



# Dare to Discover

## Minutes of the meeting of the Premises & Resources Committee held virtually on WEDNESDAY 25<sup>th</sup> JANUARY 2023 at 7pm

### Governors Present:

Jo Boutell (JB)  
Toby Cave (TC)  
Kate Harvey (KH) (CHAIR)  
Beci McCaughran (BM) (HEAD)  
Liz 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.  Apologies were received and accepted from JE and JW.  The meeting was held virtually using MS Teams. 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 23<sup>rd</sup> November 2022</b> The minutes of the P&R Committee meeting, dated 23 <sup>rd</sup> November 2022, were submitted and will be signed by the Chair after the meeting.	
4.	<b>Matters Arising from Minutes of Previous Meeting, 23<sup>rd</sup> November 2022</b> There were no matters arising from the last meeting.  Actions from the last meeting were discussed: 4.10.1 The Charging & Remissions Policy will be reviewed at the next meeting. 5.1 JW will explore alternative broadband providers offering the same provision for a sanity check on cost. <i>JW has been able to confirm that the school's quote is competitive.</i> <i>JB asked the school's Financial Adviser if it possible to utilise a high interest bank account to make the best use of the higher interest rate. The Financial Adviser has advised that JB ask the Banking Team at the local authority as this is not normal practice by schools in the county.</i>	



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	<p><b>Challenge:</b> A governor asked, do you pay banking fees or charges. JB responded, no charges but the school does earn a very small interest rate on the account.</p> <p>5.4 BM will put together a proposal for generating parental donations for school trips for the next meeting. <b>On agenda</b></p> <p>8.2 The Pay Policy was scrutinised by the P&amp;R Committee, the Pay Policy to be reviewed by governors via email and formerly ratified at the next FGB. <b>Completed</b></p> <p>9.1 BM will share the up-to-date version of the Annual Schedule of Work with the Clerk ahead of the next meeting. <b>Completed</b></p>	
<b>5.</b>	<p><b>Finance Update</b></p> <p>5.1 <u>Review of December 2022 BMR</u> The BMR was circulated ahead of the meeting.</p> <p>Backdated pay will be evident in the next BMR now this expenditure has been confirmed. A discussion took place on the payroll issues experienced; the school's payroll provider has created a number of errors in working out support staff backdated allowances. This has been challenged by the school Finance Team, who are waiting to hear back from them. To date, the January 2023 payroll has not been approved.</p> <p><b>Challenge:</b> A governor asked, are the local authority trying to find solutions. Nothing has been confirmed, BM advised of the current capacity constraints within business currently. The current provider is experiencing high staff turnover and has outdated systems. The Finance Team keep a tight eye on staff pay to ensure staff do not miss out on their entitlements.</p> <p><b>Challenge:</b> A governor asked, what are we paying the payroll provider. The rate is quite competitive; they also provide HR advice which makes finding alternative providers at a similar fee quite challenging.</p> <p>All adjustments for the year-end have been made within the budget. JB explained how a specific staffing cost has actually improved the budget in certain places. The teaching assistant budget is over budget, to cover staff turnover and the additional £15k of expenditure due to the recent pay allowance.</p> <p>The supply budget has gone over budget by £12k to cover a teaching position and staff absence. The internal supply budget has been underspent by £10k. After all adjustments, the budget will actually £10k better off than predicted.</p>	



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	<p>JB advised of no other significant changes.</p> <p>Governors were advised of the additional energy related grant being provided to schools for energy saving incentives. This is likely to be spent on lighting. It is not known at this time how much the grant will be.</p> <p>A payment plan will be arranged to cover the ongoing anticipated sewage charge. The Finance Team at the local authority are aware of the issue and do not have any concerns; there is no historic evidence supporting the meter arrangements. Investigations are ongoing.</p> <p>There has been a significant uptake in pupil school meals, this will have an impact on the budget next year. It is hoped that children will continue to take school meals, the catering team is very supportive of providing special meals to increase the children's engagement.</p> <p>5.2 <u>Update from the License Working Party</u> Charges will continue to rise against the cost of living; proposed charges are supported by the local authority. In consideration of other schools, the charges are in line with local charges.</p> <p>5.3 <u>Proposal for generated parental donations for school trips</u> It looks like there will be a cost of £20 per term that parents will provide to support trips going forward, this will be offered on a payment plan. There will be a different payment plan for residential trips. Consideration on the communication to parents about this scheme will be made ahead of the new term.</p> <p>5.4 <u>Preparation for SFVS</u> JB has updated the drafted documents in line with local authority guidance. JB and the Chair of P&amp;R have planned to meet ahead of the next meeting to finalise the document.</p> <p>The Chair thanked JB for her work done on the SFVS to date.</p> <p>5.5 <u>ESPO Electricity Framework</u> The school is signed up to the ESPO Electricity Framework. Being asked to sign-up much earlier this year, due to the ever-increasing price rises per unit. Leaders are assured that there is no better deal on the market open to the school. ESPO is an approved contractor, meaning the school does not need to enter into a tender to find a cheaper option.</p>	
<b>6.</b>	<b>Premises / H&amp;S Update</b>	
6.1	<u>Premises/H&amp;S Update</u>	



