



Dare to Discover

Minutes of the meeting of the Premises & Resources Committee held virtually on WEDNESDAY 23rd NOVEMBER 2022 at 7pm

Governors Present:

Jo Boutell (JB)
Toby Cave (TC)
Kate Harvey (KH) (CHAIR)
Beci McCaughran (BM) (HEAD)
Liz Young (EY) – joined at 7.30pm
James Wright (JW)

Others present:

Helen Andrews (HA) (Camclerk)

		Action
1.	Welcome & Apologies The Chair welcomed governors to the Premises and Resources Committee. Apologies were received and accepted from JE. LY would be joining the meeting from 7.30pm The meeting was held virtually using MS Teams. The meeting was quorate.	
2.	Declarations of Interest There were no declarations of interest in items on the agenda.	
3.	Minutes of Previous Meeting, dated 20th October 2022 The minutes of the P&R Committee meeting, dated 20 th October 2022, were submitted and will be signed by the Chair after the meeting.	
4.	Matters Arising from Minutes of Previous Meeting, 20th October 2022 There were no matters arising from the last meeting. Actions from the last meeting were discussed: 10.1 The Charging & Remissions Policy will be reviewed at the next meeting. All remaining actions were on the agenda for this meeting.	
5.	Finance Update 5.1 <u>Review of October 2022 BMR</u> The Chair thanked JB for the commentary provided with the October 2022 budget monitoring report.	



Dare to Discover

	<p>JB explained the pay awards for teaching and support staff. She explained the effect of the support staff pay increase, which varies depending on the current salary. Awards incur an additional £32.5k from what was originally predicted; a more accurate position for the year end will be provided from the December 2022 budget monitoring report.</p> <p>Governors were advised of the additional paid day holiday to be received by some support staff. There is the option for those support staff who have left the school to apply for their backdated pay to be refunded. JB does not consider this to be significant liability at this current stage.</p> <p>Due to changes in the teaching team, the impact of the teacher pay awards has impacted the budgeted better than expected. More support staff are being deployed to children currently without EHCPs to support them with their learning and manage behaviour. This is reflected in the support staffing costs going forward.</p> <p>Governors were advised of the rising costs of materials, such as paper and exercise books etc.</p> <p>The census day in October 2022 saw high numbers of school meals to ensure the school receives the maximum funding possible.</p> <p>The clock charity funding is helping to keep the school operating. BM acknowledge the challenge to manage the financial administration of the funding and thanked JB for her continued hard work.</p> <p>The school is now liable for the whole cost of Eastnet, the school's broadband provider. The school are happy with the service and has decided to wait and see similar provision but for less cost. This is supporting LA advice. Previously, this cost had been subsidized by the LA which has gradually been withdrawn.</p> <p>Action: JW will explore alternative broadband providers offering the same provision for a sanity check on cost.</p> <p>JB explained that there is no need for obtaining 3 quotes as part of the procurement process on this occasion.</p> <p>BM attended the update on the Sports Premium. The LA believe this is coming to an end and are advising schools that they prepare for this ahead of the academic year after next.</p>	<p>JW</p>
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Dare to Discover

	<p>Challenge: A governor asked, assuming the carry forward is physical money, is it possible to do anything to ensure we get a reasonable interest rate on it.</p> <p>All school finance sits within the school bank accounts that have been agreed by the local authority. The school received £157 to date this year in interest.</p> <p>Action: JB will ask the school Financial Adviser to see if it possible to utilise a high interest bank account to make the best use of the higher interest rate.</p> <p>Challenge: A governor asked, do you have anything that provides a cashflow forecast?</p> <p>If the finances were getting substantially tighter, it would be something that school leaders would review more. The school receives its funding monthly. VAT is refunded quarterly.</p>	JB
5.2	<p><u>Update from the License Working Party</u></p> <p>The License Working Party met last week and reviewed the terms of the two licenses for the pre-school and wrap-around care provision. It was agreed that rates should increase by 5%.</p> <p>For the hire of the internal hall etc. it was agreed that this should rise by 10% as prices have not been increased for the last 5 years. JB is currently revamping the Lettings Policy.</p> <p>The working party feels that we must increase the rent due to the current cost of living. The LA have the policy that all schools must let out their facilities using the same fees.</p> <p>LY joined the meeting at 7.30pm.</p> <p>Ratification: Governors agreed to raise their lettings fees by 10% from January 2023.</p>	
5.3	<p><u>School's Benchmarking Report</u></p> <p>Circulated ahead of the meeting and shared on screen during the meeting.</p> <p>The purpose of benchmarking is to compare spending with similar schools. Governors discussed the fact that an additional meter was found and charged to the school before BM and JB joined. This unexpected cost, and the funding received by the Fulbourn Clock Charity has skewed the data. Benchmarking prompts school leaders and governors to consider the school's expenditure and understand the comparisons.</p>	
5.4	<p><u>Discussion on viability of school trips</u></p>	



