

Campsbourne Primary School

Resources & Premises Committee Meeting Minutes

Held on Wednesday 22nd May 2024 at 6:30pm, via Teams



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	ABM	12/12/2027
Associate Member	Elizabeth Rarieya, SBM	ER	N/A
Cover Clerk	Mel Sealy-Pearson	-	-

*Denotes absence

PART 1

1. WELCOME, INTRODUCTIONS AND APOLOGIES

The Chair welcomes all to the meeting. Apologies were received and accepted from AH.

2. DECLARATIONS OF INTEREST

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

3. MINUTES OF THE PREVIOUS MEETINGS – 26 MARCH 2024

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 – 26 MARCH 2024

Item No.	Actions	Assigned to
4.1	To conduct an analysis of school meals and catering costs Completed – on agenda	SBM
5.1	To update on the review of the school's cleaning arrangements Completed – on agenda	SBM
5.3	To complete the spreadsheet detailing SEN spends Ongoing – deferred to the next meeting ACTION 4 (5.3): Clerk to add Headteacher update on spreadsheet detailing SEN spends to the agenda for the next meeting.	HT
5.9	To explore the use of social media to promote the school Completed – an X (Twitter) account will be created. ACTION 4 (5.9): HT to provide an update on progress with the X account.	HT
5.14	To review the metrics that could be used for teacher performance Not completed – Governors agreed to scrap this item due to the new legislation and insufficient information ACTION 4 (5.14): HT to update Governors about teacher performance in the October 2024 meeting.	HT

6.2	To update on the discussions with the LA over the snagging list Ongoing – the update has been shared however, it is a slow process.	HT
8.6	To update the Scheme of Delegation to include reference to Governor approval for bespoke purchase orders that only had 1 quotation Completed – Scheme of Delegation was approved in the last meeting.	SBM
8.9	To review the CPD Policy and Cybersecurity Policy Completed – ABM has reviewed both and recommends for approval.	SBM

Laura Lewis joined the meeting at 18:47.

5. HEADTEACHER & SBM ITEMS

5.1 2024/2025 Budget

The SBM gave a verbal overview of the [Budget report 2024-25](#) document.

The budget is based on known numbers for Reception and includes the Mayor’s FSMs program.

Haringey LA advised about a change to SEND funding allocation. This figure has been included in the budget. There is a proposal to outsource the cleaning from September 2024. There are two possible scenarios with a significant difference in cost - outsourcing or keeping cleaners in-house.

Funding allocation figures have all been based on what Haringey LA has informed. This may need to be revised later subject to allocations for Pupil Premium and UIFSM. After School Clubs have also been factored into the budget and includes rising costs.

It was noted that the school borrowed £40,000 from Haringey LA to pay invoices for the previous year.

Governors approved this and repayments will be deducted from the school’s cash flow around September.

The SBM asked Haringey LA to withhold one month’s payroll deduction to enable the school to meet all their payments. A decision is pending.

A discussion about a detailed budget report with assumptions that has been reviewed by Governors has been tabled. KPIs and an analysis of the budget has also been provided. Overall, the school is doing well in terms of its benchmarking.

LLW commended the school on doing a fantastic job with the budget and pondered what more could be done with the pending change in government.

The Chair thanked the SBM for providing a detailed report.

Governors **agreed** to approve the budget subject to minor changes to salary increments and on the provision that it is brought back to Governors with any substantial changes.

Q: What budget assumptions were made regarding teachers moving to the upper scale?

A: It was budgeted for everyone to move up a spinal point. There is a possibility for one teacher to move from M6 to UPS but this hasn’t yet been indicated.

Q: Shall we make assumptions that automatic increments will be in place?

A: No, we’ll leave the budget as it is.

Q: When do teachers have to give their resignation notice by and does it affect the budget?

A: Resignation date is 31st May. There’s one member of staff who may leave and this has already been built into the budget.

Q: Is there any interest payable on the loan?

A: No.

5.2 Budget Analysis

This was covered in Item 5.1. The SBM provided a budget analysis.

The Chair commented that it seems positive however, would prefer that the analysis is compared to revenue income.

ACTION 5.2: SBM to provide the budget analysis compared to revenue income for the October meeting

6. PREMISES AND HEALTH & SAFETY

6.1 Update on Building Works

All current works have finished and the scaffolding has been removed. The Headteacher and SBM are working through a snagging list with Haringey LA.

It is hoped that works to the office and new reception space will commence in Summer Term 2 and be completed in the Autumn Term. This is the last of the building works.

6.2 Health Safety Update

The Headteacher attempted to get an update on the H&S report but was not successful; he only received the action points from the previous report.

The Head Teacher expressed concern about mesh fence over the gate (part of the snagging list). A child climbed over the mesh fence to attempt to get out of the school. Although this child was with a member of staff, Governors agreed that no child should be able to climb over the fence.

Two sizeable gaps were also left on either side of the main gate. The Headteacher was assured by Haringey LA that this would be sorted and ensure there is mesh fencing for all of the places where the railings are low.

