

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, 15 May 2023.

PRESENT

Miss J Lavery (Chair), Miss E Taylor, Mrs S Latham

IN ATTENDANCE

Mr G Dawkins (Minute Clerk)

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
47. Apologies for Absence and Declarations of Interest	Apologies for absence were received from Mrs E Johnson and Mr R Michael. There were no declarations of interest.	
48. Minutes of the last committee meeting	RESOLVED: That the minutes of the Safety and Resources Committee meeting held on 27 March 2023 be approved as a correct record.	
49. Matters Arising	(a) <u>Fence and Boundary Wall (Minute 40 (a) refers)</u> There was nothing to report regarding the fence and boundary wall issue. ACTION 1: Mr Michael is to follow up the fence and boundary wall issue with Mr Morgan. (b) <u>Main Door – Kirklees Visit Report (Minute 43 refers)</u> It was reported that the Main Door had been rehung and it was now working fine. (c) <u>Risk Assessments (Minute 44(b) refers)</u>	Mr Michael

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	<p>The Head Teacher reported that the School Risk Assessments had been updated and put on SharePoint.</p> <p>(d) <u>Inventory (Minute 46 refers)</u></p> <p>It was reported that the updating of the School Inventory was complete.</p> <p>Q1: Given we now have new lunch tables what happened to the old ones? A1: They have been recycled.</p>	
<p>50. Financial Management and Monitoring</p>	<p>Miss Lavery reported having met with Mrs Latham today to go through the budget and get a better understanding of the reasoning behind its current position.</p> <p>(a) <u>2022/23 Year End Carry Forward</u></p> <p>Mrs Latham reported that despite the challenges faced this last year the Carry Forward from 2022/23 was £32,347.04 which was more than predicted at Period 11, mainly due to early receipt of some grants.</p> <p>(b) <u>2023/24 Budget</u></p> <p>Mrs Latham reported that this year's Budget Allocation was £508,724 making a total spend for 2023/24 of £541,071 with the Carry Forward from 2022/23 as presented on Form B1 Draft Budget and Form B3 Final Budget.</p> <p>The Form B1 showed the comparison between the actual 2022/23 expenditure and income and that predicted for 2023/24.</p> <p>The 2023/24 draft budget was based on the following reasoning:</p> <ul style="list-style-type: none"> • 4% pay increase and no staffing changes as a worst-case scenario. • 3 additional days for Sports Premium • 10 days for CPD etc. • Day 1 Sickness absence covered in house, then Insurance Cover thereafter. 	

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	<ul style="list-style-type: none"> • Classroom Support Assistants includes 80 additional hours based on last year and 350 Cover Supervisor hours. • Friday Lunchtime Supervisor position still to fill. • Budget factored in two members of staff for After School Club • Breakfast Club to be covered by “Wake Up Shake Up Club” funded from Sports Premium • No changes to Admin or Caretaking. • 9.2% inflation used on any items for which there are no new figures. • Premises – No major works planned. The KS2 toilets had been on hold until there was more financial certainty. <p>Q2: Are the KS2 toilets ok for the moment? A2: Yes, they are functional but will need refurbishing in the future.</p> <ul style="list-style-type: none"> • Allocation of DFC Green Grant had yet to be notified and could be used to replace single glazing with double glazing to windows and replace the old doors around school with more energy efficient alternative. <p>Q3: Is the roof insulation up to current standards? A3: The RAAC Survey to be carried out in the Summer may be able to check the insulation.</p> <ul style="list-style-type: none"> • Learning Resources – The key focus was on Writing with a new Writing scheme “Pathways to Write” and the school had received a £3k grant for Monster Phonics. • Sports Premium had been allocated for a further 2 years. <p>Q4: What are “Adult Free Meals”? A4: This is an allowance in the budget for free meals for staff on those occasions when staff stay late for events such as school discos etc to as a small gesture of thanks.</p> <ul style="list-style-type: none"> • ICT Contingency – 3-Year ICT Development Plan budgeted for if more than £2k could come out of DFC. • Network and GLAD packages had changed to academic years from financial years so at the moment training needed to be on hold until September. 	

