

**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, 31 January 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
<b>30. Apologies for Absence and Declarations of Interest</b>	Apologies for absence were received from Reverend V Keating and there were no declarations of interest.	
<b>31. Minutes of the Meeting held on 19<sup>th</sup> November 2021</b>	<b>RESOLVED:</b> That the minutes of the Safety and Resources Committee meeting held on 29 <sup>th</sup> October 2021 be approved and signed by the Chair as a correct record.	
<b>32. Matters Arising</b>	<p>The following matter arising was reported:</p> <p><u>Quotations for Flooring – Action 1 - (Minute 22 refers)</u></p> <p>It was reported that the company whose quote was based on leaving the existing vinyl flooring in place will guarantee their work so have gone with this company. It was also reported that the stair nosing's are too new to contain asbestos so these will be replaced.</p>	

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<b>33. Financial Management and Monitoring</b>	<p>(a) <u>Termly Budget Review</u></p> <p>The Governor Budget Monitoring Report M08 November and M09 December 2021/22 had been shared with Governors prior to the meeting and Mrs Latham highlighted variances as follows:</p> <ul style="list-style-type: none"> <li>• Teachers – 100 additional hours had been budgeted for, currently there are 8.5 hours left giving a current underspend of £408</li> <li>• ETAs – not all hours have been used due to resignations, so current underspend of £6,766</li> </ul> <p><b>Q1: What is “ETA”?</b>  <b>A1:</b> ETA stands for Educational Teaching Assistant.</p> <ul style="list-style-type: none"> <li>• Extended School Staff – underspend of £542 due to a resignation.</li> </ul> <p><b>Q2: Is this post to be filled?</b>  <b>A2:</b> For the moment it has been decided to run with just one member of staff but this may have to be reviewed as another resignation is pending.</p> <p><b>Q3: Is there a risk that the After School Club will not operate after Easter?</b>  <b>A3:</b> No, the member of staff running it will stay until the post is filled.</p> <p>It was noted that these staff underspends are not permanent and should be included in next year’s budget.</p> <ul style="list-style-type: none"> <li>• Premises – The following works have been done or are planned within this budget: <ul style="list-style-type: none"> <li>- Repairs prior to external decorating.</li> <li>- Plastering and decorating to Elder Class.</li> <li>- Blind repairs and replacement.</li> <li>- Window repairs and replacement.</li> <li>- Drain issue – removal of tree roots.</li> <li>- Decorating of corridor and carpet tiles.</li> <li>- Painting of front of stage steps.</li> <li>- Hall flooring</li> <li>- Repair of potholes on drive.</li> </ul> </li> </ul>	

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	<p>- External signage – It was noted that the Church sign board at the bottom of the drive is an ideal location for a “Flockton CE(C) School” sign. The Church have been approached and have approved this.</p> <p><b>Q4: Could the Pre-School be added to this sign as well?</b>  <b>A4:</b> It was felt this was a good idea and the Head Teacher will look into this.</p> <p><b>Action 1:</b> The Head Teacher is to look into having both a School sign and a Pre-School sign on the Church sign board at the bottom of the drive.</p> <p>- Desks, chairs and replacement trays for Sycamore and Elder Classes to match Apple Class. It was noted that lead times are long but it is hoped that this will come out of this year’s budget.</p> <ul style="list-style-type: none"> <li>• Learning Resources – Monster Phonics has been invested in this year and it was noted that Literacy Hub Match Funding will match school funding.</li> <li>• Sports Premium has been allocated for another year academic year, £7k for April to August and £9,794 for September to March.</li> <li>• ICT – It was noted that laptops have been rebuilt and are ok for home learning but not adequate for in school. 16 I-pads are to be replaced. 10 further iPads were purchased earlier in the year of which were funded by the Parish Council Grant.</li> <li>• Summer Term Catch Up Funding was £2,960.</li> <li>• Unspent School Led Tutor Allocation is to be clawed back as not appropriate for our school. A number of schools have not taken this up as does not work for small schools.</li> </ul> <p>It was noted that with two months to go the projected Carry Forward is £52,619 which is 9.18% of the total budget which is close to the threshold of 10%. This could go up or down so looking at what could be brought forward to ensure the carry forward does not exceed 10% of the total budget.</p> <p><b>Q5:- Has the long-term plan be looked at to see what can be brought forward?</b>  <b>A5:-</b> Yes, the following from the 3-year plan are being looked at:</p> <ul style="list-style-type: none"> <li>- Removal of hawthorn bush and replace flagging</li> <li>- i-Pads</li> <li>- Carpet to classrooms for areas where the children sit.</li> </ul>	<p><b>Head Teacher</b></p>

