



Bevendean Primary School and Nursery
Finance, Personnel and Premises Committee
Thursday 17 October 2024 at 5.00pm [Hybrid meeting]

Name	Type of Governor	Link Governor Roles	Present	Apologies
Mark Dally	Headteacher	N/A	Yes	
Kendrick Tugwell (FPP Chair)	Parent	Pupil Premium	Yes	
Lydia Majic	Co-Opted	Safeguarding	Yes	
Adrian Strange	Co-Opted	Premises & Personnel, GDPR	Yes	
Eugene Arnold	Co-Opted		No	Yes
Olumide Olorunfemi	Co-Opted		No	No
Kenya Simpson Martin	Co-Opted	Leadership & Management/SLT/Staff Wellbeing	Yes	
Lorna Amys	Co-Opted	Attendance	Yes	
Nikki Buttress	School Business Manager	N/A	No	Yes
Sarah Miller	Associate member	N/A	Yes	
Tom Way	Clerk	N/A	Yes	

Quorum: 6 out of 8 governors were present. The meeting was quorate (at least 50% attending).

Questions from the governors to the HT and Staff are highlighted in **bold**.

1. Quoracy of meeting

It was confirmed that the meeting is quorate.

2. Apologies/attendance list

Governors confirmed that EA and NB had given apologies.

TW agreed to check with OO if he is in a position to re-join governor meetings, and if so, to refer him to NB to arrange an updated DBS – **ACTION TW**



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3. Minutes of previous committee meeting

A) Approval of FPP minutes 9th May 2024

Governors confirmed their approval of the minutes of this meeting.

B) Matters arising / Action points

The following actions have been met:

- TW and MD have checked for a previous governors' allowances policy and for an up-to-date model version for this FPP committee meeting
- TW sent an MS Teams invite to the committee chairs for the 10th June catch up with MD and the FGB chairs

The following actions are ongoing:

- AS to look into the process for reviewing the Premises Management Documents at the next H&S visit and how we are notified if any changes are made to be brought back to the FPP for signing off (arranged for November) – **ACTION AS**

4. Election of Chair and Vice Chair

KT confirmed that he has nominated himself to continue in the role of FPP Chair, and LM seconded this.

Governors unanimously approved of KT as the FPP Chair.

KT nominated LoA as the FPP Vice Chair, and LM seconded this. LoA confirmed that she is happy to do this, and there was a brief discussion around the role and the support available for it.

Governors unanimously approved of LoA as the FPP Vice Chair.

There was a broader discussion around the responsibilities of chairs.

5. Finance Update

A) Business Manager's Report/Budget Update

KT confirmed that NB couldn't attend the meeting here and had given apologies in advance, and that MD would provide an update in her absence.



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MD advised that we are currently predicting a surplus of £7k, which is a very tight margin for a school budget of £2mil, and we are being very cautious on spending and saying no to a lot of things now. Sports Premium is ringfenced money from the government to spend on PE and Sports, and it can also be used for sports trips. There used to be government funding available for covid-recovery but this is gone now. MD provided a further summary of this, and advised that the pupils have engaged in fundraising activities for the school, including writing to local businesses for donations, and holding bake sales etc.

MD advised that we have approximately £20k of Devolved Formula Capital (DFC) money from the LA, and we haven't spent much relating to this in the last 3 years, though there are restrictions around what we can spend this on, and MD gave a further summary.

MD advised that Countrywide have withdrawn from our grounds' maintenance contract with them as they have said that they can't fulfil this now. We were paying around £7k for this before, and quotes from new companies are in the region of £12-23k, and we are looking further into this. The premises manager is covered under the school's insurance to use the new ride-on lawnmower, and we will do a risk assessment for this. AS commented that there are a lot of H&S requirements around this and he will check them in a monitoring visit. MD advised that lots of other schools are opting for internal grounds maintenance rather than contracted services now. AS advised that the equipment for this will be classified as school assets and should be valued into the budget accordingly.

MD advised that pupil numbers are down to 298, which is a decrease of around 20, and he has sent flyers out to local nurseries and conducted open days, and the deadline for parents of children at nurseries to apply for Bevendean is 31st January. The decrease in pupil numbers has had an impact on the budget. We are expecting 2 members of staff to retire in July, and we may be able to manage without replacing them. A flexible working request was also made and agreed this week, but we are getting closer to breaking point in terms of staffing and managing the school, and the Senior Leadership Team (SLT) are having to do more cover, and the impact is being felt across the school and within the SLT. We are currently able to manage and within safe staffing levels, but MD is aware that other schools are reaching a tipping point where Headteachers are concerned that their schools could become unsafe. We are not at this point, but we are also not at the place we were at 2 years ago, and there was a broader discussion around this.

