

THE GOVERNING BODY OF FLOCKTON CE (C) SCHOOL

RESOURCES COMMITTEE

Minutes of the meeting of the Resources Committee held at 6.30 pm remotely via Microsoft Teams on Monday, 15 March 2021.

PRESENT

Mrs K Rowlands (Chair), Mrs E Bulmer, Mrs S Latham, Mrs J Lavery, Mr R Michael

IN ATTENDANCE

Mr G Dawkins (Minute Clerk)

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
<b>345. Apologies for Absence and Declarations of Interest</b>	There were no apologies for absence and no declarations of interest.	
<b>346. Any Items to be raised under Any Other Business</b>	The following items were notified to be brought up under Any Other Business: <ul style="list-style-type: none"> <li>• School Inventory</li> <li>• Parish Council Grant</li> <li>• Governor Vacancies</li> </ul>	
<b>347. Minutes of the Meeting held on 25 January 2021</b>	<p><b>RESOLVED:</b> That the minutes of the Resources Committee meeting held on 25 January 2021 be approved and signed by the Chair as a correct record subject to the following amendment:</p> <p><u>Minute 339</u>– last sentence before <b>Q10</b> replace “where there is a level difference of approximately 60cm” with “where there is a significant level difference”.</p>	<b>Chair</b>
<b>348. Matters Arising</b>	<u>Forest School Risk Assessments (Minute 333(a) refers)</u>	

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	<p>It was reported that all the Risk Assessments for the Forest School had been put onto the Evolve system which the school had bought into and all have been approved.</p> <p>Mrs Morris would work through Risk Assessments for the tools as they were used.</p>	
<p><b>349. Financial Management and Monitoring</b></p>	<p>(a) <u>Termly Budget Review</u></p> <p>The current Budget Report for Month 10 January 2021 was issued to Governors on SharePoint and no questions had been raised prior to the meeting.</p> <p>It was noted that there has been additional expenditure on laptops in the IT budget.</p> <p>Questions were taken from the meeting.</p> <p>Q1.- Is the Carry Forward going to be less than 10% of the budget?  <b>A1.-</b> Yes.</p> <p><b>Q2.- Can we accrue for planned works such as decorating and carpets which are having to be put off due to the re-wire in the Summer?</b>  <b>A2.-</b> Yes, any Carry Forward over the 10% of the budget can be allowed if there are quotes, etc.</p> <p><b>Q3.- Do we know if we can claim for any additional costs due to this latest lockdown?</b>  <b>A3.-</b> Yes, we can claim for 2 weeks of FSM vouchers.</p> <p>It was noted that the accounting of school meals / catering seems a little confusing due to Universal Free School Meals which is based on Census Day data which comes in and goes out.</p> <p>Also, the last part of captured funding, £1,800 FSM Grant was not expected.</p> <p><b>Q4.- We pay the Apprenticeship Levy, but do we claim against it?</b>  <b>A4.-</b> No, but we let it go back into the pot so other schools can use it. It is generally unused because school can't afford what it would need to contribute to the scheme.</p> <p>It was commented that the Business Manager's notes on the report made it easy to follow.</p> <p>(b) <u>3-Year Budget</u></p>	

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	<p>The Business Manager reported that the 3-year budget was last looked at in November 2020 when the projected Carry Forward for this year was £26,790 but were now looking at £48k.</p> <p>At the moment the focus was on the Year End Accounts so it was expected to look at the 3-year budget after Easter.</p> <p>It was also reported the 3-year budget was to be included in the Annual Budget in an extra column, so would form part of the Annual Budget process going forward.</p> <p>(c) <u>Benchmarking</u></p> <p>The 2019/20 Benchmarking Data was received at February half-term and the following points were highlighted regarding the comparisons to other similar schools in the LA:</p> <ul style="list-style-type: none"> <li>• Total staff costs are 75% of budget – mainstream schools are typically between 75 – 80%.</li> <li>• Education Support Staff are 9.5% of the budget which is low which is due historically to having invested in more teachers. This position is now changing with increased ETA hours, so this percentage will rise.</li> <li>• Cleaning and Caretaking is an area where there are two different codes depending on whether schools hire catering staff direct or through agencies; so, in the benchmarking these two codes need adding together to get the true picture. The Business Manager has previously contacted all the other local schools to see how they operated to ensure best practice and value.</li> </ul> <p><b>Q5.- Is Benchmarking for informing future budgets?</b></p> <p><b>A5.-</b> It is to help schools check they are using best practice and are getting value for money compared to other similar schools. It helps to highlight possible significant issues and identify possible needs in school to inform the budget process.</p> <p><b>RESOLVED:</b> That the Benchmarking Analysis &amp; Report be recommended for approval by the full Governing Body.</p> <p>(d) <u>SFVS</u></p> <p>The Business Manger reported that the Schools Financial Value Standard (SFVS) March 2021 had been shared with all Governors on SharePoint and sets out how the school meets the basic standards for good financial health and resource management.</p>	

