



# Dare to Discover

## Minutes of the meeting of the Premises & Resources Committee held virtually on WEDNESDAY 23<sup>rd</sup> APRIL 2025 at 7pm

### Governors Present:

James Wright (JW)	(ACTING CHAIR)
Beci McCaughran (BM)	(HT)
Jo Cooper (JCo)	
Sarah Davies (SDa)	
Fraser Rogers (FR)	

### Others present:

Helen Dunn (HD)	(Clerk to Governors)
Jo Boutell (JB)	(School Business Manager)

The meeting commenced at 7pm		Action										
<b>1.</b>	<p><b>Welcome &amp; Apologies</b> The Chair welcomed Governors to the meeting.</p> <p>No apologies were received.</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 12<sup>th</sup> March 2025</b> The minutes of the P&amp;R Committee meeting, dated 12<sup>th</sup> March 2025, were submitted, approved by Governors and will be signed by the Chair after the meeting.</p>											
<b>4.</b>	<p><b>Matters Arising from Minutes of Previous Meeting, 12<sup>th</sup> March 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> <p style="text-align: center;"><b>Actions carried forward from previous meetings:</b></p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 15%;"></th> <th>Item</th> </tr> </thead> <tbody> <tr> <td>9.1</td> <td>Review the exit interview questions <b>Ongoing – January 26</b></td> </tr> </tbody> </table> <p style="text-align: center;"><b>Actions from 12<sup>th</sup> March 2025</b></p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 15%;"></th> <th>Item</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>Submit two bids to Clock Charity <b>Covered later in agenda. Completed. Closed.</b></td> </tr> <tr> <td>11.2</td> <td>H&amp;S Monitoring visit before Easter <b>Ongoing. Will be completed imminently.</b></td> </tr> </tbody> </table>		Item	9.1	Review the exit interview questions <b>Ongoing – January 26</b>		Item	6	Submit two bids to Clock Charity <b>Covered later in agenda. Completed. Closed.</b>	11.2	H&S Monitoring visit before Easter <b>Ongoing. Will be completed imminently.</b>	
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<b>5.</b>	<b>Committee Membership</b>											



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	<p>5.1 P&amp;R Chair election Thanks were given to JW for acting as Chair for this meeting. JW agreed to continue as Acting Chair for the next P&amp;R meeting in June.</p> <p><b>Action:</b> Election of new Chair to be postponed until the next P&amp;R meeting on 18<sup>th</sup> June 2025.</p>	<b>Chair</b>
<p><b>6.</b></p>	<p><b>Finance Update</b></p> <p>6.1 Review of BMR and financial position No update was given at this meeting.</p> <p>6.2 Scrutiny of proposed Budget 2025-2026 and recommendations The document was shared with Committee members ahead of this meeting.</p> <p>This budget has been extremely tight and for the first time will result in a detriment to the children’s education and experience. The school continues to experience a falling roll which they believe is due to pupil mobility out of the village of Fulbourn.</p> <p>The proposed budget presented to the Committee is based on a 10-class model (classes funded by the LA and a 10<sup>th</sup> class teacher funded by the Clock Charity for 1 year). This avoids implementing operational PANs and restricting school growth.</p> <p>Even with this support from the Clock Charity, further cuts have to be made.</p> <p>Proposals are made to remove the Forest School for the next academic year, which is currently run by an external provider. The school will endeavor to replicate this experience using internal resources and staffing.</p> <p>The Specialist Sports Coach has also been removed from the budget in order to make savings.</p> <p>The school want to avoid making redundancies of their teaching staff as this is a costly process in itself and they do not want to lose their high quality teaching team. There may be opportunities for natural staff reduction in coming months, which would mean redundancies are avoidable.</p> <p>The school have a carry forward of £18,764, which is not as healthy and substantial amount as they would like.</p> <p>If the school were to receive the Special Educational Needs and Disabilities (SEND) back-pay then this would significantly improve the health of the budget.</p> <p><b>Q.</b> Do we know what the rule is on receiving SEND backpay? <b>A.</b> The Government are required to meet a 20-week deadline for finalising EHCP funding but are consistently missing this statutory deadline. Some schools are being informed that they will receive a back-pay, but this money has not actually been received yet. The school continue to argue and chase for the entitled back-pay.</p> <p>It is recommended that schools aim to spend no more than 5% of the Local Authority (LA) income. Even with the Clock Charity contribution, this budget has eaten into the carry forward amount. If they submit this budget, it is likely</p>	



