



# Dare to Discover

## Minutes of the meeting of the Premises & Resources Committee held virtually on WEDNESDAY 12<sup>th</sup> MARCH 2025 at 7pm

### Governors Present:

James Wright (JW) (ACTING CHAIR)  
 Beci McCaughran (BM) (HT)  
 Jo Cooper (JCo)  
 Sarah Davies (SDa)  
 Jenni Caisley (JCa)

### Others present:

Helen Dunn (HD) (Clerk to Governors)  
 Aisling Blagg (AB) (Finance Administrator)

The meeting commenced at 7pm		Action														
<b>1.</b>	<p><b>Welcome &amp; Apologies</b>            The Chair welcomed Governors to the meeting.</p> <p>Apologies were received and accepted from Fraser Rogers.</p> <p>The meeting was held virtually using MS Teams.</p> <p>The meeting was quorate.</p>															
<b>2.</b>	<p><b>Declarations of Interest</b>            There were no declarations of interest in items on the agenda.</p>															
<b>3.</b>	<p><b>Minutes of Previous Meeting, dated 22<sup>nd</sup> January 2025</b>            The minutes of the P&amp;R Committee meeting, dated 22<sup>nd</sup> January 2025, were submitted, approved by Governors and will be signed by the Chair after the meeting.</p>	<b>Clerk</b>														
<b>4.</b>	<p><b>Matters Arising from Minutes of Previous Meeting, 22<sup>nd</sup> January 2025</b></p> <p>4.1 There were no matters arising from the last meeting.</p> <p>4.2 Actions from the last meeting were discussed:</p> <table border="1"> <thead> <tr> <th></th> <th>Item</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>Sign and ratify minutes of previous meeting, dated 20<sup>th</sup> November 2024 <b>Completed. Closed.</b></td> </tr> <tr> <td>4</td> <td>Draft two bids for the Clock Charity <b>Covered later in this agenda</b></td> </tr> <tr> <td>5.2</td> <td>Respond to LA regarding SBS finance system complaints <b>Completed. Closed.</b></td> </tr> <tr> <td>7.3</td> <td>Send all safeguarding information relevant to the new Broadband provider to SDa. <b>Completed. Closed.</b></td> </tr> <tr> <td>7.4</td> <td>Add H&amp;S Helpdesk to next agenda <b>Completed. Closed.</b></td> </tr> <tr> <td>9.1</td> <td>Review the exit interview questions</td> </tr> </tbody> </table>		Item	3	Sign and ratify minutes of previous meeting, dated 20 <sup>th</sup> November 2024 <b>Completed. Closed.</b>	4	Draft two bids for the Clock Charity <b>Covered later in this agenda</b>	5.2	Respond to LA regarding SBS finance system complaints <b>Completed. Closed.</b>	7.3	Send all safeguarding information relevant to the new Broadband provider to SDa. <b>Completed. Closed.</b>	7.4	Add H&S Helpdesk to next agenda <b>Completed. Closed.</b>	9.1	Review the exit interview questions	
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	<p><b>Ongoing</b></p> <p>10.2 Complete monitoring visit this week regarding 'Use of Additional Funds'. <b>Completed. Closed.</b></p> <p>10.3 Ensure another Governor is in place as H&amp;S link until the return of usual link Governor. <b>Completed. Closed.</b></p>	<b>GOVS</b>
<p><b>5.</b></p>	<p><b>Finance Update</b></p> <p>5.1 Review of BMR and financial position The BMR was circulated to Governors ahead of the meeting and a summary was provided by AB.</p> <p>The SMS system is still producing unreliable totals and so the finance team have developed a separate spreadsheet in which to double check the data.</p> <p>Areas of overspend have offset by additional income generated, leading to an overall positive position.</p> <p>Outreach work has brought in some additional funds, as well as lettings and savings with teaching staff, which is aiding a healthy carry forward figure. The Catering provision is the biggest cost, and will continue to be so into next year, with an £20k extra that was not forecast.</p> <p><b>Q.</b> Other than Catering, are there any other significant costs effecting the budget this year? <b>A.</b> There have been no surprises within the current finances. Everything is costing more money. Increasing supply costs have had an impact, although some of these costs are offset by sickness insurance payments.</p> <p><b>Q.</b> What is the claw back cost listed on the BMR relating to? <b>A.</b> This relates to billing for SEND from the Local Authority (LA). This will take some time to decipher but should eventually even out with other monies due to the school from the LA. There are plans to work through recent LA invoices and outstanding billing with the LA, however it has been a busy time within the Finance team as they have been working on converting the pay provider back to ParentPay, as well as preparing for Year End.</p> <p>Thanks were given to AB for providing such a detailed BMR.</p> <p><b>Q.</b> It was mentioned that the current budget status is more positive than expected as the school have managed to make savings. What were the major areas where savings were made and was there a negative impact because of these savings? <b>A.</b> The Rates bill for the Preschool was paid for by the LA this year, which was unexpected, and rent was received for the Caretakers house (£5.5k). PAT testing cost less than expected as the fixed electrical equipment does not need to be tested this financial year. Some things had been budgeted for and the school have not needed to spend on them this year, which has helped towards savings. The Outreach work and Lettings have contributed towards income, rather than considered a saving.</p> <p><b>Q.</b> What is the current situation with the Gas/Water/Electric readings and billing, as there has been previous confusion over the charging of these? <b>A.</b> The school are confident they are now taking accurate meter readings and being charged appropriately. The Caretaker is doing a good job of staying on top of this and managing the process carefully. It is an ongoing project, requiring close</p>	



