

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, 25 January 2021.

PRESENT

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

IN ATTENDANCE

Mr R Lockwood (Observer)  
Mr G Dawkins (Minute Clerk)

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
<b>329. Election of Chair</b>	<p>Mr Michael proposed Mrs Kirsty Rowlands as Chair of the Resources Committee and this was seconded by Mrs Latham.</p> <p>Mrs Kirsty Rowlands was elected unanimously.</p> <p><b>RESOLVED:</b> That Mrs Kirsty Rowlands be elected as Chair of the Resources Committee.</p>	
<b>330. Apologies for Absence and Declarations of Interest</b>	<p>There were no apologies for absence and no declarations of interest.</p>	
<b>331. Any Items to be raised under Any Other Business</b>	<p>No items were notified to be brought up under Any Other Business.</p>	
<b>332. Minutes of the Meeting held on 9 November 2020</b>	<p><b>RESOLVED:</b> That the minutes of the Resources Committee meeting held on 9 November 2020 be approved and signed by the Chair as a correct record subject to the following amendments: <u>Minute 318(a)</u> – <b>A4</b> remove “special”.</p>	<b>Chair</b>

Item	Minutes	Action
	<p><u>Minute 327</u> – “Wednesday, 25 January 2021, Wednesday, 15 March 2021 and Wednesday, 14 June 2021” should read “Monday” in each case.</p>	
<p><b>333. Matters Arising</b></p>	<p>(a) <u>Forest School Risk Assessments</u></p> <p>The Head Teacher will follow up the generic Forest School Risk Assessments this week with Mrs Morris.</p>	<p><b>Head Teacher / Mrs Morris</b></p>
<p><b>334. Financial Management and Monitoring</b></p>	<p>(a) <u>Termly Budget Review</u></p> <p>The current Budget Report was issued to Governors on SharePoint and the following questions were raised:</p> <p><b>Q1.- Why is Building Repairs &amp; Maintenance £1307 in deficit?</b>  <b>A1.-</b> There has been a toilet blockage for which Dyno was called out to investigate and clear the blockage. The blockage which was caused by tree root ingress was cleared to restore flow at a cost of £130. Dyno advised the problem would reoccur as the tree roots are still in situ and recommended a CCTV survey of the full line be <del>was</del> undertaken to identify the extent of the root ingress at a cost of £950. The tree roots which are from the oak tree, can be removed by keyhole methods. School have spoken to Kirklees Asset Management and are waiting for their views on the issue and the costs in terms of whether they feel the quote for the survey is appropriately priced.</p> <p>It was felt by RL that the CCTV survey cost was top-end and should include a report and recommendations.</p> <p><b>Q2.- What is included in the expenditure under IT Equipment?</b>  <b>A2.-</b> 16 pupil laptops, 4 classroom PCs, 4 monitors and 1 speaker. The purchase of eight laptops were included in the 3-year ICT development plan, with a recommendation for a further 8, if possible. We felt that in light of the savings we have made that it would be prudent to purchase the additional 8 laptops at the same time.</p> <p>The three quotes which had been obtained in relation to the IT equipment had been made available for committee members on SharePoint for scrutiny, discussion, and approval. It was noted that all these quotes exceeded the delegated authority hence the reason for this being shared with the committee for approval this evening.</p> <p>For clarification it was highlighted that no purchases had been made at this stage, this was pending approval by the committee/governing body.</p> <p><b>Q3.- Are we waiting on the DfE for Covid-19 funding?</b>  <b>A3.-</b> Money has been received for the first lockdown for everything apart for the Wrap Around Care.</p>	<p><b>Mrs Latham</b></p>

Item	Minutes	Action
	<p><b>Q4.- Did the funding received from the DfE for the first lockdown cover our additional costs?</b>  <b>A4.-</b> Yes.</p> <p><b>Q5.- Will there be a similar process for the current lockdown?</b>  <b>A5.-</b> We expect so.  The current budget projection is still looking healthy despite the difficulty of monitoring due to the impact of Covid-19 restrictions. There are still some curriculum areas which have not yet spent their projection and there is a need to monitor the Carry Forward to ensure this remains below the 10% threshold.</p> <p>Mr Michael thanked Mrs Latham for her due diligence.</p> <p>(b) <u>3-Year Budget</u></p> <p>It was noted that there has been no change in the 3-year projections with Year 3 still showing a deficit even with the projected Carry Forward.</p> <p>(c) <u>SFVS</u></p> <p>It was noted that the Government have yet to upload the benchmarking data, therefore, SL has been unable to complete the benchmarking and SFVS reports, as the benchmarking data is required before the SFVS can be completed.</p> <p><b>RESOLVED:</b> That the SFVS be considered at the Spring 2 meeting of this committee.</p>	<b>Governor Clerking Service</b>
<b>335. Covid-19 Update and Financial Implications</b>	<p>The Head Teacher reported the following implications:</p> <ul style="list-style-type: none"> <li>• Spending has been difficult because a lot of items are out of stock however curriculum spending is nearly complete.</li> <li>• Staff were allocated for after-school interventions, but these have had to be cancelled due to the lockdown.</li> <li>• Catch-up funding has been used to update staff laptops. It was noted that the devices provided by the LA for pupils only have limited use.</li> <li>• There have been difficulties purchasing through the LA as the LA credit limit has been reached.</li> </ul> <p><b>Q6.- Is there any indication when the LA will resolve the credit issue?</b>  <b>A6.-</b> No, so personal credit is being used.</p>	

