

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, 28 March 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>	Minutes	Action
41. Apologies for Absence and Declarations of Interest	Apologies for absence were received from Reverend V Keating and there were no declarations of interest.	
42. Minutes of the Meeting held on 31 January 2022	RESOLVED: That the minutes of the Safety and Resources Committee meeting held on 31st January 2022 be approved and signed by the Chair as a correct record.	
43. Matters Arising	<p>The following Matters Arising were reported:</p> <p>(a) <u>Signage – Action 1 - (Minute 33(a) refers)</u></p> <p>The Headteacher reported that following consultation with the Church and the Pre-School all are happy with the proposal for a new School sign and Pre-School sign on the Church sign board at the bottom of the drive. The design and school logos are to be sent to the sign company for supply in the next financial year.</p>	

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<p>44. Financial Management and Monitoring</p>	<p>(a) <u>Termly Budget Review</u></p> <p>The Governor Budget Monitoring Report M11 February 2021/22 had been shared with Governors prior to the meeting and Mrs Latham highlighted the following:</p> <ul style="list-style-type: none"> • The predicted Carry Forward for 2021/22 is £53,597.02 which is 9.35% of the total budget and close but below the permitted carry forward of 10%. • The budget allowed for the Teacher pay award which has not happened but that for Support Staff has. • The proposed Match funding for Phonics of £2k was increased to £4k and we were advised that we no longer had to match fund it. • To reduce the carry forward, carpets have been put in two classrooms and 8 more I-pads have been purchased, both items were brought forward from financial year 2022-23. • There is a need to go through the accounts to see what has been spent of the £9k Sports Premium from September to March to ensure the expenditure appears in the 2021/22 accounts. SL has since been advised to carry forward any unspent funding to the new financial year. • Energy costs going forward are expected to increase by 118%. <p>Q1: What are the energy costs for 2021/22? A2: Electricity £3.5k and Gas £2.5k</p> <p>Q3: Do we buy our energy through the Authority? A3: Yes, through the YPO framework which is a Government scheme.</p> <p>Q4: Is there anything that is not expected to come in? A4: No, just need to review Sports Premium expenditure.</p> <p>(b) <u>2022/23 Budget Allocations</u></p> <p>As regards the budget allocation for 2022/23 this will be shared and discussed at the next meeting but as regards pupil numbers, we are losing 18 pupils and taking in 15. Currently we are aware of 20 first choice applications with only one of these out of area. Our PAN is 15 so if we are over 15 in</p>	

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	<p>Reception we would need another teacher which has significant budget implications as do increasing numbers going forward.</p> <p>As yet final numbers are not known.</p> <p>Q5: Do Emley and Grange Moor have spaces? Q5: Yes, but there is concern about being able to accommodate local children.</p> <p>It was noted that there is an in-year transfer form for a Year 4 pupil.</p> <p>(c) <u>SFVS</u></p> <p>Mrs Latham presented the SFVS (School Financial Value Standard) to the meeting which had been circulated to all Governors.</p> <p>The SFVS makes sure the school adheres to the relevant financial standards and supporting policies.</p> <p>It consists of 30 questions which require comments, evidence and proposed actions.</p> <p>Q6: Is the document the same year on year? A6: Yes, but this year there is a new template and Q26 is new which relates to the management of related party transactions.</p> <p>Q7: Are all the questions answered yes? A7: Yes.</p> <p>It was noted that the comments, evidence and proposed actions boxes for Q1 were blank; these are to be added. SL read out the comments from her copy and has since added the comments to the copy on SharePoint.</p> <p>It was noted that all the supporting policies have not changed other than dated 2022.</p>	<p>Mrs Latham</p>

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	<p>RESOLVED: That the SFVS be recommended for approval by the full Governing Body and that it will be sent off to Internal Audit following approval at the full Governing Body Meeting on Monday 4th April 2022.</p> <p>(d) <u>Benchmarking</u></p> <p>Governors looked at the 20/21 benchmarking data and the Self-Assessment Dashboard for 20/21 which compare school data both nationally and against local schools. The information is a product of age, size of school and numbers of staff. Not all schools have Wrap Around Care and some are part of federations so there are shared costs.</p> <p>It was noted that compared to other schools our education supply costs had increased which had been an aim and next year our support staff costs will increase as a result of ETAs in all classes.</p> <p>Q8: Is Outwood Grange the Literacy Centre Hub? A8: Yes, and there is a different school for the Maths Hub.</p> <p>It was noted that Governors have reviewed the benchmarking data.</p> <p>The Chair thanked Mrs Latham for her Reports.</p>	<p>Mrs Latham</p>
<p>45. Accident Report</p>	<p>The Accident Report for Spring 1 was presented to the meeting which showed similar types and number of accidents to other periods with a total of 64 recorded accidents, 36 bumps, 2 sprains, 6 head injuries, 18 grazes/cuts, 1 nose bleed and 1 splinter none of which were serious injuries.</p>	
<p>46. Fire Report</p>	<p>A fire practice was done today and all pupils were out of the building in 1 minute 24 seconds which was excellent despite children working in all parts of the school. It was noted that the release on the Library door is working.</p> <p>Q9: Were any children in the top playing field and if so, were Walkie Talkies used and could the alarm be heard. A9: No, this area was not being used today but had it been staff would have Walkie Talkies and when not in use a runner is sent.</p>	

