

Approved Minutes

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, 27 January 2020.

PRESENT

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

IN ATTENDANCE

Mr J Drewery (Minute Clerk)

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
282. Apologies for Absence and Declarations of Interest	Apologies for absence were received from Mrs H Boyle (consent). There were no declarations of interest.	
283. Any Items to be raised under Any Other Business	The following item was identified for discussion under Any Other Business. - Admissions	
284. Minutes of the Meeting held on 11 November 2019	RESOLVED: That the minutes of the Resources Committee meeting held on 11 November 2019 be approved and signed by the Chair as a correct record.	Chair
285. Matters Arising	(a) <u>Wrap Around Care Provision</u> (Minute 268 refers) The Breakfast Club was in surplus by £1,327 at the end of 2019. By contrast, the Afternoon School Club was in deficit by £3,318. (b) <u>The Pupil Safety Register / Accident Book</u> (Minute 269 refers) It was noted that Action 1 was missing from this minute. It appeared that the matter had effectively been dealt with under Item 268.	

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	<p>Q1.- Since Autumn 1, had there been any increase in numbers? A1.- The After School Club numbers were increasing.</p> <p>Q2. How close were we to break even? A2.- This issue would be discussed in detail at the next Resources meeting. Finishing at 5.30pm and /or reducing to one member of staff were not considered to be effective ways of saving money.</p> <p>RESOLVED: That after school activities and their breakeven point be discussed at the meeting. This would encompass Wrap around Care Provision, the Drama Club, Singing Aloud and the Running and Sports Clubs.</p> <p>(c) <u>Clarification of the Field Rent (Minute 271 refers)</u></p> <p>The next review of the rent is in the year 2024/25 The last review saw an annual increase of £150, taking the total to £1,250.</p>	<p>Governor Clerking Service re Agenda</p>
<p>286. Pupil Safety Register / Accident Book – Presentation of Data</p>	<ul style="list-style-type: none"> ● Governors were presented with the latest data under the current system. ● Accidents had gone down due to better supervision. The trend showed that accidents were higher in the first half of Autumn term. ● The Head teacher asked Governors what information they were most interested in so that a new system of data recording is most efficient. ● The need was to verify that relevant accident books were being completed, review the number of accidents and identify any areas with a high frequency of accidents. It would be good if the accident book was brought in to the meeting, 	<p>Head Teacher</p>
<p>287. 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> <ul style="list-style-type: none"> ● Whole School Training on Understanding Christianity, ● Staff participation in the curriculum network. ● Mrs Bulmer had completed part 4 of the Head Teacher’s Induction Training with the LA. ● Speech and Language Training for 2 members of staff. ● 3 members of staff, including 2 ETAs were going on Phonics Training. ● 2 Members of staff attended EVOLVE Training. ● Q3: Is staff training agreed at the annual review? ● A: The Head Teacher would investigate this. 	<p>Head Teacher</p>

	<p>(b) <u>Governor Training</u></p> <p>The Chair noted that it was necessary to look for Governors to look at their strengths and weaknesses.</p>	
<p>288. Financial Management and Monitoring</p>	<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>The Head Teacher clarified the following points:</p> <p>Q4: Had the 0.75% shortfall on the Teachers' pay award been funded? A: Yes</p> <p>The School should finish the year in surplus.</p> <p><u>Benchmarking</u></p> <p>It was noted that the School was below average for spending on Learning Resources, while cleaning costs were high.</p> <p>RESOLVED: That a meeting to be arranged with the Authority regarding the effectiveness of the cleaning contract.</p>	<p>School</p>
<p>289 Impact Assessment</p>	<p>Q: Was there anything more that the Committee could be doing? A: The priorities were:</p> <ul style="list-style-type: none"> - Looking at accident reporting - Developing the school building, with a five year vision for focusing on specific areas in each year, with the detail being added to the SDP. - To explore funding through sources such as the R Carter charity and monies from the Persimmons Homes S106 agreement. The release of the latter was related to local property developments. 	
<p>290. Staffing Updates</p>	<p>The following staff changes were noted:</p> <ul style="list-style-type: none"> • The new Head Techer was now in post. • A member of staff was on bereavement leave. • A member of staff was on compassionate leave. 	<p>Head Teacher</p>

Q: Was compassionate leave covered under the Insurance? How was the School going to cover for her teaching? Permitted compassionate leave was 10 working days and it was necessary to check whether this was pro rata for part-time workers.

A: One member of staff was already off, and in response the Authority were looking at additional finances as a small School.

- 1 Teacher (intervention/PPA) cover left at October half term and was replaced with a Teacher on a temporary contract to 31 August 2020.
- Four Teaching Assistants have been appointed Casual Cover Supervisors.

291 . Premises Update

(a) H&S Audit

RESOLVED: That there be a review of progress against the recommendations at the next Resources meeting.

(b) Premises

The staff toilet refit was planned for February half-term, which would include vanity units and the relaying of the floor.

There are two main projects that are to be undertaken as follows:

- It was necessary to re-position the fencing in order to reduce the Health and Safety risk.

RESOLVED: That the Head Teacher negotiate with the builder.

- Boiler Replacement project – The report for the boiler room was positive are also putting a contingency plan in place as school is currently operating without a back-up boiler. There had been a meeting with Asset Management over this project and a localised clean carried out and the boiler room was “out of bounds”. A full clean should take place over the Easter Holidays. The question which arose was whether the money allocated for this could be carried over until the Summer for the boiler replacement, a job which would take all the Summer break.

(c) Toilets

The toilet refitting would be taking place over February half-term. New vanity units would be fitted and the floor would be re-laid.

Head Teacher

	(d) <u>Housing Development/Culvert</u> The culvert had been raised before Christmas and the water was able to flow through.	
292. FoF / School Funds Working Party	There was nothing to report on this item. Mrs Bulmer had met with Friends of Flockton and agreed events with them, including an Xmas craft afternoon. The School's proposal to utilise the library and turn it in to a nurture room was also discussed. Q: Had F of F offered to pay for the coach visit to Barnsley? A: Yes, and they would also be paying for a whole school trip in summer. RESOLVED: That this item be kept on the Agenda.	Governor Clerking Service
293. Policy Reviews	There was nothing to report	
294. Governor Training	The Chair had attended training on Health and Safety and Emergency Procedures. The following points were highlighted: <ul style="list-style-type: none"> • He expressed his intention to scan the presentation slides on to Share Point. • In respect of accident reporting the Chair added that the data protection policy needed to clarify that accident book data needed to be kept for 11 years after a pupil leaves school (i.e. when the leaver would be 21 years old). • In addition the Fair Processing Notice needed to be amended. 	Bursar
279. Any Other Business	<u>Admissions</u> There were 32 Reception applications last year. On 10 th January there were 21 applications received i.e. 8 applicants had placed the School as first preference, 6 as second and 7 as 3 rd	
280. Dates of Future Meetings and possible Agenda Items	RESOLVED: That the next meeting of the Resources Committee is to be held at 6.30pm at the School on Monday 16 th March 2020.	
281. 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 8.15pm.