

Campsbourne Primary School

Resources & Premises Committee Meeting

Held on Thursday 18th July 2024 at 6:00pm, via Zoom



Membership:

Position	Name	Initial	Term End Date
Headteacher	Jonathan Smith	HT	Ex officio
LA Governor	Emily Arkell	EA	20/09/2025
Parent Governors (1)	Vacancy		
Co-opted Governors (4)	Duwan Farquharson (Chair)	DF	10/07/2026
	Alex Heywood*	AH	22/09/2024
	Laura Lewis-Williams	LLW	10/07/2026
	Annika Murray-Blake	AMB	12/12/2027
Associate Member	Elizabeth Rarieya, SBM	ER	N/A
Clerk	Ramona La Rose / Mel Sealy-Pearson	-	-

*Denotes absence

PART 1

1. WELCOME / INTRODUCTIONS / APOLOGIES

The chair welcomes all to the meeting. Apologies were received and accepted from EA and LLW.

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

There were no declarations of interest in respect of the agenda items.

3. MINUTES OF THE PREVIOUS MEETINGS AND MATTERS ARISING

Governors **agreed** the minutes were an accurate record of the meeting held. The Chair will sign the minutes in due course.

4. MATTERS ARISING FROM PREVIOUS MEETING – 22nd May 2024

Item	Action	Assigned to:
4 (5.14)	Update Governors about teacher performance in the October 2024 meeting. Completed – on agenda	Headteacher
4 (5.3)	Add Headteacher update on spreadsheet detailing SEN spends to the agenda for the next meeting. Completed – on agenda	Clerk
4 (5.9)	Provide an update on progress with the X account. Completed – Headteacher spoke to the parents and they didn't think X is the right platform as it is full of hate. The class reps have suggested adding a link to the newsletter on the school website.	Headteacher
5.2	Provide the budget analysis compared to revenue income for the October meeting. Deferred to the next meeting.	SBM
6.2	Conduct a risk assessment using the LA template highlighting risks and feed back to Governors at the next meeting – Completed – on agenda	Headteacher
	Share the compliance report at next meeting. Deferred to the next meeting.	SBM
	Chase LGfL for their filtering options ready for schools and update Governors. Deferred to the next meeting.	Headteacher

8	Update Governors on the process of sickness management at the next meeting Completed. The HT gave an update at the FGB meeting on 11 July 2024.	Headteacher
	Complete stress risk assessment and report back to Governors. Ongoing – update at the next meeting. ACTION: The Chair to email the Stress Risk Assessment from the LA.	SBM
	Create a crib sheet for parents for managing attendance. Deferred to next meeting.	Headteacher
9	Report back at next meeting regarding the disposal of the computers. Completed – on agenda.	SBM

ER joined the meeting at 18:17

5. HEADTEACHER & SBM ITEMS

- update on spreadsheet detailing SEN spends
- Update on quarter 1 Financial Management Report
- Update on Budget projection for 2024/25 financial year

The Chair went through the revised 2024/25 budget spreadsheet and praised the Headteacher for his job in the increase of income by 7.8% since the previous manager.

The Chair queried the higher variance from last year. The SBM outlined the significant difference in income is due to the rise in pupil numbers.

I01 has been impacted as a teachers pay grant and the teachers pension grant has been received.

I03 is the projected funding for this year for SEND and more children have received their EHCPs so this has been added on. LA gave a budget based numbers last year but there are now six more children who have EHCPs. Four of those children have the highest level of funding and two have medium funding which has increased the SEND funding.

I05 this figure comes from the DfE due to Looked after Children (LAC) and Pupil Premium children.

I08a The Farmers Market is back on which has increased this number.

I08b is already confirmed for the autumn term and places have already been allocated, based on the projected income from afterschool club, breakfast club and nursery school fees.

I118d has increased due to the Mayor's fund. There was no full year projection last year, but they have a full year projection this year.

SBM is giving an overview of the budget expenditure and income:

E01 is higher than the previous year as teachers are moving up the spinal points.

Q: Are people solely moving up the spinal point or are there any changes in contracts, i.e., staff hours have increased or requests for flexible working?

A: No it is solely due to the spinal points. A teacher on the higher salary scale resigned has been replaced with a teacher on the lower salary scale. There are other teachers also going up the pay scale.

E03 there are more 1-1 education support staff due to the educational healthcare plan. We have stopped using agency staff.

Q: Are the education support staff permanent or temporary?

A: They are permanent.

Q: How many pupils on the education support plan do you have in Year 6 that are moving on and how many are coming into reception?

A: Reception has six children.

Q: Is there a change in strategy in how you are managing SEND this year compared to previous

financial years? If that's the case is that because of the higher needs of the kids that are coming in?
A: The difference is the introduction of the SEND Hub this year so savings were made there. Last time we operated a one-to-one model and now it's seven children and five adults in the hub which helps with savings and better provisions. There will also be an SEN apprentice TA which is cheaper for the school.