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	<p>TC attended a brief H&amp;S meeting on 9<sup>th</sup> Jan 2023. There is now a need to consider trees on the school premises that bear nuts. There are children attending school with nut allergies. TC is monitoring this during his visits and will update at the next meeting.</p> <p>The boiler in the pre-school building is likely to need replacing soon. It is running sufficiently at this current time, TC advised setting some funds aside as a contingency.</p> <p>TC raised the issue of heat in the summer. TC felt it would be useful to consider air conditioning units in consideration of the extreme temperatures currently being experienced. BM advised that some schools have air-conditioned specific areas to offer time-out opportunities for the whole school, rather than supporting units in each classroom. Shading is an option; the PTA are looking at options for covered seating to provide more shaded spaces in the warmer months.</p> <p><b>Challenge:</b> A governor asked if there was any update on the funding for the fencing and the gates. The school is trying to reach an agreement on how much funding will be received for this improvement.</p> <p>6.2 <u>Fire Safety Risk Assessment</u> TC was reassured that approx. 95% of the areas on the Fire Safety Risk Assessment have been ticked-off. There are some action points for consideration:</p> <p>All actions are considered as tolerable. There are no actions that cause the H&amp;S Lead any concern and the issues raised do not pose immediate risks to stakeholders. TC will continue to monitor progress against the action list to ensure they are actioned going forward.</p> <p>The Headteacher gave her thanks and appreciation to the Site Manager and JB for their work to undertake the Fire Safety Risk Assessment and making it such a success.</p>	
7.	<p><b>Staff</b></p> <p>7.1 <u>Staffing Update</u> Governors were advised that the school have been let down in the recent recruitment to replace a teacher at the school. Leaders have been teaching in this classroom in the short-term. BM was very excited to report that a long-term supply has been identified to work through to the end of the school year.</p>	



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	<p>7.2 <u>Staff Wellbeing</u> Staff have come back positively after the Christmas break.</p> <p>A wellbeing visit was conducted last week by governors. EY reported this visit being the "happiest visit" during her tenure. Staff are happy and feel supported in their roles. School life is now feeling more normal. During the visit, staff raised the matter of the challenging behaviour experienced across the school; this is not viewed negatively and acknowledged they are well supported in this area.</p> <p>Governors shared high-level discussion on the school response to the national strike, planned for 1<sup>st</sup> February 2023. Parents have been contacted today to advise the school if they are critical workers. The vast majority of schools will be offering a partial opening, offering places to the vulnerable and those of critical workers. The school hopes to communicate the plans for the 1<sup>st</sup> February 2023 by the end of the week.</p> <p>Governors offered to help, if it was required, going forward.</p> <p>Governors were advised that Headteachers and support staff will not be striking.</p>	
<p>8.</p>	<p><b>School Policies</b></p> <p>8.1 <u>Charging &amp; Remissions Policy</u> Deferred to the next meeting.</p> <p>8.2 <u>Exit Interview Policy</u> Circulated ahead to governors ahead of the meeting.</p> <p><b>Challenge:</b> A governor was concerned by the two sets of questions published within the draft. The two sets show the differences between the EPM wording in the model and the wording used by the school. Governors were happy to continue with the Fulbourn Primary School set of questions published within the draft.</p> <p><b>Challenge:</b> A governor noticed that page 5 in the policy refers to any issues raised at an exit interview will be raised at the next P&amp;R meeting. Governors agreed that an annual review made better sense in terms of trend analysis. Governors agreed that any urgent issues would be discussed by the P&amp;R Committee at a meeting.</p> <p><b>Challenge:</b> A governor asked, do we conduct an annual employee survey.</p>	



