

**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 the 22<sup>nd</sup> of November 2022.

**PRESENT**

Kate Bottomley, Donna Johns, Yasin Lorgat, Mr J Page (Headteacher)

**In Attendance**

Tanzila Ilyas (Associate Member and Assistant Head Teacher)  
Mrs T Maguire (Minute Clerk)

No.	Item	Action
1.	<p><u>ELECTION OF COMMITTEE CHAIR</u></p> <p>It was reported that Mr G Dennison has offered his resignation as Committee Chair.</p> <p><b>RESOLVED:</b> That the election of Chair be deferred to the next meeting, and that Mr Lorgat be appointed as chair for this meeting.</p>	
2.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies for absence were received from Mr T Pruchniewicz (with consent) and Mr M Neild (no consent).</p>	
3.	<p><u>MINUTES OF THE MEETING HELD ON 5 JULY 2022</u></p> <p>The minutes of the meeting held on 5 July 2022 had been distributed to governors prior to the meeting.</p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 5 July be agreed and approved as a correct record by the Committee subject to the following amendment:</p> <p>Item 28 (P12) replace 'opening lights' with 'windows that open'.</p>	<b>SGS</b>
4.	<p><u>MATTERS ARISING</u></p> <p>There were no matters arising.</p>	
5.	<p><u>BUDGET AND FINANCIAL MONITORING</u></p> <p><u>Budget and Financial Monitoring</u></p> <p>The Budget and Financial Monitoring Report prepared by the School Business Manager (SBM) had been circulated to governors prior to the meeting.</p>	

The report referred to P7 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.

There has been a lot of budget talk, staffing pay awards are confirmed as follows:

Teachers will receive a 5% increase, backdated to 1 September 2022. The cost to school this year (Sept – Mar) will be £36K with the full year impact going forward at £61K.

Support staff will receive an increase of £1925 on all pay scales (pro rata for part time and term time staff) backdated to 1 April 2022. This agreement is targeted to benefit those on the lower scales and averages at approximately 7% across school. Cost to school is estimated at £135K per year.

Salary costs total £171K and school had budgeted for 2% which represents a significant shortfall. This will be covered in part by the premises budget, with payment for the air conditioning units coming out of next year's budget.

**Q: Will this impact on next year's budget?**

A: Yes it will. The Chancellor announced £2.3 billion for schools for the next two years in the Autumn Statement, however the details of this have yet to be announced. This would equate to roughly £1K per pupil which doesn't really account for the pay rises this year, let alone next year. At first glance we may be significantly underfunded, we currently await further information.

**Q: Is it likely that there will be more impact September 2023?**

A: Budget meeting with Kirklees will happen around about February so we will have to wait and see.

**Q: What would the school do if this takes us back into a deficit?**

A: The school had no intention of being in a deficit and would ensure the school stays in a surplus by restricting spending as needed, for example the car park canopy plans can be put on hold if necessary.

Benchmarking reports

These reports were circulated prior to the meeting and compare data from Fairfield School with 20 other similar schools both nationally and across Kirklees.

Each graph is repeated twice, one showing total amount in pounds and one showing spend per pupil. This allows for greater comparison as there is a lot of information. The following areas were highlighted:

Supply staff (P7) – Initially the figures look high, but this figure includes the cost of Agency Staff and sickness Insurance premiums. You will note that not all schools buy into the insurance and some do not use agency staff.

	<p><u>Premises maintenance and improvement</u></p> <p>(P19) – Fairfield are one of the schools spending most on premises. This reflects the amount of work undertaken in the last year.</p> <p><u>Educational supplies</u></p> <p>(P28 – P30) – This figure includes IT and learning resources combined. This is quite an important one as it is where we see most impact on the children in classrooms.</p> <p><u>Targeted grants</u></p> <p>(P48) – This represents money direct from the LA and it shows in particular that some other schools look like they receive more top up funding. We have challenged Kirklees about this previously, but no further action has been taken. This is still a concern to us and something we will continue to address. We will be meeting with Kelsey Clark-Davies in December and will take this opportunity to highlight our concerns.</p> <p><u>Donations</u></p> <p>(P53) – This shows our income is significantly higher than other schools and is down to successful bid writing and fundraising events.</p> <p><u>Balance and reserves</u></p> <p>(P59 – P60) – Some schools have significant carry-overs which is interesting considering current budgets.</p> <p>Governors commented on the large balances being held in other schools.</p> <p>Mr Walsh invited questions which he would answer or come back to later once Governors had time to look further at the data.</p> <p>There were no further questions at this time.</p> <p><u>Financial Strategy Update</u></p> <p>There were no significant changes to report.</p>	
6.	<p><u>STAFFING</u></p> <p>It had been confirmed that a teacher who had been absent on long-term sick, would not be returning. The process had been lengthy, and a settlement agreement had been reached.</p> <p>Two class teachers were leaving at Christmas to take up new positions elsewhere, both have been promoted to Assistant Headteacher.</p> <p>Governors expressed their thanks for their contribution at Fairfield and wished them well for the future. The school was currently advertising for these roles, the deadline was Friday the 25<sup>th</sup> of November. Response has not been good.</p>	