Dare to Discover

	<p>School trips are becoming a challenge due to rising transport costs and entrance fees. Where the school requests a voluntary contribution, there are more families that are choosing not to contribute to the cost. All families are having to choose where to spend their disposable income. BM reiterated that school trips are linked to the curriculum, they are not just for pleasure. The PTA have offered to support trips.</p> <p>The school has suggested that parents pay a termly fee each year to support those necessary links that support children's learning. For each trip, direct emails are sent to families that are invited. The school's approach is to establish a new communication strategy, but this will rely heavily on parents reading school communications. Consent is required for all trips and get followed up personally to ensure each child can go. There is no funding or budget for trips, if they are not financially viable, it will be necessary to cancel them. The school is creative enough to find cheaper alternatives, such as visitors to the school. They are not as enriching as a trip but still offer enrichment to some extent. Parent governors supported the school's efforts to encourage parents to financially support school trips going forward.</p> <p>Action: BM will put together a proposal for generating parental donations for school trips for the next meeting.</p>	BM
6.	<p>Premises / H&S Update</p> <p>6.1 <u>Premises/H&S Update</u></p> <p>TC attended a H&S Working Party meeting last week. There is still the escape risk near the Headteacher's office and the risk of children falling underneath the front gates. Temporary fencing has been erected to prevent children falling underneath the front gates.</p> <p>A review of external lighting in darkness is required, as part of the risk assessment around lettings.</p> <p>Safety surfaces are proving costly to keep clean and maintain. They are becoming quite slippery in the autumn weather. A roof repair is pending after some loose roof tiles and guttering maintenance was noted.</p> <p>The fence behind the pond has an escape security risk currently. It is not easily accessible, but the LA have suggested that the school puts up some hedging alongside the pond.</p> <p>Challenge: A governor asked, will hedging be sufficient in the short term.</p>	



Dare to Discover

	<p>Not sure, but it's a start. The key is the water risk and needs considered before hedging is planted along the school time. The perimeter fence must be the priority to secure the site.</p> <p>Challenge: A governor noted that the exit point from the school grounds to a neighbor's garden is just a chain linked fence.</p> <p>The chain linked fence is a boundary, the green perimeter fencing around the pond is only 4 foot high, the children must go over this to be able to leave the school site.</p> <p>Concerning the conifers next to early years play area, TC explained that a tree surgeon has recently visited and recommended to trim them down to 8 foot allowing the ivy to build up a screen over time. Consultation with Stack Yard Court will be required but, the school is still waiting for the LA to respond beforehand.</p> <p>The H&S Working Party discussed the change of focus on incident log reporting. The H&S Link governor felt it was important to continue monitoring logs of incidents. There are plans at the LA to support schools with persistently challenging behaviour; it is important the school continues to log H&S incidents to ensure this external support is offered where necessary.</p> <p>Challenge: A governor asked, how many exclusions have you had to date.</p> <p>BM confirmed a 1.5-day exclusion, and another child has been put on a reduced timetable in response to challenging behaviour. The school regularly speaks to the exclusion hotline for support. Offering a reduced timetable has been quite successful in meeting the child's needs for the short term whilst external support can be arranged. BM explained why exclusions are used effectively to allow the school to source the support that some children desperately need.</p>	
7.	<p>Staff</p> <p>7.1 <u>Staffing Update</u></p> <p>BM explained that staffing is positive, the school is fully staffed. There will be a significant challenge from January 2023, there will be a need to recruit a class teacher. School is currently looking at long-term supply options until a candidate can be recruited. The school has experience of very positive long-term supply placements.</p> <p>7.2 <u>Staff Wellbeing</u></p>	