## Dare to Discover

	<p>monitoring and some tweaking to ensure efficient energy use. There may have been several factors effecting the energy consumption and billing.</p> <p>As typical, the projected carry forward exceeds the original budget. It should be noted however, that each year the gap between predicted carry forward and the actual carry forward reduces.</p> <p><b>5.2 Health and Safety Helpdesk</b> Governors are reminded that the previous LA provided H&amp;S Helpdesk had withdrawn services with short notice, and schools were tasked with finding alternative provision quickly. The school felt it best to make careful and unrushed decisions regarding the sourcing of a replacement provider and have chosen to undertake a shorter-term contract while the market settles. They hope to update Governors at the next P&amp;R meeting regarding their chosen provider, which is likely to be on a one-year contract. In the meantime, the school feels confident that they can source local and reliable contractors as required.</p> <p><b>5.4 Schools Financial Value Standard (SFVS)</b> The first draft SFVS response was sent to Governors ahead of the meeting and then reviewed in detail at the meeting.</p> <p>Any recommended changes from previous years were highlighted to Governors. The previous Chair of the P&amp;R Committee has recently reviewed this document with the School Business Manager and Governors were reassured that the document has been reviewed by knowledgeable and experienced school representatives.</p> <p>It was decided to highlight the relevant experience and qualifications of FR within the P&amp;R section of the document, to demonstrate the required skills within the Governing Board.</p> <p>Governors were happy with the recommended response and the final document will go to the FGB for final ratification.</p>	
<p><b>6.</b></p>	<p><b>Clock Charity</b> The Headteacher (HT) presented slides to the Governors regarding proposed bids to the Clock Charity. An overview was given of the current position and associated bids</p> <p><b>6.1 Enrichment Programme bid</b> The HT informed Governors of the current Enrichment Club programme, which is an amazing offering involving internal and external providers and offering over 27 clubs a week.</p> <p>Current attendance of the clubs was demonstrated, and research has been conducted into the 12% of pupils who do not attend one of the clubs in order to understand the reasons why.</p> <p>Examples of the benefits in attending the Enrichment clubs were given, and it was highlighted that involving yourself in talents, interests and hobbies supports life-long wellbeing.</p> <p>The Breakfast Club and Ready Steady Go club for vulnerable pupils are both covered by the bid.</p> <p>The HT proposes to submit the Enrichment Bid at £30k for the next 3 years, as it has been for previous bids.</p>	



## Dare to Discover

### 6.2 Reopening bid

A summary was provided to explain the original background to the bid of this name. In 2020, the school was not open on a Wednesday afternoon and the Clock Charity had supported the school to enable it's reopening.

The HT proposes a name change to this bid and wishes to bid for in increased amount of £90k (previously £70k).

This funding would then cover an enhanced offering of:

- Specialist Music Teacher
- Brass instrument loan
- PE coach
- Forest School
- Swimming lessons
- TA support
- Vulnerable pupil group

The HT informed Governors that she wishes to make a third and new bid to the Clock Charity for Internal Alternative Provision.

