



Dare to Discover

Minutes of the meeting of the Premises & Resources Committee held virtually on WEDNESDAY 22nd NOVEMBER 2023 at 7pm

Governors Present:

Toby Cave (TC)
Jo Cooper (JCo)
Kate Harvey (KH) (CHAIR)
Beci McCaughran (BM) (HEAD)
James Wright (JW)

Others present:

Helen Andrews (HA) (Camclerk)

		Action
1.	Welcome & Apologies The Chair welcomed governors to the meeting. The meeting was held virtually using MS Teams. Apologies were received and accepted from EY. The meeting was quorate. JB was not required to attend this meeting in consideration of the focus of the agenda. NO was not present at the meeting.	
2.	Declarations of Interest There were no declarations of interest in items on the agenda.	
3.	Minutes of Previous Meeting, dated 11th October 2023 The minutes of the P&R Committee meeting, dated 11 th October 2023, were submitted, and will be signed by the Chair after the meeting.	
4.	Matters Arising from Minutes of Previous Meeting, 11th October 2023 There were no matters arising from the last meeting. Actions from the last meeting were discussed: 9.1 (from previous meeting) Governors to write up all outstanding reports for review at the next FGB meeting. <i>This term's monitoring relates to the H&S visits; a combined report will be shared ahead of the next FGB meeting.</i> 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. <i>This visit remains outstanding. TC will chase this up with RF and JW.</i>	

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	<p>JW joined the meeting at 7.05pm.</p> <p>6.2 JW will take a lead on the Clock Charity suggestions box. <i>BM advised that the entrance hall is being redecorated. The new suggestions box will take pride of place and will be promoted once completed.</i></p> <p>10.2 Committee monitoring activities linked to the SDP to be agreed at next meeting. On agenda</p>	
<p>5.</p>	<p>Finance Update</p> <p>5.1 <u>Review of BMR and financial position</u> The latest BMR was not possible at the time of the meeting due to the ongoing issues with SBS, the new budget management platform.</p> <p>BM has spent much of last week on the telephone to the water company. The school received a bill of £11,000 with a threat of legal action which has now been resolved. The bill has been reduced to £1,400 which will be settled as soon as possible to resolve the issue. Leaders are still convinced there is another meter on site somewhere due to the high water charges the school receives – nothing has been found so far.</p> <p>Challenge: A governor asked, is it possible to change supplier. It is possible. BM is now more confident that the billing issue is resolved, it would be better to stay with the same provider. The other meter is with a separate water company, the arrangement on site is an unusual arrangement!</p> <p>BM noted that the school has still not received any of the additional funding agreed by the local authority to support two children with high needs.</p> <p>BM was pleased to report no further concerns in terms of the school's financial position.</p> <p>5.2 <u>Fulbourn Clock Charity Update (SI)</u> Work on the bid for the outdoor area is still underway. It is now time to resubmit the bid to support another 3 years of funding to support the Pastoral Team in school.</p> <p>5.3 <u>Room rental for peripatetic music teachers</u> Governors were advised of the arrangements for charging peripatetic music teachers visiting children during the school day. With space being limited, it is important that a nominal fee is charged to each provider in consideration of the</p>	

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	<p>administrational costs the arrangements incur. Governors were advised that one family has shared their concerns that these costs have been passed over to parents, on top of the usual tutoring fee.</p> <p>Ratification: Governors were unanimously reassured that these charges were not unreasonable in recognition of the added workload required to support external tuition. Therefore, they supported the decision for the school to continue charging providers an administrative fee for peripatetic tuition.</p>	
<p>6.</p>	<p>Premises /H&S Update</p> <p>6.1 <u>Premises/H&S Update</u></p> <p>TC has caught up with the Site Manager recently. The wall outside the preschool is being assessed by the insurance provider to estimate the cost of the damage. The conifers in the Early Years are due to come down 21-22nd December 2023. The school has been in contact with local residents; a formal courtesy communication to local residents living on the school boundary will be issued advising of the necessary works to remove the trees.</p> <p>An issue arose during a recent site walk relating to the metal edging to the soft surfaces around the outdoor play equipment. The metal edging is now a potential trip hazard, a cost-effective solution is being explored by the Site Manager and H&S Link to remedy the situation as soon as possible. The local authority has been contacted with regards to the warranty associated with the outdoor equipment, which may cover this issue in the long term.</p> <p>The Site Manager's biggest challenge is currently around getting contractors on site to do jobs. Quotes are highly priced. A conversation took place on getting best value for the school via parents' professional roles.</p> <p>Men in Schools are trying to come up with another plan for the pond.</p> <p>ARM has agreed to support the school via their community outreach programme; part of the arrangement will be that their volunteers will redecorate a classroom out of term time.</p> <p>Governors appreciate the added-value created by having a full-time Site Manager. The Site Manager's skills and knowledge are fully utilised throughout the school. The school appreciates</p>	

