



Dare to Discover

Minutes of the meeting of the Premises & Resources Committee held virtually on WEDNESDAY 22 January 2025 at 7pm

Governors Present:

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

Others present:

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

The meeting commenced at 7pm		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>							
2.	<p>Declarations of Interest There were no declarations of interest in items on the agenda.</p>							
3.	<p>Minutes of Previous Meeting, dated 20th November 2024 The minutes of the P&R Committee meeting, dated 20th November 2024, were submitted, approved by Governors and will be signed by the Chair after the meeting.</p> <p>Q. A Governor asked whether the confidential minutes from the Pay Committee meeting should be submitted to the clerk and stored on Governor Hub. A. It was agreed that due to the confidential nature of the minutes, they should be filed internally.</p>	Clerk						
4.	<p>Matters Arising from Minutes of Previous Meeting, 20th November 2024</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" data-bbox="300 1787 1238 1977"> <thead> <tr> <th></th> <th>Item</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>Sign and ratify minutes of previous meeting, dated 16th October 2024 Completed. Closed.</td> </tr> <tr> <td>4</td> <td>Draft two bids for the Clock Charity Ongoing.</td> </tr> </tbody> </table>		Item	3	Sign and ratify minutes of previous meeting, dated 16 th October 2024 Completed. Closed.	4	Draft two bids for the Clock Charity Ongoing.	HT
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	6.1	Let KH know who the best person is to address a letter of complaint from the Governors regarding the LA Finance system Completed. Closed.	
	9.2	Update Governors with the new Government- approved pay scales for their information Completed. Closed.	
5.	<p>Finance Update</p> <p>5.1 Review of BMR and financial position The school were unable to share the Business Manager’s Report (BMR) with Governors due to the failings of the finance system, meaning the cost-centre level was unreliable in this instance. They shared that bottom-line figures are as expected, and it is the fine detail in the manual coding which requires a second review. The School Business Manager (SBM) is re-checking the data and the BMR will be forwarded to Governors within 7 days of the meeting. The Headteacher (HT) did say that there was nothing surprising in the data.</p> <p>5.2 LA Finance system update Governors reflected on the response given by the Local Authority (LA) regarding the errors in the SBS finance system. They feel the response was poor, finding the tone unhelpful and the excuses unacceptable. The LA are advising that schools shouldn’t rely on the SBS system, yet previously they were expected to do so. Schools were not forewarned of a reduction in functionality and there is still no clarity regarding how the end product should operate and what they can expect from this. At present, the system is unreliable for reporting and for modeling. Governors are reminded that many other schools have been affected by the same failing system.</p> <p>Thanks were once again passed to both JB as SMB and AB for their relentless hard work in combatting the problems caused by this system.</p> <p>Q. The task of forming the new budget will be required soon; can we rely on the SBS system to correctly forecast staff pay costs for the budget? A. After rigorous checking, they believe the staff pay is correct for next financial year.</p> <p>It was highlighted that the funds from the Clock Charity have been essential in keeping money in the bank and the school are extremely grateful for this.</p> <p>Q. How should Governors respond to the LA’s most recent communication? A. It was agreed to state that their response was noted, but that the matter has not been resolved to a satisfactory standard.</p> <p>ACTION: Respond to LA regarding SBS finance system complaints</p> <p>Governors were reminded that the school’s Local Authority Financial Advisor (LAFA) will be leaving their position soon and a replacement is required very soon, due to the imminent budget setting.</p> <p>5.3 Class structure The budget for next year is looking very tight, as there is an expected reduction of £25k in income from the LA, despite having to deliver the same service.</p> <p>The LA projected numbers are 278 children for the coming September, which justifies a 10-class model. The LA have indicated that they expect a couple of extra children to join each year group and the reception cohort to consist of 40 children.</p>		KH



