



Dare to Discover

Minutes of the meeting of the Premises & Resources Committee held virtually on WEDNESDAY 24th JANUARY 2024 at 7pm

Governors Present:

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

Others present:

Helen Andrews (HA) (Camclerk)
Jo Boutell (JB) (School Business Manager)

		Action
1.	Welcome & Apologies The Chair welcomed governors to the meeting. The meeting was held virtually using MS Teams. Apologies were received and accepted from NO. The meeting was quorate. Governors noted that EY and JB advised that they may be late for the meeting. JW was not present at the meeting.	
2.	Declarations of Interest There were no declarations of interest in items on the agenda.	
3.	Minutes of Previous Meeting, dated 22nd November 2023 The minutes of the P&R Committee meeting, dated 22 nd November 2023, were submitted, and will be signed by the Chair after the meeting.	
4.	Matters Arising from Minutes of Previous Meeting, 22nd November 2023 There were no matters arising from the last meeting. EY joined the meeting at 7.10pm. Actions from the last meeting were discussed: 9.1 (from previous meeting) Governors to write up all outstanding reports for review at the next FGB meeting. Completed, closed.	



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<p>9.2 (from previous meeting) TC and JW will make contact with RF to arrange a visit which is to be attended by a colleague from the ICT Service for part of this monitoring visit. BM will ask RF to lead this monitoring visit.</p> <p>6.2 (from previous meeting) JW will take a lead on the Clock Charity suggestions box. Completed, closed. There have been no suggestions received to date.</p> <p>7.1 JW volunteered to lead exit interviews for staff leaving the school. No write up has been circulated to date. KH will follow up with JW after the meeting. BM will make initial contact with the School Improvement Partner, asking for advice around the future sustainability of the senior leadership structure. This will be added to the agenda for the annual meeting with the School Improvement Partner.</p> <p>7.2 BM will obtain a quote for consideration and supporting advice from the local authority around the positive impact of having CCTV on site. Deferred to next meeting. Parent Code of Conduct to go on next FGB meeting agenda for ratification. Completed, closed.</p> <p>8.7 Parents are to be advised that social media will be trialed for a period before any permanent arrangements are put in place. A soft launch has been initiated. Completed, closed.</p> <p>9.1 A date will be agreed before the end of this term for a date next term to conduct the Spring P&R monitoring visit. Will report at next meeting.</p> <p>10.1 BM will chase up NO with regards to attending future meetings. Governors received an update on NO's induction to the governing board.</p>	
<p>5. Finance Update</p> <p>5.1 <u>Review of BMR and financial position</u> The Budget Monitoring Report December 2023 was circulated ahead of the meeting.</p> <p>JB joined the meeting at 7.20pm.</p> <p>Now in the position that all teacher and support staff pay increases have been processed.</p> <p>Supply staff (both teaching and support staff) have impacted staffing budgets to date. Agency staff are providing cover where gaps have been identified – specifically for 2:1 funding that has still not been received. Funding is anticipated to be received in February 2024, the Statutory Assessment Team have</p>	

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	<p>not shared any information as to how much school leaders can expect. The school does it's best with SEND funding.</p> <p>Challenge: A governor asked, why is there a delay in receiving this funding? Because some of the settings are private, there is no expectation of a start date to be confirmed as per local authority regulation. Governors were advised that there are also recruitment issues at their end, which is reflective of the education sector across the country. The school are relying on the local authority to support the new setting in confirming a start date for these children.</p> <p>A slight overspend was reported on the school development plan which will be offset later in the year by funding to be received.</p> <p>Income from lettings is slightly reduced by the loss of a booking previously budgeted for.</p> <p>The swimming budget is related to last summer's cost of the coaches; the PTA covered the cost of the lessons. Now that swimming is forming part of PPA cover, this cost will now be attributed to Clock Charity funding provision.</p> <p>A full breakdown of PTA funding will be provided at year-end since the BMR report looks a little distorted due to last year's funding being received in this financial year.</p> <p>Day trips and visits look a little different due to parents being asked for termly contributions this academic year. A full reconciliation will be undertaken at the end of the year. To date, there has not been much engagement by parents concerning receipt of termly contributions. The Fulbourn Charities have confirmed that they will make up the payment for those parents who have been unable to contribute to school trips.</p> <p>The LED lights have been installed, funded by the Energy Savings Scheme. The Velux windows in The Hive will be replaced using some of this funding, the remaining funding will be used to replace outdoor lighting with LED to make them more cost effective. The school have used this funding effectively to make the school more energy efficient.</p>	
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Signed as an accurate record..... *Kate Haney*

Date.....12.03.23.....



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	<p>There are no plans to spend any capital; this will be carried forward into next year's budget.</p> <p>Governors were advised of a carry forward of £130k on revenue budget at the end of the financial year. The school have been lucky with no unexpected expenditure and much of the improvements in schools this year have been funded. BM is keen to not carry forward £130k; it is important to spend this money on the children in school now. Over the next few weeks, a cost for resources for the RE curriculum will be considered. Governors approved this decision.</p> <p>Challenge: A governor asked, was there talk about redecorating the school this year?</p> <p>2 classrooms have been painted already; the Site Manager has also redecorated the main entrance. A local building company has volunteers to paint an additional classroom in the February half-term. The painting schedule is a little behind, the Site Manager is able to redecorate areas that do not require scaffolding. The Site Manager has a rolling plan of painting windowsills; the school are very grateful for his support and attention to detail. For areas that require working at height; contractors will need to be identified to redecorate them as the school does not have the equipment on site to facilitate this.</p> <p>The year end process is being completed early this year. Ordering will be closed at the February half-term to allow this process to happen. Governors learnt of the associated anxiety in terms of the usability of the new budget monitoring software. The school's strategy is to make the full use of the local authority Finance Team. Governors were pleased to hear that the ICT Service are being supportive in terms of software support.</p> <p>The slightly falling roll means that next year's budget will be tighter. The school is eternally grateful for the support of the Fulbourn Clock Charity.</p> <p>BM recognised the hard work undertaken by the finance team in school to make all the data exported from the financial systems reliable data. Some staff across the school are starting to complete some outreach work which will support the school budget going forwards.</p>	
5.2	<u>Fulbourn Clock Charity Update (SI)</u>	

