



Dare to Discover

Minutes of the meeting of the Premises & Resources Committee held virtually on WEDNESDAY 29th JUNE 2022 at 7pm

Governors Present:

Jo Boutell (JB)
Toby Cave (TC)
Joy Eldridge (JE)
Kate Harvey (KH) (CHAIR)
Beci McCaughran (BM) (HEAD)
Elizabeth Young (EY)

Others present:

Helen Andrews (HA) (Camclerk)

		Action
1.	Welcome & Apologies The Chair welcomed governors to the Premises and Resources Committee. Apologies were received and accepted from JW. The meeting was held virtually using MS Teams. The meeting was quorate.	
2.	Declarations of Interest There were no declarations of interest in items on the agenda.	
3.	Committee Membership Matters There were no committee membership matters at this meeting.	
4.	Minutes of Previous Meeting, dated 9th March 2022 The minutes of the P&R Committee meeting, dated 9 th March 2022, including the confidential item, were submitted and will be signed by the Chair once face to face meetings resume. Minutes of Previous Meeting, dated 26th April 2022 The minutes of the P&R Committee meeting, dated 26 th April 2022, were submitted and will be signed by the Chair once face to face meetings resume.	
5.	Matters Arising from Minutes of Previous Meeting, 26th April 2022 The Teams action is not a current priority and was removed from the action grid.	



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	<p>JK has not got in touch with KH for an exit interview. Governors decided to close this action.</p> <p>All remaining actions were completed and closed.</p>	
6.	<p>Finance Update</p> <p><u>6.1 – Review May 2022 BMR</u></p> <p>The Chair gave her thanks to JB for circulating the latest BMR report. Nothing much to report since we are only 2 months into the new financial year. JB advised that the school has slightly changed how it charges the Reading Café. Governors will not see as much going in or out this budget since invoices will be dealt with by the Fulbourn Clock Charity direct.</p> <p>Challenge: A governor asked for an update on the recent TA appointment. Governors were advised that it has been possible to appoint a TA who was able to start earlier than September 2022 as originally budgeted.</p> <p>Governors were appreciative of the comments on the BMR made by the School Business Manager, they are always useful in understanding the school financial situation.</p> <p><u>6.2 - Governors to set up a working party to review charges for next year's licenses</u></p> <p>Governors were advised that the school currently only has a license with Kids R Us for the preschool and After School Club, all rentals should also be included. The question has been raised if school are going to charge them if we are benefiting from the funding through the Clock Charity.</p> <p>Ratification: A working party formed of KH and TC with BM and JB to review charges for next year's licenses.</p> <p>Action: JB will contact the working party to meet mid-September 2022.</p>	JB
7.	<p>Premises / H&S Update</p> <p><u>7.1 – Premises/H&S Update</u></p> <p>A site visit was conducted a couple of weeks ago by TC and the Site Manager. Carpark lights are not working currently, all risk assessments are based on there being light. Needs fixing before September when the darker nights start drawing in. An electrician is due to come out and investigate in a few days.</p> <p>There is an overflow dripping water near the kitchen. The Site Manager aware and will respond to it urgently.</p>	



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	<p>There is a flat roof survey has taken place with no concerns reported.</p> <p>The Boiler Room door is due to be replaced. Quotes received between £2k-£4k. The replacement ideally needs to be a steel door with ventilation, as advised by Strictly at £2k. The door comes with a 15-year warranty.</p> <p>Ratification: Governors approved the purchase of the £2k fire door for the Boiler Room, supplied by Strictly Education.</p> <p>An issue that does need exploring is the conifers that cause a high amount of bird droppings that have the potential to spread disease. TC will liaise with a contact to identify next steps. These trees are on the boundary with Stack Yard Court. Governors discussed possible ideas that may be a mutual solution for the school and its neighbours.</p> <p>Action: TC will update on the trees bordering Stack Yard Court at next meeting.</p> <p>TC provided an update on the critical incident monitoring investigation; he requires to investigate a possible second site in the event of a critical incident. Governors wondered about reinstating the critical incident grab pack. The Chair of Governors agreed this was a sensible consideration. The Clerk advised this was an operational job that should fall under the responsibility of the school office/person who reviews the Critical Incident Plan.</p>	TC
8.	<p>Wednesday Afternoon Provision</p> <p>BM has spoken with both JE and KH, a music provider has been confirmed. JS Sports are having an issue securing staffing. The school has secured Cambridgeshire Music, JS Sports will be the second provider. Leaders had hoped to secure a language specialist as the third provider. BM has significant concerns about the challenging behaviour in school and the potential for unfamiliar staff from such agencies to struggle to support this effectively. The Reading Ambassador has requested additional hours. The school have recruited her to be the third element of PPA cover across the school. For now, there is a robust Wednesday afternoon plan in place.</p> <p>Leaders are putting together the After School Club plan, parents want to book over the summer holidays but there is a capacity issue in the school office. Office staff are having to prioritise tasks accordingly. The details will not be released until the new year.</p> <p>Challenge: A governor asked, what will the Reading Ambassador do during PPA time.</p>	