MD advised that the current Year 1 group consists of 30 children, and there is a statutory requirement for KS1 to have no more than 30 children, so if 1 or 2 children left then this would allow flexibility and the possibility of capping this year group and having 1 teacher and Teaching Assistant (TA) covering the class. MD provided a further explanation around the legal requirements for a 2-form school and the 30-child cap, and that if we had 31 children then we would need to employ 2 full time teachers for two classes. MD further advised that it may be possible to get a temporary Pupil Admissions Number (PAN) reduction for our intake in Year 1.



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B) Disposal of equipment/write-offs

MD advised that an interactive TV has stopped working and ICT were unable to repair it, but fortunately there is a spare one in the Year 1 group so this hasn't cost us to replace it.

Q: How old was the TV?

MD advised that it was approximately 4-5 years old and was out of warranty.

Q: If this is the average lifespan for this TV, do you need to factor in the possibility that the TVs in other classrooms may start breaking down and need replacing?

MD advised that we have around £1,500 in the budget for this, and we will factor in the possibility that more may be required in the next budget. SMi advised that there are still a few spare TVs in other classrooms not being used and there was a broader discussion around this.

C) Benchmarking areas

TW confirmed that NB had advised in advance that there are no updates for this.

D) Brighton & Hove City Council (BHCC) finance update/letter

KT advised that within BHCC's update they are asking schools to do their budget earlier than usual this year. MD advised that NB produced the budget earlier than most other schools, and there is also a limit to how much we can consider in advance anyway, and there was a broader discussion around this.

MD advised that in regards to BHCC's suggestion of considering mixed classes, we are already doing this and there is a limit to how much more we can do with this, and MD went through the other suggestions outlined by BHCC and explained that we are either already doing these or that they aren't possible at this school. MD provided a summary of Early Careers Teachers (ECTs) and supply cover at the end of last year, and clarified that when staff are transferred to other schools before the end of their contract, we invoice those schools for that time. There was a broader discussion around TAs, overtime and Time Off In Lieu (TOIL), and MD clarified that there has been almost no overtime given for support staff. MD advised that there are 8 Higher Learning Teaching Assistants (HLTAs) at the school who can cover classes, and that this facilitates all PPA for teachers.

MD provided a summary of the subscriptions for the school and whether anything could potentially be cut that isn't being used, and he advised that there are a couple of minimal things that could be cut, but that the majority of it is needed. There was a discussion around the subscriptions and if there are any further options for cutting these or looking at cheaper alternatives, but it was agreed that there are no real possibilities for this that wouldn't have a knock-on effect and create other problems in the school.



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6. Performance Management cycle report

A) Performance pay awards – recommendations from Pay Committee

KT asked governors if they are happy to accept the recommendations from the Pay Committee. Governors confirmed that there are no issues to raise.

All governors approved the recommendations from the Pay Committee.

KT formally signed the pay recommendations.

7. Additional Funding Streams

MD advised on the following:

- SMi has secured a grant of £8k for the school from Southover Manor Trust
- A parent recently did a Three Peaks Challenge and raised money for the school
- We have introduced a Pay It Forward scheme for school trips in which parents can donate extra on top of school trip fees to enable other children to go the trips where their families are unable to pay for this
- SMi has made an application to the Foil Foundation for another grant for books for the school
- MD has made an application to the East Brighton Trust for a grant of £10k for the school library and a decision on this is imminent
- SMi has made another grant application to Great British Trips for £2500 towards the Year 6 residential (we are still waiting to hear from them).
- Last year we received £1800 from the Henry Smith Foundation also for Year 6 residential last year.

MD requested that if anyone knows of any other funding opportunities to apply for then please let him know. AS commented that Brighton & Hove Buses may offer some kind of funding and he will look into this – **ACTION AS**

MD advised that the Arundel Wetlands Centre offer trips for schools, and the pupils' Eco-Council were awarded a free trip and transport provided. MD further advised that transport is one of the main costs for all school trips. SMi advised that there was a rugby tournament today, and we asked parents if they can take the pupils to this to save the school money.