This bid would fund a small Internal Alternative Provision. The LA are encouraging schools to provide this support but not offering funding to support the initiative. Schools are responsible for the safeguarding of children who attend external Alternative Provision (AP), which is complex, and so providing this support onsite mitigates some of these concerns. Examples of some of the Special Educational Needs and Disability (SEND) pupils attending Fulbourn Primary who could benefit from internal AP was provided to Governors. Many others will benefit from this provision, as distractions will reduce within the classrooms. The selected pupils will benefit from attending their normal classrooms during the mornings (50% of the day) and AP during their afternoons, better meeting their needs and with minimal disruption to their day.

With the support of funding from the Clock Charity, the school could employ a Qualified Teacher and a Specialist Teaching Assistant. The provision could then run up to 3 years.

There are currently 261 pupils on roll at Fulbourn Primary, which can fit a 9-class structure. There is currently a 10-class model in place, so it may be possible to reorganise the current staff to cover the AP internally.

**Challenge:** As the LA are not financially supporting this, will the bid be well received from the Clock Charity? Is it desirable to put this provision in place, when it can only run for the 3 years?

**Response:** The LA are encouraging this provision in schools, but do not have the funding to offer.

**Q.** How likely is it that the LA will provide AP after the 3 years, to continue the benefits of the Clock Charity funded provision?

**A.** It is expected that schools will shortly be receiving an official letter from Ofsted which will confirm the result of the recent LA SEND provision and likely prompt a robust plan for recovery. However, this is likely to take many years to achieve a satisfactory level of provision. There are many children lined up for very few special school placements. It is most likely a recovery plan will be put in place with very little/to no extra funding and children who should be in special schools will have to be accommodated within mainstream schools for several years to come.



## Dare to Discover

	<p>It should not be considered that this proposal will only benefit the circa 10 SEND pupils in the school, but rather the other circa 250 pupils who will benefit from a reduction in disruption caused by dysregulated peers.</p> <p>The size of Fulbourn Primary is not financially viable in many respects. If they were a bigger school, with over 420 pupils, then it would be more likely that the school can manage to support internal AP without additional funding. It is a challenge for smaller schools, whereas the economy of scale for bigger schools is more sustainable.</p> <p>This proposal is in early stages and the budget will need to be addressed carefully. The initial budget build is indicating a threat for redundancies, and redundancies cost a lot of money in themselves to process. The school want to avoid losing good staff, only to have to recruit again a year later. This proposal may support staff retention for the next academic year.</p> <p>The HT summarised that the Internal Alternative Provision bid is being introduced to Governors now for their consideration. The school intends to present this idea again to all Governors at FGB. The Enrichment Programme bid and the 'Reopening' bid (to be renamed) are more straight forward but the new proposal will take careful thought.</p> <p><b>Q.</b> Will the Qualified Teacher for the internal AP need specialist training to teach SEND pupils?  <b>A.</b> There is no specific training for Internal Alternative Provision, it all comes from experience and general SEND training. All current teachers are also teaching SEND pupils within the mainstream classes and there is no particular qualification that can be achieved for this.</p> <p>It was noted that Ofsted are familiar with the internal AP model in schools.</p> <p><b>Ratification:</b> Committee members unanimously approved the Enrichment Programme bid and the renamed 'Reopening' bid.</p> <p><b>Action:</b> The HT to submit these two bids to the Clock Charity for consideration.</p>	<b>HEAD</b>
<b>7.</b>	<p><b>Pupil Premium Plan</b></p> <p>7.1 Monitoring  Every week, Phase Leads get time to monitor the provision for SEND and Pupil Premium (PP), to assess with fresh eyes and to make recommendations to the Senior Leadership Team (SLT) and the teaching team.</p> <p>7.2 Pupil Premium and SEND  A Pupil Vulnerabilities venn diagram was circulated to Governors ahead of the meeting. The diagram demonstrated for each class the number of SEND, Safeguarding and PP pupils, and any over laps of need.</p> <p>Governors were made aware of Year 5 and Year 3 classes that showed a high level of need, and what that could mean in terms of managing their needs in the classroom.</p> <p>Governors remarked that this was a useful exercise, which demonstrated visual data that reflects the nature and challenges of each year group.</p>	



