



Dare to Discover

Minutes of the meeting of the Premises & Resources Committee held virtually on WEDNESDAY 20th OCTOBER 2022 at 7pm

Governors Present:

Jo Boutell (JB) – until 7.15pm
Toby Cave (TC)
Joy Eldridge (JE)
Kate Harvey (KH) (CHAIR)
Beci McCaughran (BM) (HEAD)

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 EY. JW was not present at the meeting. 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.	Committee Membership Matters 3.1 <u>Governors to review the P&R Committee Terms of Reference 2022-23</u> Governors were advised that this version was a revised format in line with T&L Committee's Terms of Reference adopted last year. There are no substantial changes to consider. The Committee often talk about the H&S working group, but there are no formal arrangements currently in place. It is hoped that this will be a focus once successful recruitment of governors is achieved and the governing board is fully appointed again. Ratified: Governors unanimously approved the P&R Committee's Terms of Reference 2022-23 ahead of final ratification at the next FGB meeting.	
4.	Minutes of Previous Meeting, dated 29th June 2022	



Dare to Discover

	The minutes of the P&R Committee meeting, dated 29 th June 2022, were submitted and will be signed by the Chair after the meeting.	
5.	<p>Matters Arising from Minutes of Previous Meeting, 29th June 2022</p> <p>There were no matters arising from the last meeting.</p> <p>Actions from the last meeting were discussed:</p> <ul style="list-style-type: none"> • The License Working Party still need to agree a date to meet. Governors agreed a date for 10th November 2022 at 9.15am. • An update on the trees will be shared via email after the half-term. • EC has sourced someone at the ICT Service who is able to rectify the issues currently experienced by staff using Teams. Recovery will be slow progress. • All remaining actions were completed and closed. 	
6.	<p>Finance Update</p> <p>6.1 – <u>Review October 2022 BMR</u> Action: The review of the October 2022 Budget Monitoring Report was deferred to the next meeting.</p> <p>6.2 – <u>Review LA Financial Audit Recommendations</u> The Chair felt that most highlighted sections could be ticked off as being completed or are already considered by the GB already. There are some issues around the Scheme of Financial Delegation, and some queries around the payroll that need to be determined. The Chair of the Committee agreed that these issues could be picked up at a future monitoring visit.</p> <p>A discussion took place on the circulation of BMRs each month. From October 2022, it is planned that the SBM will organise for governors to receive the report every month. She reassured governors that it was no additional work going forward.</p> <p>BMRs can be scrutinised thoroughly by the P&R Committee at their meetings if there are any pressing questions that are not clear by the annotations provided within the reports.</p> <p>The School Financial Adviser is satisfied with the procedures already in place. Governors agreed the recommendations from the LA Financial Audit sat alongside the review of the SFVS very well.</p> <p>Governors noted the STPCD had been published but are still waiting for EPM to release an update of their model Pay Policy.</p>	GOVS
7.	<p>Premises / H&S Update</p> <p>7.1 – <u>Premises/H&S Update</u></p>	



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	<p>TC has received an update concerning a recent Fire & Security Audit.</p> <p>JB left the meeting at 7.15pm.</p> <p>The Fire & Security Safety Visit Report, dated 22 Oct 2022, was tabled at the meeting.</p> <p>A gate located outside the HT's office needs replacing as it could potentially be climbed over. The front gate, pond, EYFS play area, thumb locks and positions of buttons were all raised. Governors reviewed recommendations.</p> <p>Challenge: A governor asked, is there any scope in asking the local authority (LA) to finance the improvements. BM suggested it may help the LA financing the recommendations since they are recognised safeguarding concerns raised by the local authority themselves. The Site Manager has sourced initial quotes for BM to understand the cost. Just to upgrade the front gates, it is expected to cost a minimum of £5k. There is a lot of fencing involved, so costs are anticipated to be high.</p> <p>BM suggested that some of the minor quick fixes can be resolved by the school. TC will keep abreast of progress.</p> <p>For the time being, should there being any further safeguarding concerns, BM will keep a log. The school has put in some mitigation arrangements to prevent any issues going forward.</p> <p>A Fire Safety assessment will take place early next year.</p>	
8.	<p>Staff</p> <p>8.1 – <u>Staffing Update</u> School leaders have managed to successfully recruit a TA, who already has strong links with the school in a different capacity. A lunchtime supervisor has been appointed to fill the vacancy that the latter appointment created.</p> <p>The school has received a resignation from a teacher leaving at Christmas. Adverts will go out after the October 2022 half-term. A variety of contingency plans are being considered. 31st October 2022 is the deadline resignations for appointing from January 2023.</p> <p>8.2 – <u>Staff Wellbeing</u> All staff are exhausted after the inspection, as anticipated, and are looking forward to half term.</p> <p>BM to pass on the governors' congratulations for their work during the recent Ofsted inspection.</p>	



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	A discussion took place around the social care support and services provided by the local authority. Governors were happy to support the school's decision to escalate any complaints as it impacts on the school's duty of care towards its pupils.	
9.	School Policies There were no policies for review at this meeting.	
10.	<p>Governor Monitoring</p> <p>10.1 <u>Review of Annual Schedule of Work</u> The P&R Autumn 2022 monitoring still outstanding. TC will focus this monitoring to include the recent incident where a child absconded from school. Much of this has already been covered but, to date, TC has been unable to include the conversations with the stated members of staff. TC will catch up on these visits with staff after the October 2022 half term.</p> <p>Action: The Charging & Remissions Policy and Accessibility Plan will be reviewed at the next meeting.</p> <p>Challenge: A governor asked, will any recommendations from the Fire and & Security Safety Audit affect the arrangements described in the Accessibility Plan. BM reassured governors that any recommendations wouldn't be implemented before January 2023, so it was better to review the Plan as it stands currently.</p> <p>Action: The Committee noted it was to review census information as part of this term's monitoring. Information will be provided at the next meeting.</p> <p>Action: The Committee will allocate governors to Spring 2023 monitoring at the next meeting.</p>	<p>GOVS</p> <p>GOVS</p> <p>GOVS</p>
11.	<p>Any Other Business</p> <p>11.1 The date of the next meeting will be 23rd November 2022 at 7pm.</p> <p>11.2 A discussion on governor recruitment explained the recent efforts to seek interest at the recent Parent's Evening events. These sessions were attended by members of the governing board who were able to meet and greet parents.</p> <p>11.3 Action: Viability of Schools Trips to be added to the agenda of the next P&R Committee meeting.</p>	<p>GOVS</p>



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	<p>Many parents are now unable to financially support school trips. The PTA is able to contribute to an extent but the recent trip to Kentwell has utilised much of this generous donation. A discussion needs to be had around how the school will fund various elements of the curriculum going forward. Prices are significantly higher to plan trips, a plan needs to be agreed going forward.</p>	
11.4	<p>The Chair of Governors congratulated BM on the outcome of the recent Ofsted Section 8 inspection.</p> <p>There being no further business, the meeting closed at 7.50pm.</p>	

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

	Item	Owner	Deadline
6.1	The review of the October 2022 Budget Monitoring Report was deferred to the next meeting.	GOVS	Next meeting
10.1	The Charging & Remissions Policy and Accessibility Plan will be reviewed at the next meeting.	GOVS	Next meeting
	The Committee noted it was to review census information as part of this term's monitoring. Information will be provided at the next meeting.	GOVS	Next meeting
	The Committee will allocate governors to Spring 2023 monitoring at the next meeting.	GOVS	Next meeting
11.3	Viability of Schools Trips to be added to the agenda of the next P&R Committee meeting.	GOVS	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