

THE GOVERNING BODY OF FLOCKTON CE (C) SCHOOL
RESOURCES COMMITTEE

Minutes of the meeting of the Resources Committee held at 6.30 pm at the School on Monday, 11 November 2019.

PRESENT

Mr R Michael (Chair), Mrs H Boyle, Mr N Cappleman,

IN ATTENDANCE

Mrs E Bulmer (Observer)
Mr G Dawkins (Minute Clerk)

SCHOOL INSPECTION COPY

Item	Minutes	Action
265. Apologies for Absence and Declarations of Interest	Apologies for absence were received from Mrs S Latham (consent). There were no declarations of interest.	
266. Any Items to be raised under Any Other Business	No items were notified to be brought up under Any Other Business.	
267. Minutes of the Meeting held on 7 May 2019	RESOLVED: That the minutes of the Resources Committee meeting held on 7 May 2019 be approved and signed by the Chair as a correct record.	Chair
268. Matters Arising	<u>Wrap-Around Care Provision (Minute 255 refers)</u> It was noted that the Wrap-Around Care Provision was reviewed at the full Governing Body meeting in the Summer and the decision was taken to continue for a further year. Currently there are 14 pupils registered for Breakfast Club; with between 5 and 14 attending on	

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	<p>different days. There are also 14 children registered for After School Club; with between 2 and 11 attending on different nights.</p> <p>Q1.- What is the minimum number of children required to cover the costs? A1.- 7 children.</p> <p>Q2.- Do we know where the new ones have come from? A2.- 4 Reception and 1 or 2 have siblings.</p> <p>Q3.- When would a third member of staff be needed? A3.- When numbers exceed 20 as the maximum staff to children ratio is 1:10.</p>	
<p>269. Pupil Safety Register / Accident Book – Presentation of Data</p>	<p>The Pupil Safety Register / Accident Book data had been presented to Governors prior to the meeting.</p> <p>Questions were raised regarding some of the totals, how accidents are recorded and the different categories.</p> <p>Action 2: The Chair to seek information from AS on what governors in other schools expect as information in this area / what questions are asked and when (termly / annually?) – bearing in mind staff workload in compiling this information.</p> <p>Q4.- What determines first aid and/or a letter home? A4.- Physical injury or a bumped head involves as soon as possible contact with parents/carers. Governors need to know any problem areas regarding location, time of year related and what action is being taken.</p> <p>Q5.- Was there a change in accident recording between the Autumn/Spring data and the Spring/Summer data? A5.- No, but in the Summer the field can be used and therefore there is a change in the type of accidents and location.</p> <p>It was noted that the SDP is currently under development.</p>	<p>Head Teacher / School Governor Service</p>
<p>270. Review Staff and Governor Training against SDP</p>	<p>It was noted that the SDP is currently under development.</p> <p>(a) <u>Staff Training</u></p> <p>The following staff training was reported:</p>	

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	<ul style="list-style-type: none"> • 3 INSET days have been completed - (i) Safeguarding and H&S, (ii) Curriculum Audit and (iii) Actions from Ofsted feedback. • Two Support Staff have had training on the Outside Environment at St Aidan's by an outside provider. • Fiona Moss is to lead Understanding Christianity Curriculum as part of the Pyramid's Church School network. • Mrs Bulmer is having Head Teacher Induction Training with the LA which is ongoing with 4 more sessions before Christmas run by Richard Dodd of Head Teacher Support. She is also having Diocesan training at Church House in Leeds on SIAMS. <p>(b) <u>Governor Training</u></p> <p>It was noted that it is necessary to look at the future requirements for Governors.</p> <p>The Chair is undertaking "Preparing for Chair" training Parts 1 & 2.</p>	
271. Financial Management and Monitoring	<p>It was noted that the School Business Manager had sent out the Financial Management and Monitoring updates to all Governors prior to the meeting.</p> <p>The Chair expressed the Governors thanks to the School Business Manager for the financial information presented.</p> <p>Action 3: Any Governors questions relating to the information presented are to be emailed to the School Business Manager.</p> <p>The Head Teacher clarified the following points:</p> <ul style="list-style-type: none"> • SFVS – changes due to a new template. • Benchmarking – new data is up on the DfE website. The New Head Teacher and the School Business Manager are to look at this in the spring term. • School Fund Audit has been undertaken and passed. <p>RESOLVED: That the School Fund Audit be signed by the Chair.</p> <ul style="list-style-type: none"> • The accounts have been skewed due to the timing of Project Sport income and expenditure. • Teachers Pay Award was initially budgeted at 2% but the award was 2.75%. It was noted that 	<p>Governors / School Business Manager</p> <p>Chair</p>