## Dare to Discover

	<p><b>Q.</b> How does this data link to behaviour and attainment?  <b>A.</b> An example was given that although Year 5 have multiple pupils with SEND/Safeguarding/PP needs and their behaviour is challenging as a result, they are actually high achieving academically.</p>	
<b>8.</b>	<p><b>Premises /H&amp;S Update</b>  8.1 Premises/H&amp;S Update  JW, as Link Governor for H&amp;S, intends to arrange some monitoring visits in coming weeks. As part of this, he would like to address storage of giant loose parts to ensure we avoid attracting rodents in wet materials.</p> <p>The HT informed Governors that despite their bid for yellow lines to be installed outside the school being rejected, the council have in fact provided yellow lines. There have, as a result, been complaints from frustrated and rushed parents, however the addition of yellow lines has made the children significantly safer. Governors agreed this has improved safety and that parents need to park further away from the school. There is part of the bid still outstanding, which addressed yellow line hatching around the main school gate, and they hope to follow up on this.</p>	
<b>9.</b>	<p><b>Staff</b>  9.1 Staffing update  Governors were reminded that a restructure of the Midday Supervisor team had taken place, where contracts were reduced following a previous increase designed to accommodate bubbles during Covid19.</p> <p>Due to the restructure, it was necessary to advertise for bank midday supervisors, to which the school now have 3 new supervisors available.</p> <p>Gratitude was passed once again to the office team for covering the staff shortfall during this time.</p> <p>The member of staff on long-term-sickness absence is hoping to start a phased return to work after Easter, which will be well received and will free up the SLT from covering this class.</p> <p>No plans to change anything further within the staff structure.</p> <p>9.2 Staff wellbeing update  The Employees Assistance Programme has changed provider, following widely shared problems in the media about the previous provider.</p> <p>The school are currently internally managing cover for the teacher on adoption leave, the members of staff on long-term-sickness absence within the teaching and midday supervisor team, and a vacant Midday Supervisor post. All staff are maintaining a positive attitude despite the additional workload and pressure.</p> <p>Thanks were expressed to the entire staffing team, for their contributions in managing this cover across the school.</p>	
<b>10.</b>	<p><b>School Policies</b>  Governors were sent the policies ahead of the meeting for their review.  10.1 Data Protection Policy  10.2 Data Retention Policy</p>	



## Dare to Discover

	<p>10.3 Protection of Biometric Information of Children Policy 10.4 Charging and Remissions</p> <p>Governors were informed of very few changes to the policies and all minor. No issues were raised.</p> <p><b>Ratification:</b> The Governors unanimously approved the Data Protection Policy, Data Retention Policy, Protection of Biometric Information of Children Policy and the Charging and Remissions Policy.</p>	
<p><b>11.</b></p>	<p><b>Governor Monitoring</b></p> <p>11.1 <u>Review Annual monitoring schedule</u> An updated schedule was presented to Governors during the meeting and reviewed in detail together.</p> <p>It was noted that there were two small tasks outstanding from the autumn term, the spring term was all in hand and they started to look ahead to the summer term.</p> <p>11.2 <u>Discussion on committee monitoring activities</u> <b>Action:</b> JW to meet with the Caretaker ahead of the Easter holidays to complete a H&amp;S monitoring visit.</p>	<p style="text-align: center;"><b>JW</b></p>
<p><b>12.</b></p>	<p><b>Any Other Business / Upcoming Events</b></p> <p>12.1 The next meeting will be 23<sup>rd</sup> April 2025</p> <p>12.2 Committee Membership and Chair It was agreed that JW would remain the Acting Chair of the Premises and Resources Committee for the short term, until a new Chair can be put in place.</p> <p><b>Q.</b> What is the update on Governor Recruitment? <b>A.</b> A new Governor, FR, has recently joined the Governing Board and P&amp;R committee. The Chair of Governors has recently met with a potential new Governor, found through a Governor Recruitment Agency. That candidate hopes to attend the next FGB, next week, to observe. An election was held at the school for Parent Governors, but no interest was received.</p> <p>A Governor suggested an assembly to be held to encourage recruitment and word of mouth among parents. Plans are in place to encourage volunteering opportunities in the community too.</p> <p>12.3 DT Room Governors were informed of a recent donation of £1000 from a local family, which has been used on new Air Fryers for the Design Technology room. Gratitude and thanks were expressed for the donation and to the family.</p> <p>AOB sQuid Pay Provider Governors were informed of the sQuid Pay Provider's decision to pull their services from the UK, which has forced the school to re-evaluate and switch the service back to the original and trusted Parent Pay.</p> <p>JB and AB have been working hard, with short notice, to tidy up all payments, chase owed money, communicate sufficiently with parents and transfer all accounts from sQuid to Parent Pay. This timing has put pressure on the team, as they are also managing Year End, and thanks were given to them for their hard</p>	



