

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, 16 March 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>
<b>282. Apologies for Absence and Declarations of Interest</b>	There were no apologies for absence and no declarations of interest.	
<b>283. Any Items to be raised under Any Other Business</b>	The following items were notified to be brought up under Any Other Business: (a) Admissions (b) Covid-19	
<b>284. Minutes of the Meeting held on 27 January 2020</b>	<b>RESOLVED:</b> That the minutes of the Resources Committee meeting held on 27 January 2020 be approved and signed by the Chair as a correct record.	<b>Chair</b>
<b>285. Matters Arising</b>	(a) <u>Wrap-Around Care Provision (Minute 268 and 285 refers)</u>	

Item	Minutes	Action
	<p>It was noted that the Wrap-Around Care Provision, Breakfast Club and After School Club are to be included as one budget. Up to 31 March 2020 a loss of £1,233 is predicted which is worth accepting as the Wrap-Around Care brings children into the school with a basic entitlement per child of £2,747.</p> <p>It was noted that it is not necessary to justify all expenditure and staff give time at no additional cost.</p> <p>The current charges for clubs was discussed and it was noted that £3 is paid per child for Project Sport, £2 for other clubs and £3.50 for the first hour of Wrap-Around Care.</p> <p>It was proposed that from September 2020 the charge for out of school activities be £2.50 and £3.50 for Project Sport and that the Wrap-Around contract be continued to August 2021 with a review in Spring 2021.</p> <p><b>RESOLVED:</b> That from September 2020 the charge for out of school activities be £2.50 and £3.50 for Project Sport and that the Wrap-Around contract be continued to August 2021 with a review in Spring 2021.</p> <p>(b) <u>Staff Training (Minute 287(a))</u></p> <p>With regards to Q3 of the previous minutes the Head Teacher reported staff training has been tactical in some instances but will be strategic going forward.</p> <p>It was noted that staff have had Prevent training.</p> <p>(c) <u>Cleaning Contract (Minute 288 refers)</u></p> <p><b>Q1.- Is there any change in cleaning guidance?</b>  <b>A1.-</b> There has only been guidance from the DfE which is limited and mainly relates to hand washing.</p> <p>The target is to keep school clean and staff and pupils safe. Staff have agreed to help the Caretaker clean everything in school. Cleaning Services have done a spot check in order to draw up a structure for the Caretaker's working hours to separate caretaking and cleaning and provide support and training.</p>	

Item	Minutes	Action
<b>286. Pupil Safety Register / Accident Book – Presentation of Data</b>	<p>It was noted that at the last meeting it was felt that the Data Protection Policy should clarify the length of time the Accident Book data needed to be kept and on reflection the data should be retained for 17 years from when a pupil started in school.</p> <p>Also, the Fair Processing Notice was to be linked to the Retention Policy.</p> <p>83 accidents had been recorded since the last report which was an increase but was felt to be due to the change in how accidents were reported, and a better comparison would be able to be made following the next report.</p> <p>The majority of accidents related to collisions around the ball court with 19 in the log house area. A quote of £2,959 for external playground works to remove benches, flags, log house, rope walk play area and soft play surface and replace with new benching and surfacing etc.</p> <p><b>Q2.- Is there any indication of lead time for this work?</b>  <b>A2.-</b> No, the quote is to provide figures for the budget.</p> <p>The Head Teacher reported that the School Bell has been found, repaired and is now being used to manage children walking into school at breaktimes etc.</p> <p><b>Action 1:</b> The Safety Register will be presented in the Head Teacher's Report at the next full Governing Body meeting.</p>	<b>Head Teacher</b>
<b>287. Review Staff and Governor Training against SDP</b>	<p>(a) <u>Staff Training</u></p> <p>It was noted that the staff have had Prevent training which covered various types of extremism.</p> <p>Teaching staff have had In-vacuation Training and the Emergency Plan is to be looked at after the budget has been fixed.</p> <p>(b) <u>Governor Training.</u></p> <p><b>Q3.- Did any Governors attend the Prevent training?</b>  <b>A3.-</b> No.</p>	

