

**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 14<sup>th</sup> March 2023.

**PRESENT**

Mr Y Lorgat (Chair), Mr J Page (Headteacher), Kate Bottomley, Donna Johns, Mr M Neild.

**In Attendance**

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

No.	Item	Action
12.	<p><b><u>ELECTION OF COMMITTEE CHAIR</u></b></p> <p>It was reported that Mr G Dennison had resigned as Committee Chair.</p> <p>Nominations were requested for Chair of the Resources Committee.</p> <p>Mr Lorgat was nominated and seconded. There were no other nominations.</p> <p><b>RESOLVED:</b> That Mr Y Lorgat be elected as Chair for a term of office corresponding to the school year 2022/23.</p>	
13.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>Apologies for absence were received from Mr A Pruchniewicz.</p>	
14.	<p><b><u>MINUTES OF THE MEETING HELD ON 22 NOVEMBER 2022</u></b></p> <p>The minutes of the meeting held on 22 November 2022 had been circulated to governors prior to the meeting.</p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 22 November 2022 be agreed and approved as a correct record by the Committee.</p>	
15.	<p><b><u>MATTERS ARISING</u></b></p> <p>There were no matters arising.</p>	
16.	<p><b><u>BUDGET AND FINANCIAL MONITORING</u></b></p> <p>(a) <b><u>Budget and Financial Monitoring</u></b></p>	

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 the P11 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. This figure would carry into next year as contingency funds.

(b) Budget 2023 / 2024

Following a positive meeting with Kirklees Finance on 8 March Mr Walsh was pleased to confirm that the school would be setting a balanced in year budget at this stage which was something that not all schools could achieve. There were, however, unknowns the most notable being pay rises next year. Kirklees had advised the school to factor in a 3% rise for Teachers and 5% for support staff. The support staff increase may be subject to further rises based on communication between unions.

(c) Fundraising

A total of £55,000 had been raised so far towards the playground development. The school had received a generous anonymous donation from a local man to the amount of £28,500.

Pinnacle and Fairfield would be holding a joint fundraising event taking on the 'Leeds Inflatable Course' at Harewood House on Saturday 10 June. Details had been provided and everyone was encouraged to take part.

(d) Financial strategy

Focus on the 5 following areas continued:

- Exceptional health / medical funding with CCG (part of NHS).
- Exceptional educational funding with SENDACT.
- Routine SENDACT meetings scheduled 4 times a year to address banding level changes and new starter consultations – to ensure banding levels of new starters were correct.
- Changing school designation to 2 years to 19 years – it had been hoped that information from Kirklees would have been received, however, that stage had not yet been reached. The business case had been sent in January.
- Marketing of the school to attract parents – A video would be created to showcase the school.

**Q: Do we have an issue with capacity?**

A: No. Pupil numbers are currently 119, there is space in early years.

**Q: In addition to the pupil numbers, is there also an issue with space for the kit that comes with the children?**

	<p>A: Some of the children will have special seating, some children will not need as much kit as others in school. We have reviewed our storage facilities as part of the planned library installation.</p> <p><b>Q: What is the capacity?</b></p> <p>A: The planned PAN is 124, based on how many sessions the children may be attending. We have capacity, we were at 133 a few years ago, there has been a reduction in admission throughout the LA. There are different profiles of children coming through who may not particularly be a good fit for other special schools, we need to be careful to admit children who fit our profile.</p> <p><b>Q: Is there any long-term analysis about future places so that you can react?</b></p> <p>A: It is important to know from the early stages, what next year's intake is like.</p> <p>Kirklees Council had capacity to extend on a local level should there be a significant shortage of places. There had been 350 requests for places this year, with roughly 70 cases to go through for 50 places. In the previous year there had been approximately 120 requests.</p> <p>Children from Huddersfield would be joining the school. Castle Hill provided similar care to Fairfield and these children would have been placed there if there had been capacity. It was more beneficial for the children if they were in the correct placement.</p> <p>Governors discussed the issues with the shortfall of provision across the country. Several SEND inspections reflect that there were an insignificant number of places available. Kirklees had transformation plans which were focussed on improving outcomes for children with special educational and additional needs. Parental preference also played a part; it could be difficult for parents and was not a clear-cut science. Some children came through the system, some required mainstream provision and were placed in specialist. The importance of placing children correctly was reiterated.</p>	
17.	<p><b><u>STAFFING</u></b></p> <ul style="list-style-type: none"> <li>• 2 members of staff had left with a further 2 due to leave - 1 at Easter and 1 in the summer.</li> <li>• New starters were as follows: 4 x ASO's in position, 3 x ASO's to commence after Easter.</li> <li>• There was 1 ETA vacancy with interviews scheduled this week.</li> <li>• There were 3 employees on LTS supported via Employee Healthcare.</li> <li>• Thursday 2 March - Employee Healthcare visited school to carry out Mini MOT sessions with 18 staff.</li> <li>• There were vacancies for 2 Teachers. Advertisements would be circulated after Easter. The previous advertisement had not attracted any quality applications.</li> </ul>	

