

THE GOVERNING BODY OF FAIRFIELD SCHOOL**RESOURCES COMMITTEE**

Minutes of the meeting of the Resources Committee held at the school at 5.30 pm on Tuesday 13 July 2021.

PRESENT

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

In Attendance

Mr M A Johnson (Minute Clerk)

Mr S Walsh (School Business Manager)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Miss K Press, with consent.

2. MINUTES OF THE MEETING HELD ON 16 MARCH 2021

The minutes of the meeting held on 16 March February 2021 had been distributed to Governors prior to the meeting.

RESOLVED: That the minutes of the meeting held on 16 March 2021 be approved and signed as a correct record by the Chair.

3. MATTERS ARISING

There were no matters arising.

4. RESOURCES COMMITTEE REPORT

The Resources Committee Report prepared by the School Business Manager had been circulated to Governors prior to the meeting.

(a) Budget & Financial Monitoring

The report referred to P2 Kirklees Official SAP Budget Monitoring report which showed no change to the financial position of the school, i.e. the forecast remained the same as that presented in May 2021, namely to reduce the deficit this year to bring this down to the target amount.

The report provided a financial strategy update on the seven specified areas of development, with a RAG rating and textual details of the progress being made against each of the actions. In relation to the action to further develop the fundraising role to support the School Development Plan, governors were also supplied with a Fundraising Strategic Map, showing the state of progress in June.

Q: (Relative to the introduction of Stay and Play extended provision for 0 to three years)
What space has been allocated for this initiative?

A: A classroom on one day a week.

(b) VMFI (View My Financial Insights)

The report explained that this was a new government website similar to Benchmarking and the SFVS (Schools Financial Value Standard), designed to enable schools to identify problem areas, the scale of the problem, and what could be done about it. This was supported by a RAG rated summary of spend across the Trust/LA for 2019/20 and compared the school with 30 similar schools based on pupil characteristics and buildings characteristics.

Two areas for investigation had been highlighted, relative to the high costs of non-educational support staff and education support staff, with the specified action taken in the last 12 months, which included no external recruitment since February 2020.

(c) Fundraising Update

Governors had been supplied with a report from Sarah Breeze, Enrichment Activity Facilitator, setting out bids she had submitted since April 2019 to support the School Development Plan, and indicating the progress of funding, where this had been accepted, for each initiative. The current project was to raise £20k for the Pond development. All information was included on our fundraising page on the website.

(d) Staffing

Governors noted the following internal recruitment completed since May:

2 x Activity Support Officers

1 x Educational Teaching Assistant specifically for one-to-one pupil support.

1 x Advanced Business Support Officer as a contingency for anticipated long-term sickness, governors noting that Kirsty Press had been seconded to this position.

2 employees on long-term sick were continuing to be supported via Employee Healthcare.

(e) Premises

Governors noted 4 faults reported to Pinnacle, with an expected completion date of August 2021.

A request at QED board level had been made for Pinnacle to review the frequency of the ground maintenance visits and the quality of the work being undertaken, these matters having been raised on several previous occasions. An update would be given at the next meeting on the measures being taken to address these concerns.

Governors noted the schedule of works to be completed during the Summer as part of Lifecycle and variations, consisting of semi-formal new vinyl floor and decoration and blackout blinds to Post 16 class 1.

Q: Will Grounds Maintenance be undertaking the above works?

A: Pinnacle will be undertaking the above works.

Further works included the Meadow development (drawings provided); Railings outside Food tech, and class F3; Car park line markings; and Stable door for break out room.

Governors also noted the Architect's drawings for the car park canopy, and that the next stage was to undertake a structural feasibility and quantity surveyor feasibility study.

(f) Health and Safety

Governors noted that the Health and Safety Policy had been reviewed and updated by the Health and Safety Committee, noting there had been no new issues. The policy did not formally contain any arrangements for improved cleaning, but governors were assured that this would be addressed, given the continued need regarding issues around Covid. The policy required ratification by the full Governing Body.

All staff had now completed online Health and Safety Awareness Training, which had involved a very in-depth course.

The ICT Manager had also completed electrical safety training.

All office-based staff had completed DSE assessments.

There had been a lockdown drill on 2 July, and a fire drill on 7 July for Early Years, achieving speedy response times.

Q: Does Fire Marshall training include a practical session?

A: Yes.

(g) Covid Update

Governors noted that, after three months with no positive cases, the school had now experienced three in one weekend. Total cases to date amounted to 40, involving 12 pupils and 28 staff.

The school was to await guidance from the DfE regarding the exiting of Covid restrictions, and would adapt the Risk Assessment accordingly. Any changes would be reported back.

5. STAFFING

This item had been covered within the Budget & Financial monitoring report.

6. PREMISES

This item had been covered within the Budget & Financial monitoring report.

7. HEALTH & SAFETY

This item had been covered within the Budget & Financial monitoring report.

8. ANY OTHER BUSINESS

There was no other business.

9. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

The next meetings of the Committee would be determined at the Annual General Meeting of the Governing Body.

10. 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 6.00pm