

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, 30 January 2023.

PRESENT

Mrs 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
27. Apologies for Absence and Declarations of Interest	There were no apologies for absence and no declarations of interest.	
28. Minutes of the Safety and Resources Committee meeting held on 28th November 2023	<p>RESOLVED: That the minutes of the Safety and Resources Committee meeting held on 28 November 2022 be approved and signed by the Chair as a correct record subject to the following amendments:</p> <p>Minute 21 – A8 – Remove “but will..... Pre-School.” and Minute 21 – Remove paragraph after A10 “Some concerns..... local provisions.”</p>	
29. Matters Arising	<p>(a) <u>Neighbours Fence – (Minute 19(d) Action 1 refers)</u></p> <p>Mr Michael reported that there is no news regarding the neighbour’s fence and boundary issue but will continue to follow this up with Dean Morgan.</p>	

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p>Action 1: Mr Michael is to follow up the boundary ownership issue with Dean Morgan.</p> <p>(b) <u>Fire Alarm – (Minute 23 Action 3 refers)</u></p> <p>Mrs Latham reported that the Fire Alarm Box was to be set to the correct time tomorrow, 31 January 2023.</p>	<p>Mr Michael</p>
<p>30. Financial Management and Monitoring</p>	<p>(a) <u>Financial Benchmarking</u></p> <p>Mrs Latham shared the School Financial Benchmarking Report 2021-22 with Governors and highlighted the following: -</p> <ul style="list-style-type: none"> • The dip in the number on roll had an impact on percentages, i.e., costs were fixed but head count was reduced. Some of the schools used for comparison in the benchmarking were part of federations so the costs could be spread across the other schools in the federation. • Supply Staff reflects the impact of the pandemic, in the past the school had been able to provide cover through existing staff. • ETA costs - There was a fulltime ETA in each class but high needs pupils in Apple Class were pulling staff from other classes which the school was funding until the EHCP was through. • Supplies & Services per pupil has increased due to the investment into Monster Phonics. <p>Q1: - Is the benchmarking based on this financial year? A1: - No, this benchmarking report refers to the previous financial year to 31 March 2022.</p> <p>Q2: - Do we know what to expect this year? A2: - To an extent yes but it also depends on what other schools do, numbers on roll etc. Next year the cost of Support Staff should be less as our HLTA has stepped down.</p> <ul style="list-style-type: none"> • Premises was high but was likely to come down. • Targeted Grants – FSM and SEND – the school had the highest amount of FSM pupils on roll. 	

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	<p>Q3: - Why is SEND funding low? A3: - There is only additional funding for pupils with an EHCP and there is a scale depending on the needs. There are a lot of variables, and we are awaiting these to go through.</p> <p>It was agreed that the Benchmarking Report did not show anything unexpected.</p> <p>Q4: - What is the extra top up funding being used for? A4: - Non-Fiction books in Monster Phonics and flash cards which currently staff have hand Made as they cost £200/set. Also, two sets of Little Monsters as school have the free set that came with Monster Phonics but need a set for each class and additional training.</p> <p>Q5: - Do the non-fiction books link to topics in school? A5: - Not sure, they may have a theme linked to the National Curriculum.</p> <p>(b) <u>SFVS</u></p> <p>Mrs Latham explained that the SFVS (School Financial Value Standard) was a list of 30 questions relating to the financial management of the school that had to be answered each year.</p> <p>Nothing had changed since last year and there were no new questions therefore no change. The SFVS had previously been validated by Internal Audit and Mr Michael was happy with the document.</p> <p>It was noted that the charging amounts in the Payment of Expenses and Allowances for Governors and Associate Member Policy remained the same and fuel costs were based on HMRC approved rates all of which were in line with other schools.</p> <p>Other policies associated with the SFVS only required dates to be updated.</p> <p>RESOLVED: That the SFVS be recommended for approval at the next full Governing Body meeting.</p>	

