

**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 12 May 2025.

**PRESENT**

Ms J Lavery (Chair), Mrs H Kerr, Mrs S Latham, Mr R Michael, Miss E Taylor (Head Teacher),

**IN ATTENDANCE**

Mrs P Perrott (Observer)

Mr G Dawkins (Minute Clerk)

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

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

The Chair introduced Mrs Paula Perrott who was attending the meeting as an Observer but is hoped to become a Co-opted Governor.

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

No items were notified to be brought up under Any Other Business.

**30. MINUTES OF THE SAFETY AND RESOURCES COMMITTEE MEETING HELD ON 3<sup>rd</sup> MARCH 2025**

**RESOLVED:** That the minutes of the Safety and Resources Committee meeting held on 3rd March 2025 be approved as a correct record.

**31. MATTERS ARISING AND ACTIONS****(a) Health & Safety Walk around School (Minute 16 (b) refers)**

The Head Teacher reported having completed the Health & Safety Audit and the walk around school needs to be undertaken with the Chair before the Spring Bank Holiday half-term break.

**ACTION 1:** The Head Teacher is to email dates to Ms Lavery for the Health & Safety walk around school.

**(b) Online PREVENT Training (Minute 18 refers)**

The Head Teacher reported having sent the link for the online PREVENT training to all Governors.

**ACTION 2:** Mrs Kerr and Ms Lavery are to follow up the online PREVENT training with all Governors.

(c) Condition Survey (Minute 25 (c) refers)

It was noted that the Condition Survey has been included under the Agenda Item "Premises and Health & Safety Update" of this meeting.

(d) New Safety & Resources Committee Member (Minute 25(d) refers)

It was noted that membership of the Health & Safety Resources Committee was discussed at the last Full Governing Body meeting, and it was approved that both Mrs Kerr and Mr Michael would join the Safety & Resources Committee.

32. FINANCIAL MANAGEMENT AND MONITORING

(a) Year End Carry Forward Figure

Mrs Latham presented the Month 13 Year End Report for the 2024/25 Budget and noted the following:

(i) Staffing

Supply staff costs were covered by the insurance and as the School had been successful in getting an EHCP for a pupil there was now funding for a 1:1 ETA.

(ii) Repairs and Maintenance

There had been an underspend of £621 with the Bin Store completed and ] the KS2 Boys Toilets waiting for a date for the improvements to be undertaken.

(iii) Energy Costs

Gas - £4,170 underspend  
Electricity - £504 overspend  
Water - £327 overspend

(iv) Grants

Some Grants had not been spent so carried forward.

(v) Wrap Around Care

It was noted that the Breakfast Club has made £905 more income than predicted and the After School Club has made a loss of £943, but overall the Wrap Around Care has made a profit of £2,571 which is the first time. It is recognized that the School has stuck at providing this valuable resource and managed the staffing to reduce costs.

**Q1: Is demand increasing with siblings etc?**

**A1:** Yes but tails off towards the end of Yr5.

**Q2: In terms of staffing is this stable?**

**A2:** Yes

**Q3: The new Government initiative for Breakfast Club is being trialed at Scissett. Is it known when this is to be rolled out?**

**A3:** No.

Mrs Latham reported that the Year End Carry Forward increased to £36,891

**Q4: Why is the School in a better position than expected?**

**A4:** EHCP funding granted, various other grants which were not known at the beginning of 2024/25 financial year, profit on Wrap Around Care and underspend on energy etc.

**Q5: Have staff absences been less?**

**A5:** Slightly.

**Q6: Is there to be an ETA budget review?**

**A6:** Not at the moment as the intention is to keep the same ETA staffing level for this next financial year but with an additional ETA appointment under the EHCP.

**Q7: Will this ETA appointment be a temporary contract?**

**A7:** Yes, as it is based around the specific child's needs supported by the EHCP.

**Q8: How does the Carry Forward fit into the 3-Year forecast?**

**A8:** The 3-Year forecast is to be shared at the next Full Governing Body meeting once the 2025/26 Budget has been approved.

(b) 2025/26 Budget

Mrs Latham reported that the B1 Budget and B3 Final Budget Summary Form 25/26 had been through with the Head Teacher and presented to and agreed with the LA.

The School Budget Allocation for 2025/26 was £567,121 plus the Carry Forward of £36,891 and the predicted income of £94,316 making a total budget of £698,328.

The Total Expenditure had been budgeted to be £682,335 which would allow a Contingency of £15,993 which was the current predicted Carry Forward for next year.

The Total Expenditure allowed for a 2.8% increase in Teachers' salaries though the Government may approve a 4% increase and Sports Premium had been allocated for a further year.

**Q9: Why is the ETA budget showing a higher % increase?**

**A9:** This accounts for the additional 1:1 ETA.

**Q10: Why are clerking costs less?**

**A10:** Less meetings and less meeting time overrun.

It was noted that the Extended School Staff budget was less due to the staffing restructure, Caretaking costs were less due to reduced hours and Teacher Absence Insurance was less due to less absences, so the premium had reduced.

Non-Teaching Staff Absence Insurance had increased as allowed for 1:1 for full financial year and included occupational health care in order to support and keep staff safe as more 1:1 in mainstream school.

Ground maintenance had increased but this was offset by grants for specific Works. IT was as the School had a new provider rather than the LA and Learning Resources were less due to the higher investment previously for Monster Phonics etc.

It was noted that the Premises long-term plan was to be in the 3-Year Budget.

The B3 Summary Form 2025/26 shows the Total Budget Allocation of £567,121 plus the Carry Forward from 2024/25 of £36,891 giving a Total Budget of £604,012.