	<p><b>Q: What are the options if we do not recruit before Christmas?</b>  <b>A:</b> We would have to look at agency cover and readvertise.</p> <p>There were three staff currently on long term sick who were being supported by employee healthcare.</p>	
7.	<p><b><u>PREMISES</u></b></p> <p>The following work had been completed since the last meeting:</p> <ul style="list-style-type: none"> <li>• Air conditioning works commenced in EYS and Pre-form; works were anticipated to be completed by Easter 2023</li> <li>• New Hydro Pool lights</li> <li>• Holes in walls and paint touch ups in various locations across the school</li> <li>• Door Finger guard faults in various locations across the school</li> <li>• Painting of pond fence and 2 benches</li> <li>• Railings for playgrounds, and removal of pergolas / playground furniture – this was on track ready for installation.</li> </ul> <p>The air conditioning which has already been installed in some areas was potentially operational, hopefully by the time the hot weather arrives works would be complete.</p> <p><b>Q: Will the air conditioning have individual controls for each room or will one control determine the temperature for the whole school?</b>  <b>A:</b> There will be a master control so that we can look at every room and will be able to set each room at its own temperature, there will probably be different needs in terms of which rooms may need to be cooler. This may be trial and error to start with however should make an unbelievable difference when we consider the heatwave last year and how unbearable it was.</p> <p>Longer term work on the SDP including the Sensory Integration Room, external canopy for EY, classes 2 and 3 and a canopy in the car park for all 18 buses.</p> <p>Depending on budget the car park canopies may be deferred.</p> <p><b>Q: Regarding the Hydro pool, do we ever rent it out or has this been considered? Hollybank do rent theirs out.</b>  <b>A:</b> This has been discussed but there are a few considerations: cost is one element, it would need staffing, risk assessments would need to be carried out and we wouldn't want it to be out of action for our own children should there be an accident. We would also need permission from Pinnacle who are not in favour of this. When you take all this into account it would not be an effective use of time and money to pursue this.</p>	
8.	<p><b><u>HEALTH &amp; SAFETY</u></b></p> <p>A number of concerns were raised by Governors about fire risks to the building. Governors discussed these items at the FGB on 4<sup>th</sup> October (Item 11 refers). Mr Walsh confirmed the following steps had been taken:</p>	

	<ul style="list-style-type: none"> <li>• Pre-formal corridor door guards to check – <b>all repaired at October half term</b></li> <li>• Ceiling tiles in semi-formal break out room - <b>replaced</b></li> <li>• Be mindful of ‘combustibles’ and how they are stored – <b>The corridor was temporarily being used a library; permanent solutions are being investigated.</b></li> <li>• Door to Communication Room – not opening/closing properly – <b>The variation was logged with Pinnacle (17/10/22) to remove electric door closer and digi lock so the door would close like other classroom doors.</b></li> <li>• Oxygen labels on identified room where used, do they require fire doors? - <b>No, Oxygen advice provided by the Chief Fire Officer at Dewsbury Fire Station who visited the school on 10/11/21.</b></li> <li>• Hoist Training</li> </ul> <p><b>Q: Is the training provider accredited?</b></p> <p><b>A:</b> Yes, Pickering’s are the company that service and repair faults with the hoists and are in the best qualified position to offer guidance on the correct usage of the hoists. They were not providing moving and handling training.</p> <p><b>Q: Mrs Bottomley raised the issue of getting locked in the Green Room, there is no key to get out and she had to ring a member of staff to get out of the room. This could pose a risk if there was a fire.</b></p> <p><b>A:</b> Mr Walsh confirmed this should not happen and would follow up and try to establish who was doing it.</p> <p>Governors discussed this issue and thought it was happening in classrooms as well, however, there were keys in the classrooms. It was confirmed that doors should not be locked with keys except in a lockdown situation, the lever locks should be used.</p> <p>Governors discussed this issue; it was confirmed that doors should not be locked with keys except in a lockdown situation.</p> <p><u>Health &amp; Safety Training</u></p> <ul style="list-style-type: none"> <li>• Online training had been completed by all except those on long term sick.</li> <li>• Hoist Training by Pickering’s completed 2.11.22</li> <li>• Lockdown test completed 3.11.22 - some rooms did not have keys; these have now been replaced and staff have been briefed about not removing keys.</li> <li>• H&amp;S audit completed by Kirklees 2.11.22 – full report awaited. There were some items for the school to address and others for Pinnacle. The visit was really positive, and it is hoped that this will be reflected in the report.</li> </ul> <p>Governors thanked Mr Walsh for his comprehensive report.</p>	
9.	<p><u>ANY OTHER BUSINESS</u></p> <p>There were no items of any other business.</p>	
10	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p>	

	<p><b>RESOLVED:</b> That Resources Committee Meetings be held on the following dates, prior to FGB.</p> <p>Tuesday 14<sup>th</sup> March 2023. Tuesday 11<sup>th</sup> July 2023.</p>	
8.	<p><u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u></p> <p><b>RESOLVED:</b> 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.</p>	

**Meeting closed at 6.00pm**