

THE GOVERNING BODY OF FAIRFIELD SCHOOL

SCHOOL INSPECTION COPY

RESOURCES COMMITTEE

Minutes of the meeting of the Resources Committee held at 5:00 pm at the school on Tuesday, 13th February 2018.

PRESENT

Mr G Denison (Chair) Ms D. Johns, Mr M Neild, Mr J Page, Mr A Pruchniewicz and Ms J Thompson

In Attendance

Ms B Brooks (Deputy Head)
Mr D Rhodes (Minute Clerk)
Ms J Tate (National Leader in Education)
Mr S Walsh (Business Manager)

As Gary Denison was not present for the commencement of the meeting, it was agreed that Mr A Pruchniewicz take the Chair until his arrival.

73. APOLOGIES FOR ABSENCE

There were no apologies for absence.

74. MINUTES OF THE MEETING HELD ON 16 OCTOBER 2017

The minutes of the meeting held on 16 October 2017 had been distributed to Governors prior to the meeting.

RESOLVED: That the minutes of the meeting held on 16 October 2017 be signed as a true and correct record.

75. MATTERS ARISING

There were no matters arising from the minutes.

76. BUDGET 2017/18

Steve Walsh (School Business Manager) submitted his written report in relation to the 2017 fiscal year and the projected final outturn. The figures related to Kirklees Budget period 10.

The data was presented in three formats including a Summary, LA layout and a detailed school formatted spreadsheet, all covering the same data, but with differing layouts and detail.

Particular reference was made to the deficit, and although this was likely to be as forecast, it was hoped that the work done on the "Pupil Banding" may result in additional income. An update will be provided at the next meeting.

On examining the figures Governors raised a number of questions.

Q. How are some overspends cancelled out by income?

A. All income is processed on an income code and expenditure on an expenditure code. There will be occasions of unplanned costs, as well as unplanned income, to pay for it. This results in the cost code showing an overspend and the income code showing a surplus.

Q. In the comprehensive spreadsheet, "Total School Resources" has a start budget of £400. Is this realistic?

A. In hindsight, this is inadequate, however, in March 2017 when the budget was set, the only expenditure envisaged were a number of office chairs, and the figure was in line with that for the previous year. The forthcoming budget will reflect a more realistic figure based on needs.

Q. Legal fees for land registry; what is this cost?

A. This occurred when the school joined the Spenborough Trust and land was transferred. The matter has never been finalised. Jeanette Tate had raised the issue at the last QED board meeting, and the legal teams involved have been communicating with a view to an early resolution.

Q. What are the historical bad debts?

A. Apparently the LA has only just made the school aware of a £1,805 debt in relation to an ex-employee. The LA have now written the debt off but billed the school for it.

Mr G Denison took the Chair at this point.

77. STAFFING

(a) Appointments

Details were provided of recent recruitment drives, interviews and the appointment of ETAs. It was disappointing to note that a number of those invited for interview did not turn up. The applicants will not be invited to any future interviews should they apply for future positions.

A further recruitment drive would be taking place in March to fill those vacancies still left open after the first round. Mr Denison was thanked for his involvement in the interview process.

(b) Sickness

Details were provided on sickness issues, and information about staff hitting triggers, within the sickness procedure.

The Head Teacher outlined a particular case of concern, and with appropriate HR collaboration was advising Governors that a meeting of the Dismissal Committee would be called imminently. He would be e-mailing relevant Governors to make the necessary arrangements.

78. PREMISES(a) Car Park

The SBM confirmed that phase 1 work on the Car Park improvements would commence next week, during half term, and Phase 2 (completion) would be undertaken at Easter.

(b) Medical Room

The current Medical Room was proving too small and inadequate. The SLT had discussed the matter and proposed converting the old Music Room, which already has superior facilities. Consultations with Pinnacle (PFI Agents) were to be scheduled in order to progress with any proposed conversion.

Q. Do you anticipate any issues or possibly compromising the accommodation?

A. If the changeover was successful, the old Medical Room, would be designated as a teaching space to accommodate appropriate provision as part of long term planning.

79. HEALTH AND SAFETY(a) Road Safety

Mr Neild had escalated the road safety issue within Kirklees. A response had been received and the issue was now receiving attention.

In view of the frustrations in progressing this matter, Mr Neild tabled all email correspondence with Kirklees. The committee agreed that this correspondence should be placed in the public domain, and therefore published along with these minutes as Appendix I.

(b) Health and Safety Audit Day

A health and safety audit had been undertaken by the SBM and Mr Neild, Governor for H&S. This involved a full tour of the school and photographing areas of concern. All the photos and a report of their findings were tabled for information.

It was evident that some of Pinnacle's responsibilities were being ignored, and some issues were also being ignored by staff.

The Committee agreed that all staff required further basic training, and that Mr Neild be invited to undertake twilight sessions to promote good practice.

(c) Hygiene

Staff in the post 16 Café had attended the appropriate Food Hygiene course.

(d) Lock Down Practice

The school lock down procedure had been practised in January, which proved valuable in outlining issues.

Q. Did everyone participate effectively?

A. There were issues with hearing the announcement in some areas. In the short term this will be resolved by the announcement and word of mouth.

In the long term, the fire alarm system is due to be upgraded and will provide multiple alarm sounds. One will be reserved for lock down. The fire alarm can be heard throughout the school.

Q. Were there any missing classroom door keys.

A. Yes, there were a few, this is now being addressed.

Q. The Mag locks engage in lock down, and fully disengage with a fire alarm. What would happen if the fire alarm was triggered in lock down.

A. These are competing elements. We will review.

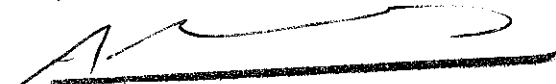
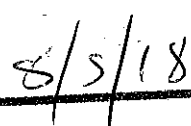
80. DATES OF FUTURE MEETINGS

RESOLVED: That the next meeting of the Resources Committee be held at 5.00pm on Tuesday 8th May 2018, replacing the Standards and Effectiveness meeting previously assigned to that date.

81. 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


Chair

Date