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	<p>everything that the Site Manager does for the school and it's patrons.</p> <p>Governors were advised that another H&S visit will take place later this half term.</p> <p>Governors thanked TC for his devotion and contribution as a governor and the considerable impact this has made to the school during his tenure. TC will be attending his last FGB meeting on 5th December 2023.</p> <p>6.2 <u>Swimming Pool Update</u> Nothing to report.</p>	
<p>7.</p>	<p>Staff</p> <p>7.1 <u>Staffing update</u> Governors were advised of staffing changes since the last meeting.</p> <p>There have been some high-quality candidates for support vacancies who have fallen short of the operational English standard. Positive feedback has been given; all have above the skills required for the roles being advertised, but English competency was considered an issue for them at this stage. BM would like to be able to signpost these candidates to the support they may need, the school is very keen to promote diversity at a time when recruitment is so difficult.</p> <p>The school are only recruiting to back fill permanent full-time vacancies. In consideration of projected numbers for the next academic year, it is likely that the 10-class structure will continue.</p> <p>Governors considered a proposal relating to the retention of a member of agency staff who is currently working in school. Leaders agreed that the added value this individual provides to the school is worth the additional cost to retain the skills and experience they bring to the school.</p> <p>There are 9 contracted staff who are currently not receiving the National Living Wage. The school uses the local authority pay scales. ACS, the school's cleaning contractor, has contacted the school again asking the school to reconsider absorbing the additional costs incurred by the National Living Wage; a formal communication from BM will be explain the school's limitations</p>	



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	<p>with this regard. Governors considered the high turnover of staff in this profession.</p> <p>Challenge: Governors were asked to lead an exit interview for a member of staff who is leaving the country at the end of this week.</p> <p>Action: JW volunteered to lead exit interviews for staff leaving the school.</p> <p>Challenge: A governor asked for an update on the return of the SENDCo. Her official return is anticipated after the Easter holidays. JCo is doing a brilliant job of being a senior teacher and all the middle leaders are fantastic and have stepped up to the challenge in the interim.</p> <p>JCo explained that middle leaders have received local authority training sessions around coaching and management skills. These sessions are meant to be supportive and are positively received by staff.</p> <p>Challenge: A governor shared her ongoing concern for senior management sustainability. Due to the nature of the job, there are senior leaders around that can provide consultancy support at a high cost, should it be needed. Sustaining the school involves a lot of bid writing for funding which currently takes up a lot of time by senior leaders. The challenge is about finding the right person and the right responsibilities that could back-fill the leadership capacity. Governors agreed that advice on this would be sought from the School Improvement Partner.</p> <p>Action: BM will make initial contact with the School Improvement Partner, asking for advice around the future sustainability of the senior leadership structure.</p> <p>7.2 <u>Staff wellbeing</u> The school is struggling with the demands and attitudes (and behaviours!) of a small number of parents. The Chair of Governors and Headteacher have created a Parent and Visitor Code of Conduct based on The Schoolbus model which outlines the behavioural expectations of parents and families whilst they are on the school site. It is hoped that the school currently manages to hide the impact of this type of behaviour to the rest of the parental body but, it is becoming very challenging to manage. The Headteacher provided an oversight on some</p>	<p>JW</p> <p>BM</p>
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	<p>examples of behaviour witnessed by school staff. All agreed this was not acceptable behaviour to be witnessed in a primary school.</p> <p>Challenge: A governor wondered if there was a way of making it more obvious to parents about the scope and remit of what the school can do in terms of the support they are able to provide to families. BM hopes to review the complaints page of the school website which will signpost different agencies and provide the scope of what is possible by the school in a clear context. A flow chart would be a useful way of showing the complaints process in a clear and concise format. The school is clear that it doesn't want to move away from its values and transparency.</p> <p>The Clerk advised that the local authority does have strategies for deescalating complaints which she can share with the Headteacher and Chair outside of this meeting.</p> <p>A discussion took place around potential mechanisms for retaining relationships between the class teachers and parents when staff capacity is so stretched.</p> <p>Challenge: The Chair of Governors proposed the implementation of CCTV to act as a protective measure to safeguard the school and its patrons. The Headteacher agreed that it would be useful to get a quote; knowledge is power. A governor was concerned that CCTV would not prevent inappropriate behaviour merely evidence it happening.</p> <p>Action: BM will obtain a quote for consideration and supporting advice from the local authority around the positive impact of having CCTV on site.</p> <p>Challenge: A governor proposed inducting parents on complaints when children start their education journey in school. BM agreed it was a good idea and would incorporate the idea into the next new parents' meeting.</p> <p>Action: Parent Code of Conduct to go on next FGB meeting agenda for ratification.</p>	<p>BM</p> <p>HA</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>	

