



# Dare to Discover

## Minutes of the meeting of the Premises & Resources Committee held virtually on WEDNESDAY 19<sup>th</sup> JUNE 2024 at 7pm

### Governors Present:

Jo Cooper (JCo)  
Joy Eldridge (JE)  
Kate Harvey (KH) (CHAIR)  
Beci McCaughran (BM) (HEAD)

### Others present:

Helen Andrews (HA) (Clerk to Governors)  
Jo Boutell (JB) (School Business Manager)  
Helen Dunn (HD) (Camclerk – observing)

		Action
1.	<b>Welcome &amp; Apologies</b> The Chair welcomed governors to the meeting in particular to HD who joined the meeting to observe a P&R Committee meeting. HD will be the new Clerk to Governors from the next academic year.  Apologies were received and accepted from JW, JCa and EY. The meeting was held virtually using MS Teams. The meeting was quorate.	
2.	<b>Declarations of Interest</b> There were no declarations of interest in items on the agenda.	
3.	<b>Minutes of Previous Meeting, dated 23<sup>rd</sup> April 2024</b> The minutes of the P&R Committee meeting, dated 23 <sup>rd</sup> April 2024, were submitted, and will be signed by the Chair after the meeting.	
4.	<b>Matters Arising from Minutes of Previous Meeting, 23<sup>rd</sup> April 2024</b> There were no matters arising from the last meeting.  Actions from the last meeting were discussed: 9.2 (from March meeting) JB to explore options with EPM about adding in contracted hours for CPD opportunities for support staff. <b>KH reminded governors that this action arose from discussions around first aid training. JB has emailed EPM but, to date, she has not received a response. Currently, TAs are not contractually obliged to attend inset days for training. Governors agreed that a review of all contracts may be beneficial to ensure important training is being received.</b>	
5.	<b>Finance Update</b>	



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	<p>5.1 <u>Review of latest budget monitoring report (BMR)</u></p> <p>A report was shared by the Business Manager ahead of the meeting.</p> <p>JB reported no major updates or concerns with the current budget. Salaries will look unbalanced until September 2024. Grounds Maintenance looks like it has been overspent, but it isn't as it features commitments budgeted for the next 12 months. Health &amp; Safety also looks like it is over budget as a couple of major subscriptions have recently been paid. Additional income is showing in the Miscellaneous Income budget – including the prize from the recent Raspberry Pi competition winnings and associated travel costs. School has also received reimbursement for support provided by a member of staff to another local school. There are no electricity costs currently showing in the budget monitoring report as billing continues to be an issue with the current provider. Being only two months into the new financial year, JB hopes that the June 2024 BMR will be more meaningful for review by governors.</p> <p>Governors learnt of a shortfall in EHCP funding due to two pupils moving to new schools. In consideration of the anticipated high needs of the new Reception cohort, BM is not concerned by the budgetary impact of these children leaving currently.</p> <p>Governors discussed the impact of the election on school funding. SEND is an area of priority for all major parties as education remains a priority consideration for the country.</p> <p>Governors thanked the SBM for the financial update.</p> <p>5.2 <u>Catering provider update</u></p> <p>The second tender closed with no further interest by other contractors. The school are working with one contractor to finalising the details. The process of TUPE for staff in the kitchen will start ahead of a fresh start in September 2024. There should be no reason for a "sticky" start in the new year as existing staff are currently in post. A working party will be appointed to monitor the impact of the new provider.</p> <p><b>Action:</b> JB to share financial comparison of the current provider against the successful bid at the next meeting for review by governors.</p>	<p><b>JB</b></p>
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	<p>School leaders are positive about the arrangements in place with the new catering contractor. Governors were thanked for their support in appointing them.</p> <p>5.3 <u>Fulbourn Clock Charity Update (SI)</u> No update at this meeting.</p> <p>5.4 <u>Review of LA letter – Use of Reserves</u> A copy of the letter addressed to the Chair of Governors and the Headteacher from the local authority was shared ahead of the meeting for consideration by governors.</p> <p>The Chair felt it would be interesting to learn how the school's reserves compare with other local schools. Since September 2023, school reserves have reduced by 60%. Governors understood that it is not best practice to hold on to reserves as it was important to focus on the needs of children currently in school. There are robust minutes for challenging the preferred class structure for next academic year, and the school is unique as we have the support of the Fulbourn Clock Charity.</p> <p>The houses on the local development are now being sold – there is good evidence to show that governors consider the school's operational costs compared to its financial sustainability. The budget was based on a worst-case scenario – so it is very realistic. The budget was also endorsed by the school's local authority Financial Adviser, who is comfortable with the school's decisions for the year ahead. Governors welcomed the opportunity to meet with the school Financial Adviser to discuss the letter, should it be required.</p> <p><b>Action:</b> KH will follow up with the local authority Financial Adviser to action the letter concerning use of the school's reserves.</p>	<p><b>KH</b></p>
<p><b>6.</b></p>	<p><b>Premises /H&amp;S Update</b></p> <p>6.1 <u>Premises/H&amp;S Update</u> In JW's absence from the meeting, BM provided a brief verbal update for this item. The Site Manager has been off poorly, so a visit by the Health &amp; Safety Link would have not been possible.</p> <p>OPAL continues to be engaging for the children, the project is making a significant reduction in SEMH issues at breaktimes. Leaders have shared photos of the children enjoying the OPAL resources on the school website. Risk assessments are taking place to ensure safe risks are being encouraged to provide</p>	

