



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

Date: 7/11/2024

Time: 5.00 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	Discussions/Actions and Next Steps
1	Welcome and Apologies	L Feeley – struck in traffic, so unable to make it M Allen – was invited to the meeting to feedback but was unwell
2	Declaration of Business Interests	None
3	Minutes of last meeting: - Accuracy; - Matters arising (if not covered within the minutes)	Site & Financial Management Committee Minutes (13/6/2024) Accuracy confirmed and signed by RP Matters arising: - Solar Panel – data through My Solar Edge is limited – PT to request further clarification - Good estate management for schools – document about thinking strategically regarding the school estate https://www.gov.uk/guidance/good-estate-management-for-schools - noted as being available to support governors/leaders. - Morgan FRA (23/10/2023) - outstanding items (see 6 below) - Additional SEND funding – MZ shared options with HH, pursued with LA, and fed back at FGB - Leave of absence data – to be shared along with sickness absence (see 7 below) 3-yr budget – proposed solutions for predicted deficit (see 8 below) - Assignment of Balances (for SFVS) – draft for consideration (see 8 below) - Cardnet system – installed, procedures in place, to be rolled out to parent/carers this term - GDPR Audit date (see 9 below)
4	Items for discussion requested from FGB or other committees	FGB dated 11/7/2024 None AGM dated 18/9/2024 Signing of Committee Terms of Reference for this committee – T o R signed by the chair.
5	Disease outbreak	None to report