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	<p>It was a document that had a checklist of 29 questions which were completed annually by the school and reviewed and approved by the Governing Body before submission to the LA by 31 March who then submit to the DfE as a complete LA.</p> <p>There had been no change since last year and the school was working to the same standards.</p> <p>The school characteristics were consistent with last year.</p> <p><b>Q6.- Is the average teacher cost just salary?</b>  <b>A6.-</b> Yes and also includes NI and pension.</p> <p><b>Q7.- Do we make comparisons with schools outside of the LA?</b>  <b>A7.-</b> Yes there is a report that can be shared which looks at schools nationally. This was looked at last year but is more difficult as you don't know the schools.</p> <p><b>RESOLVED:</b> That the SFVS be recommended for approval at the next full Governing Body meeting for submission to the LA by 31 March 2021.</p>	
<p><b>350. Covid-19 Update and Financial Implications</b></p>	<p>The Head Teacher reported the following implications:</p> <ul style="list-style-type: none"> <li>• Mrs Forster's hours had been increased in Elder Class to give additional support on 2 afternoons and lunchtimes to maintain bubbles.</li> <li>• Mrs Carter's hours had been increased to deliver the Language Intervention in Apple Class, but it only worked if run for 15 weeks which were not available, so the additional time was being considered to support additional interventions.</li> <li>• After School Club had reopened.</li> <li>• Enrichment Clubs for Sycamore and Elder classes would start after Easter, Ukulele on-Wednesdays and Art on Thursdays for Sycamore Class and Gardening on Thursdays and Sports on Friday for Elder Class.</li> </ul>	
<p><b>351. Review SDP Objectives and Any Financial Implications</b></p>	<p>It was reported that the Subject Leaders' budgets had been spent which had been a good exercise for Subject Leaders.</p> <p>It was noted that there had been additional expenditure for Literacy and books.</p>	
<p><b>352. Pupil Safety Register / Accident Book – Presentation of Data</b></p>	<p>From the Accident Data uploaded on SharePoint has been presented for KS1 and KS2 as having separate playtimes. The data has been presented for Autumn 1, Autumn 2 and Spring 1 with less accidents in Spring 1.</p> <p>The accidents were mainly trips, cuts, bruises and banged fingers typical of playground accidents. There had been no falling down steps.</p>	

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	<p><b>Q8.- Has having separate playtimes had an impact on the number of accidents?</b>  <b>A8.-</b> Yes, as there less children out at any one time. It is felt it will be worth exploring if this can be managed in the future.</p>	
<p><b>353. Staffing Update</b></p>	<p>The only staffing changes related to the additional ETA hours noted in Minute 350.</p> <p><b>Q9.- Do we pay the member of staff's salary who is shielding as a result of Covid-19?</b>  <b>A9.-</b> Yes, but the member of staff will be back after Easter.</p>	
<p><b>354. Premises Update</b></p>	<p>The Head Teacher reported the following:</p> <p>(a) <u>Flooring and Decorating</u></p> <p>This was on hold until the re-wiring had been completed.</p> <p>(b) <u>School Re-Wire</u></p> <p>A meeting was held with Asset Management on Wednesday 10 March 2021 regarding the re-wiring of the whole school which will involve stripping out all the existing electrical installation, removing the hall ceiling and all suspended ceilings, re-wiring and relocate all facilities to suit use, install new lights with automatic controls, fit burglar, smoke and fire alarms and external lighting.</p> <p>A full decant of school would be required at the end of the Summer Term with an expected completion of the works by 31 August 2021.</p> <p>A detailed survey was to be undertaken in April at which time it was likely the kitchen would also be included.</p> <p><b>Q10.- Has the Pre-School lighting been included?</b>  <b>A10.-</b> Don't know but will ask.</p> <p><b>Q11.- If there is a need to be doing schoolwork in school over the Summer Holiday is there a contingency plan?</b>  <b>A11.-</b> We don't know yet.</p> <p><b>Q12.- Has an asbestos survey been done?</b></p>	<p><b>Mrs Latham</b></p>