The chair advised that although the budget is sustainable, it needs to be monitored and there needs to be a long-term strategy to keep the funding consistent.

E04 – There is a decrease in the cost as the tender is out for the cleaning company and we will be outsourcing the cleaning company and will be getting a new contract to be in place in November.

E12 - A lot was spent last year due to the health and safety audit

E07- This aligns with IO8 in order to meet the ratio to run the afterschool club, which increases the cost

E23 – This cost has decreased, possibly due to less claims made.

Building and maintenance (need E number) –Following the health and safety inspection last year, there was some work to be done therefore, expenditure increased this last year

E27 (moved from E03) - This information is usually put under E03 but has been moved to E27 so this has made it look like an increase. All agency costs are under E27 which includes cleaning, catering and staff which has seen a significant increase

E22 – Decreased significantly. This is due to not using the budget so there the amount has been decreased, alongside the costs decreasing as telephone bills are lower due to not using text messaging as much, email services are being used instead

AH commended the SBM on the budget sheet and said it's impressive. AMB also commented and said the forecast looks good for the coming year. All of the governors commended the school and the team.

6. PREMISES AND HEALTH & SAFETY

6.1 Update on Building Works

The Headteacher gave an update on the building works. He met with representatives from Haringey and went through the snagging list. They are aware of the fence and have assured the Headteacher that work will be completed but there is currently no timeline due to Haringey's procedures and also because they need to figure out where the money will come from to pay for this. They have acknowledged that the work is incomplete and said it will be completed.

6.2 Health & Safety Update

The Headteacher gave an update on Health & Safety.

All risk assessments for PE have been completed. The next health and safety walk takes place on 2 September 2024.

There is a health and safety concern around what is left of the decking and what was a canopy in the nursery. It is not a safe structure as the posts are rotten and loose. Haringey have acknowledged that this is something that the LA needed to address. The Headteacher advised he would like this rectified before reopening in September which the LA acknowledged.

Main snagging items are the fence, nursery decking and awning and the reception outdoor area for Gainsborough class. When the fence work was being done, part of the **wetball?** had to be cut leaving a thin strip. The LA have advised that school have to get this area fixed. The Headteacher is looking into quotes.

Haringey have confirmed that they will remedy the nursery space and have acknowledged that the fence is part of the initial project. The Headteacher suspects this will be completed when they do the new reception space or the school office which is now being pushed back to the autumn term when the work is due to start.

There are other items on the snagging list, some of which have been completed. The Headteacher agreed it was good that the items were discussed and agreed. Michael is going to try and remedy some of the items himself as they are minor.

Partial redecoration works are booked in for the summer for the swimming pool and some of the classrooms in the infant school. Wireless internet will be installed in the SEND hub. ER has given the go ahead for some maintenance work to be done on the sensory room.

Q: In terms of the canopy and decking, can a risk assessment take place to check for any hazards? The action will be to reduce the risk and the LA to repair this and share a copy of this with the LA

A: Yes.

Q: Can the risk assessment be shared with the LA so that they are aware there is a commitment from their side?

A: Yes.

ACTION (6.2): Headteacher to chase LGfL for their filtering options ready for schools and update Governors.
ACTION (6.2): Headteacher to provide an update from the health and safety walk that takes place on 2 September 2024.

7. CHAIR'S ITEMS

7.1 Cash Flow Management

JS informed Governors that money has been received from the LA and finances are back in a healthy position. Staff have been paid and they've been able to pay invoices that were delayed.

ACTION (7.1): SBM to provide a cashflow forecast at the next meeting.

8. POLICIES

There were no policies to discuss. All policies were agreed at the FGB meeting held on 11 July 2024.

9. ASSET DISPOSAL

The Headteacher updated Governors that he spoke to the IT technician regarding selling the computer. It was decided that it is not worth selling the computers as they will need be wiped clean and there is no software on them. Governors **agreed** to the computers being disposed of in an environmentally friendly manner. The Chair requested an update from the Headteacher and provide certification of this for GDPR purposes.

ACTION (9): Headteacher to provide an asset disposal update and certification at the next meeting.

10. DATE AND TIME OF NEXT MEETING

Thursday 10th October 2024

Thursday 13th February 2025

Thursday 20th March 2025

Thursday 15th May 2025

Thursday 3rd July 2025

11. ANY OTHER BUSINESS

There was no other business to discuss

Part 1 of the meeting ended at 18:49. The SBM left the meeting.

Signed
Chair

Date

Action Table

Item	Action	Assigned to:
4 (8)	Email the Stress Risk Assessment template from the LA	Chair
5 (5.2)	Provide the budget analysis compared to revenue income for the October meeting.	SBM
6.2	Chase LGfL for their filtering options ready for schools and update Governors.	Headteacher
	Provide an update from the health and safety walk that takes place on 2 September 2024.	Headteacher
7.1	Provide a cashflow forecast at the next meeting.	SBM
9	Provide an asset disposal update and certification at the next meeting.	Headteacher