



**Governing Body
Site and Financial Management Committee Meeting**

Date: 16/6/2025

Time: 4.30 p.m.

Venue: Becontree Primary School

Present: R. Puttnam (Chair), M. Ziane (Headteacher) and T. Beckett

Minute Taker: P. Thornton (Strategic Business Lead)

Also invited: 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	L Feeley – work commitments S Iqbal – work commitments H Samatar – childcare commitments		
2	Declaration of Business Interests	All annually signed documents now completed by Governors	Any declaration to be made at this meeting? None	
3	Minutes of last meeting	Site & Financial Management Committee agenda and paperwork were circulated for comment and key items discussed at FGB Meeting on 27.3.25. Draft Budget 2025/26 and SFVS were discussed as part of finance agenda item at FGB on 27/3/2025. RP signed off all relevant paperwork at FGB meeting.	Site & Financial Management Committee minutes were circulated for 6/3/2025 but not signed. Site & Financial Management Committee minutes 7/11/2024 Matters arising: - Barrier outside pupil entrance gate: update from RP (see agenda item 5) - Responsibility for annual H and S Report (see agenda item 5 below)	Accuracy: Agreed Action: Signed by RP Accuracy: Agreed Action: Signed by RP
4	Items for discussion requested from FGB or other committees		FGB (27/3/2025) None From HT: Reducing content of agenda – are there some agenda items that can be discussed annually rather than at every meeting?	Draft format to be piloted for next few meetings and reviewed.

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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 • Playground equipment inspections and outcomes Community Payback developments (where appropriate) Significant building matters to report: • CDC2 inspection – brickwork pointing and guttering – awaiting report • Floors – for summer start • Roof – for summer start • New Library building – going well, was • Grounds maintenance – awaiting company to be granted SLA • Boiler panel service • EICR 5-yr Hardwire electrical testing <i>RP asked how many faults on the EICR? PT checked and there were approx. 40 C2 recommendations. RP said that he was advised that can send the report to a variety of companies for quotes. PT noted this</i>	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. For discussion. Car Parking CPZ extended to include Becontree Avenue – proposed change to staff payments next year to ensure costs are covered. MZ made Governors aware that the need for parking spaces has increased due to the extension of the CPZ. Security Barrier outside pupil entrance gate: update from RP	MZ to research and check the format required for the annual H&S report MZ to advise Governors once changes proposed RP to contact Rob Whybrow about visiting us, regarding this and possibly about providing a Concave vehicle mirror opposite the car park
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		<i>for the future, however, we have now instructed for the works.</i> Security CCTV equipment – breakdown and repair 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 (3/3/2025) – attached H&S Governor Internal Inspection – planned for 30/6/2025 Fire Risk Inspections/Assessments (see attached) – no change Fire Safety Procedures, including fire drill Site evacuations – Fire Drill 18/3/2025. Full evacuation in 6 mins and 5 seconds. Three unannounced evacuations – 18/5/2025, 5/6/2025 and 11/6/2025 <i>RP asked why so many unannounced evacuations?</i> MZ		
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		<i>explained that the unannounced activations were mainly due to a toaster in the Community Hub and a child in the Zen Den who had activated it.</i> Network Management Report Attached Community Hub None		
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6	Site (People)	Staffing Bi-annual review of staffing establishment: • Structure – cleaning staff consultation • Resignations (see confidential items) • Recruitment • Induction Staff Training (health and safety) None Safeguarding and Child Protection DSL Report - discussed RP raised an issue about Web Filtering (Webscreen) CS to check with Elementary ICT, as this is a DSL role Critical Incidents None Accidents/Incidents Reports shared, from November 2024 - 26 adult accident forms and 5 children forms. TB suggested that these are reported on a grid against each category. MZ said this might be useful.	Cleaner and site consultation regarding working hours during school holidays ECT appointment to permanent staff Unqualified teacher appointment	Governors agreed to proposal and for MZ to proceed with amended working hours CS to add a section on this to the DSL report PT to prepare grid and ask MS to complete this ahead of each meeting
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		Staff and Pupil Well Being Absence numbers and monitoring (staff)		
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7	Financial Management (School and ARP)	Budget 2025/2026 - ARP - School TB queried the funding for the ARP and asked if this is increased in line with staff pay increases? MZ said it increased in line with AWPU but unknown if this reflects staff pay rises Changes since the last meeting (noted on the Budget Monitoring sheet) include: Income: - CSBG (DfE grant) Expenditure: - Staff pay increases- support staff and teacher RP asked what amount of pay increases had been included? MZ said 2.8% for teachers and 3% for support staff. Building repairs - Increased costs of licences/subscriptions Benchmarking (local and VMFI) None	Budget 2025/2026 Amendments to ratified budget due to coding changes. Assignment of Balances (for SFVS) Now part of the working day-to-day budget Monitoring of Spending Budget Monitoring report - discussed in detail LBB Anti-Fraud training Spot checks – how could these work and who would do them? SFVS self-assessment 2024/2025 Governor Competencies – to be returned and reviewed for training needs, etc Inventory & Asset register Annual stocktake Disposal register List of missing assets Advice from LBB Finance to only show assets over £2000 on Asset register. Discussed how asset list could be streamlined whilst retaining a working record of vulnerable assets. RP suggested a	Action: Updated ratified budget agreed and signed. PT to send to LBB Finance MZ to enquire with LBB regarding pay rises for ARP staff RP to trial adding financial spot checks to termly H&S visit PT to send email to any Governor who needs to complete it MZ to add SFVS Governor competencies to the FGB agenda Action: Annual stocktake agreed and signed by RP PT to ask the Insurance Dept for their recommendations and feedback to FGB.
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		SLA Review - BDSIP (awaiting a relationship management meeting) - Grounds Maintenance (See item 5 above) Lettings and income generation (annual rent reviews and contract updates) Childville Letting (charges) – rent reviewed and increased Zumba club – rent reviewed and updated Tawhid Academy – rent review and hall charge added School Fund Account Audit due this term Audit LBBD Financial & Probity Audit on 20/11/2023 – all actioned Shared Financial Arrangements Community Hub PACE meeting venues Gifts and Hospitality To be tabled – none since the last meeting IR35 report	minimum of £50 or only including iPads, laptops and chromebooks + high value assets	
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		To be tabled – none since the last meeting		
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8	GDPR	Audit Took place on 9/1/2025 (see attached) Policy review To follow (in process)	GDPR Training for Governors MS sent email requesting information on completed GDPR training (ie at work) so can set up on-line training where needed	All Governors to reply to MS email
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)	Site Safety and Security - Health & Safety - Managing Contractors - No Smoking - Use of Transport To follow: - Critical Incident Response Plan (DRAFT) – to be discussed in Autumn term Financial Management, including SFVS - Lettings HR Policies - None Network Management - Network Management - Network Documentation	Financial Management, including SFVS - Asset Management (DRAFT) - Write Off and Disposal (DRAFT)	Action: All agreed and signed by RP Action: Draft policies agreed in current form and signed by RP PT to present both policies again following outcome of Asset question above
14	A.O.B	None		
	Date and time of next meeting	SFM Committee – To be agreed at Annual Business meeting in September 2025		

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Signed: _____
Chair of SFM Committee

Date: _____

Signed: _____
Chair of Governors

Date: _____