

Directorate for Children & Adults

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, 28 January 2019.

PRESENT

Mr R Michael (Chair), Mr N Cappleman, Mrs S Latham

IN ATTENDANCE

Mr G Dawkins (Minute Clerk),

Minutes		Action
Item		
218. Apologies for Absence and Declarations of Interest	Apologies for absence were received from Mrs H Boyle (consent) and Mrs R Woods (consent). There were no declarations of interest.	
219. Any Items to be raised under Any Other Business	No items were notified to be brought up under Any Other Business.	
220. Minutes of the Meeting held on 12 November 2018	RESOLVED: That the minutes of the Resources Committee meeting held on 12 November 2018 be approved as a correct record. It was noted that the minutes of the Resources Committee meeting held on 12 November 2018 were approved and signed at the last full Governing Body meeting.	
221. Matters Arising	(a) <u>After School Club – Review of Costs (Minute 206(a) refers)</u> It was noted that the After School Club would continue to be reviewed to the end of the Summer term 2019. The cost of other club sessions has been increased to £2/session which parents are happy with as it still represents very good value.	

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(b) Premises Update – Housing Development (Minute 206(b) refers)

The Chair reported that there had been a meeting with Martin Wilby (LA Placement Planning) today and the following were discussed:

- Revised Pupil Placement document
- Specific needs of Flockton associated with the new housing developments.
- Needs of the local area – Middle Schools and Shelley College future needs.
- Difficulties in forecasting numbers of children that might be generated from the new developments and explained the formula used by the LA.
- Agreement to keep close contact with LA when numbers start to change. LA will look again at numbers in summer 2019 for any changes.
- GP data for 2019 is now available so the LA can now do a check and issue a mid-year review.
- Gave Mike Wilby a tour of the school so he has a feel for future developments at the school.

Mrs Latham has looked at SAM (School Admissions Model) and all applications are in as of 15 January 2019. These will be analysed by the LA for National Offer Day at Easter. There are 31 applications for 15 places, 16 first choice, 10 second choice and 5 others plus the school are aware of 2 late applications which makes a potential total of 33.

The Chair felt the meeting with Martin Wilby was productive, confirmed what has previously been said and confirmed that the LA are taking the issues at Flockton seriously.

(c) Premises Update – Condition Survey (Minute 206(c) refers)

The Head Teacher reported that there has been no response from the Condition Survey as this was a survey commissioned by the DfE and undertaken by Faith & Gould as part of collecting data nationally on the condition of schools. As a result the school will not get a copy of the report.

Mrs Latham reported that a Fire Survey has been undertaken today and an Asbestos Survey is planned for next week.
The Fire Drill/Test has yet to be undertaken but is planned for this week in order that the new

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	<p>staff can be involved.</p> <p>(d) <u>Meeting of Future Options Group (Minute 206 (d) refers)</u></p> <p>The Chair reported that the Future Options Group met today.</p>	
<p>222. Pupil Safety Register / Accident Book – Presentation of Data</p>	<p>The Chair has reviewed the Pupil Safety Register / Accident data and there are no issues to report. The pattern of incidents has no surprises and currently there are fewer incidents than at the same time in 2018.</p>	
<p>223. Review Staff and Governor Training against SDP</p>	<p>The SDP has all the training needs planned out which will match up as the year progresses.</p> <p>It was reported that the new Governor is undertaking the Governor Induction Training, Mrs Boyle is booked on Safer Recruitment Training and the Chair is undertaking the LGA Finance online training the content of which is good.</p> <p>The school have bought into the KEY Safeguarding Inset package and staff have been completing the online PREVENT training.</p>	
<p>224. Financial Management and Monitoring</p>	<p>(a) <u>Termly Budget Review</u></p> <p>Mrs Latham had issued termly budget review information to Governors prior to the meeting.</p> <p>The Chair has reviewed the reports and noted that it is still running at a projected positive outcome for the year. The absences of the Head Teacher and Mrs Latham have been managed by other members of staff stepping up.</p> <p>(b) <u>Benchmarking</u></p> <p>This item is to be moved to the Spring 2 meeting as the Benchmarking Data has yet to be received.</p> <p>(c) <u>SFVS</u></p> <p>The Chair has reviewed the SFVS and it was noted that dates have been updated, CPD of office staff has been added and GDPR has been included.</p> <p>RESOLVED: That the SFVS be presented to the next FGBM for approval and signing by the Chair of</p>	<p>Governor Clerking Service</p>