6	Site (Building)	<i>Business Management Plan (as part of SIP)</i> Discussed and agreed <i>Maintenance and Servicing & Development</i> (presented by PT, in the absence of MA) Routine Maintenance Plan • General review – discussed • Asbestos report 2024 – we had 2 red flags for asbestos in both below-ground cellar areas. These were flagged as red because they could not be inspected. The cellars are both flooded and we do not use them. We have confirmed with LA that these are not used and as they are locked and signs are in place this negates the risk. This is noted on our Asbestos Management Plan. All other asbestos containing materials were low risk and well maintained. Community Payback – work continues on weekends, they are now painting exterior equipment again. Significant building matters • Carpets – long-term cleaning programme for corridor carpets, £2K has been added to the maintenance budget, to plan ahead for next year • New library space – tender process continues and is due to end this week • Outdoor equipment (EYFS Climbing frame & monkey bars) – we are awaiting an updated quote and will schedule the works ASAP but are dependent on weather and availability • Penetrations within compartments – another survey was completed just before half-term and the work to fill them is ongoing • Roof leaks – we are pursuing repairs with the Assets Team • Internal decoration – we are pursuing some repairs to water damage in classrooms (with support from the Assets) • Drains – we had a survey and some work completed in half-term but are challenging the cost, as contractors did not complete the work agreed during the survey • L8 Legionella remedial action – most work completed, so has been planned for next financial year due to cost. Replacement water fountain is being sourced. TB asked why these are not in use? PT explained that one needs replacing but their lack of use has been historic from the Pandemic. Fountains are treated as little used outlets and MA flushes regularly and
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		keeps a record. PT agreed to feedback about installation date for replacement water fountain. FRA – outstanding items (see below) Security Perimeter fencing – completed. RP said that the plastic weave looks very smart. MZ said that she has had compliments from parents, visitors and other schools, which is nice to hear. Car Parking CPZ – working well with staff contributions, we may need to ask for further contributions as the cost of parking permits increased massively during the summer. TB asked if a proposal could be provided for FGB to consider the costs? PT to provide this for FGB. Car park barrier – this is fully installed now and working well. TB mentioned that there was an incident with a parent from Childville blocking the gateway yesterday. PT to follow up with the staff member present and feedback to MZ. ARP update Nothing to report. <i>Health and Safety Inspections and Audits – 25/11/2024</i> LBBD – all completed In-house monitoring (termly) – this is progressing well - the next visit is due later this term Details of the most recent Walkabout (half-termly) was shared – RP said it is working well and parts of the site are monitored at each termly visit. <i>Fire Risk Inspections/Assessments</i> Some FRA recommendations outstanding from 2023 (including the penetrations between compartments, glass partition and fire doors smoke seals) but we had a verbal report from the FRA last week, which raised fewer recommendations. We are awaiting the written report and will address the recommendations in the new report.
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	<i>Fire Safety Procedures, including fire drill</i> Evacuation on 18/9/2024. All evacuated on 2 mins 40 secs and accounted for by 8 mins and 4 secs. <i>Network Management Report</i> See attached – no significant concerns to report. <i>Children's Centre (now known as Community Hub)</i> • CPZ / Car park – no issues • Security measures – a security shutter has been fitted on the Community Hub entrance • Shared Climbing frame (repairs) – costs of repairs for equipment in shared areas is agreed, with contributions by both parties. • Change in site management – we now liaise with one person for building management and another for costs.
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7	Site (People)	Staffing Bi-annual review of staffing establishment: - Structure – no key changes - Resignations (see confidential items) - Recruitment – a new admin post (fixed-term) has been appointed and hopefully will start next term - ISR range – no change to report Staff Appraisal Headteacher appraisal set for next week Staff appraisals have been reviewed from 2023/24 and this year's appraisal meetings will follow updated guidance Focus of this year's targets – 2 as a minimum but staff can choose a third one if desired. One related to oracy as part of the SIP and one related to collaborative working/partnerships. Staff Training Online training update (Educare) – decided on courses (part of 3-year rolling programme), teachers will have part of the INSET day to complete this and other staff will be paid extra hours (this has been added into the budget) First Aid – 6 staff trained face-to-face today DSL training – CS and MZ completed on-line training and LS completed face-to-face training this week. All three staff up to date with training now. Team Teach – one of the PACE Headteachers is trained under a similar scheme and will come and train some of our SEND staff. This will take place on 7/1/2025 and the ARP will close for this day. This has been approved by Chair of Governors and LA. Safeguarding and Child Protection Audit report actions (May 2022) – numbers have decreased this year (which is unusual) and is due to CP cases being closed over the summer but may also be due to the current thresholds being higher. TB asked what Early Help is? CS said that this is preventative work to provide support that is intended to avoid the need for families to placed on a child protection plan. It could cover a range of issues, including housing, behaviour management, parenting toilet training, etc. RP was pleased to hear that CPOMS refresher training (full training for new staff) has been completed.
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Self – Audit outcomes/actions – shared and discussed.
Safeguarding Governor visit (including SCR inspection) – completed on 16/9/2024. KB has replaced JJ as the Safeguarding Governor and is due to visit next term.
DSL report, including online safety linked to KCSiE 2024 – shared and discussed.

Critical Incidents

None

Accidents/Incidents

Adult

- A member of staff had their fingers shut in the door
- 2 staff were injured on the arm/leg
- An LSA was bitten by a child
- A cleaner injured her hand on the Hoover

Child

- SEND child possibly had water beads in his mouth, parent recommended to take to A and E - but no medical action required

Near Miss

- Child in Year 5 was dismissed from home and did not go to her family member, so we reviewed our end of day procedure

Staff and Pupil Well Being

Staff well-being, as part of SIP – initiatives in place (including some Christmas events), staff were pleased to have the half day well-being leave agreed again by Governors

Workload – well-being team sent survey again to teachers. There was a recent query about whether teacher/parent meetings could take place during the school day but this means that children will miss out on learning. LA advice on directed time (based on NEU advice) has been circulated, we meet the requirements but need to build in regular monitoring with staff.

Counselling support – this is still available with 2 staff currently accessing this. Following HR advice, we now only offer 6 sessions, as an immediate option whilst NHS sessions or other support is sought.

