

THE GOVERNING BODY OF FLOCKTON CE (C) SCHOOL**Safety and Resources Committee**

Minutes of the Safety and Resources Committee held at 6.30 pm remotely via Microsoft Teams on Monday 03 March 2025.

PRESENT

Ms J Lavery (Chair), Mrs E Johnson, Mrs S Latham, Miss E Taylor (Head Teacher)

IN ATTENDANCE

Mr G Dawkins (Minute Clerk)

13. **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

There were no apologies for absence and no declarations of interest.

14. **NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS**

The following items were notified to be brought up under Any Other Business:

- Condition Survey
- New Safety & Resources Committee Member

15. **MINUTES OF THE SAFETY AND RESOURCES COMMITTEE MEETING HELD ON 11TH NOVEMBER 2024**

RESOLVED: That the minutes of the Safety and Resources Committee meeting held on 11th November 2024 be approved as a correct record.

16. **MATTERS ARISING AND ACTIONS**

(a) **Termly Budget Review (Minute 06 refers)**

Ms Lavery met with Mrs Latham to review the budget.

(b) **Health & Safety Walk around School (Minute 08 refers)**

It was reported that Ms Lavery and the Head Teacher were still to undertake the Health & Safety walk around school.

ACTION 1: Ms Lavery and the Head Teacher are to set a date for the Health & Safety walk around school.

17. **FINANCIAL MANAGEMENT AND MONITORING**

(a) **Termly Budget Review**

Mrs Latham presented the Termly Budget Report for Month 10 of the 2024/25 Budget.

Q1: Is this the same Termly Budget Report that Ms Lavery and Mrs Latham had previously reviewed?

A1: No, that was the Termly Budget Review of Month 9.

Mrs Latham noted the following from Month 10:

(i) Staffing

£12,617 saving on Staffing Costs generated mainly from additional high needs funding. It was noted that there had been additional Teachers hours for covering in Ofsted.

(ii) Premises

£3,600 saving on energy costs due to £1,604 gas refund and lower expected spend on energy compared to the budget.

(iii) Learning Resources

Additional funding had been received as follows:

- £10k – Sweet Project
- £600 – Jerusalem Trust RE grant
- £500 – Morley Glass grant – ringfenced for developing the old Reflection Area.

(iv) Support Agency Cover

Lost an ETA in December which needed to be covered by a Supply Agency. A new appointment was to be made on 21 April 2025.

(v) Extra Curricular Clubs

It was noted that the charge to parents was less VAT and payments were made into the Enabling Account.

(vi) Teacher Agency Sickness Cover

£5,789 covered by the insurance.

(vii) Income

- UFSM grant cancelled out catering costs of UFSM.
- Additional Core School Budget Grant - £10,860.
- Village Improvement Parish Grant - £1,000
- Outwood Grange Grant - £970 for release of Mrs Weatherhead and Mrs Oliver.

Q2: How much work is involved in applying for grants?

A2: It varies depending on what it is for.

Q3: Has there been more grants than in previous years?**A3:** Other than the £10k, similar to previous years.

The Supply Teacher insurance claim cancelled out the cost of the Supply Teacher.

The predicted Carry Forward is now £31,180.90 which is significantly more than the Projected Carry Forward in the 3 Year Plan. The main contributors to this increase in Carry Forward are Extra High Needs funding, Core School Budget grant, reduced energy costs and the Head Teacher providing cover for the first day of staff absence.

Q4: Are we looking more financially secure for 2025/26?**A4:** We still need to be careful, but thanks to Mrs Latham for being in a better position than expected.**(b) Financial Benchmarking**

The Financial Benchmarking Report, which showed the school to have 79 pupils with 15.2% SEND and 38% FSM, was reviewed and the following questions raised:

Q5: Has the % FSM gone up?**A5:** No, it has always been in this region and significantly higher than other schools in the Benchmarking Report.**Q6: How will free Breakfast Club for all children work?****A6:** The funding does not cover the costs and is meant to be half an hour but as we fund our own there will be less of an impact.**Q7: We are top for Admin and Clerical costs is this a concern?****A7:** No, as the difference is a small number.**Q8: The Teaching and Support Staff costs are quite low is this due to the staff changes or is this typical?****A8:** When comparing to other schools it depends on the number of classes to teachers and ETAs.**Q9: Compared to previous years has anything stood out?****A9:** No.

It was noted that Flockon's catering costs seemed high but the school had a high percentage of FSMs and the UFSM grant covered these.

Q10: Who chooses the schools to compare to?**A10:** It is a historic group of schools of similar mix.**Q11: Why is it important to benchmark the size of the SLT?****A11:** This is all part of the SFVS (School Financial Value Standard).**(c) SFVS**

It was noted that the SFVS was made up of 30 questions which had not changed from last year. The only changes were the names and dates.

RESOLVED: That the SFVS be approved and presented for ratification at the next Full Governing Body Meeting on 17 March 2025.