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<p>31. Review Staff and Governor Training against SDP</p>	<p>Reading: - Mrs Oliver and Mrs Weatherhead had completed the 5 modules of Monster Phonics training and Mrs Horwood was to do hers this week.</p> <p>Peer Support reviews were to be completed next week through the Reading Hub which was a very supportive relationship.</p> <p>Writing: - Mrs Hurst and Mrs Oliver were looking at writing development across the school with a view to getting consistency by using the same assessment materials as used across the pyramid.</p> <p>Safeguarding: - It was noted that live online face-to-face Prevent Training had been booked in for all Governors on 29 March 2023. It may be possible to record and share the training for those who were unable to attend the live session. The NGA also had a Prevent training course.</p> <p>Mrs Weatherhead and Miss Hough had undertaken Positive Handling training.</p> <p>Mrs Bulmer, Mrs Latham, and Mrs Smith have undertaken CPOMS training.</p> <p>Mrs Hurst had undertaken a DSL refresher course and Mrs Bulmer Manual Handling and Effective Risk Assessment training.</p> <p>It was reported that Paul Bowlas the Diocesan Advisor has offered finance training for Staff and Governors. It was felt that this should be discussed at a full Governing Body meeting to decide as to how this could be best done either at a separate meeting or as part of a full Governing Body meeting.</p> <p>RESOLVED: That the offer of finance training for Staff and Governors by Paul Bowlas, the Diocesan Advisor, be discussed at a full Governing Body meeting.</p> <p>Mr Michael reported that he had started the online NGA Safeguarding course.</p> <p>Q6: - How long does this course take? A6: - About 1.5 hours for a total of 6 or 7 modules.</p>	<p>Chair / Governor Clerking Service</p>

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	<p>Q9: - Can a definition of the types of injuries be added to the Accident Report? A9: - Yes.</p>	
<p>33. Premises Update</p>	<p>It was reported that a new large “Vision” board had been put up in school with individual smaller ones in each class.</p> <p>A new display board has also been erected.</p> <p>The door had been adjusted to improve its operation which had been a bit temperamental.</p> <p>Q10: - Has there been an issue of water ingress by the front door? A10: - Yes, this has been investigated and is a drain issue.</p>	
<p>34. Policy Reviews</p>	<p>The following policies were reviewed:</p> <p>(a) <u>Charging and Lettings Policy</u></p> <p>This was a standard policy.</p> <p>RESOLVED: That the Charging and Lettings Policy be approved.</p> <p>(b) <u>Health & Safety Policy</u></p> <p>There was no change in this policy, and it was reviewed to bring it in line with the schedule of policies.</p> <p>RESOLVED: That the Health & Safety Policy be approved.</p> <p>(c) <u>Transport Pupils in Cars Policy</u></p> <p>This was a new policy which sets out good practice for parents to transport children in cars with all the necessary checks in place.</p>	

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	<p>RESOLVED: That the Transport Pupils in Cars Policy be approved.</p> <p>(d) <u>Data Protection Policy</u></p> <p>This was a standard policy.</p> <p>RESOLVED: That the Data Protection Policy be approved.</p> <p>(e) <u>Privacy Notices</u></p> <p>This was a standard document.</p> <p>RESOLVED: That the Privacy Notices are approved.</p>	
<p>35. Any Other Business</p>	<p>(a) <u>New Governor</u></p> <p>It was noted that it was hoped a new Governor would be able to attend this meeting, but the DBS check had not yet been completed.</p> <p>(b) <u>Strike Action</u></p> <p>The Head Teacher reported that each strike day would be taken as it comes as each would be different depending on which staff strike and which staff were available.</p> <p>The aim was to have Sycamore Class open plus Pupil Premium children would be offered places.</p> <p>Q11: - How many is this in total? A11: - Potentially 43 (23 in Sycamore Class + 20 Pupil Premium)</p> <p>It was noted that staff do not have to say whether they intend to strike.</p> <p>Q12: - What are the strike dates and what notice are parents given? A12: - 1 & 28 February, 15 & 16 March. No notice needs to be given.</p>	

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	<p>Q13: - Is school allowed to supply home learning? A13: - Teachers who are striking are not allowed to do this for the strike day and it would not be appropriate to ask.</p> <p>Purple Mash was available all the time if pupils want.</p> <p>School would be kept open if it was safe to do so.</p>	
36. Dates of Future Meetings and possible Agenda Items	RESOLVED: That the next meeting of the Safety and Resources Committee will be held on Teams at 6.30pm on Monday 20 March 2023.	
37. 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 7.51pm.