



# Dare to Discover

## Minutes of the meeting of the Premises & Resources Committee held virtually on WEDNESDAY 21<sup>st</sup> June 2023 at 7pm

### Governors Present:

Jo Boutell (JB)  
Toby Cave (TC)  
Kate Harvey (KH) (CHAIR)  
Beci McCaughran (BM) (HEAD)  
James Wright (JW)  
Elizabeth Young (EY)

### Others present:

Helen Andrews (HA) (Camclerk)

		Action
1.	<b>Welcome &amp; Apologies</b> The Chair welcomed governors to this Premises and Resources Committee meeting.  The meeting was held virtually using MS Teams. Apologies were received and accepted from JE. The meeting was quorate.	
2.	<b>Declarations of Interest</b> There were no declarations of interest in items on the agenda.	
3.	<b>Minutes of Previous Meeting, dated 26<sup>th</sup> April 2023</b> The minutes of the P&R Committee meeting, dated 26 <sup>th</sup> April 2023, were submitted, and will be signed by the Chair after the meeting.	
4.	<b>Matters Arising from Minutes of Previous Meeting, 26<sup>th</sup> April 2023</b> There were no matters arising from the last meeting.  Actions from the last meeting were discussed: 5.1 JW will check with the ombudsman to see if the legal stipulation for personal households that payments can't go back more than 2 years is applicable to schools and businesses. <b><i>JW contacted the Ombudsman, for gas and electric, companies cannot back-date beyond 12 months. For water charges, this is a little more of a grey area, advice is to plan for 6 years backdated but it may only be backdated by only 15 months. Whilst these periods relate to domestic billing issues, the same periods could apply to commercial billing too. JB has since established that the billing relates to Castle Water and the school has been asked to</i></b>	



## Dare to Discover

	<p><b><i>provide a meter reading and are awaiting an invoice. Legacy usage would have included the swimming pool, which is no longer in use. JW advises that the school push back on any backdated charges.</i></b></p> <p>8.1 BM will review the H&amp;S system to see if a template report is available to share with governors annually. <b><i>TC and BM met recently to review The School Bus Annual Governor Health &amp; Safety Report template and plan to condense it into something more practical. The Report will be ready ahead of the next FGB meeting to be compliant in this area of reporting.</i></b></p> <p>9.1 Governors to write up all outstanding reports for review at the next FGB meeting. <b><i>Governors noted this action and are making plans to meet this deadline.</i></b></p>	
<b>5.</b>	<p><b>Finance Update</b></p> <p>5.1 <u>Review of May 2023 BMR and school's financial position</u> The May 2023 BMR was circulated ahead of the meeting.</p> <p>The Chair thanked JB for the BMR, understanding the challenges faced by the office Finance Team in migrating over to the new LA budgeting software. Governors learnt of the current issues with the implementation of the new platform. The LA had promised a seamless crossover, which has not happened and has created more work for the Finance Team. BMRs from the new system do not provide any details of year-end adjustments currently.</p> <p>The school has been advised that the implementation of the new system will not be fully in place until November 2023.</p> <p>JE advised governors that the figures from BromCom are reliable but, these feed into the budget management platform. There are more and more issues with the platform's functionality as the Finance Team try to use it. Orovia was used up to the end of the last financial year, at the end of a 3-year contract with the local authority.</p> <p>Governors discussed the advantages of writing to the local authority corporate team to complain about the issues experienced. The Chair of the committee is very happy to draft a letter to the local authority corporate team.</p> <p><b>Action:</b> JB to ask RB for a contact within the Corporate Team for KH to send a letter of complaint about the situation.</p>	<b>JB</b>



## Dare to Discover

	<p>Reviewing the reports circulated, the electrical testing came in a bit cheaper than originally budgeted but there has been quite a bit of remedial works required over the summer holidays.</p> <p>The supply budget continues to rise. There are various reasons for staff absence and training. Thankfully, the school has been able to recruit a strong HLTA who will be able to cover absence and reduce reliance on supply from September 2023.</p> <p><b>Challenge:</b> A governor noticed that there is some miscellaneous income which wasn't budgeted for. JB will need to identify this on BromCom, BM felt this related to the English Hub grant for the library. Some of this income was carried over from last year without it being spent until this year.</p> <p>The cheaper quote of cover for Absence Insurance was chosen going forward into the new financial year as it is more fit for purpose than the previous policy.</p> <p>5.2 <u>Fulbourn Clock Charity Update</u>          BM requested that this item be a standing item on the agenda for this meeting going forward. The redundancy situation around funding for the pastoral team and Reading Ambassador is a new concept for the Clock Charity. The school is required to complete a new bid for these positions to ensure the school does not lose their expertise and added value that they bring to the school. The charity are advising BM not to worry about the situation, however there are very specific processes that must be followed by the school around employment to consider.</p> <p><b>Action:</b> Clerk to ensure that Fulbourn Clock Charity Update is a standing item on future P&amp;R meeting agendas.</p>	<p><b>HA</b></p>
<p>6.</p>	<p><b>Premises / H&amp;S Update</b></p> <p>6.1 <u>Premises/H&amp;S Update</u>          TC met for a termly inspection last Wednesday, a report will be shared in due course. All is fine. The Site Manager is on top of all actions. The installation of the fencing and gate is still outstanding. The school has done lots to chase this up.</p> <p>TC warned that there may be an issue with the trees in the Early Years area. A local resident has reminded the school to regularly cut out the tops of the leylandii conifers to ensure they don't pose a toppling risk to the children and houses nearby. The school is bound to replant trees where the leylandii are located and posed as a risk to health. TC is arranging a meeting with local residents to negotiate a mutually convenient plan to</p>	

*Kate Haney*



## Dare to Discover

create a sufficient boundary/screen as a replacement. Governors learnt that an Early Years funding bid has been drafted to include tree works to improve the outdoor learning space. Governors thanked TC for his work in progressing work in this area.