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	<p>the 0.75% shortfall should be funded by the DfE.</p> <ul style="list-style-type: none"> NFF (National Funding Formula) a letter from Mr David Gearing, LA Finance Officer, had been circulated to Governors regarding the new Pupil Mobility Factor which may have an impact as it takes into account moves in the relevant year in relation to the October Census. <p>Q6.- Is there high mobility?</p> <p>A6.- There is a strong possibility that there will be coming in due to the new housing.</p> <p>Q7.- Has there been a rate review for the field this year?</p> <p>A7.- Mr Cappleman surmised that the rates may be increasing year on year as there had been a long historic period of no increase</p> <p>Action 4: Clarification of the field rent is to be sought from the School Business Manager.</p> <p>Q8.- Does the Budget allow for the current Head Teacher?</p> <p>A8.- Yes, and his retirement will result in a positive budget change as does another staff change.</p> <ul style="list-style-type: none"> Persimmon Homes S106 Agreement – It was noted that the school is named as a recipient in the Persimmon Homes S106 Agreement so the school needs to consider what capital investment would support the basic need for additional places. <p>The following staff changes were noted:</p> <ul style="list-style-type: none"> The current Head Teacher retires at Christmas 2019 and the new Head Teacher starts in January 2020. 1 teacher (intervention/PPA) cover left at half term and was replaced with a Teacher on a temporary contract to 31 August 2020. Two Teaching Assistants, who were on Temporary Contracts, have been given Permanent Contracts. <p>Q9.- How is the Business Support Officer doing?</p> <p>A9.- Very well and has just completed 1 year.</p>	Mrs Latham
272. Staffing Updates	<p>The following staff changes were noted:</p> <ul style="list-style-type: none"> The current Head Teacher retires at Christmas 2019 and the new Head Teacher starts in January 2020. 1 teacher (intervention/PPA) cover left at half term and was replaced with a Teacher on a temporary contract to 31 August 2020. Two Teaching Assistants, who were on Temporary Contracts, have been given Permanent Contracts. <p>Q9.- How is the Business Support Officer doing?</p> <p>A9.- Very well and has just completed 1 year.</p>	
273. Premises Update	<p>(a) <u>H&S Audit</u></p> <p>The Chair reported that the H&S Audit will be completed after he has undertaken H&S Training on 9 January 2020.</p>	

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	<p>The following H&S items have been undertaken:</p> <ul style="list-style-type: none"> • Classroom RAs • Fire RAs • DSE Assessment • Review of Working at Heights policy} On Sharepoint • Review of Lifting Policy } <p>Q10.- Does H&S include the Lockdown procedure? A10.- Yes, but it needs progressing.</p> <p>(b) <u>Premises</u></p> <p>There are two main projects that are to be undertaken as follows:</p> <ul style="list-style-type: none"> • Staff Toilets revamp as an Asset Management project to be undertaken in the February 2020 half term holiday which will include dealing with the damp proof replacement flooring and air bricks. • Boiler Replacement project – A date has not yet been agreed for this. Asset Management are coordinating and will inform school when the spending review for next year has been completed. However, Asset Management are also putting a contingency plan in place as school is currently operating without a back-up boiler. There is a need to keep in contact with Asset Management over this project. <p>(c) <u>Housing Development</u></p> <p>It was reported that last Wednesday a meeting was held with the school, Barratt Homes, the LA and the Local Councillor regarding the construction of the new housing and the impact on the school which resulted in the following outcomes:</p> <ul style="list-style-type: none"> • Information regarding the flow of water through the culverts and the impact on the school wall. • The development drainage requirements for the housing development are limited to the original greenfield run-off of the site. • The top culvert by the bridge is the maintenance responsibility of the school but it was noted that there is limited access at the moment. • The other culvert is the maintenance responsibility of the landowner on the other side of the 	<p style="text-align: right;">Head Teacher</p>