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	<p>Post Ofsted, staff are relaxed and happy. Staff absence is also low, which is a good indicator that wellbeing is high. It is very challenging, both physically and mentally for staff on a daily basis.</p> <p>BM expressed her concerns for the Safeguarding Team. There is no service to support the Safeguarding Team with no escalation point. The Safeguarding Team meet weekly to share concerns and recording them. These sessions act as a supervision session too.</p> <p>Challenge: Is there anything governors can do? Not sure. The Safeguarding Team do keep reflecting on this. The thing that helps is the Fulbourn Clock Charity funds the Pastoral Team. It would be useful to think about how we approach the Clock Charity to continue funding them after the initial 3-year funding period.</p> <p>The severity of safeguarding incidents is much higher than it was previously. This is more of a challenge than the high number of concerns that were being logged during the pandemic.</p>	
8.	<p>School Policies Copies of all policies to be reviewed today were circulated ahead of the meeting for review by governors.</p> <p>8.1 <u>Accessibility Plan</u> This is a 3-year plan, some comments have been put in the notes column as part of the annual review.</p> <p>Accessibility via the school website is quite poor currently, there is a lot the school can do to make the school website more accessible to the community.</p> <p>Challenge: A governor asked, do we monitor recruitment practice. It wasn't done last year. It is not included in the Annual Schedule Work, although the Accessibility Plan states that governors do. Accessibility should be an item on the termly plan to ensure it is considered regularly.</p> <p>Ratification: Governors unanimously approved the Accessibility Plan.</p> <p>8.2 <u>Pay Policy</u> The policy reflects the current STPCD and support staff recommendations and derives from the current EPM model.</p>	



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	<p>Challenge: A governor was concerned by the TLR payment linked to covid recovery etc. How is this being dealt with next year? Recommended this continues for this year, with a consultation process ahead of the start of the following academic year. This will be reviewed by the Pay Committee on a teacher-by-teacher basis.</p> <p>Food bank vouchers are being given to staff. It would be good to get the award through in the December pay.</p> <p>The Pay Committee agreed to meet on 29th November 2022 at 2pm.</p> <p>The Pay Panel was appointed at the first FGB meeting of the academic year. In consideration of JE's current illness, governors delegated this responsibility to TC.</p> <p>Action: The Pay Policy was scrutinised by the P&R Committee, the Pay Policy to be reviewed by governors via email and formerly ratified at the next FGB.</p>	GOVS
9.	<p>Governor Monitoring</p> <p>9.1 <u>Review of Annual Schedule of Work 2022-23</u> Action: BM will share the up-to-date version of the Annual Schedule of Work with the Clerk.</p> <p>9.2 <u>Verbal update on governor monitoring</u> RF and KH were delegated the P&R Committee spring term monitoring activity.</p> <p>P&R Summer monitoring relates to HR procedures and can pick up recruitment practices as part of that monitoring.</p> <p>9.3 <u>Autumn Census Data</u> Governors accepted receipt of the Autumn 2022 Census Data. Governors noted the uptake in pupil meals on that day to support school funding for the following academic year.</p>	BM
10.	<p>Any Other Business</p> <p>10.1 The date of the next meeting will be 25th January 2022 at 7pm, this will be a virtual meeting.</p> <p>There being no further business, the meeting closed at 8.45pm.</p>	



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ACTION GRID FROM P&R COMM. MEETING, 20th OCTOBER 2022

	Item	Owner	Deadline
4.10.1	The Charging & Remissions Policy will be reviewed at the next meeting.	GOVS	Next meeting
5.1	JW will explore alternative broadband providers offering the same provision for a sanity check on cost.	JW	Next meeting
	JB will ask the school Financial Adviser to see if it possible to utilise a high interest bank account to make the best use of the higher interest rate.	JB	Next meeting
5.4	BM will put together a proposal for generating parental donations for school trips for the next meeting.	BM	Next meeting
8.2	The Pay Policy was scrutinised by the P&R Committee, the Pay Policy to be reviewed by governors via email and formerly ratified at the next FGB.	FGB	Next meeting
9.1	BM will share the up-to-date version of the Annual Schedule of Work with the Clerk.	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
- 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