



Dare to Discover

Minutes of the meeting of the Premises & Resources Committee held virtually on WEDNESDAY 11th OCTOBER 2023 at 7pm

Governors Present:

Jo Boutell (JB)
Toby Cave (TC)
Jo Cooper (JCo)
Kate Harvey (KH) (CHAIR)
Beci McCaughran (BM) (HEAD)
Nishta Otukar (NO)
James Wright (JW)
Elizabeth Young (EY)

Others present:

Helen Andrews (HA) (Camclerk)

		Action
1.	Welcome & Apologies The Chair welcomed governors to this Premises and Resources Committee meeting. The meeting was held virtually using MS Teams. No apologies were received. JE and EY have advised they will be late to the meeting. The meeting was quorate. Governors and other attendees introduced themselves to NO.	
2.	Declarations of Interest There were no declarations of interest in items on the agenda.	
3.	Minutes of Previous Meeting, dated 21st June 2023 The minutes of the P&R Committee meeting, dated 21 st June 2023, were submitted, and will be signed by the Chair after the meeting.	
4.	Matters Arising from Minutes of Previous Meeting, 21st June 2023 There were no matters arising from the last meeting. Actions from the last meeting were discussed: 8.1 (from previous meeting) BM will review the H&S system to see if a template report is available to share with governors annually. <i>TC will share a former template provided by Strictly Education. This will be personalized for school use. Governors considered this action now completed and closed.</i>	



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9.1	(from previous meeting)	Governors to write up all outstanding reports for review at the next FGB meeting. <i>Governors will aim to submit all outstanding report for review at the next meeting.</i>	
5.1		JB to ask RB for a contact within the Corporate Team for KH to send a letter of complaint about the situation. <i>See item 6.</i>	
5.2		Clerk to ensure that Fulbourn Clock Charity Update is a standing item on future P&R meeting agendas. <i>Completed, closed</i>	
6.2		BM will do some research with other local primaries. A communication will go out in the next newsletter about the condition of the pool. The committee will review this situation in the Autumn at the next meeting. <i>On agenda.</i>	
9.2		TC and JW will make contact with RF to arrange a visit which is to be attended by a colleague from the ICT Service for part of this monitoring visit. <i>The action remains outstanding but will be completed before the H&S visit by end of this term.</i>	
5.		Review P&R Committee Terms of Reference 2023-24 Ratification: Members of the committee unanimously recommended the P&R Committee Terms of Reference 2023-24 for ratification at the next FGB meeting.	
6.		Finance Update 6.1 Review of BMR and financial position A copy of the BromCom Budget Monitoring Report for the year to date was shared with governors. BM gave her thanks and appreciation to the Finance Team in school for their patience in relation to the frustrations around the implementation of the new budget monitoring platform. BM acknowledged the doubling up of work which has impacted the school office. SBS are being as responsive as they can be. The school's Financial Adviser visited last week. The SBS system is currently not able to provide enough detail for governors to monitor the budget and school's financial position. The estimated timeline of the fix is anticipated for November 2023. JB warned that the report shared may look unwieldy as it is not broken down per cost centre as much as Orovia could. JB has provided notes as much as possible. Staffing – Teachers pay award has been approved at 6.5%, must be approved by governors mid-October. Have been able to use the 6.5% as part of the forecast outturn. Support staff pay was due in April 2023, which is still not accepted by Unions. JB predicts this will not be resolved quickly, not a percentage	

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increase – increase of £1925 across the board. This is the figure that SBS is using within the year end predictions. Governors were advised of the 3% grant to support the national teacher pay awards. Supply costs are expected to increase to cover maternity where it has not been possible to recruit for. Governors were made aware of recent news about the government’s miscalculation in school funding, a proportion of the funding received will be clawed back. It equates to £3-4m across the whole country.

Water and sewage – now receiving monthly invoices. There is currently no update on the back-dated charges.

Electricity and gas will go slightly above budget, hoping that the LED lighting from the Energy Grant will help save some money for electricity.

Challenge: A governor was concerned by keeping all the windows and doors open in consideration of the rising gas fees. Guidance still asks schools to ventilate classrooms, they do not need to keep the doors open only refresh the air. The heating will not be put on until the weather gets significantly cooler.