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

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8.1	<u>Formal ratification of Pay Policy</u> Ratification: Members of the Committee confirmed the ratification of the Pay Policy, agreed across the entire governing board ahead of the Pay Committee meeting to review staff pay awards.	
8.2	<u>Accessibility Plan</u> 3-year plan; the new website comes with great functionality in terms of accessibility. The revision to the plan incorporates these developments. An audit of the accessibility plan will be required in a couple of years. Ratification: Members of the committee unanimously approved the Accessibility Plan.	
8.3	<u>Accessibility Policy</u> Ratification: Acknowledging no changes to the document, members of the committee unanimously approved the Accessibility Policy.	
8.4	<u>Staff Appraisal and Capability Policy</u> Ratification: Noting the very minor changes to the document since the last review, members of the committee unanimously approved the Staff Appraisal and Capability Policy.	
8.5	<u>Disciplinary Rules</u> Ratification: Acknowledging there being no changes since the last review, members of the committee unanimously approved the Disciplinary Rules.	
8.6	<u>Disciplinary Procedures</u> Ratification: Members of the committee unanimously approved the Disciplinary Procedures, noting there were no changes since the last review.	
8.7	<u>Social Media Policy</u> Governors noted that this was a new policy for review. Challenge: A governor asked, how will governors build this into the scope of a monitoring visit? The Social Media Policy has always been in place, this is, however, a significant revision. The rules have always been in place for staff in terms of their conduct around social media. It	



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	<p>aligns the school with the Ofsted objective around communication.</p> <p>Challenge: A governor asked, does the school social media account have any mediation? There will be a team of school staff who are responsible for moderating content. Parents will not be able to comment without moderation. There are high security parameters set up on the platform whilst it is in its early stages of development. Facebook and Twitter are the platforms being used.</p> <p>Challenge: A governor was concerned by the amount of staff capacity that social media may incur. BM reassured governors that there is no way for the school's social media content to go wrong. It will be used for general messages from the school to home.</p> <p>Ratification: Members of the committee unanimously approved the Social Media Policy.</p> <p>Action: Parents are to be advised that social media will be trialled for a period before any permanent arrangements are put in place.</p>	BM
<p>9.</p>	<p>Governor Monitoring</p> <p>9.1 <u>Review Annual monitoring schedule</u> Generally, governor monitoring is not taking place as effectively as planned. Governors reviewed the Annual Schedule of Work to consider the monitoring visits planned for this half term.</p> <p>The "induction visit" will be led by JE on 15th December 2023 with new staff.</p> <p>Next term's monitoring will be led by JW and KH with a health & safety focus. BM asked that First Aid be considered in this visit.</p> <p>Action: A date will be agreed before the end of this term for a date next term to conduct the Spring P&R monitoring visit.</p> <p>9.2 <u>Discussion on committee monitoring activities linked to SDP</u> A website audit will be reviewed at the next FGB, conducted by RF. Subject Link visits should focus on subject related web pages as it is something which governors can do remotely. It will empower staff to update the content on the website in terms of curriculum content.</p>	JW,KH



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10.	<p>Any Other Business / Upcoming Events</p> <p>10.1 The next meeting will be 22nd November 2023 (virtual)</p> <p style="text-align: center;">Action: BM will chase up NO with regards to attending future meetings.</p> <p>There being no further business, the meeting closed at 8.30pm.</p>	BM
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ACTION GRID FROM P&R COMM. MEETING, 22nd NOVEMBER 2023

	Item	Owner	Deadline
9.1 (from previous meeting)	Governors to write up all outstanding reports for review at the next FGB meeting.	GOVS	December 2023 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	ASAP
6.2 (from previous meeting)	JW will take a lead on the Clock Charity suggestions box.	JW	Next meeting
7.1	JW volunteered to lead exit interviews for staff leaving the school. BM will make initial contact with the School Improvement Partner, asking for advice around the future sustainability of the senior leadership structure.	JW BM	ASAP Next meeting
7.2	BM will obtain a quote for consideration and supporting advice from the local authority around the positive impact of having CCTV on site. Parent Code of Conduct to go on next FGB meeting agenda for ratification. Completed, closed.	BM HA	Next meeting
8.7	Parents are to be advised that social media will be trialled for a period before any permanent arrangements are put in place.	BM	ASAP
9.1	A date will be agreed before the end of this term for a date next term to conduct the Spring P&R monitoring visit.	JW, KH	Dec 2023
10.1	BM will chase up NO with regards to attending future meetings.	BM	ASAP

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

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- 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

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