



## CAMPSBOURNE PRIMARY SCHOOL

### MINUTES OF THE RESOURCES AND PREMISES COMMITTEE MEETING

Held on Thursday 18<sup>th</sup> MAY 2023 at 6.30pm at the school

#### Membership:

Position	Name	Initial	Term End Date
LA Governor	*Emily Arkell	EA	20/09/2025
Parent Governors	Jude Fransman	JF	23/11/2023
Co-opted Governors	Duwan Farquharson (Chair)	DF	10/07/2026
	Alex Heywood	AH	22/09/2024
Headteacher	Jonathan Smith	HT	Ex officio

\* Asterisk denotes apologies

- Denotes absence

#### Also in attendance:

Jasbir Aujla, Clerk to Governing Body (Haringey Education Partnership)

#### Part 1

##### 1. WELCOME / INTRODUCTIONS / APOLOGIES

1.1 The Chair welcomed all to the meeting. It was noted the meeting was quorate.

1.2 Apologies for absence were received and noted from Emily Arkell.

##### 2. DECLARATIONS OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

2.1 There were no declaration made at the meeting.

##### 3. MINUTES OF THE PREVIOUS MEETINGS AND MATTERS ARISING

4.1 The Minutes of the Resources & Premises Committee meeting held on 2<sup>nd</sup> March 2023 were **agreed** as an accurate record of the meeting and will be signed and retained on file at the school.

##### 4. ACTIONS LIST ARISING FROM MEETING 2<sup>nd</sup> MARCH 2023

ITEM Nos	ACTIONS	ASSIGNED TO
3.1	Discuss at GB Membership/constitution at the awayday. <b>Completed</b>	HT/Chair
7.1	School Letting Charges - <b>Completed</b> Check if this includes the farmer's market! Remove information relating to the hire of the Eco room and ICT suite as these areas have not been booked to date.	HT
7.2	SBM to update the SFVS portal. <b>Completed</b>	SBM

##### 5. HEADTEACHER'S ITEMS

###### 5.1 Budget for 2023/2024

- Discussed under Part 2.

###### 5.2 Three-year multi budget forecast

- Discussed under Part 2.



#### 5.4 Health Safety Update (Actions from Last Audit)

The HT updated has been through the School's Health and Safety Audit actions on the Haringey online system, all actions have been completed except one which will be completed in due course relating to Display Screen Equipment checks. The HT and Site manager did a walk around the school. The tree house ground surface is currently concreted but needs to be a soft play surface and a quote of 8k for these works to be done has been sought. The HT will upload the H&S report. **Action: HT**

#### 5.5 Web Filtering Governors

The HT reported Governors need to be aware of how the web is accessed, what is or is not blocked. Action for EA to look at as the Safeguarding link. **Action: EA**

### 6. CHAIR'S ITEMS

#### 6.1 Internal Audit

The Chair updated all Internal Audit items have been actioned and completed.

### 7. PREMISES and HEALTH & SAFETY

#### 7.1 Safeguarding Update

The HT updated main item relates Web filtering see 5.5 above.  
The school has one child protection case.

### 8. POLICIES

#### 8.1 To Agree

The Committee received and noted the policies list below which were circulated in advance of this meeting.

**Extended Schools Policy** (Do we want to increase fees)

**A Governor raised a question relating to page 3 (fees table) Is the 50% discount extended to families who may be struggling but not eligible for in-work benefits? Appreciate that this may be discretionary and therefore not appropriate to include in the policy.** The HT said yes the school uses its discretion and does extend discount to other families when needed.

**The Chair asked how is this funded,** the HT responded the children go to the after-school club.

**A Governor raised a question relating to page top of p.4 "Places for families who the school has identified as having particularly high needs." Is there a link to a description of such needs?** The HT responded that would not be fair to have as the school never knows what the circumstances are, and no one falls into one criterion. Children come at differing times so school has to make a judgement and to date have not had to say no to anyone. The Chair said if anything changes to let the committee know.

**A Governor asked when the fees were last increased,** the HT said a few years ago, at present is bringing in income but this item needs to be kept under regular review.

The HT said he will ask Diane how many people get the 50% discount. **Action HT.**

Extended school clubs discount and costs item for next agenda. **Action HT, Clerk.**

**A Governor said her understanding from her link visit with Wendy was that due to high demand Breakfast Club places are allocated primarily to children with working parents with just a couple held back for children with high needs. Is this also discretionary, or should it be reflected in the policy?** The HT said the school uses its discretion.

- Letting School Premises Policy
- 27C Model Schools Parental Leave Policy March 2023
- Model Grievance Policy March 2023

The Resources & Premises Committee **agreed** the policies list above.

**For Information/no change** LA or Judicium policies for HR and Data protection

- Managing Stress at Work Policy (LA Policy)



- Data Breach Policy (Summer 2023)
- Control of Infections Policy (Summer 2023)
- Electronic Information and Communications Policy (Summer 2023)
- Information Security Policy (Summer 2023)
- Statutory Policy - Freedom of Information Policy and Publication Scheme (Summer 2023)
- Flexible Working Policy (Summer 2022)
- Annual and Special Leave Policy (Summer 2023)
- Statutory Policy - Data Protection Policy (Summer 2023)
- Clear Desk Policy (Summer 2023)
- CCTV Policy (Summer 2023)
- Extended Schools Policy (Summer 2023)
- Managing Stress at Work Policy (Summer 2023)
- Parental Leave Policy (Summer 2023)
- Grievance Policy (Summer 2023)
- Data Retention Policy (Summer 2023)
- Letting School Premises Policy (Summer 2023)

The Committee received and **approved** the above listed policies.

**9. ASSET DISPOSAL – Standing Item**

There was none.

**10. DATE AND TIME OF NEXT MEETING**

There is no further meeting set for this academic year however if a meeting is required to discuss the budget an extraordinary meeting will be arranged.

**11. ANY OTHER BUSINESS**

There was none.

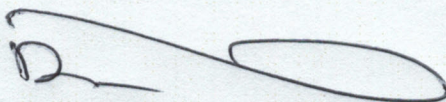
There was no further Part 1 items for discussion.

**ACTIONS LIST**

ITEM Nos	ACTIONS	ASSIGNED TO
5.4	Upload the H&S report to Governor Hub.	HT
5.5	Web Filtering Governors, what is or is not blocked. EA to look at as the Safeguarding link	EA
8.1	School Clubs ask Diane how many people get the 50% discount. Extended school clubs discount and costs item for next agenda.	HT HT, Clerk

I, Chair of Campsbourne Primary School, Resources & Premises Committee, approve these minutes as an accurate representation of the meeting.

SIGNED



DATE

18/1/2024

**DUWAN FARQUHARSON**

**CHAIR OF THE RESOURCES & PREMISES COMMITTEE**