

THE GOVERNING BODY OF FAIRFIELD SCHOOL

RESOURCES COMMITTEE

Minutes of the meeting of the Resources Committee held at 5:30pm at the school on Tuesday, 4th February 2020.

PRESENT

Mr G Denison, Mr M Neild, Mr J Page and Mr A Pruchniewicz.

In Attendance

Ms B Brooks (Deputy Head Teacher)
Mr S Walsh (School Business Manager)
Mr D Rhodes (Minute Clerk)

1. ELECTION OF COMMITTEE CHAIR

The Clerk took the Chair in order to seek nominations for the election of the committee chair.

Mr G Denison was the only nomination.

RESOLVED: That Mr G Denison be elected Chair for the next 12 months.

2. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Ms D Johns.

3. MINUTES OF THE MEETING HELD ON 7 MAY 2019

The minutes of the meeting held on 7th May 2019 had been distributed to Governors prior to the meeting.

RESOLVED: That the minutes of the meeting held on 5th February 2019 be approved and signed as a correct record.

4. MATTERS ARISING

Oxygen Cylinder Storage

Q. Have the risk assessment been undertaken by the NHS/School in relation to the storage of the cylinders?

A. The NHS have carried out the assessment and provided the school with a copy.

It was added that appropriate signage and labelling had been completed.

5. BUDGET AND FINANCIAL MONITORING

(a) Summary Report 9

The School Business Manager had circulated, prior to the meeting, the Official Kirklees SAP monitoring report outlining the financial summary. He drew attention to a number of elements in terms of variances in budget heads.

Details were provided of the strategy in place to negate the school's financial deficit. Pupil banding queries are now all resolved; the next step is moving to a new funding structure for both Castle Hill and Fairfield.

It was evident that the school was now in a better financial position as a result of management and policies of the SLT.

Q. Are you aware of pupil numbers for next year, particularly those with more complex needs and the impact on the budget?

A. We do receive source figures quite early, and this allows us to plan appropriately. Next year we are expecting a number of Post 16 complex needs pupils, and this will stretch resources.

Q. Does the planning impact on Staff?

A. Staff resources will continue to be regularly reviewed based on information we receive from the SEN Assessment & Commissioning Team.

Q. How many pupils are you expecting, and what happens if you are asked to take more?

A. 126 pupils are expected for next year, any requests to take more pupils will be refused. This would also impact on class sizes ranging from 5-8 pupils. Ideally classes should be around 5 pupils.

(b) Enrichment Activities Facilitator

Since the appointment of the Enrichment Activities Facilitator, on a fixed term contract, a number of positive initiatives have been successful. Details were provided of successful bids, those currently on going and those which had failed.

Detailed information was given on some of the key elements the Facilitator had achieved.

The SBM sought approval for the post now to be formally advertised as a permanent appointment.

RESOLVED: That the position of the Enrichment Activities Facilitator be released for advertisement as a permanent position.

6. STAFFING

Staffing matters would be discussed at the full Governors' meeting.

7. PREMISES

The SBM provided a short report on the premises inspection by Pinnacle, that had been sent to Governors in advance of the meeting. The Early Years safe play area had new padding, a new hoist was to be installed in another classroom, and there would be an examination of the utilisation of excessive staff toilet space being used for other purposes. Details of other activities were discussed invoking a number of questions.

Q. Backwashing and disinfecting the Hydra pool, can this be achieved in 24 hours?

A. The entire process can take up to 2 days, depriving pupils of the hydro activity.

Q. With regard to lock down, and the security of the front doors, does the outer door close before the inner doors open, and what other measures are in place to negate tailgating?

A. It was evident that both sets of doors could be open at the same time, however, there was now an intercom system and communications helped prevent the practice of tailgating.

Governors felt that the subject of tailgating needed to be kept in mind.

8. HEALTH & SAFETY

Fire drill and Lock down practice drills had taken place in December. The clearance for school in the fire drill was over five minutes and was a more true reflection of expected evacuation times.

9. ANY OTHER BUSINESS

There was no other business.

10. DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Committee be held on Tuesday, 12 May 2020.

11. 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 meeting closed at 6:00 pm.