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		Absence numbers and monitoring (staff sickness and leave requests)- this was discussed. The leave of absence update has been implemented and with support from HR, we have looked at various ways/options to monitor this, so we can challenge staff requests. RP said that his school has a system. PT asked if this could be shared? RP said he would forward it.
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8	Financial Management (School and ARP)	Budget 2024/2025 - ARP - School Changes since the last meeting: these are noted on the Budget Monitoring sheet and include: Income: - High Needs funding – provision and individual top up. RP said that this income has been essential for these pupils. Expenditure: - Staff pay increases- support staff and teachers (varies for individuals), backpay due in November 2024, so we should have a definite figure after this. - SIP for 2024/2025 – agreed at FGB and reflected in the budget - Support staff agency cover – the costs have increased due to the numbers of staff absence Forward Planning for 2025/26 The school financial recovery plan was agreed at FGB AGM in September. In light of this, RP suggested an Extraordinary Meeting to be set for next term to start planning ahead for 2025/26. MZ to raise this at FGB in December. Monitoring of Spending The latest Budget Monitoring report was discussed. We currently have £50K in contingency. A recent expression of interest for a support role for high needs children in EYFS will impact this. RP asked why CFR 108a has decreased income? MZ said this is due to one of our letting providers withdrawing from their contract. There is a slight increase in ARP funding due to agreeing to go over the maximum number in September. TB was pleased to see that the budget looks healthy. With a pending move, RP said that the switch from RM Integris to Arbour may affect the school. RP agreed to send the web link for SLT to consider. Assignment of 2023/2024 Balances – discussed, agreed and signed Benchmarking - local (PACE) this was agreed with a joint approach at the PACE SBM meeting. The latest FBI Benchmarking was viewed and discussed. TB suggested that the basic data is
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sufficient for Governors but suggested we consider this again at the next meeting, when more committee members may be present. **PT to add to agenda.**

Virements

None

Lettings and income generation

All contracts run from 1/4/2024. To consider any changes in rent or terms ahead of annual review:

- Childville Letting (charges) – increased by 5% to £8.09 on 1/4/2024. **TB suggested for this to be discussed at FGB**
- Zumba club – ongoing, rent varies £20, £25 or £40 p.h. depending on numbers **TB suggested for this to be discussed at FGB**
- Learning Hive contract – suspended due to low take up
- Tawhid Academy – new letting since Summer 2024, rent is £250 p.w. (2 days x 4 hours p.w.)
- Letting request for one-off letting – 11/1/2025
- Various small grants applied for connected to new library, very little success; except for TESCO & ASDA

School Fund Account

Audit completed 2/7/2024 – agreed and signed

Audit

LBBD Financial & Probity Audit completed on 2/2/2024

Priorities, all completed and checks in place:

1. Some invoices delayed and do not have queries noted
2. All charge card payments to be signed by cardholder
3. Computer screen lock reduced to 10 minutes on office-based PCs
4. Purchase price to be added to asset inventory for new equipment

Inventory & Asset register – new system set up from Elementary in place. The 2024 stocktake was due to be completed this term but has been delayed. **Governors agreed for this to be postponed until the next meeting.**



		Inventory & Asset register • Disposal register • Stock Check Shared Financial Arrangements LA Assets Dept – supporting us with larger building works but we are arranging for site-walks and quotes PACE – no shared financial arrangements now. RP suggested that we remove this from the agenda in the future. PT to action for next meeting Community Hub – this is ongoing and working well B&D Financial Regulations & Standing Orders for School Still to consider: • DfE risk protection arrangements – exploring this as part of PACE expenditure benchmarking Gifts and Hospitality 1 declaration in July for a gift worth £26 IR35 report 1 check made – Bubble Man
9	GDPR	Audit (Judicium) Last audit took place on 22/9/2022, new date is 25/11/2024. Training – as part of the schools rolling-programme of online training



