

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

Minutes of the Safety and Resources Committee held remotely via Microsoft Teams on Monday 11 November 2024 immediately after the Special Meeting of the Governing Body at 6.30pm.

PRESENT

Ms J Lavery (Chair), Mrs E Johnson, Miss E Taylor (Head Teacher)

IN ATTENDANCE

Mr G Dawkins (Minute Clerk)

01. ELECTION OF CHAIR

The Minute Clerk took the Chair for this item.

It was proposed that Ms J Lavery be elected as Chair until there are more committee members. This was agreed unanimously.

RESOLVED: That Ms J Lavery be elected as Chair until such time as there are more committee members when it will be reviewed.

02. REVIEW TERMS OF REFERENCE

The Terms of Reference of this committee are under review and will be presented to the next full Governing Body meeting.

03. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs S Latham and there were no declarations of interest.

04. MINUTES OF THE SAFETY AND RESOURCES COMMITTEE MEETING HELD ON 24TH JUNE 2024

RESOLVED: That the minutes of the Safety and Resources Committee Meeting held on 24th June 2024 be approved as a correct record.

05. MATTERS ARISING AND ACTIONS(a) Safeguarding Questions that Ofsted might Ask (Minute 106(d) refers)

RAG rating the "Safeguarding Questions that Ofsted might ask" by Governors had been completed.

(b) Fire Evacuation Drill (Minute 109(b) refers)

It was reported that the Fire Evacuation Drill was carried out before the end of the Summer Term.

(c) Health & Safety Survey (Minute 109(c) refers)

This action was covered under Item 08 of these minutes.

(d) Cliffe House Trip (Minute 111(a) refers)

It was reported that the Head Teacher had emailed other schools in the pyramid to see if it was possible to share and take a larger group to make it viable. This was still under discussion.

06. FINANCIAL MANAGEMENT AND MONITORING

No Termly Budget Review was reported due to staff absence, but Ms Lavery was to meet with Mrs Latham in the near future to review the budget.

ACTION 1: Ms Lavery is to meet with Mrs Latham in the near future to review the budget.

07. STAFFING UPDATES

It was reported that Mrs Hewitt was leading on MFL and the Head Teacher was leading on RE as the changes to the RE Curriculum had been massive.

There had been changes to the ETA staffing levels with 6 in total, one full time and some working 1:1.

Q: What happens to the ETA roles if a 1:1 child leaves?

A: The funding goes with the child, so the contract ends.

It was noted that currently all the ETA support is in Apple Class plus 2 students.

08. PREMISES AND HEALTH & SAFETY

It was reported that Ms Lavery and the Head Teacher undertook the Safety Audit w/c 4 November 2024, and the following items were noted:

- Update Chair of Governors on Health & Safety Policy
- Pro-forma for investigating accidents
- PAMP to be audited – 12 November 2024 pm.
- Window certificates for new windows.
- The tree in the playground is to be surveyed and trimmed before a TPO is put in place. It was noted that the Tree Report indicates that all the trees are safe.
- The next inspection will be a walk around school.

ACTION 2: Ms Lavery and the Head Teacher are to set a date for a walk around school.

Q: Are staff up to date with Health & Safety training?

A: This is ongoing.

Q: Is the thumb lock on the library door a risk?

A: There are keys, and it is to allow easy access.

Q: Regarding the culvert, is there to be a risk assessment re flooding?

A: It is in the Action Plan.

09. REVIEW OF POLICIES

RESOLVED: That the following policies/ procedures be approved having been reviewed:

- Winter Weather Guidance
- Induction Procedures
- Whistleblowing Policy
- Staff Capability Policy /Procedures
- Support Staff Appraisal Policy
- Staff Handbook 2024

It was noted that the Pay Policy has not yet been received, which would be reviewed in due course, but the 2023 Pay Policy was accepted.

10. REVIEW LA ADMISSION CONSULTATION DOCUMENT

It was noted that that there was no change to the PAN.

11. OFSTED

This was to be covered at the next full Governing Body meeting.

12. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers is be excluded from the copy to be made available at the School in accordance with the Freedom of Information Act.

ACTION LOG:

Minute Number	Action	By Whom	Completed
06	ACTION 1: Ms Lavery is to meet with Mrs Latham in the near future to review the budget.	Ms Lavery / Mrs Latham	
08	ACTION 2: Ms Lavery and the Head Teacher to set a date for a walk around school.	Ms Lavery / Head Teacher	

The Chair closed the meeting at 8:00pm.

Approved Minutes