

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

Minutes of the meeting of the Resources Committee held at the school at 5.15 pm on Tuesday 5 July 2022.

**PRESENT**

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

**In Attendance**

Mrs M Farrar (Governor)

Mrs C Hall (Minute Clerk)

Mrs T Ilyas (Associate Member and Assistant Head Teacher)

Mr S Walsh (School Business Manager)

**22. ELECTION OF CHAIR**

It was reported that the term of office of Mr G Denison was due to expire in July and that he had expressed a wish to continue in office and as Chair of this Committee.

In Mr Denison's absence it was

**RESOLVED:** That the election of Chair be deferred to the next meeting, and that Mr M Neild be appointed as chair for this meeting.

**23. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Ms D Johns, with consent.

**24. MINUTES OF THE MEETING HELD ON 15 MARCH 2022**

The minutes of the meeting held on 15 March 2022 had been distributed to governors prior to the meeting.

**RESOLVED:** That the minutes of the meeting held on 15 March 2022 be approved and signed as a correct record by the Chair.

**25. MATTERS ARISING**

There were no matters arising.

**26. BUDGET & FINANCIAL MONITORING**

The Budget and Financial Monitoring Report prepared by the School Business Manager (SBM) had been circulated to governors prior to the meeting.

The report referred to P2 Kirklees Official SAP Budget Monitoring report, which showed no change to the financial position of the school. The forecast outturn for the financial year remained a surplus of £65k.

The SBM referred to three requests for purchases over £10k, which would be taken to a full governing body meeting for approval.

The report provided a financial strategy update on five specified areas of development, with a RAG rating and a description of ongoing progress against each of the actions. The key focus was long-term stability, challenging costs and seeking opportunities to generate income.

- Exceptional health/medical funding from Clinical Commissioning Groups within the NHS for individual students
- Exceptional educational funding via SENDACT to meet individual students' needs
- Routine SENDACT meetings to address banding level changes and new pupil consultations

**Q:** What is the situation with regard to funding?

**A:** A number of students are on Level A and the school has a good relationship with SENDACT: the challenge will be to build on this with the next contact.

- Develop fundraising role to support the School Development Plan, including following up the KLP's recommendations from her visit in June.
- Continuing with Stay & Play extended provision for 0 to 3 years and the offer has been changed from Friday to Thursday to aid attendance. Ongoing discussions around development of sessions.

## 27. STAFFING

One long-serving teacher had resigned and three posts had been filled: HLTA, Assistant Headteacher and Activity Support Officer.

Seven members of staff were currently on long-term sick leave and they were being supported by employee healthcare.

The school's current vacancies were: one Activity Support Officer (lunchtime supervisor) and one Class Teacher for 2022/23.

**Q:** How are you managing employees' absence and how are you managing without the absent employees?

**A:** We are following the absence process and having regular catch-up conversations with staff. We are moving staff around to help cover absence and we have some agency staff in. There is also some absence amongst children.

**Q:** What is the school position regarding COVID absence?

**A:** We are following the guidance of five days' isolation for adults who test positive for COVID-19. We have had some incidence of diarrhoea and vomiting amongst children. Our risk assessments have not changed.

## 28. PREMISES

Musical animals and a soundboard had been installed in the Meadow area and would be followed by sensory planting in the second phase of development. These aspects would be maintained by Pinnacle.

Planned work over the summer included: a pond fountain, blackout blinds for three classrooms, wall art, some decoration and flooring and rectification of drainage on the roundabout.

**Q:** Is the roundabout being used and is it fit for purpose?

**A:** Yes, it is being used. There seems to be a drainage issue underneath it.

Governors suggested a load limit of one child on the roundabout might be appropriate and expressed their concerns regarding potential risks for staff.

Longer-term works were outlined including plans to replace the remaining bathroom windows with opening lights and to fit air conditioning to classrooms, which would be requested at the full governing body meeting following this committee.

**Q:** Are there any plans to install solar panels?

**A:** No, there are no plans for solar panels. The owners of the building have not expressed any interest in adding solar panels.

## 29. HEALTH & SAFETY

All seven members of the Health & Safety Committee had taken the IOSH qualification 'Managing Safely' and they were now focusing on health and safety generally, not just COVID-related issues.

**Q:** Are tasks allocated to specific committee members?

**A:** There is a schedule of tasks in place and committee members carry out health & safety learning walks in areas they do not normally work in. Committee members talk to each other, sharing their experiences and knowledge, and committee meetings are being reintroduced.

Risk assessments had been carried out on the car park & on hydrotherapy and these would be reviewed by the committee. Other risk assessments were due to be reviewed in July 2022 and a health & safety training session for all staff was planned for July 2022. Hoist training was planned for September 2022, including health & safety for users, equipment issues and pre-use checks and guidance on how to use the equipment correctly and safely.

## 30. ANY OTHER BUSINESS

There were no items of other business.

## 31. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

It was noted that dates for future meetings would be set in conjunction with Governing Body meetings for 2022/23.

## 32. 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 5.55pm.