

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, 28th November 2022.

PRESENT

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

IN ATTENDANCE

Mr G Dawkins (Minute Clerk)

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
15. Apologies for Absence and Declarations of Interest	<p>Apologies for absence were received from Ms J Lavery and Mr Michael chaired the meeting.</p> <p>It was noted that the Reverend V Keating was on long-term sick and as such her position on the Governing Body had been temporarily suspended. No formal resignation had been received so Mr Michael would follow this up.</p> <p>There were no declarations of interest.</p>	
16. How this meeting is underpinned by the School Vision	<p>It was felt that this meeting should focus on looking at “our future” to ensure right resources and a safe environment to learn in underpinned by the School Vision of Branching into the future.</p> <p>It was noted that the School Values are Community, Compassion, Friendship, Forgiveness, Stickability and Joy.</p> <p>This terms value was Compassion which links with remembrance and the birth of Jesus.</p>	

Rooted in the community. Branching into the future. Walking Together in the Light of the Lord.

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17. Any Items to be raised under Any Other Business	<p>The following item would be raised under Any Other Business:</p> <ul style="list-style-type: none"> • Internal Financial Audit 	
18. Minutes of the Meeting held on 3 October 2022	RESOLVED: That the minutes of the Resources Committee meeting held on 3 October 2022 be approved and signed by the Chair as a correct record.	Chair
19. Matters Arising	<p>The following Matters Arising were reported:</p> <p>(a) <u>Purpose of the School Safety and Resources Committee - (Minute 3 Action 1 refers)</u></p> <p>Mr Michael reported that he had reworded the Purpose of the School Safety and Resources Committee to reflect the School Values.</p> <p>(b) <u>Accessibility – (Minute 6(b) Action 2 refers)</u></p> <p>Mr Michael reported that the investigation into whether there were any charities that the school could work with as regards accessibility was ongoing.</p> <p>In terms of accessibility, it was noted that the School Council had identified a problem on the path through the Recreation Ground which was dangerous and required some protection.</p> <p>It was suggested that the School Council should write to the Parish Council for action.</p> <p>Q1: Who owns the access? A1: It is thought to be owned by the Club; the house builders agreed in the Section 106 Agreement to spend money on the playground but there is a question over who owns the land the playground is on. The Council are not responsible for it, so it is thought to be the Club.</p>	

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	<p>(c) <u>Consultation on Admission Arrangements for 2024/25 – (Minute 9 Action 3 refers)</u></p> <p>The Consultation on Admission Arrangements for 2024/25 was now on Sharepoint.</p> <p>Q2: What is the deadline? A2: 23 December 2022 but there is nothing significant.</p> <p>(d) <u>Neighbours Fence – (Minute 10 Action 4 refers)</u></p> <p>Mr Michael reported that he had written to Dean Morgan, Chair of the Richard Carter Trust, to establish the ownership of the wall / railing's boundary between the school and a neighbour.</p> <p>ACTION 1: Mr Michael is to follow up the boundary ownership issue with Dean Morgan.</p>	Mr Michael
20. Financial Management and Monitoring	<p>(a) <u>Termly Budget Review</u></p> <p>Mrs Latham shared the Governor Budget Monitoring Report for Autumn 2 2022 and highlighted the following:-</p> <ul style="list-style-type: none"> • The Teacher pay award had been agreed at 5% rather than the 2% that was budgeted for with no additional Government funding back dated to September 2022. • The award for Support Staff was £1925 spread over 52 weeks and back dated to April 2022 again with no additional Government funding. <p>Q3:- Have all staff been balloted over strike action? A3:- Most have and there is the potential to be affected by strike action.</p> <ul style="list-style-type: none"> • Staffing deficit was £23k • There were some compensatory monies – Sports Premium and Covid Recovery • All schools had been asked to contribute to an LA claw back on Short Term Insurance • Deficit of £500 on CPOMS • Underspend on Pupil Premium • Tilt Top Tables sold for £275 	

