



Dare to Discover

**Minutes of the meeting of the
Premises & Resources Committee held virtually on
WEDNESDAY 18TH JUNE 2025 at 7pm**

Governors Present:

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

Others present:

Helen Dunn (HD)	(Clerk to Governors)
Lucie D'Heudieres (LDH)	(arrived late)

The meeting commenced at 7pm		Action										
1	<p>Welcome & Apologies The meeting was Chaired by JCa, in the absence of James Wright.</p> <p>The Chair welcomed Committee members to the meeting.</p> <p>Apologies were received and accepted from James Wright, Fraser Rogers and Ajay Sachdev.</p> <p>The meeting was held virtually using MS Teams.</p> <p>The meeting was quorate.</p>											
2	<p>Declarations of Interest There were no declarations of interest in items on the agenda.</p>											
3	<p>Minutes of Previous Meeting, dated 23rd April 2025 The minutes of the P&R Committee meeting, dated 23rd April 2025, were submitted, approved by Governors and will be signed by the Chair after the meeting.</p>											
4	<p>Matters Arising from Minutes of Previous Meeting, 23rd April 2025</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> <p align="center">Actions carried forward from previous meetings:</p> <table border="1"> <thead> <tr> <th></th> <th>Item</th> </tr> </thead> <tbody> <tr> <td>9.1</td> <td>Review the exit interview questions Completed. Closed</td> </tr> <tr> <td>11.2</td> <td>H&S Monitoring visit before Easter Completed. Closed</td> </tr> </tbody> </table> <p align="center">Actions from 23rd April 2025</p> <table border="1"> <thead> <tr> <th></th> <th>Item</th> </tr> </thead> <tbody> <tr> <td>5.1</td> <td>Election of new Chair to be postponed until the next P&R meeting on 18th June 2025.</td> </tr> </tbody> </table>		Item	9.1	Review the exit interview questions Completed. Closed	11.2	H&S Monitoring visit before Easter Completed. Closed		Item	5.1	Election of new Chair to be postponed until the next P&R meeting on 18 th June 2025.	
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<p>5</p>	<p>Finance Update</p> <p>5.1 Review of BMR and financial position A budget update was shared with Committee members ahead of the meeting and presented by the HT in detail.</p> <p>Since the budget has been set, the Government have agreed a 4% pay rise for teaching staff. The submitted budget accounted for a 2.5% pay rise, so this now brings the school over budget. The Government are expected to cover some of this increase, but it is unlikely to be fully funded.</p> <p>The pay increase for non-teaching staff (teaching assistants, administration, caretaker) has not yet been confirmed but it is likely to be more than was budgeted for.</p> <p>Otherwise, everything is on track within the budget.</p> <p>The HT explained to Committee members that Supply costs will often look like overspend but will eventually be re-couped by insurance pay outs.</p> <p>Q. Will the extra pay for staff come out of the carry-forward? A. Yes, but efforts will be made to make this back up again throughout the year.</p> <p>LDH joined the meeting at 7.08pm</p> <p>5.2 Benchmarking The HT highlighted to Committee members how to access the benchmarking data via Governor Hub.</p> <p>Some of the data is affected by the generous funding from the Clock Charity; for example, the total expenditure looks high compared to other similar schools but this includes the charity funding.</p> <p>The HT highlighted and explained areas of priority for Fulbourn Primary School and offered explanations as to how this may differ from other schools.</p>							
<p>6</p>	<p>Clock Charity The school are working hard to achieve the proposed sensory room during the school summer holidays, using funding from the Clock Charity.</p>							
<p>7</p>	<p>School Maintenance Plan The HT presented the Maintenance Plan with Committee members which listed all required maintenance works throughout the school and ranked areas of priority for each. Much of the work was minor but essential and would use the majority of the revenue budget.</p>							



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	<p>The Maintenance plan does not include re-decoration of classrooms, which is an ongoing requirement. The school aim to paint one classroom every year, during the Easter holidays, on a rolling basis.</p> <p>Thanks were expressed to the Caretaker who takes on the regular painting of the school and helps to keep the premises looking fresh.</p>	
8	<p>Accidents and incidents data</p> <p>All incidents and near misses of children and staff are logged with the Local Authority.</p> <p>There have only been 5 reportable incidents over the whole of the last academic year to date.</p> <p>It was noted that Covid resulted in children being less risk savvy, less skilled, and possibly less robust due to poorer diets. It was speculated that this may have led to an increase in incidents and accidents.</p> <p>The accident log showed a consistent reduction in accidents requiring minor first aid. This reduction is predominantly attributed to the introduction of OPAL at the school.</p> <p>Generally, accident levels are being maintained or reduced, and there is a very low number of accidents within the school buildings. Most are experienced outside during play.</p> <p>A Committee member remarked that it would be interesting to see the amount of minor first aid and TLC (tender loving care) was required immediately post covid and now, to see how this has changed in recent years. The HT explained the data would be affected by the introduction of OPAL. There is also a wonderful member of staff who has been covering the first aid requirements at breaktime, that distributes TLC in abundance, so this too would represent a change in the number of incidents and accidents recorded in this way.</p>	
9	<p>School Trips</p> <p>This year saw the best ever programme of school trips, of which the school are very proud of the offering. Everyone, apart from Reception, have been to London this year.</p> <p>Committee members were informed of a planned trip to The Houses of Parliament and the school were extremely lucky to get this opportunity, via a ballot.</p> <p>The Finance Assistant has been doing a great job of encouraging the voluntary contributions for school trips, which was no easy task. Pupil Premium children receive a 50% discount of school trip costs.</p> <p>The HT was happy to inform the Committee that an anonymous donor, who has previously supported the school trips by covering any shortfall in contributions, has agreed to cover the same again next year.</p> <p>The Committee members expressed their gratitude to the anonymous donor for their generosity.</p>	
10	<p>Service level agreements and contract renewals</p> <p>This item will be postponed to the FGB in July.</p>	