(d) Unofficial School Fund Account

It was reported that the School Fund Account was audited in November 2024 and signed off.

There were a couple of invoices that had been carried forward to the next financial year.

Q12: Is there still interest in School Photos?

A12: Yes, the commission raised £112 last year so definitely worth it.

18. REVIEW STAFF AND GOVERNOR TRAINING AGAINST SDP

It was noted that the Health & Safety Report to Governors was very clear and there were some additions to be made on training.

The Head Teacher was undertaking First Aid training on Tuesday 11 March 2025.

PREVENT training was due but this could be done online for which the Head Teacher would forward the link to all Governors.

ACTION 2: The Head Teacher is to send the link for the online PREVENT training to all Governors.

19. STAFFING UPDATES

It was reported that the Caretaker was returning to work on a phased return and a 1:1 ETA was to be appointed.

It was also noted that there was some staff sickness.

20. PREMISES AND HEALTH & SAFETY

(a) Reflection Garden

It was reported that the Reflection Garden had gone wild and a lot of it was unusable. It was therefore agreed for this to be refurbished to make a larger useable space for the children and keeping the pond. This would make the area easier to maintain. The work was to be funded from the Morley Glass grant.

(b) Building Condition Survey

The Building Condition Survey had just been received which would be reviewed at the next Safety and Resources Committee meeting.

(c) Slipped Tiles on Hall Roof

It was noted that a couple of tiles had slipped on the Hall roof that needed attention.

(d) Church Trees

It was reported that an email had been received from the Church confirming the work to the trees had been completed.

(e) Culvert Claim

It was noted that there was nothing to report regarding the insurance claim for the culvert. A report had been submitted and it was with Asset Management.

(f) School Closure due to Inclement Weather

It was reported that the school only closed for two days during the recent snow and very cold weather compared to some schools who were closed for much longer.

It was noted that the Kirklees Caretaking Service would clear a path from the main road to the School Entrance in such situations.

21. REVIEW OF POLICIES

The following policies were reviewed:

(a) Data Protection Policy and Freedom of Information Policy

It was noted that there had been no changes to these policies.

(b) Health & Safety Policy

The only changes were the dates and personnel names.

(c) Premises Management Policy

It was noted that there had been no changes to this policy.

(d) Smoking Policy

It was noted that this was a LA model policy.

(e) Governor Allowances Policy

It was noted that there had been no changes to this policy.

(f) Spread of Infection Policy

It was noted that there had been no changes to this policy.

(g) SFVS Policies

It was noted that there had been no changes to these policies.

RESOLVED: That the following policies be approved:

- Data Protection Policy and Freedom of Information Policy
- Health & Safety Policy
- Premises Management Policy
- Smoking Policy
- Governor Allowances Policy
- Spread of Infection Policy
- SFVS Policies

22. REVIEW OF PRIVACY NOTICES

The review of Privacy Notices had been undertaken, and it was noted that there were no changes.

23. EXAMINATION OF FIRE EVACUATION REPORT AND ACCIDENT REPORT BOOKS(a) Fire Evacuation Report

It was noted that there was nothing to report regarding Fire Evacuation.

(b) Accident Report Book

It was reported that the number of minor incidents in the Autumn Term was 124 and the number of major incidents was 2 with nothing out of the ordinary and few incidents within the buildings.

Q: Is there any correlation between type of incident and type of pupil i.e. gender, premium, SEND?

A: No.

24. OFSTED

It was noted how pleased everyone was with how the Ofsted Inspection went and a full report would be shared at the next Full Governing Body Meeting on 17 March 2025.

25. ANY OTHER BUSINESS(a) Condition Survey

It was noted that the Condition Survey was to be an Agenda Item at the next Safety & Resources Committee meeting.

ACTION 3: The Condition Survey is to be an Agenda Item at the next Safety & Resources Committee meeting.

(b) New Safety & Resources Committee Member

It was noted that the issue of a new Safety & Resources Committee member was to be discussed at the next Full Governing Body Meeting on 17 March 2025.

ACTION 4: A new Safety & Resources Committee member is to be discussed at the next Full Governing Body Meeting on 17 March 2025

26. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next of meeting of the Safety and Resources Committee be held at 6.30pm via Teams on Monday 12th May 2025.

27. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers is be excluded from the copy to be made available at the School in accordance with the Freedom of Information Act.

ACTION LOG:

Minute Number	Action	By Whom	Completed
16(b)	Action 1: Ms Lavery and the Head Teacher are to set a date for the Health & Safety walk around school.	Ms Lavery / Head Teacher	
18	Action 2: The Head Teacher is to send the link for the online PREVENT training to all Governors.	Head Teacher	
25(c)	Action 3: the Condition Survey is to be an Agenda Item at the next Safety & Resources Committee meeting.	School Governor Service	
25(d)	Action 4: A new Safety & Resources Committee member is to be discussed at the next Full Governing Body Meeting on 17 March 2025	Chair	

The Chair closed the meeting at 8.00pm.