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	<p>There is the annual staff survey. Governors considered this was the same thing. The school uses the standard Ofsted questionnaire, which may be due a review in consideration that the school is not anticipating an inspection any time soon.</p> <p>JB will offer an exit interview to staff who are leaving, those who take up the offer will be put in touch with KH.</p> <p>BM's feeling is that the exit interview process is done very well. She urged governor attention to the staff induction policy to ensure this is monitored going forward. Currently, the Staff Induction Policy is not delegated to governors for review.</p> <p><b>Action:</b> BM to bring the Staff Induction Policy for review at the next meeting. BM to add this to the policy schedule.</p> <p><b>Ratification:</b> Governors unanimously approved the Exit Interview Policy.</p>	<b>BM</b>
8.3	<p><u>Complaints Policy (Deferred to next meeting)</u></p> <p>The local authority anticipates a new model policy to be made available within the next month or so.</p>	
8.4	<p><u>Lettings Policy</u></p> <p>This is a completely updated policy, which now includes all the statutory guidance around safeguarding. It is based on a School Bus model.</p> <p><b>Action:</b> Lettings Policy to be approved at the next FGB meeting.</p> <p>Lettings are looking quite healthy currently. Music lessons are utilising free space available during the day.</p> <p>Discussion took place on the differences between the Lettings Policy and the Charging &amp; Remissions Policy. The Lettings Policy is not a statutory policy.</p>	<b>GOVS</b>
<b>9.</b>	<p><b>Governor Monitoring</b></p>	
9.1	<p><u>Review Annual monitoring schedule allocated with assigned governors – allocate Spring term monitoring activities</u></p> <p><b>Action:</b> KH and RF will confirm a date to conduct the P&amp;R Spring term monitoring responsibilities.</p> <p><b>Action:</b> LY will pick up the RE monitoring visit planned for this term, replacing JE on the Annual Schedule of Works.</p> <p><b>Action:</b> BM to share Subject Leads with governors.</p>	<p><b>KH, RF</b></p> <p><b>LY</b></p> <p><b>BM</b></p>



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	<p>A review of the contracts is an important piece of work that will be reviewed going forward by the School Business Manager. TC offered his support, where necessary. This will be challenged by the Chair of P&amp;R at the SFVS review meeting.</p> <p>The school has been notified that the local authority is moving to a different budgeting software. It is not known what this platform will be. Advice for schools to continue working on year-end on Orovia; the year-end deadline has been moved forward by the local authority.</p> <p>Governors noted the HR procedures and practice reviews scheduled for the next term.</p> <p>9.2 <u>Committee monitoring activities</u>  <b>Action:</b> TC to share his monitoring report ahead of the next meeting.</p> <p>A draft report on staff wellbeing from the autumn term will be shared ahead of the next meeting.</p> <p>The Chair thanked everyone for their monitoring work.</p>	TC
10.	<p><b>Any Other Business</b></p> <p>10.1 The date of the next meeting will be 8<sup>th</sup> March 2023 at 7pm, this will be a virtual meeting.</p> <p>There being no further business, the meeting closed at 8.15pm.</p>	

**Actions from this meeting are on the next page /...**



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## ACTION GRID FROM P&R COMM. MEETING, 25<sup>th</sup> JANUARY 2023

	Item	Owner	Deadline
8.1	Charging & Remissions Policy deferred to next meeting.	GOVS	Next meeting
8.2	BM to bring the Staff Induction Policy for review at the next meeting. BM to add this to the policy schedule.	GOVS	Next meeting
8.4	Lettings Policy to be approved at the next FGB meeting.	GOVS	Next FGB meeting
9.1	KH and RF will confirm a date to conduct the P&R Spring term monitoring responsibilities.	KH, RF	ASAP
	LY will pick up the RE monitoring visit planned for this term, replacing JE on the Annual Schedule of Works.	LY	This term
	BM to share Subject Leads with governors.	BM	ASAP
9.2	TC to share his monitoring report ahead of the next meeting.	TC	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

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