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	<p>Q5: Will this have an impact? A5: Not for one term, so not missing out.</p> <ul style="list-style-type: none"> Income – Mainstream School Grant, Covid Recovery Grant, Monster Phonics Grant, Wrap Around Care. <p>Q6: Is the level of Free School Meals likely to come down? A6: Not necessarily.</p> <p>The resulting 2023/24 Draft Budget had a predicted Carry Forward of £3,295.</p> <p>There was to be a team meeting on Wednesday with all staff to explain how tight the budget was for 2023/24 so that every effort could be made to improve on the Carry Forward.</p> <p>It was noted that many schools were having to use the Employee Protection Scheme to look at staff restructuring as they were in deficit. So comparatively Flockton were in a good place for this year given they had a balanced budget with a small, predicted Carry Forward.</p> <p>Going forward the governors would monitor the budget very closely to ensure there was no overspend and this to be shared with staff.</p> <p>RESOLVED: That the 2023/24 Budget be recommended for approval at the next full Governing Body Meeting.</p> <p>(c) <u>3-Year Budget Projection</u></p> <p>Mrs Latham presented the 3-Year Budget Projection taking into account average intake numbers for Reception and the average of the other years moved on a year with then a 2% increase on all figures year on year.</p> <p>The projections continued to show a small Carry Forward in 2025/26.</p> <p>Q7: In a year’s time will we be able to carry on with a small Carry Forward? A7: This will depend on having a good plan in place and tight controls, but we cannot predict the</p>	

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	<p>future.</p> <p>RESOLVED: That the 3-Year Budget Projection be recommended for approval at the next full Governing Body Meeting.</p> <p>The Chair expressed her thanks to Mrs Latham for all her hard work on the budget.</p>	
51. After School Club	<p>It was noted that the Breakfast Club was to be funded from Sports Premium as “Wake Up Shake Up Club” from September and two members of staff were needed for the After School Club.</p> <p>Based on the current uptake a small profit is projected.</p> <p>Q8: Do we continue with Wrap Around Care? A8: Yes, as it is a good selling point for the school to encourage new children and families into school. Two staff gives cover and helps safeguarding as well as the ability to run a “club” which may attract new members.</p> <p>ACTION 2: The Head Teacher to place adverts out for staff.</p>	Head Teacher
52. Review of Staffing for coming year	<p>It was noted that there were no proposed changes to teaching staff for the next academic year but some increased hours for ETAs all of which had been included in the budget.</p>	
53. Health & Safety Audit	<p>The Action Plan that had resulted from the Health & Safety Audit was now being worked through.</p> <p>It was noted that Risk Assessments were being updated and as regards the Fire Risk Assessment Asset Management had been consulted and the Risk Assessment was up to date. All new notice boards had been covered.</p> <p>The Evacuation Policy was being looked at as regards to using a whistle for alerting pupils to come in and a fire alarm for going out which had been practiced.</p> <p>The Emergency Plan had also been looked at to see what signal was to be used for a “lockdown” such as an electric bell.</p>	

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	<p>It was also noted that there were no Epi-pens in school as there were no children who needed them.</p>	
<p>54. Policy Reviews</p>	<p>The following policies were reviewed:</p> <p>(a) <u>Accessibility Plan</u></p> <p>It was reported that there were some updates to the Action Plan.</p> <p>RESOLVED: That the Accessibility Plan be approved.</p> <p>(b) <u>Emergency Plan</u></p> <p>The only changes related to the signals for “lockdown” a continuous blast on the bell and “all clear” SLT staff notify classes.</p> <p>RESOLVED: That the Emergency Plan be approved.</p> <p>(c) <u>Charging and Remissions Policy</u></p> <p>It was noted that there were no changes to this policy.</p> <p>RESOLVED: That the Charging and Remissions Policy be approved.</p> <p>(d) <u>Asbestos Policy</u></p> <p>It was noted that this was a corporate policy from Asset Management and there were no changes.</p> <p>RESOLVED: That the Asbestos Policy be approved.</p> <p>Q9: Is there any asbestos in school? A9: Yes, and there is a schedule within the PAMP to identifying type and location.</p>	

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55. Any Other Business	There were no items of Any Other Business to report.	
56. Dates of Future Meetings and possible Agenda Items	RESOLVED: That the next meeting of the Safety and Resources Committee is to be advised.	
57. 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 7.35pm.