



Dare to Discover

Minutes of the meeting of the Premises & Resources Committee held virtually on TUESDAY 12th MARCH 2024 at 7pm

Governors Present:

Jo Cooper (JCo)
Joy Eldridge (JE)
Kate Harvey (KH) (CHAIR)
Beci McCaughran (BM) (HEAD)
James Wright (JW)
Liz Young (EY)

Others present:

Helen Andrews (HA) (Camclerk)
Jo Boutell (JB) (School Business Manager)

		Action
1.	Welcome & Apologies The Chair welcomed governors to the meeting. The meeting was held virtually using MS Teams. The meeting was quorate. JE has advised that she may be late joining the meeting.	
2.	Declarations of Interest There were no declarations of interest in items on the agenda.	
3.	Minutes of Previous Meeting, dated 24th January 2024 The minutes of the P&R Committee meeting, dated 24 th January 2024, were submitted, and will be signed by the Chair after the meeting.	
4.	Matters Arising from Minutes of Previous Meeting, 24th January 2024 There were no matters arising from the last meeting. Actions from the last meeting were discussed: 9.2 (from previous meeting) RF to arrange a visit which is to be attended by a colleague from the ICT Service for part of this monitoring visit. <i>A quote for 2-Factor Authentication is being put together by the ICT Service. Action closed.</i> 7.1 (from last meeting) JW volunteered to lead exit interviews for staff leaving the school. <i>Completed the exit interview, paperwork will be shared going forward. It remains a challenge getting the level of communication right for each member of staff. Completed, closed.</i>	



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7.2	<p>(from last meeting) BM will obtain a quote for consideration and supporting advice from the local authority around the positive impact of having CCTV on site. <i>A quote for very basic CCTV provision has been received for £5000, with an additional £300 maintenance charge. The Parent and Visitor Code of Conduct has remedied much of the issues previously being faced by school staff. Governors agreed to revisit CCTV provision on site, should it be necessary in the future. Action closed.</i></p> <p>JE joined the meeting at 7.15pm.</p>	
5.3	Catering Contract Working Party to provide an update at the next meeting. On agenda	
6.1	JE will draft a letter to STC thanking them for all their support. Completed, closed. KH will chase JW for a written report on H&S visits to date. <i>JW plans to arrange a H&S visit with the Site Manager. A report will be shared to the wider committee once agreed.</i>	
9.2	An updated subject monitoring list will be circulated ahead of the next FGB meeting.	
10.3	JCa will be invited to attend P&R meetings for an oversight in the annual school financial cycle as part of the induction into the Co-Chair arrangement. <i>JCa has another governance commitment this evening but will attend the next meeting to review the budget. Action closed.</i>	
5.	Finance Update	
5.1	<p><u>Review of BMR and financial position</u> No BMR was shared ahead of the meeting due to the continuing issues with the budget monitoring software.</p> <p>JB explained that the end of year carry forward looks slightly less than last year, approx. £140k. There has been a lot of additional income received which was previously unbudgeted. There have also been some overspends, in year figure stands at £23k overspent on last year's budget meaning some of last year's carry forward has been used. £18k of main school additional grant which was not confirmed at budget build. Additional PP funding and contributions to cost, such as the replacement of the gate, which has offset some of the spend. Grants which have been received are ringfenced for projects on the School Development Plan.</p>	

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	<p>SEND funding is still a challenge, it remains unclear as to what income is to be received.</p> <p>School leaders are keen to spend the money allocated to budgets. It will slightly reduce the carry forward, but this is intentional for school development.</p> <p>School leaders thank the school Finance Team for their continued support and patience with the ongoing issues with the LA school budgeting system. The LA are aware of the issues.</p>	
5.2	<p><u>Fulbourn Clock Charity Update (SI)</u> Successful in the re-bid for the Reading Ambassador and Pastoral Lead roles. The school remains forever grateful for the financial support they provide in ensuring the pastoral needs of children and their families are met.</p> <p>Challenge: A governor asked if the re-bid supported these roles for another 3 years. Yes.</p>	
5.3	<p><u>Review of LTS contract / catering provider (working party update)</u> The working party is formed, a tender document using the ESPO framework was submitted before half-term. The response from listed contractors has not been positive; several contractors are not interested in expanding their schools or business. School leaders will explore the DfE framework for informing next steps, which may attract more companies if the ESPO bid is not fruitful. The closing date for the ESPO bid is just before Easter.</p>	
5.4	<p><u>Review of School Financial Value Standard (SFVS) ahead of ratification at next FGB meeting</u> A drafted SFVS was shared ahead of the meeting. Governors reviewed the drafted responses. KH advised of there being not many changes on previous year's submissions, namely referencing the change to SBS from Orovia as being acknowledged. Concerning the skills on the governing board, it refers to a member of the Finance Team attending Resources Committee meetings and references the board's attempts at succession planning for the Resources Committee. The SFVS also references the difficulty providing financial reports from the budget monitoring software, which have been provided by BromCom as an alternative solution. There have been no changes in the school's financial procedures to amend. The DfE</p>	



