

THE GOVERNING BODY OF FLOCKTON CE (C) SCHOOL

RESOURCES COMMITTEE

Minutes of the meeting of the Resources Committee held at 6.30 pm on Microsoft Teams on Monday, 6 May 2020.

PRESENT

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

IN ATTENDANCE

Mr G Dawkins (Minute Clerk)

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
298. Apologies for Absence and Declarations of Interest	There were no apologies for absence and no declarations of interest.	
299. Any Items to be raised under Any Other Business	No items were notified to be brought up under Any Other Business.	
300. Minutes of the Meeting held on 27 January 2020	RESOLVED: That the minutes of the Resources Committee meeting held on 6 May 2020 be approved and signed by the Chair as a correct record.	Chair
301. Matters Arising	(a) <u>Pupil Safety Register / Accident Book – Action 1 (Minute 286 refers)</u> It was noted that the Safety Register was presented at the last full Governing Body meeting. (b) <u>Financial Management and Monitoring – Review of Accessibility Plan – Action 2 – Lighting to</u>	

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	<p><u>Apple Class (Minute 288(d) refers)</u></p> <p>The lighting to Apple Class has yet to be investigated and will be targeted to be undertaken over the Summer.</p> <p>(c) <u>Premises Update – H & S Audit – Action 3 – Gates & Fencing (Minute 290(a) refers)</u></p> <p>It was reported that 2 companies, one local and one national, have been emailed for quotations but none have been yet.</p> <p>It was agreed that the work needs doing as soon as possible, and it was suggested that Earnshaws at Midgley may be able to help.</p> <p>Action 1: Mrs Latham is to contact Earnshaws.</p> <p>(d) <u>Premises Update – Premises – Action 4 - Section 106 Monies (Minute 290(b) refers)</u></p> <p>It was reported that the House Building sites are currently closed down and there will be no progress with any Section 106 monies until houses are sold.</p> <p>(e) <u>Policy Reviews - Action 5 - Health & Safety Policy (Minute 292 refers)</u></p> <p>This action is covered under Review of Policies Minute 308.</p> <p>(f) <u>Update on Admissions (Minute 294(a) refers)</u></p> <p>It was noted that Admissions were covered at the last full Governing Body meeting but there has been 1 more application making a total of 9 in Reception for September 2020.</p> <p>The general view is that numbers are dropping in Kirklees for Reception children, but more places are needed for the upper years.</p> <p>Two places have been won on appeal in Year 4 and Year 5 but due to Covid-19 have not yet taken the places.</p>	<p>Mrs Latham</p>

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	<p>It was noted that the upper classes are full and there are already children on a waiting list.</p> <p>The LA is able to provide funding support for bulges in numbers.</p> <p>Q1.- How many children do we need to get additional funding for an additional Teacher?</p> <p>A1.- The Head Teacher has asked Admissions how a school can take on another year group and this for Admissions to decide with regard to other schools and capacity in the area.</p> <p>Currently only Reception has capacity with 6 places available in September.</p> <p>(g) <u>Covid-19 – Action 6 - Use of Microsoft Teams for Governing Body Meetings (Minute 294(b) refers)</u></p> <p>It was noted that Microsoft Teams was working well for Governing Body meetings during social distancing as a result of Covid-19.</p>	
<p>302. Pupil Safety Register / Accident Book – Presentation of Data</p>	<p>There was nothing to report on this item.</p>	
<p>303. Covid-19 Update and Financial Implications</p>	<p>The following points were noted:</p> <ul style="list-style-type: none"> • The school is temporarily closed. • FSM Vouchers have now been issued through the Edenred government system though there were some issues with the process. Initially the School purchased Aldi Vouchers for the Easter period. • The Head Teacher and Mrs Hurst have the school with regards to assessing social distancing for when the school re-opens. • Looking at sanitizer stations around school. • Mark out social distancing spacing for classrooms and offices etc. 	

