a very prescribed manner for 60% of FSM pupils Years 1-5 and assumes £18/hr for teachers for 15 hrs/week with the Government funding 75% for the first year, reducing to 50% and 25% for the subsequent 2 years. The school has to track the hours, tutoring and impact and load the data onto Integris.</p> <p>Q5:- What happens to non-FSM pupils who need extra tutoring? A5:- School where ever possible will run interventions for children who need it and this is communicated to parents, but in principle if you are not eligible for FSM you are expected to be able to afford additional support.</p> <p>The Chair thanked Mrs Latham for her Reports.</p>	
8. Review Staffing Structure	<p>The Management Structure for 2021/22 was presented and is similar to last year.</p> <p>The only change is Mrs Horwood taking on the Curriculum Development Lead role to support other curriculum leaders as Science is the most advance curriculum area.</p>	

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	<p>Q6:- How is Mrs Ramsden settling in as an ETA? A6:- Very well, strong, experienced, calm, is very good with the children and excellent for interventions.</p>	
<p>9. Consultation on Admission Arrangements for 2023/24</p>	<p>This item is to be moved to the next meeting as no documents are available yet.</p> <p>Action 6: Consultation on Admission Arrangements for 2023/24 is to be an Agenda Item at the next Safety and Resources Committee.</p>	<p>Governor Clerking Service</p>
<p>10. Premises Update</p>	<p>The following was reported regarding Premises issues:</p> <ul style="list-style-type: none"> • Window in Sycamore Class and the Office were replaced during the 6 week holiday. • Electrical rewire – snagging to be completed during the half-term break. • Snagging of Elder Class to be completed. • Main Entrance works to be done during half-term break. • External painting carried out bur still some snagging to be completed. • Reading Shed delivered today – FoF to fit out carpets, books, etc. • Drainage survey carried out – awaiting report • Flooring to the main corridor is to be funded by the Richard Carte Trust. The school sits on land owned by the Richard Carter Trust and 300 years ago Richard Carter bequeathed money for the up keep of the school and the church. The Trust has agreed to improve the floor to the main corridor and decorate which will improve the wellbeing of staff and children and make it more attractive to prospective pupils. <p>Q7:- What sort of flooring is being considered? A7:- Both carpet and vinyl though the majority of schools are using carpet as warmer and quieter but getting quotes for both. Part of the funding criteria is for a high quality investment and Heckmondwike Carpets are quoting for the supply of carpet tiles that can be easily replaced by peeling back.</p> <ul style="list-style-type: none"> • The gate onto Chapel Walk is now open which is much safer for children to get into school. <p>Q8:- Is the parking at the Club supposed to be available for school use? A8:- This is being pursued with the Club Committee as all locked up at the moment.</p>	<p>Headteacher</p>

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	<p>Q9:- Has the drainage survey regarding the tree roots, confirmed that the roots are not affecting the school? A9:- We are awaiting the report.</p> <p>Q10:- The ditch/stream behind the oak tree what happens about maintenance? A10:- This has been discussed with Asset Management as regards the position of the school boundary and it it would appear it is the school's responsibility and will be cleaned out once it is possible to gain access.</p> <p>Q11. Has another Fire Evacuation been booked in? A11.- Yes, in September to cover new starters with a standard Fire Evacuation.</p>	
11. Policy Reviews	<p>The following policies have been reviewed and approved.</p> <p>RESOLVED: That the following policies be approved:</p> <ul style="list-style-type: none"> • Staff Capability • Appraisal Policy • Staff Code of Conduct • Staff Handbook and Induction Policies 	
12. Any Other Business	<p>The were no items of Any Other Business to report.</p>	
13. Dates of Future Meetings and possible Agenda Items	<p>RESOLVED: That future meetings of the Safety and Resources Committee will be held in school at 6.30pm on the following dates:</p> <ul style="list-style-type: none"> • Monday, 31 January 2022 • Monday, 28 March 2022 • Monday 9 May 2022 • Monday 27 June 2022 	

<u>Item</u>	Minutes	Action
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 7.48pm.

Approved Signed Minutes