## Dare to Discover

	<p>work and resilience. Communicating the continuing changes to parents will prove challenging and the team will have to weather many complaints, which has been out of their control.</p> <p>Returning to Parent Pay will cost more money, but they are a better and more reliable provider. Longer term, it will make reporting easier for the team.</p> <p><b>AOB Trip payments</b>          Securing sufficient voluntary contributions for school trips remains significantly challenging. There are many families who are choosing to not contribute towards school trips which is threatening the opportunities ahead. A £1000 donation was previously received which enable the spring term trips to continue, however the school are facing the reality of having to cancel some summer term trips due to lack of voluntary contributions.</p> <p>The school have done a great job of sourcing free coaches and reduced costs for admissions, but this is not sustainable. Despite trying to spread the costs over the year, families are opting to not pay. Parents are arguing that as the cost is voluntary, they do not have to pay. However, without the voluntary contributions, the trips can not go ahead.</p> <p><b>Q.</b> Are parents choosing to not pay purposely or not realising they should?  <b>A.</b> AB has been personally contacting families to encourage their contributions. Many families are choosing to not pay, because they believe their child will still get to attend from the trip, without a financial contribution.</p> <p>The school will have to cancel some trips in the summer term and revise the payment method for the next autumn term. Governors will be asked to consider this again at future meetings.</p> <p><b>Q.</b> What is the percentage of payers vs non-payers for the school trips?  <b>A.</b> This term 196 families have contributed, out of a possible 261. In the autumn term 214 families contributed, but 100 of those families had to be phoned and chased individually for the contribution. The vulnerable families are contributing.</p> <p>If the school continue to run the trips, then families will conclude they do not need to contribute, which is not the case.</p> <p>The contributions do need to be voluntary and must not discriminate against anyone who can't contribute, but trips rely on sufficient voluntary contributions. The residential trips are the only trips that require a mandatory payment.</p>	
	<p>Thanks were given to JW for chairing the meeting.</p> <p>There being no further business, the meeting closed at 20.46pm.</p>	

### ACTION GRID FROM P&R COMM. MEETING, 12<sup>TH</sup> MARCH 2025

#### Actions carried forward from previous meetings:

	Item	Owner	Deadline
9.1	Review the exit interview questions	GOVS	January 26

#### Actions from 12<sup>th</sup> March 2025



## Dare to Discover

	<b>Item</b>	<b>Owner</b>	<b>Deadline</b>
3	Sign and ratify minutes of previous meeting, dated 22 <sup>nd</sup> January 2025	Clerk	March 25
6	Submit two bids to Clock Charity	Head	March 25
11.2	H&S Monitoring visit before Easter	JW	March 25

### **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

#### **Dates of FGB Meetings 2024-2025 – Wednesdays, to start at 7pm (in person)**

25<sup>th</sup> September 2024  
4<sup>th</sup> December 2024  
12<sup>th</sup> February 2025  
19<sup>th</sup> March 2025  
7<sup>th</sup> May 2025  
2<sup>nd</sup> July 2025

#### **Dates of Committee Meetings 2024-2025 – Wednesdays, to start at 7pm (virtual)**

**T&L Committee**– 2<sup>nd</sup> Oct, 27<sup>th</sup> Nov, 5<sup>th</sup> March, 16<sup>th</sup> July

**P&R Committee**– 9<sup>th</sup> Oct, 20<sup>th</sup> Nov, 22<sup>nd</sup> Jan, 12<sup>th</sup> March, 23<sup>rd</sup> Apr, 18<sup>th</sup> June