

**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, 29 November 2021.

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>	<u>Minutes</u>	<u>Action</u>
<b>15. Election of Chair</b>	<p>Since the last meeting of this committee Ms Lavery had decided to take on the role of Chair of the Safety and Resources Committee</p> <p>This was agreed unanimously.</p> <p><b>RESOLVED:</b> That Ms Lavery be Chair of the Safety and Resources Committee.</p> <p>Ms Lavery thanked Mrs Bulmer and Mrs Latham for their meeting regarding chairing the Safety and Resources Committee.</p>	
<b>16. Apologies for Absence and Declarations of Interest</b>	<p>Apologies for absence were received from Reverend V Keating and there were no declarations of interest.</p>	
<b>17. Any Items to be raised under Any Other Business</b>	<p>The following item would be raised under Any Other Business:</p> <ul style="list-style-type: none"><li>• PAMP</li></ul>	

<u>Item</u>	Minutes	Action
<b>18. Minutes of the Meeting held on 11<sup>th</sup> October 2021</b>	<b>RESOLVED:</b> That the minutes of the Safety and Resources Committee meeting held on 11 <sup>th</sup> October 2021 be approved and signed by the Chair as a correct record.	
<b>19. Matters Arising</b>	<p>The following matters arising were reported:</p> <p>(a) <u>Premises Update – Incident Report Book – (Minute 6(b) refers)</u></p> <p>It was confirmed that the Accident Book was actually referred to as the Incident Report Book.</p> <p>(b) <u>Any Other Business – School Website – (Minute 6(c) refers)</u></p> <p>It was noted that Mrs Bulmer had passed a document which she had downloaded from the KEY to the Chair regarding what was required on the school website.</p>	
<b>20. Review of the Terms of Reference for the Safety and Resources Committee</b>	<p>Mr Michael reported that the Terms of Reference for the Safety and Resources Committee had been reviewed by the Steering Committee and emailed to all Governors on this committee.</p> <p><b>RESOLVED:</b> That the Terms of Reference for the Safety and Premises Committee be approved.</p>	
<b>21. Financial Management and Monitoring</b>	<p>(a) <u>Termly Budget Review</u></p> <p>The Governor Budget Monitoring Report M06 Sept and M07 Oct 2021/22 had been shared with Governors prior to the meeting and Mrs Latham highlighted the following:</p> <ul style="list-style-type: none"> <li>• Premises - Drain Issue The CCTV of the drain had been completed which identified displaced joints in the playground. The quote for rectification was £1,590.50 and it was Kirklees' responsibility. There was also route ingress which was the School's responsibility at a cost of £550.</li> </ul> <p><b>Q1: When will the drain repairs be done?</b> <b>A1:</b> Don't know yet but the LA is happy with the quote.</p>	

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	<p><b>Q2: Is the LA work necessary?</b>  <b>A2:</b> Yes, but is within the playground so will be done over a holiday period.</p> <ul style="list-style-type: none"> <li>• Blinds for Elder Class and around school.</li> <li>• Covid Catch Up Funding and National Tutoring Programme – this allowed a percentage of Pupil Premium children to access 15 hours of additional tutoring, 1 hr/week for 15 weeks. 11 children across the school had been selected and letters to parents had been sent out to get commitment to the extra tutoring.</li> </ul> <p><b>Q3: Is this support only available to Pupil Premium children?</b>  <b>A3:</b> Yes.</p> <p><b>Q4: Could this be seen as discriminatory to non-pupil premium children?</b>  <b>A4:</b> Potentially yes as during the second lockdown we had over 50% of children in school as it was difficult for them to access the curriculum at home, as a result this year's budget has allowed for an ETA in each class so that the right interventions can be delivered.</p> <ul style="list-style-type: none"> <li>• Curriculum – Monster Phonics – The cost of this was included in the budget this time which was intended to be clawed back from other curriculum areas. A lot of the cost was in the colour coded books.</li> </ul> <p><b>Q5: Do the children like Monster Phonics?</b>  <b>A5:</b> Yes.</p> <ul style="list-style-type: none"> <li>• Extra-curricular clubs were projected to the end of the year however to date the school had not taken in as much as projected.</li> </ul> <p><b>Q6: Has the change to 5pm had an impact?</b>  <b>A6:</b> Yes, After School Club finishes at 5pm unless there is a request to extend to 5.30pm when staff are paid accordingly. This allows flexibility as there is a mix of needs.</p> <p><b>Q7: What is the staffing like?</b></p>	