Item	Minutes	Action
<b>288. Financial Management and Monitoring</b>	<p>(a) <u>Termly Budget Review – Month 11</u></p> <p>It was reported that everything was in line with the budget and the main variance was due to the change in Head Teacher.</p> <p>The Carry Forward for last year was circa £30k and this year's projected Carry Forward was circa £49k.</p> <p>It was noted that Literacy Expenditure had been budgeted for £2k and only £1,200 has been spent.</p> <p><b>Q4.- Is school underspending on resources?</b>  <b>A4.-</b> No, the New Curriculum is still under review and therefore the school has held back on buying resources until we know what's needed.</p> <p><b>Q5.- Is the Maths scheme successful?</b>  <b>A5.-</b> Yes.</p> <p>It was noted that going forward there may be significant expenditure on IT and a 3-year development plan is being looked at.</p> <p><b>Q6.- Do we get anything back for old equipment?</b>  <b>A6.-</b> No, but the WEEE regulations state that the vendor must take old equipment back and dispose of.</p> <p>The Chair expressed the Governors thanks to the School Business Manager for another good year of financial management.</p> <p>(b) <u>3-Year Budget</u></p> <p>It was reported that no template had been received from the LA for the 3-year budget, but this was expected once the 2020/21 budget had been set.</p> <p>(c) <u>SFVS</u></p>	<p><b>Governors / School Business Manager</b></p> <p><b>Chair</b></p>

Item	Minutes	Action
	<p>The SFVS as presented had been RAG rated and there were just 4 rated as Red as follows but the Governors are comfortable with these:</p> <ul style="list-style-type: none"> <li>• Senior Leaders as percentage of workforce.</li> <li>• Pupil to adult ratio</li> <li>• Teacher contact ratio</li> <li>• Average class size</li> </ul> <p>The actions and timetable for reporting back were agreed.</p> <p><b>RESOLVED:</b> That the Resources Committee are comfortable with the financial values included in the SFVS Report which is under review at half termly meetings and will be continued to be evaluated in this same process.</p> <p>The SFVS was printed off and signed by the Chair of Governors for submission to the LA.</p> <p>(d) <u>Review Accessibility Plan</u></p> <p>The Accessibility Plan was reviewed, and the following was noted:</p> <ul style="list-style-type: none"> <li>• The lighting in Apple Class needed upgrading. <b>Action 2:</b> Apple Class lighting to be investigated.</li> <li>• Unauthorised parking in the school / church grounds / pre-school is an issue which needs managing. It was agreed that monitoring needs to continue and be reinforced with a Newsletter to remind people not to use the school carpark and access as a drop-off. The gates could be locked from 8.30 – 9.10 as long as other stakeholders are advised.</li> <li>• Outdoor Environment – steps are an issue which are to be address Summer 2020 in order to promote positive attitudes towards disability.</li> <li>• Visual Disability – it was noted that dropdowns for colours, font size etc should be part of standard context management system.</li> </ul> <p>(e) <u>Review Inventory and Approve Disposal of Obsolete Resources</u></p>	<p><b>Mrs Latham</b></p>

Item	Minutes	Action
	<p>It was noted that there is an Ashley Jackson painting which is of some community interest and will be displayed in school in an appropriate location.</p> <p>The following was agreed regarding the disposal of electrical items.</p> <p><b>RESOLVED:</b> That the inventory of Electrical Items for disposal 2019-20 be approved and that hard drives and CCTV are correctly wiped by Global.</p> <p>It was also noted that the outstanding invoice for the printer / photocopier had been resolved.</p>	
<p><b>289. Staffing Updates</b></p>	<p>The following staff changes were noted:</p> <ul style="list-style-type: none"> <li>• 1 member of staff was back in school on a phased return.</li> <li>• 1 ETA contract was to be extended to the end of the academic year.</li> <li>• A SKITT student for Sycamore Class had been applied for. This would be for a year with day-release one day a week and provides approximately £3k of income.</li> <li>• The staffing structure for 2020/21 was to be finalised with interventions being done by ETAs and an HLTA was to be employed for PPA cover. HR had advised that this change could be done as a re-structure with no liabilities as this is all in-line with a previously agreed strategy.</li> </ul> <p><b>Q7.- How and when do we advertise for an HLTA and notify staff concerned?</b>  <b>A7.-</b> HR have advised to inform staff concerned as soon as School know what they want.</p>	
<p><b>290. Premises Update</b></p>	<p>(a) <u>H&amp;S Audit</u></p> <p>As regards the Health &amp; Safety Audit the Head Teacher has undertaken a walk around school and had spoken to the Caretaker regarding the following:</p> <ul style="list-style-type: none"> <li>• Lights not working in the Hall</li> <li>• Blinds</li> <li>• Lights in Apple Class and White Board connection</li> <li>• Flooring in corridors</li> <li>• Side entrance door sticking</li> </ul>	

