



# Dare to Discover

**Minutes of the meeting of the  
Premises & Resources Committee held virtually on  
WEDNESDAY 16<sup>th</sup> OCTOBER 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)

		<b>Action</b>								
<b>1.</b>	<p><b>Welcome &amp; Apologies</b> The Chair welcomed Governors to the meeting and the Headteacher thanked Governors for their flexibility in rearranging the meeting from the 9<sup>th</sup> October to the 16<sup>th</sup> October.</p> <p>Apologies were received and accepted from JW, who will be absent from his Governor duties for a short period of time.</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 19<sup>th</sup> June 2024</b> The minutes of the P&amp;R Committee meeting, dated 19<sup>th</sup> June 2024, were submitted, and will be signed by the Chair after the meeting.</p>	<b>Clerk</b>								
<b>4.</b>	<p><b>Matters Arising from Minutes of Previous Meeting, 19<sup>th</sup> June 2024</b> 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%;"> <tbody> <tr> <td align="center">5.2</td> <td>JB to share financial comparison of the current provider against the successful bid at the next meeting for review by governors. <b>Completed, closed.</b></td> </tr> <tr> <td align="center">5.4</td> <td>KH will follow up with the local authority Financial Adviser to action the letter concerning use of the school's reserves. <b>Completed, closed.</b></td> </tr> <tr> <td align="center">6.1</td> <td>Clerk to add review of the OPAL Play Policy to the agenda for the next meeting. <b>Completed, closed.</b></td> </tr> <tr> <td align="center">9.2</td> <td>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></td> </tr> </tbody> </table>	5.2	JB to share financial comparison of the current provider against the successful bid at the next meeting for review by governors. <b>Completed, closed.</b>	5.4	KH will follow up with the local authority Financial Adviser to action the letter concerning use of the school's reserves. <b>Completed, closed.</b>	6.1	Clerk to add review of the OPAL Play Policy to the agenda for the next meeting. <b>Completed, closed.</b>	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>	
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<p><b>5.</b></p>	<p><b>Review P&amp;R Committee Terms of Reference 2024-25</b></p> <p>5.1 <u>P&amp;R Terms of Reference 24-25</u></p> <p>The Chair shared the current Terms of Reference document via Teams and the Governors reviewed the details together. Small changes were made at the time around wording. Governors decided against naming committee members on this document, as they are recorded elsewhere.</p> <p><b>ACTION:</b> BM to check that the Maintenance plan is included in the Schedule of Work.</p> <p>It was highlighted that staff disciplinary and grievance procedure monitoring should be addressed, although Governors noted the challenges around confidentiality and the small community in question. Governors were reassured that there are currently no cases to monitor and effective policies in place should a case arise.</p> <p><b>ACTION:</b> BM to research best practice for monitoring of disciplinary and grievance procedures</p> <p>It was noted that CPD and other completed training is celebrated within Governor meetings but not monitored.</p> <p><b>ACTION:</b> BM to incorporate training monitoring within the current monitoring schedule</p> <p>BM highlighted that the Complaints Policy sits under the remit of the FGB and therefore this was removed from the P&amp;R Committee review list.</p> <p><b>RATIFICATION:</b> The amended Premises and Resources Committee Terms of Reference 24-25 were approved by the committee members and are ready to go to the FGB for final approval.</p>	<p><b>HEAD</b></p> <p><b>HEAD</b></p> <p><b>HEAD</b></p>
<p><b>6.</b></p>	<p><b>Finance Update</b></p> <p>6.1 <u>Review of BMR and financial position</u></p> <p>Governors were once again informed of the failings of the financial system, which was recommended by the Local Authority (LA), and the effect this is having on the school's processes. The SBS system is currently halfway through their contract with the LA and still not working properly and has been frozen for the last two months. The School Business Manager (JB) has been required to calculate figures manually and put stringent checking procedures in place to avoid errors. The Headteacher and Governors expressed their gratitude to JB for finding a way through this and working so hard with these challenges. BM highlighted the negative effect the failing system has on school processes, including being unable to make quick responses to finances. The School are reluctant to go through these problems again with future contracts.</p> <p>The School Business Manager talked Governors through the report that had been shared ahead of the meeting. The report shows data until the end of August.</p>	

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The Teacher pay increase was budgeted at 3% but increased to 5.5% and this was funded. Support Staff increases have not yet been agreed. This is expected to be resolved in the new year and backdated. Overtime and additional pay will also need to be calculated.