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	<p>framework may be used to explore catering contractors if it becomes necessary. To date, it has not been a requirement to fully implement the DfE framework.</p> <p>Challenge: A governor asked, have you had to put any mitigating factors in considering the issues with SBS? The reports provided within the system are not in a format that would be useful for governors to interpret. The LA are now advising that these issues will not be remedied until 2025!</p> <p>Ratification: Members of the P&R Committee unanimously recommended the SFVS for approval at the next FGB meeting.</p> <p>5.5 <u>Financial Benchmarking Analysis</u> - https://www.gov.uk/guidance/benchmark-your-schools-financial-data Benchmarking analysis suggests that premises costs seem higher than similar schools. The LA have advised of an issue with accuracy concerning some of the data provided to the DfE.</p> <p>There are currently 6 classrooms which are not being financially supported by pupil income.</p> <p>Governors noted that the funding received by independent charities may skew the data provided by benchmarking analysis. Staffing costs are complicated when considering the Pastoral Team and Reading Ambassador is not funded by government funding.</p>	
<p>6.</p>	<p>Premises /H&S Update</p> <p>6.1 <u>Premises/H&S Update</u> The boiler is due to be replaced tomorrow. It has been a challenge to obtain 3 separate quotes for the boiler, they have been varied in cost. It has not been possible to change like-for-like due to a change in legislation and the need to adapt the flue to accommodate the new boiler.</p> <p>School leaders thanked the catering team for responding to the challenge incurred by the boiler becoming faulty. A 6-year old boiler should not have broken down, it was considered really unfortunate circumstances. There have been no parental complaints, but school leaders are aware that it is not good press for the school, despite the provision of hot school meals not ceasing.</p>	

Signed as an accurate record..... 

Date.....23.4.24.....



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	<p>The projector system in the school hall recently failed. BM shared the impact this has had on the operational running of the school and the budget. Thankfully no injuries were reported. Work to remedy this is estimated at approximately £5k.</p> <p>The high-level windows in The Hive need to be re-rendered as it is more of a structural job than a straightforward window replacement. Getting quotes for any work is a challenge. BM acknowledged the work undertaken by the Site Manager to chase for quotes.</p> <p>6.2 <u>Building Condition Survey</u> The Chair of Governors was very supportive as a critical friend when the boiler broke down just before half-term. There are no long-term members of staff with a knowledge of the school's building and fixtures, making it hard to anticipate a buildings maintenance schedule. The roof and boiler in the old school building will need to be replaced. Governors were proposed that a full independent buildings and premises survey is conducted to support maintenance planning moving forward.</p> <p>A governor shared his concerns with the effectiveness of independent building surveys.</p> <p>Challenge: A governor challenged that much of the historic details concerning site maintenance should be provided in paperwork somewhere. BM explained that since the school went paperless, much of the legacy paperwork has been archived, making it difficult to locate specific documentation.</p> <p>Governors agreed that quotes should be obtained before making any decision.</p> <p>Action: BM will pursue quotes for an independent building survey with the view to governors reviewing it at a future meeting. JW will include a premises review as part of his next H&S visit.</p> <p>6.3 <u>Swimming Pool Update</u> Nothing to report.</p>	BM
7.	Staff 7.1 <u>Staffing update</u>	

Signed as an accurate record..... *Kate Haney*

Date.....23.4.24.....