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	Every class goes to the library once a week, there is lots of reading activities she can lead with the children.	
9.	<p>Staff</p> <p>9.1 – <u>Staffing</u></p> <p>Up until a week ago, all positions were filled. BM advised of a great ECT joining the team who has been attending staff meetings and communicating with her team already. BM advised governors of who is covering a maternity vacancy, this member of staff is fabulous and bringing lots of energy to the team.</p> <p>TAs are fully-staffed; another TA is joining in September 2022. She will be a great addition to the team based on her experience in classics.</p> <p>BM advised of a late resignation received. School have started advertising the post, two candidates coming for interview tomorrow. Leaders are fairly confident that it will be possible to recruit a strong replacement.</p> <p>There may be a need to appoint a 1:1 TA over the summer holidays. Will advertise and hopefully recruit over the summer. There are lots of previous candidates to contact if the position becomes available.</p> <p>Challenge: A governor asked, what is the senior leadership structure for 2022-2023.</p> <p>Need to have a good conversation when it comes to pay reviews. BM has explored with EPM, the process is very complicated. However, the structure remains the same. School leaders have advertised the additional TLR internally, it remained vacant during the pandemic. BM is very confident that internal interest will be received.</p> <p>9.2 – <u>Staff Wellbeing</u></p> <p>The school office is down 37 hours per week for the rest of the term due to a member of the team being absent. Actions will continue to be prioritised, leaders have built in a bit of capacity to provide some running between the office and classes. This will allow the experience office staff to carry out the admin around new transitions.</p> <p>JB explained that the school is in the unfortunate position that this is the busiest term of the year for the school office, i.e., constant trips and deliveries. Office staff are having to learn the admissions systems with the local authority and BromCom. She hopes that the two midday supervisors who are helping out will allow the remaining office staff to have focus time for priority tasks ahead of the new school year.</p> <p>A governor suggested governors cover parent events to reduce the backlog, should the position ever arise again. Governors are pleased to help.</p>	



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	<p>Governors gave their special thanks to PC and JB for their dedicated focus to the roles and stepping up to cover absence.</p> <p>JB left the meeting at 7.40pm.</p> <p>The school will be well represented at BBs funeral on 11th July 2022. There is sufficient cover within school to allow 11 members of staff to attend. Governors offered their support if additional support is required in school.</p>	
10.	<p>School Policies</p> <p>Copies of all the policies detailed below were circulated for review by governors ahead of the meeting. No specific changes, other than being personalised for school.</p> <p>11.1 <u>Fire Safety Policy</u> Ratification: Governors unanimously approved the Fire Safety Policy with immediate effect.</p> <p>11.2 <u>First Aid in School Policy</u> Ratification: Governors unanimously approved the First Aid in School Policy with immediate effect.</p> <p>11.3 <u>Environmental Policy</u> Ratification: Governors unanimously approved the Environmental Policy with immediate effect.</p> <p>There were no further policies for review at this meeting.</p>	
11.	<p>Governor Monitoring</p> <p>11.1 <u>Review of Annual Schedule of Work</u> A copy of the Annual Schedule of Work, recently updated in March 2022, was circulated to governors for review.</p> <p>11.2 <u>Update on Monitoring Visits</u> KH circulated Spring 2 monitoring report. The Financial Adviser really impressed with the financial scrutiny in place. Expecting the feedback from the LA in terms of the Financial Audit. Governors will review any feedback. The message from the visit was that all procedures are in place and following procedure. The only minor was that document to provide an evidence trail was not always uploaded to BromCom efficiently. A review of this procedure will be addressed by JB going forward. A review of internal financial procedures are currently being reviewed by JB and PC.</p>	



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	<p>RF has mentioned that he gets free days of paid leave for community work through his employer. He wondered if he could help out at the school to review the use of Teams going forward. BM is happy to accept the offer. TC offered to support.</p> <p>Action: BM will make contact with RF to arrange a meeting to review the internal MS Teams issue.</p> <p>It was noticed that TC is also assisting the Site Manager to bring the ceiling down where the Reading Café will be located.</p> <p>TC explained his reports, circulated before the meeting. Much has been minuted in previous minutes. Autumn 2 has been covered under the H&S item of the meeting.</p> <p>Thinking of other monitoring responsibilities and consideration of the capacity of the school office, it was agreed to suspend the UKGDPR and HR monitoring visits for the remainder of the year. BM confirmed that the school is UKGDPR compliant, pay a service for this provision. Would like to look at the HR policies. JE will capture a review of these at a future meeting to evidence this aspect of governor monitoring.</p>	BM/RF
12.	<p>Any Other Business</p> <p>12.1 The date of the next meeting to be confirmed at next FGB meeting in July 2022.</p> <p>12.2 BM advised that she has recently met with LOCI who are doing the building works for the Reading Café, it is being done over the summer holiday due to the safety element. Only issue for consideration is staff wellbeing over the summer holiday; she will allow the provider to have the key and code for the security system to consider the wellbeing of the Site Team and SLT over the holidays. The Site Manager will reset the code in the new year as a safeguarding measure.</p> <p>Action: Governors will create a rota to cover staff absence over the summer holidays. TC is freely available over the holidays if required.</p> <p>There being no further business, the meeting closed at 7.55pm.</p>	GOVS

Actions on next page / ...



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ACTION GRID FROM P&R COMM. MEETING, 29th JUNE 2022

	Item	Owner	Deadline
6.2	JB will contact the License Working Party to meet mid-September 2022.	BM	Autumn 1
7.0	TC will update on the trees bordering Stack Yard Court at next meeting.	TC	Autumn 1
11.0	BM will make contact with RF to arrange a meeting to review the internal MS Teams issue.	BM/RF	Autumn 1
12.2	Governors will create a rota to cover staff absence over the summer holidays. TC is freely available over the holidays if required.	GOVS	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