Item	Minutes	Action
	It was noted that this needs monitoring closely.	
<b>336. Review SDP Objectives and Any Financial Implications</b>	<p>It was noted that due to the LA's credit issues it has not been possible to order sheds which is a problem as regards progressing the outdoor provision.</p> <p>Mrs Morris has been appointed as the outdoor lead.</p>	
<b>337. Pupil Safety Register / Accident Book – Presentation of Data</b>	<p>Since the last meeting to now there have been 36 accidents in total. The majority have been in KS1 bumps and bruises in the playground.</p> <p>KS2 accidents have been mainly bumps and bruises or football.</p> <p>There have been less accidents as there are less children in the playground at any one time.</p> <p>There have been no log cabin incidents.</p>	A
<b>338. Staffing Update</b>	<p>It was reported that Covid-19 is very demanding on school time taking 50% of staff time. The last few weeks have been the hardest with staff delivering online and in-class lessons.</p> <p><b>Q7.- Is there anything that can be delegated to others outside of school?</b></p> <p><b>A7.-</b> This is a well-meant offer, but it is difficult to see how this can be taken up effectively as the difficulty is the delivery of teaching twice, online and in-class where the delivery is different. We are introducing Wellbeing Wednesday for off-screen time to try and provide staff with time to-focus on pupils in class and try and help with their own work-life balance.</p> <p>There is concern that staff need to be able to sustain this workload until all children are back in school and much is being managed on a day-to-day basis.</p> <p><b>Q8.- What contingencies are there if staff are off?</b></p> <p><b>A8.-</b> If Covid related then the bubble must close, and home learning is shared between other staff in school. Staff are also being given the opportunity to work from home for a period to catch up on admin / planning duties.</p>	
<b>339. Premises Update</b>	<p>The Head Teacher highlighted the following:</p> <ul style="list-style-type: none"> <li>As the soft crumb has shrunk with a lip around the edge and the log cabin is deteriorating this is all to be removed in the holidays along with the benches and bramble bush area. The playground is then to be extended with flags and new soft crumb.</li> </ul>	

Item	Minutes	Action
	<ul style="list-style-type: none"> <li>• The whole in the roof was repaired at over Christmas holiday. Additional welding was identified and completed.</li> <li>• The culvert held well in the recent heavy rain.</li> <li>• An outside tap was fitted last week.</li> <li>• Re-wiring is to be undertaken during the 2021 Summer holidays.</li> <li>• An asbestos survey pre-meeting was held last week, and the Asbestos Survey will be undertaken during the half-term holiday.</li> <li>• The metal container is to be re-sprayed out of PE monies. Two quotes have been obtained one of which has a 10-year guarantee.</li> </ul> <p><b>Q9.- Has a replacement container been considered?</b>  <b>A9.-</b> No, as the container has been racked out but does not have electric.  Mr Lockwood is to look at possible replacement cost options and is to inspect the container with the Head Teacher on Thursday 28 January 2021.</p> <ul style="list-style-type: none"> <li>• Windows are to be repainted in the Summer holidays but also looking at the cost of replacing single glazed windows with double glazed for two office windows and main entrance window and door rather than repair. This is to be discussed with Asset Management.</li> <li>• Two large cracks have appeared in Elder Class boys' toilets – Asset Management are to look at these.</li> </ul> <p>Concern was expressed regarding a possible fall risk near the covered area where there is a significant level difference.</p> <p><b>Q10.- Are there any plans to make this safe or remove the risk?</b>  <b>A10.-</b> It was reported that children do not play on the wall in this area and there is no evidence of accidents but it will be monitored and Geckops will be asked to provide a quote for a solution to remove the risk.</p>	<p><b>Mr Lockwood / Head Teacher</b></p> <p><b>Mrs Latham</b></p> <p><b>Mrs Latham</b></p> <p><b>Mrs Latham.</b></p>
<p><b>340. Policy Reviews</b></p>	<p>(a) <u>Lettings of School Premises Policy</u></p> <p>This a model LA policy and there are no changes. Historically the sections relating to PPP schools have been removed as they do not apply to our school.</p> <p><b>RESOLVED:</b> That the Lettings of School Premises Policy be approved.</p> <p>(b) <u>Whistleblowing Policy</u></p>	

<u>Item</u>	Minutes	Action
	<p>This is an LA model policy and there are no changes.</p> <p><b>RESOLVED:</b> That the Whistleblowing Policy be approved.</p>	
<b>341. Any Other Business</b>	There were no items of Any Other Business to report.	
<b>342. 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>• Monday, 15 March 2021 at 6.30pm</li> <li>• Wednesday, 5 May 2021 at 6.30pm</li> <li>• Monday, 14 June 2021 at 6.30pm</li> </ul>	
<b>343. Evaluation and Impact</b>	It was noted that this meeting has reviewed the school's finances which are being well managed through the Covid-19 pandemic and welcomed the challenge provided by the new members to this committee.	
<b>344. 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 8.00pm.