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	<p>wonderful play opportunities to the children. A policy to support the OPAL Support Team will be shared at the next FGB meeting – OPAL Play Policy.</p> <p><b>Action:</b> Clerk to add review of the OPAL Play Policy to the agenda for the next meeting.</p>	<p><b>Clerk</b></p>
<p><b>7.</b></p>	<p><b>Staff</b></p> <p>7.1 <u>Staffing update</u>          Since the last meeting, the Finance Administrator has resigned from her post. The school support and encourage her with the next steps in her career.</p> <p>There have been 6 applications for the vacancy, with 3 shortlisted for interviews on Friday this week. BM thanked the School Business Manager for her work on improving recruitment packs to attract the best candidates.</p> <p>Temporary TAs have been communicated to confirm that their contracts will end at the end of this academic year. They have been a real asset to the school. Depending on the needs of the new reception cohort, it may be necessary to recruit for additional support staff within the next 12 months. EHCP applications are increasing. As new EHCPs are granted, support staff will be appointed on temporary contracts to support those children.</p> <p>The new ECT is becoming a real member of the team. Staff see her as an asset to the school moving forward. Governors learnt of the planned return for a member of staff currently on maternity leave.</p> <p>7.2 <u>Staff wellbeing survey</u>          A copy of the feedback from the recent staff wellbeing survey was circulated ahead of the meeting for review by governors.</p> <p>The receipt of 21 responses was a little disappointing, all members of staff had access to the survey and contributed during the last Ofsted inspection. School leaders believe that the overall feedback is a reflection of the current feeling of staff in school. Due to the nature of funding and staff in school – there has been a good number of staff providing capacity this year. Staff may notice a change as capacity tightens over the next 12 months in line with financial challenges.</p> <p>Governors noted the positive responses about the school’s management of behaviour across the school. Strategies for</p>	

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	<p>supporting specific children are fully embedded. All staff are confident and equipped to respond to behavior with a restorative approach. The Headteacher felt that more communication is required to get the support of the parental body around the restorative approach. Some parents still prefer a child to receive a sanction because of their own experiences in school.</p> <p>Acknowledging the responses of a number of TAs, support staff are positive about the changes made in school to improve the school day – staff are particularly positive about the OPAL project. Staff were also complimentary of the support provided by the leadership team.</p> <p>The PSHE Team are responding to a comment by a teacher about bullying. The school will also consider how to achieve higher expectations from the children moving forward.</p>	
<b>8.</b>	<p><b>School Policies</b></p> <p><b>Governors are kindly asked to pre-read these policies ahead of the meeting in preparation for scrutiny – yellow highlights indicate a revision. All are based on a review of model policies.</b></p> <p>8.1 <u>Environmental Sustainability Policy</u> <b>Ratification:</b> Governors unanimously approved the Environmental Sustainability Policy.</p> <p>8.2 <u>First Aid and Medicine Management Policy</u> <b>Ratification:</b> Governors unanimously approved the First Aid and Medicine Policy.</p> <p>8.3 <u>Fire Safety Policy</u> <b>Ratification:</b> Governors unanimously approved the Fire Safety Policy.</p> <p>8.4 <u>Health and Safety Policy</u> <b>Ratification:</b> Governors unanimously approved the Health &amp; Safety Policy.</p> <p>8.5 <u>Lettings Policy</u> In consideration of increased running costs of the school, a daytime lettings charge is being considered alongside an after school/evening lettings charge. The school is actively looking for more bookings as a means of income generation.</p> <p>Daytime charges to remain the same with an additional premium for afterschool/evening bookings. An additional £2.50 is being considered for the big halls, with £1.30 for smaller</p>	