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	<p>The school have a full complement of staff currently. BM acknowledged the high number of vacancies for teachers and support staff being advertised across the county currently.</p> <p>JE and JCa conducted a recent staff induction monitoring visit – staff are complimentary about their experiences of joining the school and the inductions they have received.</p> <p>7.2 <u>Staff wellbeing</u> The school are looking forward to the SENDCo returning after Easter. Positively, the current Acting SENDCo provided by the LA can provide a robust handover and coaching free of charge as part of the transition.</p> <p>The Staff Wellbeing Survey is just about to be circulated. Currently no support staff are contracted for CPD opportunities, but the recent OPAL session was well attended by TAs – which shows their commitment to school improvement.</p> <p>School leaders are continually trying to support staff who live in the village who are the receivers of some very toxic messages via parental WhatsApp groups. BM shared her frustrations with the platform, which are out of the school’s control.</p> <p>Challenge: A governor asked, how is the soft launch of the school’s social media going? There are not a high number of followers yet, but this is expected.</p>	
<p>8.</p>	<p>School Policies Governors are kindly asked to pre-read these policies ahead of the meeting in preparation for scrutiny.</p> <p>8.1 <u>Protection of Biometric Data of Children</u> Ratification: Governors unanimously approved the Protection of Biometric Data of Children Statement.</p> <p>8.2 <u>Data Protection Policy</u> The draft relates to the updated model provided by the ICT Service. Ratification: Governors unanimously approved the Data Protection Policy.</p> <p>8.3 <u>Data Retention Policy</u></p>	

Signed as an accurate record..... *Kate Haney*

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	<p>The draft incorporates minor tweaks to the original policy, areas of change were highlighted to bring them in line with the latest model policy.</p> <p>The school received its first Subject Access Request this year, which has meant that the school needs to consider its data retention – which thankfully is well maintained.</p> <p>Ratification: Governors unanimously approved the Data Retention Policy.</p>	
9.	<p>Governor Monitoring</p> <p>9.1 <u>Review Annual monitoring schedule</u> The Annual Schedule of Work reviewed by governors at the last FGB meeting was circulated ahead of the meeting.</p> <p>9.2 <u>Discussion on committee monitoring activities</u> The First Aid monitoring report was shared at short notice ahead of the meeting. KH raised some of the concerns identified from the visit.</p> <p>JB confirmed that an updated First Aiders list has been created and will be displayed across the school tomorrow.</p> <p>Governors discussed the current paper-based system against the advantages of an online platform – a huge amount of non-curriculum budget is being used to finance subscriptions. The implementation of any future online first aid reporting system relies heavily on what the budget looks like in the future.</p> <p>Governors shared the concern around contracting additional time for TAs to attend first aid training. BM proposed offering a one-day CPD opportunity on an inset day for getting targeted training to support staff. Currently, all CPD is claimed as overtime.</p> <p>Action: JB to explore options with EPM about adding in contracted hours for CPD opportunities for support staff.</p>	JB
10.	<p>Any Other Business / Upcoming Events</p> <p>10.1 The next meeting will be Tuesday 23rd April 2024 (virtual) to review the budget.</p> <p>There being no further business, the meeting closed at 8.30pm.</p>	



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Actions on next page / ...

ACTION GRID FROM P&R COMM. MEETING, 12th MARCH 2024

	Item	Owner	Deadline
6.2	BM will pursue quotes for an independent building survey with the view to governors reviewing it at a future meeting. JW will include a premises review as part of his next H&S visit.	BM, JW	Next meeting
9.2	JB to explore options with EPM about adding in contracted hours for CPD opportunities for support staff.	JB	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

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Meeting Schedule 2023-2024

Dates of FGB Meetings 2023-2024 – to start at 7pm (at school)

Tues - 26th September 2023
Tues - 5th December 2023
Tues - 6th February 2024
Tues – 19th March 2024
Thurs 9th May 2024
Tues 2nd July 2024

Dates of Committee Meetings 2023-2024 – to start at 7pm (held virtually)

T&L Committee (Tues) – 3rd Oct, 28th Nov, 5th March 2024, 16th July
P&R Committee (Weds) – 11th Oct, 22nd Nov, 24th Jan 2024, Tues - 12th Mar, Tues - 23rd Apr, 19th June

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