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<p>47. Inventory</p>	<p>The inventory was presented to the meeting and it was explained that everything over £125 and all electrical items have to be documented with a serial number, value when purchased and when disposed of. Disposed items are shown in red.</p> <p>Q10: Are items disposed of recycled? A10: Not generally as worn out but IT equipment is cleaned of data and disposed of through Global the IT company.</p> <p>Q11: Is depreciation accounted for? A11: No.</p> <p>Q12: What is the “picture” tab for? A12: This identifies an Ashley Jackson picture which the Headteacher removed from school for safe keeping during the electrical work in school. Now the work is complete the picture will come back to school. Its ownership has been in dispute between the WI and School. The picture which is a demonstration piece has been valued at £1500.</p>	
<p>48. Staffing Update</p>	<p>The Staffing Update had been circulated prior to the meeting and showed that appointments have been made to have an ETA in every class.</p> <p>We have been able to get some Supply Staff to cover absences but still trying to get an Activities Support Assistant for the Wrap Around Care. The closing date for applications has been extended 3 times as there has been no applicants and we also need more First Aid trained staff available to keep the Wrap Around Care open during times of absence.</p> <p>Q13: Are there any other roles in school that could be added to make the job bigger and more attractive financially? A13: There was a Lunchtime Supervisor role but this has been filled and we need First Aid trained. So yes, we will if we can.</p> <p>The Wrap Around Care is due to be reviewed next half-term.</p> <p>Q14: Would not having Wrap Around Care lead to some children moving school?</p>	

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	A14: Probably yes.	
49. Premises Update	<p>The Premises Update had been circulated prior to the meeting and the following works were reported:</p> <ul style="list-style-type: none"> • New display boards in Elder class and in the corridor • School artwork framed in Entrance Hall. • EYFS mark screen in outdoor provision • Potholes to school drive repaired • Decoration works in corridor • Carpet tiles have been fitted in the corridor and School Hall • Carpet tiles to Sycamore and Elder classes fitted the weekend 26 to 28 March 2022 • PE storage completed • Fire Sensor reinstated correctly following works to PE storage • Drainage works complete • Reception Doors and side panels are now due to be installed at Easter • Tree Survey completed – The report produced by Broomy Lea Garden Services indicate that there are no tree safety issues with both the mature oak and the conifers to the rear of the car park all being in good order. <p>Q15:- Can parents see what has been done to the school as it all looks so fresh? A15:- Yes, there is a parents meeting tomorrow.</p> <p>Q16: Are the gutters maintained by the Caretaker as there is a gutter leaking? A16: The drains were cleaned two weeks ago, so the gutter leak needs investigating.</p>	
50. Policy <u>Reviews</u>	<p>The following policies have been reviewed:</p> <p>(a) <u>Financial Benchmarking</u></p> <p>It was noted that Governors have reviewed the Financial Benchmarking as covered under Minute 44(d).</p>	

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	<p>(b) <u>Whistle Blowing Policy</u></p> <p>It was noted that this is an LA model policy and there is no change.</p> <p>RESOLVED: That the Whistle Blowing Policy be approved.</p> <p>(c) <u>Supporting Pupils with Medical Conditions Policy</u></p> <p>It was noted that this is an LA model policy and there is no change.</p> <p>RESOLVED: That the Supporting Pupils with Medical Conditions Policy be approved.</p> <p>(d) <u>Anti-Bullying Policy</u></p> <p>A minor amendment was noted.</p> <p>RESOLVED: That the Anti-Bullying Policy be approved.</p> <p>(e) <u>LA Smoking Policy</u></p> <p>It was noted that this is an LA model policy and there is no change.</p> <p>RESOLVED: That the LA Smoking Policy be approved.</p> <p>(f) <u>Emergency Plan</u></p> <p>The Emergency Plan has been updated with regards to a bomb alert and terrorist threat. This is to be presented to staff along with training.</p> <p>Q17: Where do you evacuate to? A17: The Church or playground.</p> <p>Q18: What would happen if there was a bomb alert or a major fire at the church?</p>	

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	<p>Q19: Is there an Advisor for Accessibility? A19: Yes, the Governing Body.</p> <p>Q20: Are there any local charities we could work with regarding accessibility? A20: Mr Michael will investigate this.</p> <p>Q21: Do parents of disabled children have the ability to choose the most accessible school? A21: Yes, this is supported by Admissions and the LA do have a budget for assisting with access issues.</p>	<p>Mr Michael</p>
<p>51. Any Other Business</p>	<p>The following item of Any Other Business was reported:</p> <p><u>Musica School of Excellence</u></p> <p>The Headteacher reported the achievement that the school has been recognised as a School of Excellence by Kirklees Musica from a recent audit.</p>	
<p>52. Dates of Future Meetings and possible Agenda Items</p>	<p>RESOLVED: That future meetings of the Safety and Resources Committee will be held at 6.30pm on the following dates:</p> <ul style="list-style-type: none"> • Monday 9 May 2022 • Monday 27 June 2022 	
<p>53. Agenda, Minutes and Related Papers – School Copy</p>	<p>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.</p>	

The Chair closed the meeting at 8.30pm.