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	<p><b>A7:</b> Miss Hough and Mrs Luigjes.</p> <p><b>Q8: Is there any free support from the likes of Kelloggs, Warburtons etc?</b>  <b>A8:</b> Yes, we have looked at this but don't meet the Pupil Premium requirements.</p> <ul style="list-style-type: none"> <li>• Premises – The plastering and decorating of Elder Class had cost a little more than budgeted.</li> <li>• Currently the projected carry forward was reported to be £48,512 which is £2,061 less than the 3 Year projection which predicted £50,573.</li> </ul> <p>(b) <u>Unofficial School Funds</u></p> <p>The 2020/21 audited School Fund account had been issued to the Governors.</p> <p>It was noted that some money from the School Fund had been used to purchase lights for the Christmas performance and income from the extra-curricular clubs had been put into the Enabling Account to help fund staff for the wrap-around care.</p> <p>Also, an art morning for Elder Class had been funded from the School Fund.</p> <p><b>Q9: Is there any guidance as to how much should be held in a School Fund?</b>  <b>A9:</b> No.</p> <p><b>Q10: Is there an amount you like to hold in the account?</b>  <b>A10:</b> No, funds are held until used for the benefit of pupils.</p> <p><b>RESOLVED:</b> That the audited 2020/21 School Fund account be approved.</p> <p>The Chair thanked Mrs Latham for her Reports.</p>	
<b>22. Quotations for Flooring</b>	As noted at the previous meeting the Richard Carter Trust has agreed to improve the floor to the main corridor and decorate which will improve the wellbeing of staff and children and make it more attractive to prospective pupils.	

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	<p>It was reported that quotations have been obtained from 3 companies for carpet tiles and slip resistant vinyl with options of keeping or removing the existing vinyl.</p> <p><b>Q11: Are there advantages of leaving or removing the existing vinyl?</b>  <b>A11:</b> It is recommended that it is removed if new vinyl flooring is to be laid but it could be left for carpet tiles. Removing the existing vinyl has risks regarding the surface below and whether screeding of the floor is required before any new covering is laid.</p> <p><b>Q12: Does the school have any preference?</b>  <b>A12:</b> Yes, carpet.</p> <p><b>Q13: How long will it last?</b>  <b>A13:</b> 7 to 10 years.</p> <p><b>Q14: What about stair nosing?</b>  <b>A14:</b> Aluminium in a contrasting colour to the floor covering.</p> <p>It was noted that the Richard Carter Trust wanted the work completed correctly so it is felt the existing vinyl should be taken up.</p> <p><b>Q15: Is there any risk that there is asbestos in the adhesive used for the existing vinyl?</b>  <b>A15:</b> This question has been asked, it will be investigated and reported back.</p> <p><b>ACTION1:</b> The question as to whether there is asbestos in the existing vinyl adhesive will be investigated and Mrs Bulmer will report back.</p> <p><b>Q16: Are there samples of the various materials?</b>  <b>A16:</b> Yes.</p> <p><b>Q17: Is it a heavily trafficked area?</b>  <b>A17:</b> It is a long corridor with access off and 3 external entrances coming onto it.</p> <p>Both materials would have pros and cons, so it was agreed that it was a decision for the school as regards what material.</p>	<p><b>Mrs Bulmer</b></p>

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	<p>Decorating quotations were also presented from three contractors ranging from £2,185 to £5,125.</p> <p><b>Resolved:</b> That the lowest quotation provided by Geckops be accepted.</p>	
<p><b>23. Consultation on Admission Arrangements for 2023/24</b></p>	<p>It was noted that the consultation on Admission Arrangements for 2023/24 did not propose any change to the PAN of 15.</p> <p>It was also noticed that the document allowed for a maximum of 19 pupils in KS2 classes giving a Net Cap Range of 90-117 pupils in total.</p> <p>Governors felt the PAN of 15 was correct but the maximum of 19 pupils in a KS2 class could lead to problems with appeals but it did allow flexibility.</p> <p><b>RESOLVED:</b> That the Admission Arrangements for 2023/24 be approved.</p>	
<p><b>24. Staffing Update</b></p>	<p>It was reported that the member of staff on long-term staff absence had returned on a phased return which had led to a full time return last week.</p> <p>It was noted that Miss Hough's contract for Wrap Around Care would come to an end on 31 March 2022 and her role was vital in bringing new children into school.</p> <p><b>RESOLVED:</b> That Mis Hough's contract be renewed to August 2023.</p>	
<p><b>25. Premises Update</b></p>	<p>It was reported that Mrs Bulmer, Mrs Latham and Mr West, the Caretaker, had carried out a walk around school from which a Health &amp; Safety Action Plan had been put together and included the following:</p> <ul style="list-style-type: none"> <li>• Signage for which proofs have been sent off.</li> <li>• Main Entrance works – still awaited.</li> <li>• InVentry System amendment re fire alarm</li> </ul> <p><b>Q18: The question of the safety of the external wall near the yellow canopy was raised?</b>  <b>A18:</b> No accidents have been reported as a result of this wall and therefore is not considered to be a safety issue whereas there are other areas where slips have been reported and need</p>	