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	<p>rooms – equating to a rise of approximately 10%. Governors understood that the rise would support the overtime for the Site Manager to close the school building after each booking.</p> <p>Rates for the old school building will need to be considered as part of the review of the Service Level Agreement with the preschool.</p> <p><b>Ratification:</b> Governors unanimously approved the Lettings Policy.</p> <p>There were no further policies for review at this meeting.</p>	
<p><b>9.</b></p>	<p><b>Governor Monitoring</b></p> <p>9.1 <u>Review Annual monitoring schedule</u>            JE shared the monitoring report around the Induction Policy just before the meeting, which started back in February 2024. A number of new members of staff have been contacted. When interviewed, all new staff were overwhelmingly supportive of their induction. The record keeping behind the technical induction following the administrative element is not as tight as it could be. There are opportunities to improve the induction process. Overall, the visit was a useful exercise. The Induction Policy will be reviewed with a more critical eye at the next review, it will be re-sequenced to support all roles across the school. Governors noted the lack of the SENDCo during the induction of the latest round of TAs was impactful on their induction.</p> <p>The Clerk advised that the implementation of a Governor Induction Policy will support the induction of new governors moving forward. The new Clerk will support JCa to review the process to ensure a consistent approach is applied.</p> <p>9.2 <u>Discussion on committee monitoring activities</u>            Governors reviewed the current monitoring schedule to review the remaining visits planned for the term.</p> <p>Spring P&amp;R monitoring remains outstanding – the Financial Adviser could be invited to a future meeting to record his feedback around the latest letter about reserves. JCa will be invited along to learn more about the school’s budget situation.</p> <p><b>Action:</b> KH will remind JW about his outstanding monitoring responsibilities this term. BM will update the monitoring schedule ahead of the FGB meeting on 2<sup>nd</sup> July 2024.</p>	<p><b>KH, JW</b></p>

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<b>10.</b>	<b>Any Other Business / Upcoming Events</b> 10.1 The date for the next meeting will be agreed at the next FGB meeting on 2 <sup>nd</sup> July 2024.  10.2 Governors discussed their strategy for appointing new governors to fill vacancies on the governing board. The school's Financial Adviser will be asked for local authority colleagues with a financial background that may be willing to support the school moving forwards.  10.3 Governors thanked PC for her work and support provided to the school business manager. BM acknowledged the role that the office team have played in stabilising the school at a time of high turbulence. PC leaves her role at the end of term. BM thanked PC for all her work undertaken to support the school during her employment.  10.4 KH gave her apologies for the next FGB meeting, on 2 <sup>nd</sup> July 2024.  There being no further business, the meeting closed at 8.20pm.	
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## ACTION GRID FROM P&R COMM. MEETING, 19<sup>th</sup> JUNE 2024

	<b>Item</b>	<b>Owner</b>	<b>Deadline</b>
5.2	JB to share financial comparison of the current provider against the successful bid at the next meeting for review by governors.	JB	Next meeting
5.4	KH will follow up with the local authority Financial Adviser to action the letter concerning use of the school's reserves.	KH	ASAP
6.1	Clerk to add review of the OPAL Play Policy to the agenda for the next meeting.	HD	Next meeting
9.2	KH will remind JW about his outstanding monitoring responsibilities this term. BM will update the monitoring schedule ahead of the FGB meeting on 2nd July 2024. <b>Completed, closed.</b>	KH 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 2023-2024

#### Dates of FGB Meetings 2023-2024 – to start at 7pm (at school)

Tues - 26th September 2023  
 Tues - 5th December 2023  
 Tues - 6th February 2024  
 Tues – 19th March 2024  
 Thurs 9th May 2024  
 Tues 2nd July 2024

#### Dates of Committee Meetings 2023-2024 – to start at 7pm (held virtually)

T&L Committee (Tues) – 3rd Oct, 28th Nov, 5th March 2024, 16th July  
P&R Committee (Weds) – 11th Oct, 22nd Nov, 24th Jan 2024, Tues - 12th Mar, Tues - 23rd Apr, 19th June

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