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	<ul style="list-style-type: none"> • Email from the LA regarding the Education & Learning Partnership Board that have met and have highlighted key principles and priorities that will need to be met to return to school. • The financial implications are unknown at the moment as are staffing implications. • There is a Facebook Primary Leaders Group which is also looking at what measures might be needed. 	
304. Financial Management and Monitoring	<p>Mrs Latham had sent out the financial details prior to the meeting and reported the following:</p> <ul style="list-style-type: none"> • The school has a good year-end position and a 2020/21 budget. • The Carry forward was reported to be healthy and more has been put into curriculum resources. • The 3-year template has been received so a 3-year budget will be presented to the next meeting. <p>Q2.- Has the Carry Forward been used to balance the budget? A2.- No, but will be used premises such as Apple Class lighting and Safeguarding fencing which are priorities.</p> <p>The Chair noted the 2020/21 budget all looks good and thanked Mrs Latham for continuing to manage the budget effectively and help us though these times.</p>	
305. Review SDP Objectives and Any Financial Implications	<p>It was reported that long term plans for subjects are being worked on to cover National Curriculum and what needs to be included. Cultural diversity is an area that has been identified as missing and which needs to be included possibly with some female artist input.</p> <p>Mrs Weatherhead and Mrs Horwood are looking at improvements to the Early Years curriculum to make Early Years more focused.</p> <p>Subject Leaders are to manage their own budgets for resources which is all part of their Action Plans.</p> <p>The Outdoor Curriculum is to be improved and a list of equipment and how to make best use of the area has been drawn up.</p>	

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	<p>Q3.- Have the previous plans, costs and grant applications been reviewed? A3.- Yes and we are developing on these.</p> <p>The Action Plans will form the SDP.</p> <p>Q4.- Does the 2020/21 budget include for developing the Action Plans? A4.- Yes, these are already allowed for in the budget.</p>	
<p>306. Staffing Update</p>	<p>It was reported that the appointment of an HLTA for the Outdoor curriculum will not happen by September and so Mrs Everett's contract has been extended to Christmas 2020 but reduced to 1 day per week. Interventions are to be managed by the Teachers and TAs in school, working with the respective children.</p> <p>Q5.- Is there an active job market at the moment? A5.- There is some, but it is better to wait for the moment.</p> <p>Q6.- Is the HLTA readily available? A6.- We may need to Forest School train.</p> <p>Q7.- Would we be able to train one of our existing staff? A7.- Yes, if we have anyone suitable which can be checked in September and existing staff will be able to apply for the role.</p> <p>The HLTA requirement / staffing depends on the vision for the outdoor area once we get back.</p> <p>The wellbeing of staff is also a priority.</p>	
<p>307. Premises Update</p>	<p>This item has been covered under Matters Arising and there is nothing further to report from what was minuted from the previous meeting.</p>	
<p>308. Policy Reviews</p>	<p>(a) <u>Asbestos Policy</u></p> <p>This a model LA policy.</p>	

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	<p>RESOLVED: That the Asbestos Policy be approved.</p> <p>(b) <u>Lone Working Policy</u></p> <p>This is an LA model policy but the section on approaching intruders needs amending before the policy is approved.</p> <p>Action 2: The Lone Working Policy is to be amended regarding approaching intruders.</p> <p>RESOLVED: That the Lone Working Policy be approved subject to the above amendment.</p> <p>(c) <u>Health & Safety Policy</u></p> <p>This is an LA model policy and the following comments were made:</p> <ul style="list-style-type: none"> • Page 1 first line refers to the KC ChYPS H & S Policy Part 1 a link needs to be provided to this. • Amend dates on Page 2. • Page 8 – Grounds – Safety / Security says “Parents are discouraged to use the school drive” this needs to be stronger such as “not permitted”. <p>Action 3: The Health & Safety Policy is to be amended as the comments above.</p> <p>RESOLVED: That the Health & Safety Policy be approved with subject to the above amendments.</p> <p>(d) <u>Managing Serial and Unreasonable Complaints Policy</u></p> <p>This is an LA model policy.</p> <p>RESOLVED: That the Managing Serial and Unreasonable Complaints Policy be approved.</p> <p>(e) <u>Intimate and Personal Care Procedure</u></p> <p>Mrs Latham reported that this procedure had been sent out to all Governors for feedback.</p>	<p>Head Teacher</p> <p>Head Teacher</p>

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	<p>No comments have been received but it is noted that this procedure is clear, to the point and sets the bar as to how all will be treated once school is back.</p> <p>RESOLVED: That the Intimate and Personal Care Procedure be approved.</p>	
309. Any Other Business	There were no items of Any Other Business to report.	
310. Dates of Future Meetings and possible Agenda Items	RESOLVED: That future meetings of the Resources Committee are to be advised.	
311. 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 7.30pm.