10	Policies, Procedures and Risk Assessments (<i>new and existing</i>) Please ask for copies if you require them either before (to familiarise yourself) or after the meeting (for reference)	<i>Site Safety and Security</i> • Building Management • COSHH • First Aid • Infection Control • Supporting Pupils with Medical Conditions <i>HR Policy</i> • Pay – teachers and support staff (June 2023/Dec 2023) – new version awaited • Capability – teachers and support staff (adopted September 2023) • Disciplinary (Sep 23) • Safer Recruitment (adopted September 2023) • Grievance (Sep 2023) • Organisational Change (adopted September 2023) • Leave of Absence (adopted Nov 2023) • Sickness Absence (Sep 23) • Menopause (adopted June 2023) • Adoption Leave Guidance (April 2023) • Bullying and Harassment (March 24) <i>Safeguarding</i> • Intimate Care <i>Network Management</i> None <i>Financial Management, including SFVS</i> • Banking Procedure (Direct BACS payments and Cardnet income systems) • Counter Fraud • Debt Management • Debt Management Procedure
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		• Benchmarking review (Local & FBI Benchmarking tool) • Timetable of annual tasks (SBM checklist) GDPR • CCTV • Data Breach • Data Protection • Data Retention • Electronic Information & Communication • Freedom of Information • Information Security • Social Media (GDPR) • Cyber Security – NEW POLICY All discussed, agreed and signed.
11	A.O.B	None Confidential agenda to be reported at FGB in December 2024.
	Date and time of next meeting	Thursday 6/3/2025 at 5.00pm

Signed: _____
Chair of Site & Financial Management Committee

Date: _____

Signed: _____
Chair of Governors

Date: _____

Governing Body Site and Financial Management Committee Meeting



Designated Safeguarding Lead Report to Governors

Date: 24.10.2024 (information is from 4.9.2024 to date of report)

*Safeguarding and child protection is **everyone's responsibility**.*

The governing body will facilitate a whole-school approach to safeguarding, ensuring that safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development.

Date of last Safeguarding Audit: LBBD Safeguarding Self-Assessment Audit- July 2024

Our Safeguarding Landscape (part 2 of KCSIE)

	Summer 2024	Autumn 2024	Spring 2025	Summer 2025
Child Protection Plan (section 47)	0	1		
Child in Need (section 17)	2 chn (2 families)	1		
EverCiN 6+	27 children	27 children		
Early Help	1 child	4 chn (3 families)		
Assessment being carried out by Social Services	0 (although 1 MARF has just been submitted)	2 chn		
Cases Closed	4 (x2 CIN cases closed now EverCiN and x2 children have left the Borough)	1 CIN case		
Looked After Children (LAC)	0	0		
Special Guardianship Order (SGO)	2 chn (1 family)	2 chn (1 family)		
Child Arrangement Order (CAO)	1 child	1 child		
Adopted from Care	2 chn	2 chn		
Prevent	0	0		
Operation Encompass	0 (although they are moving over to a new system)	0 (new system in place from September)		
tootoot	0	N/A we no longer buy into the service.		

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Categories	Autumn 2024				Spring 2024				Summer 2025			
	Number	Children	Year Groups	Actions in response	Number	Children	Year Groups	Actions in response	Number	Children	Year Groups	Actions in response
Incidents on CPOMS (since implementation)	39 (Cause for Concerns, Discrimination, Online Safety)											
MARFS	1	1	Y6									
Cause for Concerns 35												
Emotional	4	20 chn	N= 0	Higher numbers for neglect, this is due to 3 children having multiple concerns raised. Advice sought from social services regarding threshold. Actions are either FSW or Family Navigators to support the families.								
Physical	7		R= 2									
Neglect	22		Y1 = 6									
Domestic Violence (DV)	0		Y2 = 1									
Child on Child	0		Y3 = 2									
Sexual Related (language/behaviour)	1		Y4 = 1									
	0		Y5 = 3									
PREVENT			Y6 = 3									
		ARP = 7										
Discrimination 3												
Homophobic/Transphobic		3 chn	Y2 = 1	All children being monitored as first incident. Parents have been informed- no repeat offenders.								
Sexualised Lang/Harassment			Y4 = 1									
Racial	1		Y5 = 1									