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	<p><b>A12.-</b> Yes, this was done at half-term and there is nothing expected that will affect t the works. A thorough survey has been undertaken and if any asbestos is subsequently found it is not expected to affect the programme.</p> <p><b>Q13.- Will they re-decorate?</b>  <b>A13.-</b> They will put right what has been affected.</p> <p>In terms of completion some areas may be completed earlier than 31 August so we may be able to get in and start cleaning sooner.</p> <p>(c) <u>Cracks in Walls</u></p> <p>Asset Management had surveyed the cracks in the walls most of which are cosmetic.</p> <p>The one outside Elder Class was more significant and needed further investigation when they chisel off the plaster for the re-wire. Generally, the plaster in Elder Class was in a poor state and needed a full re-plaster some of which may be done as part of the re-wire.</p> <p>(d) <u>Loft Hatch Outside Elder Class</u></p> <p>The ceiling around the loft hatch outside Elder Class was sagging. This had been investigated by Asset Management and was due to a joist that had twisted. This was to be supported and the ceiling replaced. This would be the subject of an insurance claim and the work would need to be done when the school was closed.</p> <p>Asset Management would be given an instruction so that the work could be carried out over the Easter break.</p> <p>(e) <u>Large Window over Caretaker's House</u></p> <p>It was reported that one of the glass panes in the large window in the Break-Out room over the Caretaker's house had dropped 25-40mm into the frame. Asset Management asked Neighbourhood Housing to investigate and the frame was rotten. The outcome was that all three panes needed replacing by school.</p> <p>Neighbourhood Housing were providing two quotes one for wood frames and one for plastic.</p> <p><b>Q14.- In terms of energy efficiency are there any grants available for upgrading windows, wall insulation etc to improve the energy efficiency of the school?</b>  <b>A14.-</b> This can be investigated for the future.</p>	<p><b>Mrs Latham</b></p> <p><b>Mrs Latham</b></p>

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	<p>There were also fascia boards to be painted.</p> <p><b>Q15.- Does school have to pay for these repairs out of the budget?</b>  <b>A15.-</b> Yes.</p> <p>(f) <u>Valley Gutter</u></p> <p>The valley gutter at the back of school was cleaned out over half-term as water was overtopping and causing damp in the walls between the cloakroom and Sycamore Class. The downpipe outlet had also been enlarged to help the water drain more easily.</p> <p>(g) <u>Other Works</u></p> <p>The following works had been carried out:</p> <ul style="list-style-type: none"> <li>• Removal of soft crumb, the log cabin, the benches and bramble bush area.</li> <li>• New flags and new soft crumb have been laid and wood chip for the Reflection Garden.</li> <li>• Woodland area cleared of brambles.</li> <li>• Area of ponding near Main Entrance has been resolved by enlarging gully cover to be “L” shaped so the water was being picked up.</li> <li>• Kitchen Audit had been undertaken which had identified a window leak to a seal on the vent.</li> <li>• Main Entrance has been re-plastered and decorated.</li> </ul> <p><b>Q16.- Has the tree root problem in the drain been resolved?</b>  <b>A16.-</b> No, this is ongoing and waiting on Kirklees Neighbourhood Housing.</p> <p>There was a bit of rot in the Main Entrance door which had been reported to Asset Management.</p> <p>It was noted that there was still £5k from the Richard Carter Foundation that was to be used for the benefit of School.</p>	
<p><b>355. Policy Reviews</b></p>	<p>The following policies had been uploaded on SharePoint and had been reviewed:</p> <p>(a) <u>Finance Policies</u></p> <ul style="list-style-type: none"> <li>(i) Cash Handling Policy – No changes</li> <li>(ii) Financial Management Policy – No changes</li> <li>(iii) Gifts &amp; Hospitality Policy – No changes</li> </ul>	

