



Governing Body Site and Financial Management Committee Meeting

Date: 13/11/2025

Time: 5.00 p.m.

Venue: Becontree Primary School

Present: R. Puttnam (Chair), M. Ziane (Headteacher), S. Iqbal (left at 6.20pm) and H. Samatar (on TEAMS)

Minute Taker: P. Thornton (Strategic Business Lead)

Also present: C. Stock (Deputy Headteacher EYFS & KS1)

The Governing Body:

- Ensures clarity of vision, ethos and strategic direction;
- Holds leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff;
- Oversees the financial performance of the organisation and make sure its money is well spent.
- Ensures the voices of stakeholders are heard.

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Item	Agenda Item	For information and questions	For discussion/decision	Actions/Next Steps
1	Welcome and Apologies		Apologies: Welcome to: Mrs Doogan and the pupil Travel Ambassadors	Governors were very impressed by the presentation and asked if Mrs Doogan could video this and add it to the school website, so that everyone could appreciate their achievement.
2	Declaration of Business Interests		All annually signed documents to be completed this term Any declaration to be made at this meeting?	

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3	Minutes of last meeting		Site & Financial Management Committee minutes are attached for 16/6/2025 Accuracy: agreed Action: approved and signed Matters arising: • Barrier outside pupil entrance gate: update (see agenda item 5) • RP contacted LA regarding concave mirror but this cannot be agreed as the post is not Borough property • MZ to research and check the format required for the annual H&S report (see agenda item 5 below) • MZ to advise Governors re: car parking changes (see agenda item 5 below) • Update on change to site staff working hours in school holidays (see agenda item 6 below) • Add a section to DSL report on Web filtering (see agenda item 6 below) • Accident/incident reports presented in grid format (see agenda item 6 below) • Change to ratified budgets sent to LBBD Finance • MZ enquired with LBBD regarding funding for ARP staff pay rises (see agenda item 7 below) • RP to trial including financial spot checks into H&S Monitoring meetings • Governor SFVS Competencies (see agenda item 9 below)	
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			- Streamlined Asset inventory (see agenda item 7 below) and policies (see agenda item 9 below) - Governor GDPR training (see agenda item 8 below)	
4	Items for discussion requested from FGB or other committees		FGB (12/6/2025) – from Action Log - AI now a standing agenda item (see item 5 below) - SFM Terms of Reference – agreed and signed FGB AGM (18/9/2025) None From HT: Reducing content of agenda – review of draft content. SI suggested that we continue with this model.	