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	<p>Governors for submission to the LA by 31 March 2019.</p> <p>(d) <u>3-Year Budget and Mid-Year Figures</u></p> <p>Currently there was nothing further to report.</p>	
225. Staffing Updates	<p>The review of the Staffing Structure was completed at the last full GBM and reported in the Head Teacher's Report.</p> <p>All staff have had successful appraisals and any eligible pay increases have been back dated to September 2018.</p>	
226. Premises Update	<p>(a) <u>Guttering Damage</u></p> <p>It was reported that the gutter damage outside Sycamore Class is being repaired.</p> <p>(b) <u>H&S Review</u></p> <p>These are still some ongoing issues as follows:</p> <ul style="list-style-type: none"> • Risk Assessments with staff. • Completion of the segmenting of the storage area under Elder Class. <p>Q1- When will these items be cleared? A1- By Spring 2.</p> <p>ACTION: The Chair will have a formal inspection and sign off with the Head Teacher before the Spring 2 meeting.</p> <p>(c) <u>Examination of the Fire Evacuation Report</u></p> <p>The Fire Evacuation test is to be undertaken this week with new staff involved and will be reported at the Spring 2 meeting.</p>	<p>Chair / Head Teacher</p> <p>School Governor Service</p>
227. FoF / School Funds Working Party	<p>The Chair reported that this working party had been proposed by the Chair of Governors to establish priorities for the use of the School Fund money for the benefit of the children.</p>	

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	<p>The Head Teacher reported that the funds could be put towards the Outdoor Learning Environment which had been on hold due to a funding grant application. Unfortunately the grant application has been unsuccessful and though the application will be resubmitted we need to move on with our plans.</p> <p>The main job is the removal of the blackthorn for which quotes are being obtained so this can be done as soon as possible and before the growing season. Once this is done funds can be used for the set up of the area.</p> <p>It was also noted that funding from the Richard Carter Charity is available. The Chair last met with the Charity in September 2018 and will either schedule a meeting or email a proposal regarding a contribution to the Outdoor Learning Environment which could be for a storage crate for this area.</p> <p>ACTION: The Chair will make contact with the Richard Carter Charity regards funding for the Outdoor Learning Environment</p>	Chair
228. GDPR – Progress Update	<p>Mrs Latham reported that the Data Protection Policy and supporting documentation has been received from Mr Field, from the Mast MAT, who is the Data Protection Officer for the school.</p> <p>The Chair is reviewing the documentation and reported that he has no concerns to date.</p>	
229. Policy Reviews	<p>The following SFVS policies have been reviewed and changes noted:</p> <ul style="list-style-type: none"> • Cash Handling Policy • Financial Management Policy • Gift & Hospitality Policy • Whistleblowing Policy • Loan of Equipment Policy • School Fund Financial Management Policy • Statement of Best Value • Statement of Internal Control <p>It was reported that these policies are reviewed annually and there were no major changes. The following general policies were also reviewed:</p> <ul style="list-style-type: none"> • H&S January 2018 LA Model Policy – reviewed annually 	

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	<ul style="list-style-type: none"> • Induction Policy – Data Protection changed to GDPR – reviewed every 2 years • Premises Management Policy – It was noted that this is covered in the H&S Policy so a separate policy was not needed. <p>RESOLVED: That the following policies be approved:</p> <ul style="list-style-type: none"> • Cash Handling Policy – reviewed annually • Financial Management Policy - reviewed annually • Gift & Hospitality Policy - reviewed annually • Whistleblowing Policy – reviewed annually • Loan of Equipment Policy – reviewed annually • School Fund Financial Management Policy – reviewed annually • Statement of Best Value – reviewed annually • Statement of Internal Control – reviewed annually • H&S January 2018 LA Model Policy – reviewed annually • Induction Policy – Data Protection changed to GDPR – reviewed every 2 years <p>and the Premises Management Policy is covered by the H&S Policy.</p> <p>Staff Handbook:</p> <p>It was reported that the Staff Handbook has been reviewed by the SLT and has been updated dated January 2019. The Handbook is very comprehensive, thorough and links to other specific policies but includes the key actions.</p> <p>The Staff Handbook is to be shared with all staff at next staff meetings and is also on Share Point.</p>	Governor Clerking Service
230. Governor Training	As previously reported in Minute 223, the new Governor is undertaking the Governor Induction Training, Mrs Boyle is booked on Safer Recruitment Training and the Chair is undertaking the LGA Finance online training, the content of which is good.	
231. Any Other Business	There were no items of Any Other Business to report.	
232. Dates of Future Meetings and possible Agenda	RESOLVED: That the next meeting of the Resources Committee is to be held at 6.30pm at the School on Monday 28 January 2019 with the following agenda items:	

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<p>Items</p>	<ul style="list-style-type: none"> • Forest School Working Party • Policy Review – Staff Handbook and Induction Policy 	
<p>233. Agenda, Minutes and Related Papers – School Copy</p>	<p>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.</p>	


 Chair
 13/05/2019
 Date

The Chair closed the meeting at 7.45pm.

