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**Minutes of the meeting of the
Premises & Resources Committee held virtually on
WEDNESDAY 20th November 2024 at 7pm**

Governors Present:

- Jo Cooper (JCo)
- Sarah Davies (SDa)
- Kate Harvey (KH) (CHAIR)
- Beci McCaughran (BM) (HEAD)

Others present:

- Helen Dunn (HD) (Clerk to Governors)
- Jo Boutell (JB) (School Business Manager)
- Aisling Blagg (AB) (Finance Administrator)

		Action						
1.	<p>Welcome & Apologies The Chair welcomed Governors to the meeting.</p> <p>Apologies were received and accepted from JW, who is absent from his Governor duties for a short period of time and hopefully back soon.</p> <p>The meeting was held virtually using MS Teams.</p> <p>The meeting was quorate.</p> <p>Everyone introduced themselves to AB, who is joining the meeting for the first time.</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 19th June 2024 The minutes of the P&R Committee meeting, dated 16th October 2024, were submitted, and will be signed by the Chair after the meeting.</p>	Clerk						
4.	<p>Matters Arising from Minutes of Previous Meeting, 16th October 2024 There were no matters arising from the last meeting.</p> <p>Actions from the last meeting were discussed:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td align="center">3</td> <td>Sign and ratify minutes of previous meeting, dated 19th June 2024 Completed. Closed</td> </tr> <tr> <td align="center">5.1</td> <td>Check that the Maintenance plan is included in the Schedule of Work Completed. Closed</td> </tr> <tr> <td align="center">5.1</td> <td>Research best practice for monitoring of disciplinary and grievance procedures Completed. Closed</td> </tr> </table>	3	Sign and ratify minutes of previous meeting, dated 19 th June 2024 Completed. Closed	5.1	Check that the Maintenance plan is included in the Schedule of Work Completed. Closed	5.1	Research best practice for monitoring of disciplinary and grievance procedures Completed. Closed	
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	<p>5.1 Incorporate training monitoring within the current monitoring schedule Completed. Closed</p> <p>6.2 Draft two bids and present at the next P&R meeting Discussed later on the agenda</p> <p>8.2 Circulate an introductory email about SDa and her new roles Completed. Closed</p> <p>10.2 Ensure cover of the H&S Governor role for the short term JCa to cover for the short term and thanks were given to her. Completed. Closed</p>	
	<p>The Chair informed Governors that the meeting will be finished at 8pm and the Pay Committee meeting held immediately afterwards. Jennifer Caisley will be joining at that point to ensure the Committee are quorate.</p>	
6.	<p>Finance Update</p> <p>6.1 <u>Review of BMR and financial position</u></p> <p>The Headteacher once again thanked JB and AB for all their hard work dealing with the inadequate Local Authority system. Governors were again informed of the failings of the financial system, which was recommended by the LA, and the effect this is having on the school's processes. There is no 3-year forecast, making it very difficult to make informed longer-term decisions. Everything is recorded on excel and manually entered. It is very difficult to forecast for staffing and if urgent action was required then there is no financial data to hand to aid decision making. The school are currently managing their budget very effectively, but if anything changes then reliable and readily available data will be paramount.</p> <p>The SBS system is currently 6 months through their second year and still not working properly.</p> <p>The school have made complaints regarding this. JB going to check the SLA to see if it's possible to withhold payments until the system is usable. A suggestion was made that a representative from the LA is requested to come to address Governors on this issue.</p> <p>Action: JB to let KH know who the best person is to address a letter of complaint from the Governors.</p> <p>The Chair thanked JB and AB for their continued help on behalf of the Governors and acknowledged that the best decisions cannot be made without an efficient financial system.</p> <p>The School Business Manager talked Governors through the report that had been shared ahead of the meeting.</p> <p>Support staff pay increases are showing as an overspend, due to the recent government approval, which is being back dated and was not budgeted for. Teacher Absence cover is also showing as an overspend, due to long term sickness absence, despite an insurance claim related to the accident at work.</p>	JB