Item	Minutes	Action
	<ul style="list-style-type: none"> <li>• Lighting flickering in the Offices</li> <li>• Issues with toilets – decorating and smells. General painting is due next year.</li> <li>• Drain cover by staging outdoors</li> </ul> <p><b>Q8.- What is the position regarding an electrical survey and re-wiring?</b>  <b>A8.-</b> It is due in the next 3 years.</p> <ul style="list-style-type: none"> <li>• Gates and fencing – The LA have undertaken a survey of the gates and fencing. Asset Management will cover the cost of the survey, but school have to cover the cost of the gates and fencing.  The gate to the upper end of school is most urgent with a 1.8m high double gate plus 3metres of fencing at an estimate of £1,000, a middle gate 1.0 metres high plus a small side panel at £570 and a lower double gate 1.8m high plus 2metres of fencing at £1,250</li> </ul> <p><b>Action 3:</b> The School are to obtain further quotes for the gates and fencing required.</p> <p>(b) <u>Premises</u></p> <p>There were still issues regarding the culvert associated with the new housing development and the impact of water on the school playground.</p> <p><b>Action 4:</b> The Head Teacher is to contact Martin Wilby at the LA regarding the release of Section 106 Monies as part of the planning approval for the housing development, to improve the playground area.</p>	<p><b>Mrs Latham</b></p> <p><b>Head Teacher</b></p>
<b>291. FoF / School Funds Working Party</b>	<p>The FoF / School Funds Working Party have contributed funds to the following:</p> <ul style="list-style-type: none"> <li>• Decorating of the Library</li> <li>• The Nurture Room</li> <li>• Transport to the theatre.</li> <li>• Pantomime</li> <li>• Craft afternoons</li> </ul>	
<b>292. Policy Reviews</b>	<p>It was noted that the Health &amp; Safety Policy is to be reviewed at the next meeting.</p>	

Item	Minutes	Action
	<b>Action 5:</b> The Health & Safety Policy is to be reviewed under Policy Reviews at the next Resources Committee.	<b>Head Teacher</b>
<b>293. Governor Training</b>	Governors have attended training on School Lockdown and Understanding Christianity.	
<b>294. Any Other Business</b>	<p>(a) <u>Admissions</u></p> <p>It was reported that there are currently 8 admissions for Reception in September 2020.</p> <p><b>Q9.- Will the School fill up the places from second choices?</b>  <b>A9.-</b> The School will only know after Easter.</p> <p>(b) <u>Covid-19</u></p> <p>It was reported that School had been preparing for Covid-19 with electronic work such as Mathletics, Purple Mash and White Rose.  It was agreed that the Easter Service should be cancelled as it involved a lot of work and a lot of schools had already cancelled.</p> <p>The Parents Evening on Wednesday 25 March 2020 was to be reviewed under the ever-changing picture with Covid-19. It was felt that if possible, a summary sheet would be sent out for all children and parents would be contacted if there were any that needed targeting. Also, parents would be invited to contact school should they want to.</p> <p><b>Q10.- What is expected to happen if school closes?</b>  <b>A10.-</b> There can be email contact though the Head Teacher and there maybe Class email addresses. Also, can liaise with parents / pupils through Purple Mash with some online activities and some project work. It is hoped that Teachers will be available online at specific times.</p> <p><b>Q11.- What happens regarding Support Staff if School closes?</b>  <b>A11.-</b> We need to know the LA's policy on this and provide work accordingly.</p>	



Item	Minutes	Action
	<p><b>RESOLVED:</b> That the Easter Service, FoF Crafts and Parents Evening would be cancelled and communicated to parents.</p> <p>It was suggested that the full Governing Body meeting on Monday 30 March 2020 be trialled using Teams.</p> <p><b>Action 6:</b> Mr Michael to contact Mrs Latham regarding using Teams.</p>	<p><b>Mr Michael / Mrs Latham</b></p>
295. Impact Assessment	Governors felt that a lot of positive work had been achieved around finance, budget planning, Health & Safety and Covid-19.	
296. Dates of Future Meetings and possible Agenda Items	<b>RESOLVED:</b> That the next meeting of the Resources Committee is to be held at 6.30pm at the School on Wednesday 22 April 2020.	
297. Agenda, Minutes and Related Papers – School Copy	<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 8.45pm.