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	<ul style="list-style-type: none"> • 400% increase on gas costs for period October to March <p>Q4: Are there any Government grants to compensate for the rising energy costs. A4: Not yet.</p> <ul style="list-style-type: none"> • Current projected Carry Forward was £17,007.26, the 3-year projection was £26,997 <p>Q5: Did the 3-year budget include 15 pupils in Reception? A5: Yes, so 19 in Reception is an upside.</p> <ul style="list-style-type: none"> • There was more Pupil Premium at 31%. <p>In April 2023 it was anticipated maybe an additional £4k for each additional pupil on roll and additional Pupil Premium funding.</p> <p>Mr Michael, on behalf of all the Governors, acknowledged the work done by Mrs Latham in managing the school's finances and keeping a positive budget.</p> <p>(b) <u>Unofficial Funds – School Fund Account</u></p> <p>It was noted that the School Fund accounts had been audited by an Internal Auditor.</p> <p>Q6: Is a deposit requested for the High-Vis Jackets? A6: Yes, as they are not always returned.</p> <p>Q7: Has there been an increase in the use of the High-Vis jackets? A7: Yes, we have been trying to enforce / encourage. It tends to be the younger age groups and those walking to school.</p> <p>RESOLVED: That the audited School Fund accounts be accepted and recommended for ratification by the Full Governing Body.</p>	

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21. Consultation on Admission Arrangements for 2024/25	<p>The Headteacher noted that there was nothing of significance in the consultation documentation relating to Flockton C of E (C) First School and some schools had reduced their PAN.</p> <p>Q8: Are there any expectations for us to change our PAN? A8: No</p> <p>Q9: Are there any links with other provisions? A9: Yes, there is Little Gems in Grange Moor, but we need to let people know that Grange Moor is not in the Shelley Pyramid and we need to make people aware early of the different school systems and pyramids.</p> <p>Q10: Does Little Gems provide wrap-around care? A10: The Nursery provides wrap-around care and Before-School-Club</p> <p>RESOLVED: That there are no changes to the PAN.</p> <p>ACTION 2: Governors are to read the documentation for the Admission Arrangements for 2024/25 and feedback to the Headteacher and Mr Michael (Chair of Governors) by 9 December 2022.</p>	Governors/ Headteacher & Chair
22. Premises Update	<p>It was reported that the Headteacher and Mr Michael had undertaken a Health & Safety Audit which identified the following items requiring attention:</p> <ul style="list-style-type: none"> • Work to the sink in the ladies' toilets. • Dripping drainpipe which was wetting the wall – possibly a pipe joint seal. • Ingress of water at the front door – the gutter area had been cleaned out so it would be necessary to recheck when it next rained. • Generally clean gutters. <p>It was noted that the photos of the First Aiders have been displayed in school.</p>	
23. Policy Reviews	<p>The following policies were reviewed:</p> <p>(a) <u>Fire Safety Policy</u></p>	

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	<p>The following amendments had been made to this policy as follows:</p> <ul style="list-style-type: none"> • Training Record updated • Responsibility Schedule has been updated • Evacuation Procedures have been reviewed and signed by staff. <p>It was reported that the Fire Alarm box next to the Boys toilets was still on Summertime.</p> <p>ACTION 3: Mrs Latham is to speak to the Fire Service to set the Fire Alarm box to the correct time.</p> <p>RESOLVED: That the Fire Safety Policy be approved.</p> <p>(b) <u>Lone Working Policy</u></p> <p>Lone working was discussed in the Health & Safety Audit and only minor changes were required.</p> <p>RESOLVED: That the Lone Working Policy be approved.</p> <p>(c) <u>Attendance Management Policy & Procedure for School Based Employees</u></p> <p>This was an LA policy that was to be shared with the Full Governing Body and staff. This policy linked to the Employee Handbook and the Staff Handbook and looked at bringing time off for Teachers and Support Staff all inline.</p> <p>Q11: Are all Returns to Work discussed? A11: Not in all cases. All absences are mapped out over a period of time to see any trends. There may need to be more meetings in order to be more consistent with staff and the process.</p> <p>The guidance implied all absences needed a meeting but not necessarily practical depending on the size of the school.</p>	<p>Mrs Latham</p>

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	<p>There should be a consistent approach to monitoring and management.</p> <p>There were a lot of supporting documents and all absences were recorded on SAP and monitored by HR.</p> <p>RESOLVED: That the Attendance Management Policy & Procedures for School Based Employees be approved.</p>	
24. Any Other Business	<p><u>Internal Audit of School Financial Systems</u></p> <p>An internal audit of the School's Financial Systems had been undertaken earlier today with excellent feedback.</p> <p>A lot of the systems were checked online, and Mrs Latham was praised for an excellent job and an excellent website.</p> <p>Suggestions were made to help reduce the work required and there was praise for the Financial Team and Governors.</p> <p>The official report would be forwarded to Governors.</p>	
25. Dates of Future Meetings and possible Agenda Items	<p>RESOLVED: That the next meeting of the Safety and Resources Committee will be held on Teams at 6.30pm on Monday 30 January 2023.</p>	
26. Agenda, Minutes and Related Papers – School Copy	<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 7.40pm having met the values of the school.