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	<p>drystone wall.</p> <ul style="list-style-type: none"> • It was agreed that site safety is an issue and a temporary fence has been put in place. Next week measurements will be taken for a permanent 900mm high fence down to the steps. • It was agreed that site levels adjacent to the school have been changed. • It was also noted that during the recent rain, run-off from the playing field had flooded through the playground. <p>(d) <u>Future Development and Pupil Numbers</u></p> <p>The Head Teacher reported that he has been in discussion with Martin Wilby of the LA as regards pupil numbers as the school is above PAN with currently a total of 95, a lot of appeals in process and more are expected in the Spring.</p> <p>All the year groups and classes are above PAN with :</p> <ul style="list-style-type: none"> - 31 in Apple Class, 15 Reception and 16 Yr1 - 33 in Sycamore Class, 16 Yr2 and 17 Yr3 - 31 in Elder Class, 15 Yr4 and 16 Yr5. <p>Q11.- Can we influence the admissions process?</p> <p>A11.- Yes, by being flexible in the short term, Admissions are to contact school when there is an application to see if the school can accept a child even if over PAN as there is a need to be realistic and provide village children a place in the village school if at all possible.</p> <p>Q12.- Is there a bulge?</p> <p>A12.- Not really it is more across the school and there is a need to assess how the numbers can be accommodated.</p> <p>The S106 monies could be used for capital works as long as it is supporting the basic need for more pupil places. OFSTED highlighted the need to further develop the outdoor learning area, which could be seen as possible support for spending additional funding here. However, 106 funding must support the narrative to support the basic need for additional places.</p> <p>Mr Wilby was to have discussions with Mr Gearing regarding class sizes and pupil funding in order to achieve more pupils and therefore more funding.</p> <p>Q13.- Is there room to build onto the top classroom?</p>	

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<p>274. FoF / School Funds Working Party</p>	<p>A13.- A proposal to add on a conservatory for wet play, toilets and own area of playground have been discussed.</p> <p>There was nothing to report on this item.</p> <p>Action 5: Mrs Bulmer is to liaise with FoF.</p>	<p>Mrs Bulmer</p>
<p>275. Policy Reviews</p>	<p>(a) <u>Data Protection Policy</u></p> <p>It was noted that there had been no changes so far however breaches and purges could be put to this committee to review.</p> <p>(b) <u>Freedom of Information Policy</u></p> <p>This policy has been reviewed.</p> <p>RESOLVED: That the Freedom of Information Policy be approved.</p> <p>(c) <u>Charging and Lettings Policy</u></p> <p>This policy has been reviewed.</p> <p>RESOLVED: That the Charging and Lettings Policy be approved.</p> <p>(d) <u>Teacher Pay Policy and Teacher Appraisal Policy</u></p> <p>This a LA Policy that has yet to be received.</p> <p>(e) <u>Staff Capability Policy</u></p> <p>This a LA Policy that has yet to be received.</p> <p>(f) <u>Staff Code of Conduct Policy</u></p> <p>This a LA Policy that has yet to be received.</p>	<p>The ToR be amended to include this</p>

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	<p>(g) Staff Handbook and Induction Policy</p> <p>This policy has not changed.</p> <p>RESOLVED: That the Staff Handbook and Induction Policy be approved.</p> <p>Q14.- Are we notified of any changes to statutory policies?</p> <p>A14.- We are alerted of any changes to LA adopted policies and we pay into the Key Compliancy Checker.</p>	
<p>276. Consultation on School Admission Arrangement 2020/21</p>	<p>It was reported that the school has been advised not to change its PAN and use the LA criteria.</p> <p>There are no changes relevant to the school.</p> <p>RESOLVED: That when the Consultation on School Admission Arrangements 2020/21 are published there will be no comment and the PAN will remain unchanged at 30.</p>	
<p>277. Consultation on Fair Access Protocols</p>	<p>This was discussed at the last full Governing Body meeting and there is no further response.</p>	
<p>278. Governor Training</p>	<p>This item has been covered under Minute 270. Though it was noted that the school pays into GLAD, NGA Online and have training support from the Diocese.</p>	
<p>279. Any Other Business</p>	<p>There were no items of Any Other Business to report.</p>	
<p>280. Dates of Future Meetings and possible Agenda Items</p>	<p>RESOLVED: That the next meeting of the Resources Committee is to be held at 6.30pm at the School on Monday 27 January 2020.</p>	
<p>281. 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> <p><i>Chair</i> 27/01/2020</p>	

The Chair closed the meeting at 8.15pm.