It was proposed that the 2025/26 B1 Budget and the B3 Budget Summary Form 2025/26 be approved and presented at the next Full Governing Body Meeting.

This was agreed unanimously.

**RESOLVED:** That the 2025/26 B1 Budget and the B3 Budget Summary Form 2025/26 be approved and presented at the next Full Governing Body Meeting.

The Chair and Governors thanked Mrs Latham for all her hard work.

### 33. REVIEW INVENTORY AND APPROVE DISPOSAL OF OBSOLETE RESOURCES

The inventory of resources as prepared by Karen Smith was shared with Governors and the Chair expressed special thanks from the Governors for all her time and effort in producing the inventory.

**Q11: Why are some items noted as “all disposed” but “waiting certification April 2022”?**

**A11:** This is down to the IT organization to sort.

**Q12: How is IT equipment disposed of?**

**A12:** The equipment goes to Global for cleaning down and then can be donated, etc.

**Q13: How is the “value” determined?**

**A13:** The value is as purchased, and any insurance takes account of depreciation.

**Q14: Silhouette Cutting Machine – destroyed 2024?**

**A14:** Taken to Waste Disposal Centre.

It was noted that the quantity of items underneath Elder Class has been much reduced to improve fire safety.

### 34. STAFFING UPDATES

The Head Teacher reported that the 1:1 ETA position had been advertised and from the applications a very experienced ETA, Charlotte Owen had been appointed.

5 mornings a week were required for the new EHCP and Michelle Craig and Charlotte Owen are full-time equivalent.

The Staffing Structure for 2024/25 was shared with Governors and it was noted that there were no planned changes for 2025/26.

**Q15: Are staff happy with the structure?**

**A15:** Yes.

**Q16: Class numbers?**

**A16:** The Class numbers are generally looking good with 19 in Elder Class and 15 in Apple Class plus 3 on the waiting list. There is 13 in Yr3 and one in-Year application in Yr1.

### 35. PREMISES AND HEALTH & SAFETY

#### (a) Health & Safety Report to Governors

The Health & Safety Report to Governors for Summer 1 was presented to Governors which showed 124 minor incidents reported in the Accident Book. There were no standout incidents or that needed additional medical attention, and most were bumps, trips and falls.

There had been 1 reportable incident involving a windowsill that collapsed in the Early Years area. This was reported to Kirklees Asset Management on 29 April 2025, and they undertook an inspection on 2 May 2025 from which feedback was awaited. It was noted that prior to the collapse it was not evident from any observations that the window was in an unstable condition.

From a meeting with Asset Management on 12 May 2025 the LA have agreed to fund replacement of the sill as capital works and School would fund a new window.

**Q17: Is it an old window?**

**A17:** Yes, so it needs replacing.

The tarmac near the top door, at the side of Elder Class leading down to Apple Class and towards the main road was also inspected by Asset Management on 12 May 2025 as it was uneven with multiple holes.

**Q18: Are there any trip hazards?**

**A18:** Yes.

It was also reported that the area around the tree in the playground was uneven due to tree roots. This area was also reviewed at the meeting with Asset Management with a view to a repair. A quote of £1,500 has been received for the removal of the paving flags and replacement with a resin surfacing.

**Q19 Will the resin surfacing harm the tree?**

**A19:** No, it is designed for these situations.

**Q20: Is the TPO on the tree yet?**

**A20:** No, not yet.

**Q21: Will the tree have a bench around it?**

**A21:** Yes.

**Q22: What is the situation with the drainage claim, do we know what is needed?**

**A22:** We are awaiting timings from Asset Management for them to look at the drainage of the field.

**Q23: Should the drainage works be done before the tarmac?**

**A23:** We don't know yet this will be down to Asset Management.

It was noted that the maze had been cleared and the current priorities for next term were painting and refresh of the KS2 Boys Toilets, completion of the garden and surfacing around the tree.

(b) Building Condition Survey

The Building Condition Survey, prepared by the DfE, was shared the meeting. The main purpose of this survey was to look at the overall condition of the school to establish whether funding was required to rebuild the school.

Any works required in this survey were likely to be capital works so should not affect the 3-year budget.

36. REVIEW OF POLICIES

The following policy was reviewed:

Accessibility Policy

It was noted that the objectives had been highlighted in red and in Appendix 1, the Physical Access Audit, that the school did not have a specific quiet / calming room, but space could be provided such as in the library should this be needed.

It was also noted that the school was not accessible to everyone however everything had been done to accommodate pupil needs.

**RESOLVED:** That the Accessibility Policy be approved.

37. OFSTED

It was noted that it was agreed at the last Full Governing Body Meeting that OFSTED was to be a standing item at Full Governing Body meetings and not at Committee Meetings.

**ACTION 3:** The School Governor Service is to remove OFSTED as a standing agenda item at Safety and Resources Committee Meetings.

38. ANY OTHER BUSINESS

The were no items of Any Other Business to report.

39. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

**RESOLVED:** That the next of meeting of the Safety and Resources Committee is to be held at 6.30pm via Teams on Monday 30<sup>th</sup> June 2025.

40. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That no part of these minutes, agenda or related papers are to 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
31(a)	<b>ACTION 1:</b> The Head Teacher is to email dates to Ms Lavery for the Health & Safety walk around school.	Head Teacher / Ms Lavery	
31(b)	<b>Action 2:</b> Mrs Kerr and Ms Lavery are to follow up the online PREVENT training with all Governors.	Mrs Kerr / Ms Lavery	
37	<b>Action 3:</b> The School Governor Service is to remove OFSTED as a standing agenda item at Safety and Resources Committee Meetings.	School Governor Service	Yes

The Chair closed the meeting at 8.05pm.