Lettings income is due to increase and there are grants still coming in.

Catering has a major impact on the budget. Uptake of school dinners has increased and more free school meals are being claimed.

Contingency budget of £60k is still in place.

The Business Manager confirmed that overall the finances are still on track. This is not based on the original budget, but by taking in to account evolving circumstances which inevitably always occur, the budget is still looking healthy.

**CHALLENGE:** A Governor requested an update on the current EHCPs that are in process.

There are currently 3 EHCP applications in process but it will still be some time before they are concluded. The school are not able to recruit staff for these yet, so are drawing on adults from other parts of the school for now. This is being reviewed every month and will continue to be monitored closely.

The Headteacher confirmed they are acting cautiously with the budget but really need the financial system to give them an accurate 2-3 year budget so they can actively make longer term decisions.

Open days have just been held and went very well. There was a good turnout of prospective new families for next year's intake but the market is tough now so it's hard to predict whether this high turnout will translate to an increased pupil roll next year. Some pupils are moving over from private schools, but it will mainly be the new housing developments in Fulbourn that will impact school numbers the most.

**CHALLENGE:** A Governor asked whether it is possible to work with the local housing developers to promote the local school.

BM advised that some work has been done on this including displaying the Fulbourn school uniform in show homes, but the school are reluctant to spend on communications.

First indications of next year's intake should come through in late January and they are hopeful that roll numbers will increase, which will in turn help with the budget.

The Chair thanked JB and the finance team on behalf of the Governors for their hard work, considering the broken and inefficient system they have to manage.

It was discussed that the Governing Body should write a letter of complaint to the Local Authority to express their concerns about the SBS system, so that



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	<p>this doesn't repeat itself with the new tender. It was agreed to keep this under review and consider sending a letter in the future.</p> <p><b>6.2 <u>Fulbourn Clock Charity</u></b> It was noted that JW is currently unavailable to oversee this area.</p> <p>The Headteacher noted that it is time to go to the Clock Charity with two bids, including a £70k Wednesday Opening bid and an Enrichment bid. These bids should include inflation costs. Incredible quality has come from these donations previously, including lessons with Cambridgeshire Music and enabling brass instruments to be practiced in homes. The donations are greatly needed and an excellent way to help vulnerable families.</p> <p><b>ACTION:</b> BM to draft two bids and will present at the next P&amp;R meeting</p> <p><b>6.3 <u>Catering provider update</u></b> Previously discussed under item 6.1.</p> <p>In summary, the school are really happy with the new Catering provider – meals uptake has increased, the quality has been maintained and portion sizes and service is good.</p> <p>Feedback is being provided by the school on menu choices and they are currently working on a Grab Bag option for the summer, to keep numbers up at this time of the year.</p>	<b>HEAD</b>
<p><b>7.</b></p>	<p><b>Premises /H&amp;S Update</b></p> <p><b>7.1 <u>Premises/H&amp;S Update</u></b> The new caretaker has settled well. Due to time restraints and workload, the Headteacher acknowledged that not as much time has been spent with the new Caretaker as is preferable, but he is proving to be a good member of the team and managing the day-to-day tasks well. He is an asset to the school.</p> <p>JW currently unavailable to actively work on health and safety monitoring at the school, but BM will work together with JCa to address this in the short term. The school are also due a full review from the Local Authority (Rachael Schofield) who will check the Health and Safety processes too.</p>	
<p><b>8.</b></p>	<p><b>Staff</b></p> <p><b>8.1 <u>Staffing update</u></b> There has been an accident at work incident with a member of staff who has taken a fall, who will now be on long term sickness absence. Insurance was in place and long-term cover has been organised. Additional training has been provided.</p> <p>JB has done a great job of inducting the new Caretaker and the new Finance Assistant. The school have also welcomed a new ECT to the team. All new recruits will be asked for feedback on their induction to aid with the Governor monitoring, due later in the year.</p> <p><b>8.2 <u>Staff wellbeing update</u></b></p>	