The 5-year electrical testing found no major remedials however, it was considered to get all the issues fixed from this point.

EY has done an excellent job in ensuring that all the appropriate lock down procedures are in place as a result of a recent alert in a local primary school. The procedures are regularly practiced; the school is ready for these situations as they may arise.

### 6.2 Swimming Pool

This item has been triggered by some comments on the community Facebook page. It is likely that the school could acquire the funding from the Clock Charity to install a pool, but ongoing management of the facility is not financially viable with the school's current expenditure. BM feels that it would be timely to communicate to families to explain the current situation of the pool's disrepair. The pool can only be used during the warmer months, and it not an adequate facility to swim in. Under the school's responsibility, it could also only be used during term time. There is no viable financial option for the facility to be brought into use. Governors discussed viable options to the school, with the appropriate funding. Funding a suitable venue with a proper 25m pool and the travel expenses incurred would be a more preferable option. BM considered there was some scope in asking parents for their help to support the school to include with the funding bid for the ultimate decision.

The H&S Link reminded governors that the obligations required for compliantly running a pool are staggering. It is very difficult to achieve the pH range required for primary-aged children. He predicted some strong feelings within the community around the future plans for the pool.

Governors learnt of the way that the school meets the needs of the swimming curriculum. The school currently provides this at no cost to parents. Governors discussed other local swimming pool facilities that school may be able to utilise.

EY left the meeting at 8.05pm.

**Action:** BM will do some research with other local primaries. A communication will go out in the next newsletter about the

**BM**



## Dare to Discover

	condition of the pool. The committee will review this situation in the Autumn at the next meeting.	
<b>7.</b>	<p><b>Staff</b></p> <p>7.1 <u>Staffing Update</u> A lot of consideration was put into advertising for TA posts, as a result the school was able to recruit an experienced HLTA from 14 applicants. The interview process for additional TAs is still in process, the school are confident to recruit based on the enthusiasm of candidates. The school is fully staffed in all other aspects of school.</p> <p>7.2 <u>Staff Wellbeing</u> Staff wellbeing is fairly good. It is challenging, and capacity is tight in all levels. The hardest thing to manage is the sudden passing of two parents. Dealing with bereavement is a challenge, the school have been offered additional support by the local authority, should it be required.</p> <p>The end of term staff celebration has been diarised and plans are in process.</p>	
<b>8.</b>	<p><b>School Policies</b></p> <p>There were no policies to review at this meeting.</p>	
<b>9.</b>	<p><b>Governor Monitoring</b></p> <p>9.1 <u>Review Annual monitoring schedule</u> The monitoring schedule was circulated ahead of the meeting. The visit on the Induction Policy has been deferred to the Autumn 2023 term to coincide with the induction of new members of staff at that time.</p> <p>9.2 <u>Discussion on Committee monitoring activities</u> TC has completed the visit on school safety. RF and KH have completed the value for money and enrichment activities for wraparound care. Summer term monitoring includes a data visit, TC, RF and JW have been allocated and a date needs to be diarised.</p> <p><b>Action:</b> 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.</p> <p>Subject Link visits continue this term, reports should be written up and submitted to the Clerk for review ahead of the FGB meeting.</p>	<b>TC, JW</b>



## Dare to Discover

	The recent PE Monitoring visit resulted in the PE Link asking if the school required any support from governors around the travel plan. BM felt that this was already in process with the support of the Local Authority. Governors offered their support, if it was required.	
<b>10.</b>	<b>Any Other Business</b> There being no further business, the meeting closed at 8.15pm.  The date of the next P&R Committee meeting will be confirmed at the FGB meeting on 5 <sup>th</sup> July 2023.	

### ACTION GRID FROM P&R COMM. MEETING, 21<sup>ST</sup> JUNE 2023

	Item	Owner	Deadline
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.	BM	Next meeting
9.1 (from previous meeting)	Governors to write up all outstanding reports for review at the next FGB meeting.	GOVS	July FGB
5.1	JB to ask RB for a contact within the Corporate Team for KH to send a letter of complaint about the situation.	JB	ASAP
5.2	Clerk to ensure that Fulbourn Clock Charity Update is a standing item on future P&R meeting agendas.	HA	Next meeting
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.	BM	Next meeting
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.	TC, JW	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

Signed as an accurate record.....

*Kate Haney*

.....

Date...11.10.23...

P&R Comm. Minutes 21.06.2023 v2 (+KH, BM)



# Dare to Discover

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

28<sup>th</sup> September 2022

7<sup>th</sup> December 2022

8<sup>th</sup> February 2023

22<sup>nd</sup> March 2023

3<sup>rd</sup> May 2023

5<sup>th</sup> July 2023

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

**T&L Committee** – 21<sup>st</sup> Sept, 30<sup>th</sup> Nov, 1<sup>st</sup> March 2023, 12<sup>th</sup> July

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

*Kate Haney*

.....