	<p><b>Q: Are we recruiting at a similar level of experience or ECT level who can be moulded.</b></p> <p>A: That will depend on the quality of applications we receive.</p> <p><b>Q: Do we know why previous applicants have been so poor?</b></p> <p>A: It seems to be the national picture, Ravenshall have also struggled to recruit. We cannot pinpoint why, but this challenge is not isolated to Fairfield. Sometimes it can be due to the timing of year, there may be more applying for a September start date. There have been some visits to school from potential applicants, but none have applied.</p>	
18.	<p><b><u>PREMISES</u></b></p> <p>(a) <b><u>Completed works</u></b></p> <p>Since the last meeting in January the following work had been completed:</p> <ul style="list-style-type: none"> <li>• Air conditioning – EYS, Pre-formal, dining hall now operational, work was ongoing, and it was hoped it would be completed before the weather improves.</li> <li>• EYS – removal of railings and shed ahead of work for canopy.</li> <li>• EYS toilet privacy.</li> </ul> <p>(b) <b><u>Planned work</u></b></p> <ul style="list-style-type: none"> <li>• Extend Privacy Fencing – Easter</li> <li>• Kirklees Catering Fly screen door – Easter</li> <li>• Semi-formal classrooms air conditioning – Easter (Post-16 to conclude at May half term).</li> <li>• Playground development – Easter</li> <li>• EYS Class 2 &amp; 3 exterior canopy - Easter</li> <li>• Library in Pre-formal – Easter</li> <li>• Decoration to main corridor, Meeting rooms and office - Easter</li> <li>• Wellbeing wall and Library wall art – May half term.</li> </ul> <p>(c) <b><u>Long term works</u></b></p> <ul style="list-style-type: none"> <li>• Pre-formal conversion of toilet to Breakout room – date tbc</li> <li>• Sensory integration room – date tbc</li> <li>• Development of outdoor space within EY – date tbc</li> <li>• Car Park – canopy for all 18 buses – planning permission had been approved and was going to tender - Summer 2024</li> </ul> <p><b>Q: From a Pinnacle perspective, who manages the project?</b></p> <p>A: 99% will be managed by Pinnacle. However, some projects such as the library are permission only. As a school we manage the risk assessments and ultimately it is our responsibility to sign off works.</p>	

	<p><b>Q: Pinnacle will be responsible for the structure of the building?</b></p> <p>A: Yes, the majority is all running through pinnacle and school will be responsible for arranging repairs.</p>	
19.	<p><b><u>HEALTH &amp; SAFETY</u></b></p> <p>A breakdown of accidents since 2021 was included in the report. There had been 203 in total, the majority of which were attributed to working with students. These were mostly, low level injuries including nips, scratches and kicks which would be attended to by first aid but would not result in time lost from work. On 4 occasions staff had left work to visit hospital.</p> <p>One injury was caused by defect which was followed through with pinnacle as required.</p> <p><b>Q: What about pupil injuries?</b></p> <p>A: This data will be brought to the next meeting, will need help from Mrs Ilyas.</p> <p><b>Q: So there have been no RIDDOR notifications?</b></p> <p>A: No.</p> <p>There had been 11 near misses in total reported over the same period, all of which involved staff.</p> <p><b>Q: 'Near Misses' are an indicator of what could happen, have you had to change anything and evidence what steps have been taken to avoid future occurrences?</b></p> <p>A: We have a near miss form, which includes an element of investigation to determine what has happened. Information is then shared on team briefs and staff are made aware of any key learning from the incident.</p> <p><b>Q: It is also important to establish if anything is related to a lack of activity by Pinnacle.</b></p> <p>A: There were none in relation to any of these incidents.</p> <p>(a) <b><u>Other H&amp;S information</u></b></p> <ul style="list-style-type: none"> <li>• Fire evacuation practice had taken place on 7 February. It was felt the evacuation had been satisfactory; on-one had been in the bathroom which had made things less complicated.</li> <li>• Lockdown drill had taken took place on 8 February. The Tannoy system was now linked to the phone system which helped with lockdown notifications. Data ports would be installed in areas where the Tannoy could not be heard.</li> <li>• A new H&amp;S Committee member, Fatemah Tai. The Committee met monthly.</li> <li>• All staff had completed Safer Moving and Handling training, with a further 25 additionally trained in the use of restraint.</li> </ul>	

**Q: When restraint is used, do you carry out a check on staff who have been involved?**

A: Yes.

(b) Schools Financial Value Standard (SFVS)

A copy of the SFVS document for 2023 had been circulated to governors along with a copy of Service Level Agreements to inform governors of all contracts in school. Both documents were updated annually.

The SFVS checklist consisted of 30 questions in 6 resource management areas. Governors were required to consider each one and be satisfied that requirements were being met.

Most questions had been answered 'yes'. A summary on P1 provided agreed action and commentary for justification where the answer was not 'yes'.

The following items were noted:

**Q2: Does the governing body have a finance committee, or equivalent, with clear terms of reference and a knowledgeable and experienced chair?**

The new chair of the Resources Committee was to receive appropriate training as required, e.g., 'monitoring of the budget' training.

**Q22: Does the school consider collaboration with others, for example, on sharing staff or joint purchasing, where that would improve value for money?**

Considering the recommendations in the Schools White paper for all schools to join strong MATS by 2030 the governing body would regularly discuss this matter.

There were no immediate plans to join a MAT but this would be an agenda point going forward. The school currently collaborated with the Spensborough Trust and Ravenshall School.

**Q23: Do you compare your non-staff expenditure against the DfE recommended national approved frameworks to ensure you are achieving best value?**

The Business Manager was to consider the DfE frameworks when making purchases of goods and services.

It was noted that this had been reviewed but there were restrictions due to the PPP contract. Additionally, many of the school's contracts were through the LA and there would be limited benefit to making changes to services. Governors were satisfied that the contracts in place were already deemed good value for money.

Mr Pruchniewicz had reviewed the document and recommended approval; however, this would be deferred to the next FGB meeting.

20.	<u>ANY OTHER BUSINESS</u>  There were no items of any other business.	
21	<u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u>  <b>RESOLVED:</b> That the next meeting be held at 5.15 pm at the school on Tuesday 11 July 2023, prior to the full Governing Body meeting.	
22.	<u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u>  <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.	

*The meeting closed at 18:02.*