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Harmful and Abusive Behaviour (inc. bullying)												
Religious												
Cultural	2											
SEND/Disability												
Online Safety Incidents	2	2	Y3 =2	Incidents that occurred using social media platforms outside of school. Parents have been notified and advice given to them.								
Female Genital Mutilation (FGM)	0	0	0									

Training

	Autumn 2024	Spring 2025	Summer 2025
Generic Safeguarding Training (part 1 of KCSIE)	CPOMS training- refresher/new staff		
Staff Safeguarding Induction (part 4 of KCSIE)	New staff safeguarding training and induction.		
Specialist Safeguarding Training (part 1, 2, 4 and 5 of KCSIE)	5.9.2024- KCSIE Training (whole school) DSL Network meeting- termly training new initiatives in LBBD Virtual School network meeting- termly training for LAC leads		

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Date: 24.10.2024 (information is from 4.9.2024 to date of report)



	30.9.2024- DSL Training (CS and MZ) 5.11.2024- DSL Training (LS)		
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Policy/Procedures (part 2 of KCSIE)

	Autumn 2024 (inc. update and review date)	Spring 2025 (inc. update and review date)	Summer 2025 (inc. update and review date)
Policy updates	September 2024: - Safeguarding policy- ensure meeting requirements set out in KCSIE 2024 September 2024: - Child on Child- updated to meet requirements set out in KCSIE 2024 September 2024: - Online Safety Policy- ensure it meets requirements set out in KCSIE 2024 September 2024: - Attendance and Punctuality policy- ensure meeting requirements set <u>our</u> in new guidance from DfE.		
Responding to actions from audits/KCSIE	EverCiN6+- ensuring that any child who has previously had a social worker is tracked and identified on our tracking systems, updating for new starters to the school. (CS) LBBB Safeguarding Self-Assessment Audit- Looking at other options for CPD on positive handling rather than Team Teach training to ensure we are able to train more staff.		

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Monitoring (part 2 of KCSIE)

	Autumn 2024	Spring 2025	Summer 2025
In school monitoring	SCR check on 16.09.2024		
Actions in response to in school monitoring	<i>What would happen if all Paediatric or all 3 First Aiders at Work (for staff) were off-site at the same time?</i> This does happen on Tuesday and Thursday afternoons (from 4pm), when Mark is off. I said we have a First Aider in Childville that we could contact.		
Monitoring as a result of governor training			
Actions in response to governor training			

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Summary Report to Governors

ElementaryICT
www.elementaryict.co.uk

November 2024

Hardware

- Teachers iPads
 - Quantity of donated Android Tablets allows for replacement of obsolete staff iPads. Currently being worked on as a project

Software

- Print Management
 - Migration of printers and PaperCut management software onto own virtual server undertaken over October Half Term – final switch over to occur on first visit to school after Half Term
 - PaperCut License has expired – without this the software cannot be updated to include latest features and security updates. Usually provided by same company as leased copiers/printers, was not the case in this instance. Quotes have been requested so current system can be upgraded and maintained properly

Local and Cloud Services

- Streamlining Cloud Accounts
 - Work has resumed on migrating cloud identity accounts into a more manageable and streamlined process
 - When completed it will allow single sign on (SSO) to domain managed computers, Microsoft 365 and Google Workplace using the same synchronised username and password.
 - Due to the complex nature of the inherited setup this is a long term project - each element and service must be assessed and tackled with care to minimise risk of disruption to teaching and learning

Security

- Group based internet filtering
 - Implementation of LGFL's newly updated group based filtering – this will enable staff and pupils to access different internet filtering lists for websites based on the user account they log into a device with
 - Default level of filtering remains at the most restrictive level (pupil) for all user accounts – school DSL has responsibility to monitor and report on this area therefore no changes will be made unless requested by the DSL