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	<p>Catering is also costing more than anticipated, however they do expect this to improve. The Census days results will eventually increase money coming in. It should be noted though, that there has been a significant improvement to the catering provision with this. They are considering whether they should increase the price of school meals next year to help with this. It was recently increased from £2.60 to £2.70 and may need to rise again. The school are considering carefully how much families would be willing to pay for a school meal.</p> <p>AB mentioned that some families are not paying for the meals when they should and that this should be managed too.</p> <p>It was noted that the Government do not contribute enough to school meals.</p> <p>It was agreed that half a term with the new catering provider is not long enough to get a good picture of it's success and the school will continue to review the provision every half term.</p> <p>They are expecting the numbers to drop off a little in the summer months, but they are planning to offer Grab Bags so children can eat sandwiches outside, which they hope will be popular.</p> <p>The Chair thanked all the team for their efforts with the finances across the board.</p> <p>6.2 <u>Fulbourn Clock Charity</u> School Leaders had not yet had the capacity to work on the two new bids as yet, but Governors were reassured that the bids would be largely like-for-like and that the Clock Charity had indicated that the bids would be welcomed. The school will be carefully considering any changes to the bids and how much to bid for.</p> <p>There is funding already in place until the end of this academic year 24-25, so the bids would be regarding the next academic year.</p> <p>6.3 <u>Catering provider update</u> Previously discussed under item 6.1.</p> <p>Q. Will the Census data be shared with Governors? A. The data results are covered in part within other reports, but the full data will be shared with Governors at FGB.</p> <p>The Headteacher fed back to Governors regarding comments from 2 families about credit card charges taken by the school App. The school have investigated further and been informed that there may be additional charges applied if parents pay on the App using their credit card, but these are determined by the credit card provider, rather than the App. The school have communicated this as clearly as they can.</p>	
7.	Premises /H&S Update 7.1 <u>Premises/H&S Update</u>	



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	<p>There are both a Health and Safety Review and a Safeguarding Review scheduled in over the coming weeks and both are very welcomed by the school, as neither have happened within the last 5 years.</p> <p>The Headteacher had wondered whether the H&S review had been triggered by the recent accident at work, which has led to long term sickness. Additional training has been arranged on using step stools safely.</p> <p>The Safeguarding review is scheduled for next week and SDa will be in attendance as the Link Governor.</p> <p>The H&S review is scheduled for the 4th December. KH offered to join this online for part of the meeting.</p>	
8.	<p>Staff</p> <p>8.1 <u>Staffing update</u> Currently no vacancies being advertised.</p> <p>The long-term sickness absence has been covered by a supply teacher for 3 days a week. It is currently unclear when the injured staff member will be returning. The supply teacher is pregnant and due a baby over the Christmas period, so a plan needs to be put in place. For now, they will use internal staff to cover from the time the supply teacher goes on Maternity leave until the Christmas holidays, but they will need to consider how to cover the position in the new year if the staff member is still off. Communications will also need to go to the relevant families to reassure them. The school have informed the agency that further long term supply cover may be required in the new year.</p> <p>JCo added that the current supply teacher has been great and that they are grateful for her help.</p> <p>Governors received an anonymised update on staff-related matters and were reassured that the school has the necessary policies in place to support individual members of the team accordingly.</p> <p>8.2 <u>Staff wellbeing update</u> Having lost four Teaching Assistants and gaining a challenging Reception class with high needs, and EHCPs overdue, this half term has been challenging, but wellbeing is still good. There is a recognisable strain on workload and the school acknowledge that they are drawing on staff's good will.</p> <p>The staff are frustrated as they want to progress with their roles but are still firefighting daily challenges within the team. Staff are stretched largely due to high teacher sickness this term.</p> <p>Having said this, there is a high turnout for the staff Christmas party which is a good sign.</p> <p>JCo seconded all comments made by the Headteacher and added that there are a few factors leading to the strain on the staff wellbeing but that everyone is pulling together.</p>	