JE and EY joined the meeting at 7.25pm.

ESPO continues to use their buying power to obtain the best value for schools.

Challenge: A governor asked, have we still got our carbon dioxide monitors?
Yes, they are still in place and will alert when the air needs refreshing in classrooms.

Challenge: A governor asked, do you think Covid-19 has impacted children’s resilience and immunity to all the bugs going around?
It is not unusual for this time of year; many schools are experiencing high absence.

Income – lettings looks to be less than last year. Music and other clubs have been cancelled due to lack of interest. PP funding is higher than initially anticipated. SEND – additional funding received through additional EHCPs, this budget will be kept up to date with all EHCPs allocated to children in school.

Challenge: A governor asked, have we included expected funding in the figures.



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Yes, in the outturn.

Spending more money on school meals this year, UIFSM funding is always a year behind. Special lunches throughout the year encourage children to have more lunches and improve uptake.

Energy Grant surplus will be spent creatively to ensure the school makes more energy savings.

Governors were advised of additional income from the PTSA to purchase 3 new shelters around the school. Governors gave their thanks and appreciation for the PTSA's fundraising efforts.

Teacher supply overspend which relates to last year's cover. Thankfully, no supply has been used this term so far. The HLTAs are making a huge impact by covering classes where necessary. Brilliant in terms of saving money and provides consistency for the children.

Challenge: A governor asked, what is the difference in the cost of covering a teacher?

Supply £285 per day, with additional cost for marking. There are no holidays to pay for agency staff.

The new trip system asking parents to make termly contributions to cover the cost of trips; the true balance will not be measured until further on in the school year. Trips are being carefully managed; coach fees are bumping up the costs dramatically. Parental feedback on the termly contributions has been positive.

Fulbourn Charities are donating some funding to support the Pupil Premium cohort allowing them to access the residential trips. PP is heavily weighted in Year 4, which attends the residential in Burwell. For vulnerable families, this type of experience is vital for those children.

Governors offered to attend trips to save on support staffing costs on visits. Governors noted the added value they get by experiencing school trips in person.

£117k carry forward prediction. Contributions to reserves stand at £83k. School is being very conservative with its spending. It is so much harder to monitor the budget whilst the system is not fully working. All agreed it was a healthy financial position for the time of year.



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	<p>The budget was set with an in-year deficit of £58k, outturn now predicts a deficit of £30k which is considered an improvement.</p> <p>The Chair thanked the School Business Manager for the comprehensive reports and comments provided to explain each budget.</p> <p>6.2 Fulbourn Clock Charity Update (SI) BM advised of an open bid to develop the EY area, by the trees. The LA have offered to cut the trees back by half to remove the health & safety risk. The bid is a challenge as the Clock Charity want plans, which the school does not have the funds to provide.</p> <p>Heat source pumps and more eco-friendly options to run the school is of an interest to school leaders, to reduce the ongoing energy costs. The LA endorse any initiatives that schools wish to pursue and have offered to project manage and partially fund any improvements. BM is confident that the Fulbourn Clock Chairty would be happy to financially support any LA endorsed scheme. BM plans to visit schools that already have eco-friendly solutions in place. JW was happy to represent the governing board. Governors agreed there were multifaceted benefits for exploring this initiative – it could even provide some PR for the school going forward.</p> <p>The next governor bulletin will promote a Clock Charity suggestions box for strategic suggestions for the school to apply for funding to the Clock Charity.</p> <p>Action: JW will take a lead on the Clock Charity suggestions box. It was stipulated that this will not be a physical box but an electronic facility for collating responses.</p> <p>For the benefit of the new governor, BM provided an overview of the impact of the funding received by the Fulbourn Clock Charity makes across the school.</p>	<p>JW</p>
<p>7.</p>	<p>Premises /H&S Update</p> <p>7.1 Premises/H&S Update JW and TC have completed an external visit. TC is writing up the report, the notes will be shared with governors as soon as possible. The Site Manager has been off sick, many of the concerns will be removed upon his return.</p>	