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	<p>The LA are predicting this significant growth, however the school can currently see little evidence of this.</p> <p>If the numbers are not as high as the LA predict then there is a strong argument for a 9-class model and this would be more manageable within the budget. This would be possible with a roll number of 259 children from September.</p> <p>With the school's current roll number, a 9-class model is appropriate but there would be no room for growth. KS1 classes must not exceed 30 pupils, and despite KS2 being able to have large class numbers, the classrooms are not designed for more children.</p> <p>Financially, the 9-class model is best, but the school aims to grow. The expected 10-class model stretches the budget considerably. There is no guarantee that the school will receive the LA predicted increase of 20 pupils, so careful decisions are needed.</p> <p>Q. Would the 9-class model require teacher redundancy? A. It is possible to manage the change without redundancies, due to current staff Maternity and Adoption Leave, which the school would not then need to reappoint for.</p> <p>The class modeling and BMR will both be scrutinized thoroughly at the next FGB meeting.</p> <p>Q. With this in mind, is it difficult to manage and organize the most appropriate class sizes? A. It's a very complicated task and they are reluctant to make the KS2 class sizes too big. They also want to avoid a forced restructure.</p> <p>Q. With the 10-class model the Years 2/3/4 are all mixed. Is this normal? A. Very normal. At another local school which is built for 14 classes, the numbers are so low that they currently run 6 mixed classes. The law concerns itself with the number of pupils registered in each class, rather than their year group, so mixing year groups is common in schools.</p> <p>Governors thank the HT and team for spending the time considering these options.</p>	
6.	<p>Pupil Premium Plan</p> <p>The Pupil Premium (PP) plan was circulated to Governors ahead of the meeting.</p> <p>The document demonstrates the 3-year strategy and the 1-year plan, with no significant difference in this recent update.</p> <p>Particular points to note are:</p> <ul style="list-style-type: none"> - PP children can have lower language skills - Lower skills can be exacerbated by unsupported home working - Vulnerable children are more likely to have lower attendance - Mental Health concerns are an ever-increasing problem - PP phonics data has improved - Multiplication and times tables is a little disappointing compared to the previous year. 	



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	<p>- Enhanced experiences are designed to support PP, such as the London Theatre trip that is taking place during the meeting.</p> <p>JCo is finding her continued professional development training is helping to educate her on such topics. She is then, in turn, able to convey her training to the rest of the team, including the Teaching Assistants. She has received national level Maths Hub training, which has enabled networking opportunities and enhances best practice.</p> <p>The PP report will be added to the school website before Christmas and is monitored annually.</p>	
<p>7.</p>	<p>Premises /H&S Update</p> <p>7.1 <u>Premises/H&S Update</u> The boiler in the new part of the building has broken and is proving hard to fix, as a new electrical part is needed. Parts of the building have hence been very cold, and some staff and children have needed to be relocated. The school have contacted the manufacturer, and the Caretaker is manually monitoring the temperatures across the school. Everyone is safe and the school are doing everything they can at present. They hope that the repair costs will be covered already by the budget.</p> <p>7.2 H&S Audit and action plan The recent Health and Safety (H&S) audit was very positive, with minor recommendations for enhancing documentation and picking up on updates.</p> <p>Governors were impressed that there were no significant concerns and congratulated the team on their efforts, particularly JB, Ellie Crowe and the Caretaker. They were pleased to see that all staff are involved and on board with the processes.</p> <p>Q. Were there any actions that the school would find challenging? A. No. All actions were based on enhancing a good outcome into an even better outcome. The SBS finance system is the main hindrance in achieving this, as it is taking up too much time.</p> <p>7.3 Broadband provision JB explained that the process of researching new providers and quotes and learning the technicalities has been challenging and time consuming. Russ Fry has been instrumental in this process. There has been a huge variation in prices.</p> <p>The Schools Broadband Service has been chosen, who are an experienced provider to schools. The school are currently liaising with this provider to start the contract in April.</p> <p>Thanks were passed to JB for managing this extra workload and to Russ for his valuable help. They have made a courageous decision, and all the due diligence was carried out.</p> <p>Q. Is there adequate filtering and monitoring tools offered by this provider to fulfil safeguarding requirements? A. The service is like-for-like with the old provider, so safeguarding is covered.</p>	