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	<p>consideration.</p> <p><b>Q19: Do we have a risk log?</b>  <b>A19:</b> Only this action plan.</p> <p>It was felt that the wall was still a potential risk despite no accidents, and it should be logged as a risk in order to be able to come back to this again to see if there were any solutions / improvements.</p> <p>It was noted that the Accident Book was reviewed but the school did not have a risk log.</p> <p>There had been a recent accident where a child had hit their head on a rendered wall therefore it was felt a solution was needed, such as fencing off.</p> <p><b>ACTION 2:</b> The Health &amp; Safety Action Plan is to be made into a Risk Log by adding a risk column which will then be reviewed and used to prioritise actions.</p> <p>It was reported that the Early Years outdoor areas had been completed.</p> <p><b>Q20: Is the Reading Shed useable?</b>  <b>A20:</b> The Caretaker is to fix hooks to hold the doors back and it will be ready for use.</p>	<p><b>Mrs Bulmer</b></p>
<p><b>26. Policy Reviews</b></p>	<p>The following policies had been reviewed:</p> <p>(a) <u>Teacher Appraisal &amp; Teacher Pay Policy</u></p> <p><b>Q21: Were there any staff disagreements with this policy?</b>  <b>A21:</b> No, this is a Kirklees model policy.</p> <p><b>RESOLVED:</b> That the Teacher Appraisal &amp; Teacher Pay Policy be approved.</p> <p>(b) <u>Health &amp; Safety Policy</u></p> <p>This policy had been updated to reflect the name of the committee, new FA's and the inventory for the signing-in system.</p>	

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	<p><b>RESOLVED:</b> That the Health &amp; Safety Policy be approved and signed by the Chair and Headteacher.</p> <p>(c) <u>Fire Policy</u></p> <p>This policy was awaiting updates for training.</p> <p>Mrs Bulmer was due to go on the Responsible Person course and Mrs Latham the Fire Warden course.</p> <p>It was noted that the National College had a lot of training courses which staff would be able to access.</p> <p>Fire Risk Assessments were also to be carried out and added.</p>	<p><b>Chair / Headteacher</b></p>
<p><b>27. Any Other Business</b></p>	<p>(a) <u>PAMP</u></p> <p>The Chair reported having reviewed the Premises Asbestos Management Plan (PAMP) it was noted that anybody coming into school to undertake any work had to look at the PAMP and sign. The PAMP had been audited in October 2021 and all Governors had shared responsibility for it. The audit commended the school on a very well kept PAMP and praised Mrs Latham for this.</p> <p>Governors also expressed their thanks to Mrs Latham for the PAMP.</p> <p>It was highlighted that the PAMP had identified asbestos on the underside of the boiler room ceiling which would be revisited next year to ensure the seals were intact.</p> <p>The bitumen residue to the floor in Room 17A was also noted and the vinyl adhesive was to be double checked.</p>	
<p><b>28. Dates of Future Meetings and possible Agenda Items</b></p>	<p><b>RESOLVED:</b> That future meetings of the Safety and Resources Committee will be held in school at 6.30pm on the following dates:</p> <ul style="list-style-type: none"> <li>• Monday, 31 January 2022</li> </ul>	



<u>Item</u>	Minutes	Action
	<ul style="list-style-type: none"> <li>• Monday, 28 March 2022</li> <li>• Monday 9 May 2022</li> <li>• Monday 27 June 2022</li> </ul>	
<b>29. Agenda, Minutes and Related Papers – School Copy</b>	<b>RESOLVED:</b> 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 8.00pm.

Approved Signed Copy