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	<p>Governors were advised of the request to rebid for the Pastoral Lead and Reading Ambassador which is being considered as a priority by the charity whilst it conducts its formal procedures.</p> <p>BM is working with Men in Schools, a bid to the Charity will be in Men in Schools' name with regards to upgrading the pond. This bid will include a new pond liner and hardstanding around the pond. As part of the bid, Men in Schools will offer to be the long-term maintenance for this area. Included in this bid will be a replacement shed for Men in Schools to store their tools, a generator, gas-safe storage, and barbecues. The wellbeing aspect of Men in Schools will be built into the bid to evidence the impact on the community.</p> <p>5.3 <u>Review of LTS contract / catering provider</u> The retender process for the catering provider is now up for review. Governors learnt of the school's opinion on the current provision. The school plans to use the ESPO framework to do this; however, the current provider is not part of the framework which causes some issues. The local authority has been contacted for advice; many schools are in a similar position. Creative solutions are being identified and were shared with governors during the meeting. A working party was proposed to support the school to tender for the catering contract. The School Business Manager has identified a DfE catering framework which may open additional possibilities, but this would go against local authority advice.</p> <p>JE and EY nominated themselves for the working party. NO will be invited to join, failing her involvement KH will become involved.</p> <p>Action: Catering Contract Working Party to provide an update at the next meeting.</p>	Catering Working Party
6.	<p>Premises /H&S Update</p> <p>6.1 <u>Premises/H&S Update</u> Governors learnt of the funding received by STC, the contractor based on the ARM site, and the wonderful enrichment experience they have provided to Year ¾ children.</p> <p>STC have also offered to design and implement the hardstanding for the shed - they will also erect some scaffolding and paint a classroom.</p>	

Signed as an accurate record.....

Kate Haney

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	<p>Ratification: Governors unanimously approved the Staff Exit Policy.</p> <p>JE and JCa will conduct their monitoring visit around staff induction on 9th February 2024.</p>	
<p>9.</p>	<p>Governor Monitoring</p> <p>9.1 <u>Review Annual monitoring schedule</u> The Annual Schedule of Work reviewed by governors at the last FGB meeting was circulated ahead of the meeting.</p> <p>9.2 <u>Discussion on committee monitoring activities</u> The Staff Induction Policy visit will take place on the 9th Feb with JE and JCa.</p> <p>Spring term H&S monitoring will have a first aid theme.</p> <p>RE subject monitoring will take place on 5th Feb, led by JE.</p> <p>NO will take over PH's previous link role duties.</p> <p>Action: An updated subject monitoring list will be circulated ahead of the next FGB meeting.</p> <p>There were no monitoring reports shared for review at this meeting.</p>	<p>BM</p>
<p>10.</p>	<p>Any Other Business / Upcoming Events</p> <p>10.1 The next meeting will be Tuesday 12th March 2024 (virtual).</p> <p>10.2 A community bid with the Highways Community Fund has been applied for with the support of the Parish Council and LA Highways Team to make improvements to the roads around the school site. There is good evidence to support the improvements. The school is hopeful that the new Civil Parking Enforcement will improve the dangerous parking at high peak times.</p> <p>10.3 KH will work with the School Business Manager to review the School Financial Values Standard. KH will invite NO to support this visit. The deadline for submitting to the local authority is 31st March 2024.</p>	<p>JCa</p>

Signed as an accurate record..... *Kate Haney*

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	<p>Action: JCa will be invited to attend P&R meetings for an oversight in the annual school financial cycle as part of the induction into the Co-Chair arrangement.</p>	
	<p>There being no further business, the meeting closed at 8.20pm.</p>	

ACTION GRID FROM P&R COMM. MEETING, 24th JANUARY 2024

	Item	Owner	Deadline
9.2 (from previous meeting)	RF to arrange a visit which is to be attended by a colleague from the ICT Service for part of this monitoring visit.	RF	ASAP
7.1 (from last meeting)	JW volunteered to lead exit interviews for staff leaving the school.	JW	ASAP
7.2 (from last meeting)	BM will obtain a quote for consideration and supporting advice from the local authority around the positive impact of having CCTV on site.	BM	Next meeting
5.3	Catering Contract Working Party to provide an update at the next meeting.	Catering Contract Working Party	Next meeting
6.1	JE will draft a letter to STC thanking them for all their support. KH will chase JW for a written report on H&S visits to date.	JE KH/JW	ASAP Next meeting
9.2	An updated subject monitoring list will be circulated ahead of the next FGB meeting.	BM	Next FGB meeting
10.3	JCa will be invited to attend P&R meetings for an oversight in the annual school financial cycle as part of the induction into the Co-Chair arrangement.	KH/JE	Next meeting

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

Signed as an accurate record.....

Kate Haney

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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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