

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

Minutes of the meeting of the Resources Committee held at 5.30 pm via Microsoft Teams on Monday, 27 March 2023.

PRESENT

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

IN ATTENDANCE

Mrs Z Poulter (Minute Clerk)

It was noted that a reduced agenda had been circulated by the Head Teacher prior to the meeting.

Item	Minutes	Action
38. Apologies for Absence and Declarations of Interest	There were no apologies for absence or declarations of interest. Ms Tobias had not yet been appointed as Governor. She had submitted her identification documents to the Governor Clerking Service.	
39. Minutes of the Resources Committee meeting held on 30th January 2023	RESOLVED: That the minutes of the meeting of the Resources Committee held on 30 th January 2023 be approved as a correct record.	
40. Matters Arising	(a) <u>Fence and Boundary Wall (Minute 29 refers)</u> The Head Teacher had sent photographs, as requested, in relation to the on-going issue with the neighbour's fence and boundary. No response had been received; Mr Michael intended to follow up with Mr Morgan. (b) <u>Fire Evacuation (Minute 32 refers)</u> This will be included in the Head Teachers report at the FGB meeting.	

<p>41. Financial Management and Monitoring</p>	<p>Governors were informed that today marked the year end and the accounts would be balanced tomorrow.</p> <p>(a) <u>Governor Monitoring Report</u></p> <p>The Governing Monitoring Report for Period 11 was shared on screen. The following points were highlighted:</p> <ul style="list-style-type: none"> • Just under £30,000 of carry forward funds were predicted which was around £3,000 more than forecasted. Governors remarked that this was a good position to be in especially given the challenges faced in the last year. • Not all the additional hours budgeted for teachers or cover supervisors had been used. • Spending on ETAs was over budget and included additional support for apple class. • Additional hours had been used for extended schools including for training and some sickness. • Spending on lunchtime supervisors was over budget. The Friday vacancy was proving very difficult to fill. • Only 4.5 of the budgeted 6 hours for caretaking had been used. • 35 out of the 40 hours budgeted for administration had been used. • The SBM's contract had been extended by 4 hours on a fixed term basis between November and March to cover a period of additional work duties. • Gas was overspent by £2,000. • An additional £2,000 had been put towards the cost of Monster Phonics resources. • FSM costs were charged in arrears this year as opposed to being charged in a block as previously done. The number of children in receipt of FSM had increased and there was a good uptake on school dinners. • Course fees were overspent in certain areas but balanced overall with some funds being held centrally. • The DPO had not charged for services this year. • A considerable amount of income had been received in insurance pay-outs to cover agency teacher fees. • Income for extracurricular was lower than anticipated. Fewer clubs had taken place in part due to a long-term absence. Breakfast and Afterschool clubs had generated more income than expected. 	
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	<p>Q. Is there anything you think we need to monitor particularly other than energy costs? A. The impact of the cost-of-living crisis and that we are unsure what will happen with salaries. We have been advised 3% for teachers and 5% for other staff but as we have seen this year the final percentages doesn't necessarily follow advice.</p> <p>(b) <u>3-Year Projection</u></p> <p>The 3-year outlook was more positive than expected.</p> <p>Q: Do you still expect to be at zero in year 3? A: Yes, but that was when we did the budget at the start of this year. We will be producing a new 3-year budget on a rolling basis based on projected income and costs.</p> <p>Governors thanked Mrs Latham for the hard work she had done in managing the budget.</p> <p>Q: Will we review the budget for next year at the next Resources meeting at the beginning of May. A: Yes, it will be the budget sign-off plus Period 13.</p> <p>Governors confirmed that the cash flow and budget monitoring documents matched the Governor monitoring figures.</p>	
42. Staffing Updates	This would be included in Head Teachers report in the FGB meeting.	
43. Premises Updates	<p>This item was to be included on the Head Teachers report at the FGB meeting. The following points had been highlighted:</p> <ul style="list-style-type: none"> - Main door visit from Kirklees: To be rehung on 05.05.2023 - Electrical check in kitchen: 15.3.23 - Lock on the top entrance door fixed but informed most likely door in need of replacement due to wear and tear: 15.3.23. 	

<p>44. Review of Policies</p>	<p>(a) <u>Policies</u></p> <p>RESOLVED: That the LA Smoking Policy be approved by the Safety and Resources Committee.</p> <p>RESOLVED: That the Supporting Pupils with Medical Conditions Policy (V5.0) be approved by the Safety and Resources Committee.</p> <p>(b) <u>School Risk Assessments</u></p> <p>The Head Teacher notified Governors that she was in the process of updating the school risk assessments and that this formed part of her performance management targets.</p> <p>Q: How often are the risk assessments updated? A: It is suggested that we review them annually.</p> <p>ACTION: Set up a space on OneDrive to store risk assessments and share with Governors.</p> <p>(c) <u>Car Parking</u></p> <p>The following points were highlighted:</p> <ul style="list-style-type: none"> - Inconsiderate parking outside of school had been reported to the Police. - It was unknown if part of the drive was school or church property. - Fewer parents had been parking improperly in the school staff carpark after requests from the Head Teacher to stop had been circulated. - 'No Parking' and speed limit signs would be installed. - Although delivery drivers were usually respectful it was noted that no deliveries should take place during morning drop off and pm collection times. - The bin lorry often collected during Breakfast Club, but the children are never unaccompanied. <p>(d) <u>Staff Room</u></p> <p>A note to remind staff to clean the shared fridge had been included in the risk assessment.</p>	
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45. Governor Training and Visits	This item was to be discussed at the FGB meeting which was due to take place immediately after this meeting.	
46. Any Other Business	<p><u>Inventory</u></p> <p>Governors expressed their thanks to Karen for the considerable time spent in updating the school inventory. The document was available on SharePoint and Governors were asked to raise any questions at the next meeting of the Resources Committee. Karen would next update inventory photo evidence including such things as the new desks and noticeboards.</p> <p>Q: Is cooking equipment and utensils audited? A: They are managed by the catering team.</p> <p>Q: Did the Safeguarding audit go well? A: Yes, we will discuss it more fully at the meeting of the FGB.</p>	

The Chair closed the meeting at 18:06.