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	<p>(iv) Policy for Loan of Equipment to Staff – No changes  (v) School Fund Financial Management Policy – No changes  (vi) Segregation of Duties Schedule – revised to change the name of the Chair of Governors – Agreed.  (vii) Statement of Best Value – No changes  (viii) Statement of Internal Control – No changes  (ix) Payment of Expenses and Allowances for Governors and Associate Members Policy – This is a new policy which has come about due to the Freedom of Information document. It is felt the school should have one in case a Governor needs to make a claim though this is rare. – Agreed.</p> <p><b>RESOLVED:</b> That the following Finance policies be approved:</p> <ul style="list-style-type: none"> <li>• Cash Handling Policy</li> <li>• Financial Management Policy</li> <li>• Gifts &amp; Hospitality Policy</li> <li>• Policy for Loan of Equipment to Staff</li> <li>• School Fund Financial Management Policy</li> <li>• Segregation of Duties Schedule</li> <li>• Statement of Best Value</li> <li>• Statement of Internal Control</li> <li>• Payment of Expenses and Allowances for Governors and Associate Members Policy</li> </ul> <p>(b) <u>GDPR &amp; Freedom of Information Policies</u></p> <p>(i) Data Protection &amp; Use of Information Policy – The only change was the Appendix at the end of the policy which was a separate document but there was no change in content. – Agreed  (ii) CCTV Policy – This was a new policy and was not in place when the GDPR policy was done.</p> <p><b>Q17.- Are we allowed to charge a fee for an access request?</b>  <b>A17.-</b> This a Kirklees Adopted policy but needed to be checked before it was approved.</p> <p>(iii) Freedom of Information Publication Scheme – This was a new LA Adopted document. Agreed.  (iv) Guide to Information – This was a new document which was a useful table of where to find information regarding GDPR and Freedom of Information. – Agreed</p>	<p><b>Mr Michael</b></p>



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	<p><b>RESOLVED:</b> That the following GDPR and Freedom of Information policies be approved:</p> <ul style="list-style-type: none"> <li>• Data Protection &amp; Use of Information Policy</li> <li>• Freedom of Information Publication Scheme</li> <li>• Guide to Information</li> </ul> <p>(c) <u>Other Policies</u></p> <p>(i) Non-Smoking Policy – No changes.</p> <p>(ii) Policy for Supporting Pupils at School with Medical Conditions – This had been updated to bring in line with the Emergency Planning documents from the LA and included current training records. Agreed</p> <p><b>RESOLVED:</b> That the No-Smoking Policy and the Policy for Supporting Pupils at School with Medical Conditions be approved.</p>	
<p><b>356. Any Other Business</b></p>	<p>The following items of Any Other Business were reported:</p> <p>(a) <u>School Inventory</u></p> <p>The Business Manager had put the School Inventory on SharePoint prior to the meeting and highlighted some of the changes as follows:</p> <ul style="list-style-type: none"> <li>• Old laptops to be disposed of.</li> <li>• Laptops on temporary loan due to lockdown.</li> </ul> <p>The Governors reviewed the inventory and accepted it and thanks were expressed to the Business Manager and the Business Support Officer for producing the inventory.</p> <p><b>RESOLVED:</b> That the School Inventory be approved.</p> <p>(b) <u>Parish Council Grant</u></p> <p>It was noted that the Parish Council Grant application which was originally for £1k had been successful but £2.5k had been awarded for 10 I-Pads.</p> <p>(c) <u>Governor Vacancies</u></p>	

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	<p>The Head Teacher reported an advert had been put out for Governors on the Flockton Community web page, Flockton Forward, Emley Voices and the School web page.</p> <p>The Head Teacher had received an expression of interest from the Acting Head of English at Scissett Middle School who had sent their skill set. Also, a person from Middletown had expressed interest and they had also been asked for their skill set.</p> <p>It was noted that there were vacancies for a LA Governor, Foundation Governor and Co-opted Governor.</p>	
<b>357. Dates of Future Meetings and possible Agenda Items</b>	<p><b>RESOLVED:</b> That future meetings of the Resources Committee be held on:</p> <ul style="list-style-type: none"> <li>• Wednesday, 5 May 2021 at 6.30pm</li> <li>• Monday, 14 June 2021 at 6.30pm</li> </ul>	
<b>358. Evaluation and Impact</b>	<p>It was noted that this meeting had reviewed the school's finances which were being well managed as shown by the Benchmarking Report and the SFVS which was recommended for approval. The Premises update had identified significant works undertaken and planned works. This committee had also reviewed 15 policies and approved 14.</p>	
<b>359. Agenda, Minutes and Related Papers – School Copy</b>	<p><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.</p>	

The Chair closed the meeting at 8.28pm.