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	<p>Lockdown procedure – various external doors to the building, an allocated member of staff needs to be allocated to each door to ensure they are closed and the building is secure. Many doors close automatically upon the alarm, whereas other doors are propped open in consideration of C-19 ventilation guidance. The school office is also difficult to secure in its current format.</p> <p>A discussion took place on the health & safety implications of shrinking protective flooring in outdoor play areas. The current thought is that this matting is still under warranty.</p> <p>Governors discussed the damage incurred to an external wall. The SBM is currently exploring whether the damage is covered under the school’s insurance.</p> <p>There are nut trees on site. New guidance is expected from the local authority soon.</p> <p>Another H&S walk (internal) will be planned during the second half of the term.</p> <p>7.2 Swimming Pool Update A member of the Parish Council is passionate about the future of the swimming pool. Governors received a confidential update concerning the proposals currently being shared.</p> <p>Children currently access swimming lessons at Sawston Village College – the bus is quicker and behaviour is improved. BM hopes that this will be a sustainable model.</p>	
<p>8.</p>	<p>Staff</p> <p>8.1 Staffing update The school has recently taken on 4 part-time staff to support specific EHCPs. So far, these arrangements have worked out well.</p> <p>There is currently a 2-day per week teaching vacancy in KS1. The school is finding it a challenge to recruit. There are many strategies being planned to manage this risk. Communications to those children effected will go out once plans have been agreed.</p> <p>8.2 Staff wellbeing Wellbeing is generally strong, people are tired. It is essential to keep nurturing the systems in place to monitor staff wellbeing. BM plans to promote the employee assistance helpline available via the local authority to normalise the service with staff. She</p>	

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	<p>feels it is an under-used service. There are currently no usage statistics shared with schools to monitor the impact this service makes.</p> <p>There is a big piece of work currently being undertaken by Unions around reducing teacher workload. BM feels it would be helpful for staff to quantify the number of hours that staff actually work via the next staff wellbeing survey.</p>	
9.	<p>School Policies There were no policies to review at this meeting.</p> <p>The Pay Policy has been drafted but can't be ratified until the pay awards have been agreed by government. The Pay Committee will meet (KH, JW and EY) on 19th October to agree pay awards – a time will be agreed by email. This meeting will be clerked by the Clerk to Governors.</p>	
10.	<p>Governor Monitoring</p> <p>10.1 Review Annual monitoring schedule Visits for the term are planned and recorded in the Annual Schedule of Work 2023-24 which was circulated to governors ahead of the meeting.</p> <p>10.2 Discussion on committee monitoring activities linked to the SDP Action: To be agreed next meeting.</p>	GOVS
11.	<p>Any Other Business There being no further business, the meeting closed at 8.50pm.</p> <p>The date of the next P&R Committee meeting will be 22nd November 2023.</p>	



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ACTION GRID FROM P&R COMM. MEETING, 11th OCT 2023

	Item	Owner	Deadline
9.1 (from previous meeting)	Governors to write up all outstanding reports for review at the next FGB meeting.	GOVS	Next FGB
9.2 (from previous meeting)	TC and JW will make contact with RF to arrange a visit which is to be attended by a colleague from the ICT Service for part of this monitoring visit.	TC, JW	Next meeting
6.2	JW will take a lead on the Clock Charity suggestions box.	JW	Next meeting
10.2	Committee monitoring activities linked to the SDP to be agreed at next meeting.	GOVS	Next meeting

THE GOVERNING BODY HAS THE FOLLOWING CORE STRATEGIC FUNCTIONS:

Establishing the strategic direction, by:

- Setting the vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the headteacher
- Monitoring progress towards targets
- Performance managing the headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

Meeting Schedule 2022-2023

Dates of FGB Meetings 2022-2023 – to start at 7pm

28th September 2022

7th December 2022

8th February 2023

22nd March 2023

3rd May 2023

5th July 2023

Dates of Committee Meetings 2022-2023 – to start at 7pm

T&L Committee – 21st Sept, 30th Nov, 1st March 2023, 12th July

P&R Committee – 20th Oct, 23rd Nov, 25th Jan 2023, 8th March 2023, Tuesday 26th Apr 2022, 21st June