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	<p>Q. Can we look to pull from both the EPM model questions and some of the more internal questions relevant to Fulbourn? A. Yes. Some of the model questions are not relevant or appropriate and questions should be designed for all staff, not just teaching staff.</p> <p>ACTION: Committee members to thoroughly review the exit interview questions over the next year, including referring to other sources.</p> <p>The current exit interview questions are adequate for now.</p> <p>SDa to be involved in the review, as the Wellbeing Link Governor.</p> <p>Ratification: The Governors unanimously approved the Exit Interview Policy, with the existing questionnaire.</p>	GOVS
10.	<p>Governor Monitoring</p> <p>10.1 <u>Review Annual monitoring schedule</u> An updated schedule was not available for this meeting.</p> <p>10.2 <u>Discussion on committee monitoring activities</u> ACTION: KH to complete a monitoring visit this week regarding 'Use of Additional Funds'.</p> <p>10.3 Wellbeing Visit report Thanks was given to SDa for completing the report.</p> <p>Q. A Safeguarding monitoring visit is due this term. Is there a way to access parent feedback? A. It is possible to conduct a survey to obtain parent feedback, however it was agreed that the Safeguarding monitoring obligation had been covered for this term already by the recent LA review.</p> <p>ACTION: Ensure another Governor is in place as H&S link until the return of the usual link Governor. JCa was possibly able to cover this requirement.</p>	KH HT
11.	<p>Any Other Business / Upcoming Events</p> <p>11.1 Committee membership and Chair position The HT informed Governors that there is a possible new Governor ready to join the Governing Board and the P&R Committee. He is an NHS Director, with a 1-year-old who they hope will join the school. She is meeting with him soon and hopes to update Governors after that.</p> <p>The appointment of a new Chair to the P&R Committee remains unresolved at present.</p> <p>Q. Is there an update on efforts from the Recruitment Agency employed to source new Governors? A. Applicants have been put forward, but no one has been appropriate yet. The HT is meeting another hopeful candidate at the end of the month however and will continue to ask for parent volunteers.</p> <p>KH offered to give a handover to the new Chair, once decided.</p> <p>It is possible that there will be two new members of the P&R Committee by the next Committee meeting.</p>	



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11.2	The next meeting will be 12 th March 2025	
	<p>AOB The HT noted that this was the last official Governor meeting for KH. She has been incredible as the Finance Governor, and always calm and reasonable. Her financial expertise has not been her only contribution to the Board, but also her positive attitude, always being supportive and giving so much of her own time. Many thanks to KH were given on behalf of the Governors.</p> <p>KH remarked on the impressive effort given from the whole school team. She noted the many changes that have occurred over her 8-year tenure and especially through the Covid19 pandemic. She has appreciated the dedication and commitment from all staff and Governors and has learnt lots during her time on the Board.</p>	
	There being no further business, the meeting closed at 20.17pm.	

ACTION GRID FROM P&R COMM. MEETING, 22ND JANUARY 2025

	Item	Owner	Deadline
3	Sign and ratify minutes of previous meeting, dated 20 th November 2024	Clerk	Dec 24
4	Draft two bids for the Clock Charity	BM	Ongoing
5.2	Respond to LA regarding SBS finance system complaints Completed. Closed.	KH	January 25
7.3	Send all safeguarding information relevant to the new Broadband provider to SDa.	JB	March
7.4	Add H&S Helpdesk to next agenda	Clerk	March
9.1	Review the exit interview questions	GOVS	January 26
10.2	Complete monitoring visit this week regarding 'Use of Additional Funds'. Completed. Closed.	KH	January 25
10.3	Ensure another Governor is in place as H&S link until the return of usual link Governor.	HT	January 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



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- 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