Q: Do you have a risk assessment in place for that particular incident?

A: No, we have everything we can do in place. The child who managed to get out is a child with an ECHP.

Q: When will the fence be fixed and what was the response from the LA?

A: No timeline was given. The LA said they are looking into the issue.

Q: Have all statutory H&S compliances been completed?

A: Yes

Q: Are parents all aware of the building works?

A: Yes.

Q: What's the update with the Just Swim formal business plan and IT filtering?

A: The business plan is imminent. There has been a delay due to non-work related issues.

ACTION 6.2: HT to conduct a risk assessment using the LA template highlighting risks and feed back to Governors at the next meeting

ACTION 6.2: SBM to share compliance report at next meeting.

ACTION 6.2: HT to chase LGfL for their filtering options ready for schools and update Governors.

7. CHAIR'S ITEMS

There were no items for discussion.

8. POLICIES

Policy Title	Changes Made
Attendance Policy	Minor changes made
CPD Policy	Minor changes made
CCTV Policy	No change
Clear Desk Policy	No change
Control of Infections Policy	No change
Data Breach Policy	No change
Data Retention Policy	No change
Electronic Information and Communication Policy	No change
Information Security Policy	No change
Freedom of Information Policy	No change
Pool Operating Procedures	Minor changes made
Cyber Security Policy	New policy using LGfL Template
Finance Policy	Updated with changes requested from previous meeting
Asbestos Management Plan	Dates updated
Lettings Policy	No change
Annual and Special Leave Policy	These HR policies are all agreed by unions and cannot be changed
Flexible Working Policy	
Managing Stress at Work Policy	
Model Grievance Policy	

Model Schools Parental Leave Policy	
Organisational Change Policy	
Sickness Absence Management Procedure	

The Chair queried whether the Charges and Remissions Policy had been updated. **The Headteacher confirmed** this was reviewed in the Spring Term and Governors agreed it at the meeting on 26 March 2024. LLW queried whether the Learning Observation Policy and the CPD Policy work in tandem. The Headteacher informed Governors that he has merged the two policies, which were sent to Union reps and proposed scrapping the Learning Observation Policy.

LLW queries how the Attendance Policy was communicated to parents and whether there is a separate crib sheet. The Headteacher confirmed one hadn't been put into place however, he will look at doing so. Governors **agreed** to approve local policies and adopt all LA policies.

Q: Does the school have a risk assessment for managing stress at work?

A: There is a risk assessment for individuals.

Q: Is there a wellbeing group or committee?

A: Yes.

Q: Do we have an EWO?

A: Only for statutory duties, monitoring of attendance takes place internally. Jade first then HT,

ACTION 8: Headteacher update Governors on the process of sickness management at the next meeting

ACTION 8: SBM to complete stress risk assessment and report back to Governors

ACTION 8: Headteacher to create a crib sheet for parents for managing attendance

ACTION 8: Headteacher to provide an update on the Data Breach Policy and Data Retention policy at next meeting.

9. ASSET DISPOSAL

The Chair thanked the Headteacher for updating the asset register, which has been tabled and reviewed by Governors.

Asset value = £328,500. Replaceable value is £327,000. Number of items on the register = 1,124.

The SBM asked the Governing Board for approval to dispose of old computers.

A Governor queried how the computers will be disposed of with regards to data protection. The SBM confirmed that they have all been wiped clean by IT.

No further concerns were raised and Governors **agreed** to the disposal.

Q: What happens to the computers now that they've been wiped? Do they get sold to staff?

A: We have a company that the LA use to send the computers to. The Headteacher hasn't decided whether to sell to staff as yet.

ACTION 9: The SBM to report back at next meeting regarding the disposal of the computers.

10. DATE AND TIME OF NEXT MEETING

Thursday, 18th July 2024.

LLW gave apologies for this meeting.

11. ANY OTHER BUSINESS

There was no other business to discuss.

The Chair thanked all for attending. Part 1 ended at 19:40.

Signed
Chair

Date

Action Table

Item	Action	Assigned to:
4 (5.14)	Update Governors about teacher performance in the October 2024 meeting.	Headteacher
4 (5.3)	Add Headteacher update on spreadsheet detailing SEN spends to the agenda for the next meeting.	Clerk
4 (5.9)	Provide an update on progress with the X account.	Headteacher
5.2	Provide the budget analysis compared to revenue income for the October meeting	SBM
6.2	Conduct a risk assessment using the LA template highlighting risks and feed back to Governors at the next meeting	Headteacher
	Share the compliance report at next meeting.	SBM
	chase LGfL for their filtering options ready for schools and update Governors.	Headteacher
8	Update Governors on the process of sickness management at the next meeting	Headteacher
	Complete stress risk assessment and report back to Governors.	SBM
	Create a crib sheet for parents for managing attendance	Headteacher
	Provide an update on the Breach Policy and Retention policy at the next meeting.	Headteacher
9	Report back at next meeting regarding the disposal of the computers.	SBM