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<p>11</p>	<p>Premises /H&S Update JCa has recently completed the Health and Safety monitoring visit, which has resulted in any concerns being added to the School Maintenance plan.</p> <p>Committee members were informed of probable changes to tree services, which until now have been managed and funded by the Local Authority (LA), and in most cases, will now become the responsibility of schools. This will result in a financial impact on the school and an administrative responsibility.</p> <p>Fulbourn have many well-established trees on site, so they await further details on how they will be affected by these changes.</p> <p>There was a recent tree survey carried out by the LA, and any required work from this should be carried out before September and before any changes take place.</p> <p>Q. Do we have any data from the last 5 years on what has been spent on the trees? A. No, it has all been managed by the LA. It is possible to make a subject data request.</p> <p>Q. Should we start exploring local tree surgeons to get an idea of costs? A. If Fulbourn are confirmed as a school that does need to cover their own surveys and work, then they will need advice from the LA first on how to achieve this.</p> <p>This is another cost (in addition to the staff pay increases) that has come post-budget approval. At present, the school do not know the cost implications for adopting their own tree services and need to await further details. The LA will still be supporting some schools, and Fulbourn may be included in this.</p>	
<p>12</p>	<p>Staff 12.1 Staffing update The school has successfully recruited to the Clock Charity funded 1 year temporary teacher position. An ECT(Early Career Teacher) who has recently completed an extended placement at the school has been appointed.</p> <p>A new baby has arrived for the member of staff on Maternity leave.</p> <p>There will be another Maternity post coming up in October and the school are hopeful to make a successful recruitment into this position.</p> <p>12.2 Staff wellbeing update After a period of reduced capacity as a result of two long term sickness absences, everyone is now back in work.</p> <p>One HLTA (Higher Level Teaching Assistant) continues in a seconded position. The school misses this additional capacity but the budget does not allow for additional HLTA hours.</p> <p>The Senior Leadership Team (SLT) are still required to cover teaching, so there is still a continued period of reduced capacity within the SLT.</p>	



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	<p>Generally, there is good wellbeing and high spirits among the staff.</p> <p>The Staff Governor, JCo, informed Committee members that Maths Hub colleagues and delegates had recently visited the school and expressed lots of positive praise for the initiatives used at Fulbourn.</p> <p>Interest has been shown in job opportunities at the school, following the Phonics day.</p> <p>The SLT are spending a significant amount of time dealing with complaints. The LA have run several useful courses on dealing with complaints and the school plan to review their Complaints policy as a result.</p>	
13	<p>School Policies Policies were circulated to Committee members ahead of the meeting for review and any suggested changes were highlighted.</p> <p>13.1 Health and Safety Policy 13.2 Fire Safety Policy 13.3 First Aid Policy 13.4 Environmental Policy</p> <p>The HT confirmed that there were no substantial changes to any of the above policies and all were based on recommended models.</p> <p>The HT noted that the specification of the training detailed within the Health and Safety policy will be double checked for clarity.</p> <p>Ratification: The Committee members unanimously agreed to adopt the above-mentioned policies.</p>	
14	<p>Governor Monitoring 14.1 Review Annual monitoring schedule All on track</p> <p>14.2 Discussion on committee monitoring activities A reminder was given to Committee members of the newly grouped subject links and to carry out their subject link visits this term and to submit a subsequent report.</p>	
15.	<p>Any Other Business / Upcoming Events 15.1 The next meeting will be 8th October 2025</p>	
	<p>Thanks were given to JCa for chairing and attending the meeting, as well as to LDH who attended for information.</p> <p>There being no further business, the meeting closed at 19.53pm.</p>	

ACTION GRID FROM P&R COMM. MEETING, 18TH JUNE 2025



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Actions carried forward from previous meetings:

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

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 2025-2026 – Wednesdays, to start at 7pm (in person)

10th September 2025
3rd December 2025
11th February 2026
18th March 2026
6th May 2026
15th July 2026

Dates of Committee Meetings 2025-2026 – Wednesdays, to start at 7pm (virtual)

T&L Committee– 1st Oct (target setting), 26th Nov, 25th March, 8th July

P&R Committee– 8th Oct, 19th Nov, 21st Jan, 11th March, 22nd Apr, 17th June