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<p>9.</p>	<p>School Policies</p> <p>9.1 <u>Accessibility Plan</u> Currently working through the final year of the 3-year plan and about to conduct a significant audit of the changes put in place. Work has been carried out on accessibility of information, including the website and the App. The school have a high number of Autism and ADHD cases and are looking at sensory areas for them, which may also be addressed within the audit.</p> <p>The Headteacher mentions that the audit of the Accessibility Plan would be a great project for a new Governor to work on with her and to bear this is mind when new Governors join.</p> <p>Very few changes made to the Accessibility Plan</p> <p>Ratification: The Governors unanimously approved the Accessibility Plan.</p> <p>9.2 <u>Pay Policy</u> The Pay Policy is the LA approved model, and the main difference recommended by Government is that pay increases are not performance related. This makes little difference to the school, who would always deal with any performance issues under their capability policy. It will mean less paperwork for School Leaders.</p> <p>Action: JB will update Governors with the new Government- approved pay scales for their information</p> <p>One small amendment was discussed on the last page of the policy.</p> <p>Ratification: The Governors unanimously approved the Pay Policy, subject to the above-mentioned amendment.</p>	<p>JB</p>
<p>10.</p>	<p>Governor Monitoring</p> <p>10.1 <u>Review Annual monitoring schedule</u> Monitoring meetings are arranged for this term, and everything is on track for required activities and policies</p> <p>10.2 <u>Discussion on committee monitoring activities</u> Thanks was given to SDa for the recent monitoring reports that were conducted and her speed in reporting back. Her reports will go to the FGB for review.</p> <p>SDa gave an overview of her recent monitoring visits. She has attended the Breakfast Club earlier this week.</p> <p>She also visited the Wellbeing Committee, with a view to checking that the children felt their voices were heard. She identified that some children were not sure that their opinions had been listened to and acted on, and found that often feedback was not given to them. The Headteacher is planning to bring this point to the SLT for consideration.</p> <p>The Headteacher suggested that they could invite some of the Wellbeing Committee members (along with parent supervision) to join an online Teaching and Learning committee meeting with the Governors in the summer term. They could give a short presentation at the beginning of the meeting.</p>	

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11.	<p>Any Other Business / Upcoming Events</p> <p>11.1 <u>The next meeting will be 22nd January 2025</u></p> <p>11.2 <u>A meeting date of the Pay Committee</u> This is to be conducted immediately after the current meeting.</p> <p>11.3 <u>Broadband provision</u> The LA had previously given the Broadband tender to Virgin but the deal has fallen apart. The LA have now informed schools that they have until the 30th November to source and agree contracts with a Broadband provider directly. This will be an additional cost to the school. JB is working closely with other SBMs and BM is consulting with other Headteachers to share advice on this issue. They have already done a significant amount of research into this and will be obtaining 4 quotes for a new provider. They will agree to the most reliable and best service, rather than the cheapest, as reliable and quick internet is paramount to the efficient running of the school.</p> <p>11.4 <u>Health and Safety Helpdesk</u> The current contract with Strictly Education will be changing in January, with the loss of the H&S Helpdesk. The school are needing to source a new arrangement for a Helpdesk. The timing of this is poor but they are trying to not rush into a decision. They are deciding on level of cover required and liaising the School Caretaker, who would sometimes source his own contractors anyway.</p> <p>Q. Would we look to move the whole contract or just the Helpdesk? A. They are considering all options. They are not panicking and will make an informed decision.</p> <p>There being no further business, the meeting closed at 19.59pm.</p>	
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ACTION GRID FROM P&R COMM. MEETING, 20th NOVEMBER 2024

	Item	Owner	Deadline
3	Sign and ratify minutes of previous meeting, dated 16 th October 2024	Clerk	Dec 24
4	Draft two bids for the Clock Charity	BM	Ongoing
6.1	Let KH know who the best person is to address a letter of complaint from the Governors regarding the LA Finance system	JB	Dec 24
9.2	Update Governors with the new Government- approved pay scales for their information	JB	Dec 24

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:



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- 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)

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

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

T&L Committee– 2nd Oct, 27th Nov, 5th March, 16th July

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