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5	Site (Building)	Business Management Plan (as part of SIP): attached Maintenance and Servicing & Development (presented by MA) Routine Maintenance Plan - General review Community Payback developments (where appropriate) - Grounds maintenance Significant building matters to report: - CDC2 inspection – brickwork pointing and guttering - Floors - Roof - New Library building - Monitor for solar panels Security Damage to barrier Nursery external door ARP update Nothing to report. Health and Safety Inspections and Audits LBBD H&S Audit (3/5/2023) – no changes H&S Governor Internal Inspection – due on 17/11/2025 Fire Risk Inspections/Assessments	Annual H&S Report We no longer have a staff H&S representative to write this. Union reps are invited to join PT, RP and MA on site walks to ensure staff input. MZ has asked other schools and they no longer provide one. RP said that. Car Parking Update on implications of extended CPZ Proposed extended SchoolStreet Security Extension of barrier outside pupil entrance gate: update - now in place from today. AI Strategy (New standing agenda item) What content - do Governors want a report/ update at every meeting? Queries from FGB checked and verified	Significant Building matters: Trip hazard in Reception class. Proposal for Governors to take a look and discuss timelines Charge for Childville staff for using the school car park. Governors agreed for a charge of £1 per week. RP consider adding a clause in next year's letting agreement. H&S training for Governors – RP said that he is covered through his school role. PT to send the link to HS and SI, in case they may be interested
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		(see attached) – 6/8/2025, all action completed Fire Safety Procedures, including fire drill Site evacuations – Fire Drill 3/10/2025 Network Management Report To be tabled Community Hub New manager – initial meeting 2/10/2025		
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6	Site (People)	Staffing Bi-annual review of staffing establishment: • Structure • Resignations (see confidential items) • Recruitment • Induction & training Staff Training (health and safety) First Aid training Annual H&S training for existing staff Safeguarding and Child Protection DSL Report (with Web filtering added) Critical Incidents None Accidents/Incidents See discussion matters Staff and Pupil Well Being Absence numbers and monitoring (staff)	Staffing structure Review changes to site staff working hours in school holidays – from Summer 2025 site staff work 7am-10.25am (rather than starting at 5.30am) - this was to save a small amount of money in the Site Managers overtime. RP asked if staff were consulted? MZ said yes, we followed HR procedures. Safeguarding and Child Protection • Safe collection of children updated due to an incident when a child left his mum at the end of the day and left the site unescorted • Enrichment RA updated • Other scenarios now considered and incorporated • Now receiving regular reports for LGfL regarding filtering and monitoring – need to develop responses Critical Incident Response planning Review of response plans and table-top exercise on 20/10/2025	HS suggested if an additional member of staff could be present on the gate. MZ to consider and feedback PT to add filtering & monitoring and follow-up reports on next agenda with Elementary ICT MG to check with NGA if Safeguarding training has been completed for some Governors CS to ask relevant schools for a letter of assurance for Governors on their most recent training HS suggested having a screen saver on teacher PCs with a decision tree on what to do. PT
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			Tested the alarms on 12/11/2025 but the sounder isn't working We are not yet ready to test this with children yet Accident/Incident reporting • Feedback on new format HS asked for more information on the accident (regarding the Tawhid weekend group) on 20/9/2025? MZ said that we followed procedure, took advice from H&S and Insurance team, we met with the Tawhid representative. The child went to hospital and is now fully healed.	to add to the Elementary ICT agenda.
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7	Financial Management (School and ARP)	Budget 2025/2026 - ARP - School Changes since the last meeting (noted on the Budget Monitoring sheet) include: Income: - Slight rise in NI funding grant Expenditure: - Building repairs (drains) Census/Funding New Arbor MIS system Benchmarking (local and VMFI) None SLA Review - BDSIP - MIS support Lettings and income generation (annual rent reviews and contract updates) Childville Letting - none Zumba club – none Tawhid Academy – none School Fund Account None Audit	Budget 2025/2026 - Assignment of Balances (for SFVS) - Spending limit (set out in our Financial Management Standards Manual) is £10K for 3 quotes. ARP Salary increases - MZ to ask LA about additional funding – feedback Monitoring of Spending - Budget Monitoring report – discussed in detail LBBD Anti-Fraud training - Spot checks – added to Governor monitoring visit (due on 17/11/2025) SFVS self-assessment 2024/2025 - Governor Competencies – outstanding for HH, RP and HS Inventory & Asset register - Annual stocktake - Disposal register - List of missing assets - List of assets no longer checked (streamlined model) HS asked about extended warranty options? RP said that it is unlikely to cost effective, due to changes in ICT and the possibility of refurbished machines School Fund Account	MZ to check again but not aware of anything additional this year PT to send Governor competency MZ said to wait and keep looking RP suggested we ask LS and AB how many class sets of laptops, etc we have PT to ask Elementary ICT about extended warranty for ICT equipment
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		LBBD Financial & Probity Audit on 20/11/2023 – all actioned Shared Financial Arrangements Community Hub PACE meeting venues Gifts and Hospitality None IR35 report Balloon Artist – 23/9/2025	Audit for agreement	
8	GDPR	Policy review To follow (in process)	Audit (9/1/2025) - Action plan – attached (in progress) PT to update again at next meeting - GDPR Training for Governors - Guest codes for guest wifi	HS to send her certificate of GDPR training RP suggested asking Elementary ICT if the guest wifi is white-listed? How do staff access the school wifi? Do we know who accesses it?

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9	Policies, Procedures and Risk Assessments (new and existing) Please ask for copies if you require them either before (to familiarise yourself) or after the meeting (for reference) Most are already available on the school website	Site Safety and Security • Building Management • COSHH • First Aid • Infection Control • Supporting Children with Medical Needs Financial Management, including SFVS • Counter Fraud • Asset Management • Write Off and Disposal • Debt Management • Debt Procedure • Annual Financial Management Checklist • Summary of Levels of Financial Delegation • Statement of Internal Control • Financial Tasks and Checklist • Scheme of Delegation for Financial Regulations and Internal procedures • Scheme for Financing Schools • Financial Regulations and Standing Orders for Schools • Financial Management Standards & Guidance at Becontree Primary HR Policies • None Network Management None	Site, Safety and Security • Critical Incident Response Plan (DRAFT) To present at next meeting when testing has completed	
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14	A.O.B		BDSIP Membership £350 (1-year) or £800 (3-years)	RP agreed for us to pay £350 for 1-year membership. PT to respond.
	Date and time of next meeting	5 th March 2026 @ 5.00pm		

Signed: _____
Chair of SFM Committee

Date: _____

Signed: _____
Chair of Governors

Date: _____