MD commented that although there have been some positive outcomes from fundraising, it is time-consuming to do this and is difficult to manage alongside other responsibilities. LM commented that it is a shame that the school has very limited funds available, especially as



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the staff and the school are very good and deserve more. There was a broader discussion around this and pupil numbers in the area.

8. Premises

A) Update

MD confirmed that the school grounds' maintenance has been discussed above [*see item 5a*].

MD provided a brief summary of the premises report and advised that all is being managed and accounted for including fire risk assessments. MD advised that we are currently dissatisfied with our cleaning contract, and we have now implemented a checklist for staff to monitor if everything is being done.

B) Work in progress log

MD confirmed that this has only just been updated and uploaded for governors to view.

MD advised that the Condition Data Collection (CDC) report recommends that we replace the lighting in the school.

Q: Have you tagged all assets?

MD confirmed that this has been done.

Q: Are there any concerns with the structure of the building?

MD confirmed that there are no major concerns, and SMi advised that there is a small leak in the Hive roof and we are checking into this.

9. Policy reviews

A) Governors' Allowances policy

Q: At the top of the document, it says that the Chair and the HT have to sign off any requests to authorise the claim, but then at the bottom of the document it only specifies the Chair; should it be the HT as well?

MD agreed to amend this – **ACTION MD**

There was a discussion around the purpose of governor expenses and that this mainly relates to any travel and parking costs that are required, and that this also can help to



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remove possible barriers to someone becoming a governor. It was also clarified that both the Chair and the HT can refuse requests.

All governors agreed to the Governors' Allowances policy subject to the amendment specified above.

B) Scheme of Delegation

MD agreed to include the £15 expenses cap for governors within this – **ACTION MD**

TW agreed to add this as an item for approval at the next FGB meeting and to include it in the list of annual policy reviews – **ACTION TW**

10. Link Governor Monitoring Visits

KSM agreed that she is happy to lead on Headteacher (HT) appraisals next year as the Leadership & Management link governor, and TW agreed to send guidance and training links for this to KSM – **ACTION TW**

TW agreed to send a reminder to governors to complete safeguarding training if they have not already done so – **ACTION TW**

KT advised that he has conducted a Pupil Premium monitoring visit recently and he will send the report for this soon. LM advised that she has arranged to come in to the school to conduct a central record check soon.

11. AOB

TW agreed to check the rules around approving HT appraisal pay recommendations - **ACTION TW**

AS confirmed that the HT appraisal panel needs to email the pay committee with their recommendations following the appraisal.

There was a discussion around the January governor visit for Ofsted preparedness, and MD and SMi advised that they will email governors about the December Christmas events that can be attended.

12. Summary of action points

Governors agreed to remove this item.



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13. Date of next meeting

Thursday 13th February at 5pm – 6.30pm.

14. Close of meeting

The meeting was closed 6:34pm

***** Please see Action Points and Decisions from this meeting below**

Action points from FPP meeting held on 17th October 2024

Item/Action	By	Person responsible
2.1 TW to check with OO if he is in a position to re-join governor meetings, and if so, to refer him to NB to arrange an updated DBS	ASAP	TW
3.1 AS to look into the process for reviewing the Premises Management Documents at the next H&S visit and how we are notified if any changes are made to be brought back to the FPP for signing off (arranged for November) – <i>ongoing</i>	November	AS
7.1 AS to look into funding opportunities from B&H buses	Next meeting	AS
9.1 MD to amend the Governors' Allowances policy to specify that all requests need to be signed off by both the Chair and the HT	Next meeting	MD
9.2 MD to specify £15 expenses cap for governors in the Scheme of Delegation	Feb FGB meeting	MD
9.3 TW to add the Scheme of Delegation as	Feb FGB meeting	TW



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an item for approval at the next FGB meeting and to include it in the list of annual policy reviews		
10.1 TW to send guidance and training links for HT appraisals to KSM	Next meeting	TW
10.2 TW to send a reminder to governors to complete safeguarding training if they have not already done so	ASAP	TW
11.1 TW to check the rules around approving HT appraisal pay recommendations	ASAP	TW

Decisions made at FPP meeting held on 17th October 2024

Item/Decision
3.1 Governors confirmed their approval of the minutes of the FPP meeting on 09.05.24
4.1 <i>Governors unanimously approved of KT as the FPP Chair</i>
4.2 <i>Governors unanimously approved of LoA as the FPP Vice Chair</i>
6.1 <i>All governors approved the recommendations from the Pay Committee</i>
9.1 <i>All governors agreed to the Governors' Allowances policy subject to the amendment specified</i>