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	<p>they will be carefully scrutinised by the LA. The LA Finance Advisor is being helpful.</p> <p>The school are reluctant to accept support from the Clock Charity for standard staffing, but they have little choice if they wish to maintain a 10-class structure.</p> <p>County are still projecting an increase in numbers, despite the roll consistently falling over recent years.</p> <p>The school premises has 16 classrooms and they may only be able to use 10 of these next year.</p> <p>The changes to Private School fees did not significantly impact the roll at Fulbourn.</p> <p>There may be some applications received in May for pupils who wish to join Fulbourn in any year other than Reception, but this is an unknown amount at the moment and the budget needs to be agreed before they will be informed of any applications.</p> <p>The HT informed Committee members that alongside the bid for teacher funding, the Clock Charity have also agreed to convert an unused room into a new sensory room for SEND pupils.</p> <p>The school will be exploring any additional lettings opportunities to generate income.</p> <p>The SEND back-pay will make the most significant difference to the budget.</p> <p>The School Business Manager (JB) presented a table of data showing the premiums for Absence Insurance over the last five years and the amounts claimed back each year. Committee members discussed the variants that affect the premium including who is covered, number of excess days, number of stress days covered, number of benefit days. They were informed that to commit to a like-for-like insurance cover it would cost £4745, but other options were presented for consideration.</p> <p>Committee members discussed removing the absence insurance from the budget completely and saving a pot of money to use when needed. There was doubt whether this pot of money would then remain protected from other financial priorities. They considered reducing stress days on the cover, but deemed this important moving forwards. They identified excess days as a possible area to alter, and also removing all staff other than the teaching team.</p> <p><b>Action:</b> Obtain a revised insurance quote which covers just the teaching staff absence. Only bring to FGB if the quote makes a significant saving, otherwise pay the like-for-like quote.</p>	
<b>7.</b>	<p><b>Clock Charity</b> Committee members discussed future security of these donations.</p>	<b>HT/JB</b>



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<b>8.</b>	<p><b>Premises /H&amp;S Update</b> The Governor H&amp;S monitoring visit has not yet been completed but the recent County H&amp;S review has adequately covered all responsibilities in this area for this term. Monitoring visit to be completed soon.</p>	
<b>9.</b>	<p><b>Staff</b> The school currently have a member of staff on Adoption leave, and another about to take Maternity leave. The school are advertising for a one-year position, rather than adoption/maternity cover.</p>	
<b>10.</b>	<p><b>School Policies</b> The policies for this meeting have been carried forward to the next P&amp;R meeting in June, to allow more time to discuss the budget in this meeting.</p> <p><b>Action:</b> Add policies to the next P&amp;R agenda</p>	<b>Clerk</b>
<b>11.</b>	<p><b>Governor Monitoring</b></p> <p>11.1 Review Annual monitoring schedule Committee members were advised that the monitoring schedule was on track and have previously highlighted the H&amp;S visit that is outstanding.</p> <p>11.2 Discussion on committee monitoring activities No reports submitted for this meeting.</p>	
<b>12.</b>	<p><b>Any Other Business / Upcoming Events</b></p> <p>12.1 The next meeting will be 18<sup>th</sup> June 2025</p> <p>12.2 Data breaches The school have recently been made aware of two data breaches.</p> <p>The first was an email received which had attempted to hack the system and obtain shopping vouchers available for PP pupils during school holidays. Other schools were also affected by this but the hack was unsuccessful. The LA have reset all related passwords.</p> <p>The second involved hackers logging in to the EPM/Payroll system and attempting to re-direct wages to different bank accounts. Again, this was identified in time and the system was quickly shut down.</p> <p>The school will consult with the ICT service to ensure the virus was not located internally.</p> <p>Q. Has this effected any other schools? A. The LA have communicated with other local schools as a warning, but EPM were indicating it was just Fulbourn that was hacked.</p>	
	<p>Thanks were given to JW for chairing the meeting.</p> <p><b>There being no further business, the meeting closed at 20.11pm.</b></p>	



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## ACTION GRID FROM P&R COMM. MEETING, 23<sup>RD</sup> APRIL 2025

### Actions carried forward from previous meetings:

	Item	Owner	Deadline
9.1	Review the exit interview questions	GOVS	January 26
11.2	H&S Monitoring visit before Easter	JW	March 25

### Actions from 23<sup>rd</sup> April 2025

	Item	Owner	Deadline
5.1	Election of new Chair to be postponed until the next P&R meeting on 18 <sup>th</sup> June 2025.	Clerk	June 25
6.2	Obtain a revised insurance quote which covers just the teaching staff absence. Only bring to FGB if the quote makes a significant saving, otherwise pay the like-for-like quote.	HT/JB	May 25
10	Carry forward policies to the next P&R agenda	HT/Clerk	June 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

### GOVERNOR MEETINGS

#### 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)



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**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