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	<p>Having lost four Teaching Assistants, this half term was always going to be challenging. In addition, there has been a very high level of sickness within the staffing team. The HLTAs have covered classes non-stop and after school clubs have also needed covering. As a result, this has inevitably had an impact on staff wellbeing, and the half term break will be very welcome and needed. The staff have found this frustrating, particularly as they strived to work on their theme of Ethics of Excellence but have had to manage the basic requirements instead. They have pulled together as a team and the children remain safe and happy.</p> <p>Thanks was expressed to all staff members for their efforts during this tricky time and it was felt that their teamwork reflected the school community at its best.</p> <p>Surprisingly, and despite the high level of staff sickness, the children's attendance has remained good.</p> <p>Thanks was given to SDA, as the Wellbeing Governor, for her efforts at boosting team moral. The headteacher expressed her excitement at having SDA on board and felt she will be a great asset to the team, particularly in the roles she has been assigned.</p> <p><b>ACTION:</b> It was agreed to circulate an introductory email about SDA and her new roles.</p>	<b>HEAD</b>
<p><b>9.</b></p>	<p><b>School Policies</b> No policies to review at this time</p>	
<p><b>10.</b></p>	<p><b>Governor Monitoring</b></p> <p>10.1 <u>Review Annual monitoring schedule</u> Autumn - Is the school proactive in securing the safety of the school community? This will be covered by the H&amp;S review from the Local Authority</p> <p>Spring 1 - To what extent do additional funds positively impact staff and pupils? To include funds from the Clock Charity.</p> <p>Summer - To what extent does the induction policy support new staff to achieve excellence and enjoyment in their role? SDA to hold a tea and biscuit event after the October half term to meet with new staff and obtain initial feedback on their induction, ahead of the monitoring report in the summer.</p> <p>10.2 <u>Discussion on committee monitoring activities</u> Thanks was given to SDA for the recent monitoring reports that were conducted. Her reports will go to the FGB for review. SDA explained that JB and EC did a great job of talking her through the Safeguarding processes. She was also walked through the Visitor process for assessment.</p>	

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	<p>BM explained that Safeguarding monitoring is required termly, but they try to cover this half termly. The DSL (Designated Safeguarding Lead) team would welcome SDa at a meeting to demonstrate the MyConcern recording.</p> <p><b>ACTION:</b> BM to work with JCa to ensure cover of the H&amp;S Governor role for the short term.</p>	<b>HEAD</b>
<b>11.</b>	<p><b>Any Other Business / Upcoming Events</b></p> <p>11.1 <u>The next meeting will be 20<sup>th</sup> November 2024</u>          The LA safeguarding visit with Rachael Schofield is due 28<sup>th</sup> November so the report will not be ready for the next P&amp;R meeting, but will be in time for the FGB meeting on the 4<sup>th</sup> December.</p> <p>11.2 <u>A meeting date of the Pay Committee</u>          The Pay Policy is not yet available so the committee can not yet meet. JB will send an update on this.</p> <p>There being no further business, the meeting closed at 20.22pm.</p>	

### ACTION GRID FROM P&R COMM. MEETING, 16<sup>th</sup> OCTOBER 2024

	Item	Owner	Deadline
3	Sign and ratify minutes of previous meeting, dated 19 <sup>th</sup> June 2024	Clerk	Nov 24
5.1	Check that the Maintenance plan is included in the Schedule of Work	Head	Nov 24
5.1	Research best practice for monitoring of disciplinary and grievance procedures	Head	Nov 24
5.1	Incorporate training monitoring within the current monitoring schedule	Head	Nov 24
6.2	Draft two bids and will present at the next P&R meeting	Head	Nov 24
8.2	Circulate an introductory email about SDa and her new roles	Head	Nov 24
10.2	Ensure cover of the H&S Governor role for the short term	Head / JCa	Nov 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:

- Appointing the headteacher
- Monitoring progress towards targets
- Performance managing the headteacher

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- 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)**

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)**

**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