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	<p>- Signage regarding the school field and not for dog walking.</p> <p>3 quotes have been obtained for the i-Pads – Global £4,264, Apple £4,906 and Tech in the Basket £5,247. Global are the current IT Support Provider and provide a good service.</p> <p><b>RESOLVED:</b> That the Global quotation be accepted and the purchase of the i-Pads be brought forward.</p> <p><b>Q6:- Why are we getting i-Pads as opposed to androids?</b>  <b>A6:-</b> We already have Apple i-Pads and laptops which are easy to install as all the same and they have blanket updates.</p> <p><b>Q7:- When is the front door to be installed?</b>  <b>A7:-</b> It is due to be installed in the half-term holiday.</p> <p><b>Q8:- Has anything been done to improve the clarity of the screen in the hall?</b>  <b>A8:-</b> The hall blinds have been replaced and the lighting has been improved through the whole school rewire works.</p> <p><b>Q9:- Is anything required regarding ventilation in the hall?</b>  <b>A9:-</b> No, window to outside can be opened and from tests the air quality is very good.</p> <p>(b) <u>SFVS – School Financial Value Standard</u></p> <p><b>Action 2:</b> The SFVS is to be presented to the next Safety &amp; Resources Committee but issued to Governors prior to that meeting for comment.</p> <p>The Chair thanked Mrs Latham for her Reports.</p>	<p><b>Mrs Latham / Governors</b></p>
<p><b>34. Review Staff and Governor Training against SDP</b></p>	<p>The Head Teacher reported that the SDP schedule is tracking training over the last two years and shows what has been done relative to the SDP.</p> <p>The Head Teacher has sent out an email to all Governors regarding training but there has been no responses to date.</p>	

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	<p><b>Q10:- Can other training be included in this as well as specific Governor training?</b>  <b>A10:-</b> Yes if it is seen as a benefit to the role and the school.</p> <p><b>Q11:- Can there be a Governor Training document in Governor folders to record training?</b>  <b>A11:-</b> Yes this can be added.</p> <p><b>Q12:- Is there a number of hours of training required?</b>  <b>A12:-</b> No, it is not that prescriptive, but what one feels is needed to fulfil the role.</p> <p><b>Action 3:</b> The Steering Committee is to look at a model template for each Governor role and use as a framework to guide Governor training.</p> <p>It was noted that the school has paid into the National College this year for Health &amp; Safety Training as it has been difficult to get it done anywhere else.  It was also noted that CPOMS (Child Protection Online Management System) is now in full use in school and is very transparent for everyone.</p> <p><b>Q13:- When is the next Ofsted Inspection expected?</b>  <b>A13:-</b> Our last Ofsted visit was October 2019 and inspections have just started again today. We are working on a 3-year Action Plan so Ofsted can see what we are working on and what has been done so we are prepared; but SIAMS is next.</p>	
<b>35. Staffing Update</b>	The Staffing Update had been circulated prior to the meeting and showed resignation and appointment of ETAs and lunchtime supervisors.	
<b>36. Premises Update</b>	<p>The Premises Update had been circulated prior to the meeting and had been covered in Minute 33(a).</p> <p><b>Q14:- What is Snowdrop Cottage?</b>  <b>A14:-</b> A beautiful playhouse that has been put in as you come into school from Chapel Lea.</p> <p><b>RESOLVED:</b> That the examination of the Fire Evacuation Report and the Accident Report Book be deferred to the next meeting of this committee.</p>	
<b>37. Policy Reviews</b>	The following policies have been reviewed:	

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	<p>(a) <u>Premises Management Policy</u></p> <p>It was noted that this is a KEY amended policy which identifies who is responsible for what and we buy into the LA's Asset Management scheme.</p> <p><b>Q15:- Do we Risk Assess the trees in the outdoor area regarding safety?</b>  <b>A15:-</b> Only by visual inspection.</p> <p>It was agreed that this should be formalised with a plan for maintenance of the trees.  <b>Action 4:</b> A tree Surgeon / the Ground Maintenance company are asked to provide a quote for a Risk Assessment and maintenance plan for the trees on site.</p> <p><b>RESOLVED:</b> That the Premises Management Policy be approved.</p> <p>(b) <u>Lettings Policy</u></p> <p>It was noted that this is an LA model policy and there is no change.  <b>Q16:- Do we have or had any lettings?</b>  <b>A16:-</b> No.</p> <p><b>RESOLVED:</b> That the Lettings Policy be approved.</p>	Mrs Latham
<b>38. Any Other Business</b>	The were no items of Any Other Business.	
<b>39. Dates of Future Meetings and possible Agenda Items</b>	<p><b>RESOLVED:</b> 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"> <li>• Monday, 28 March 2022</li> <li>• Monday 9 May 2022</li> <li>• Monday 27 June 2022</li> </ul> <p><b>RESOLVED:</b> That the following be Agenda Items at the next meeting of the Safety and Resources Committee:</p>	

<u>Item</u>	Minutes	Action
	<ul style="list-style-type: none"> <li>• SFVS</li> <li>• Benchmarking</li> <li>• 2022/23 Budget</li> <li>• Fire Report</li> <li>• Accident Report</li> <li>• Inventory</li> </ul>	
<b>40. 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 7.53pm.

Approved Signed Copy