

## DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE:

**Business Management Committee**

DATE:

**16 May 2022**

27/09/2021	22/11/2021	24/01/2022	21/03/2022	16/05/2022	4/07/2022
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### GOVERNOR ATTENDANCE

Heather Poustie	P	P	P	L	P	
Oliver Laity	P	P	P	P	S	
Kay Dicken	P	P	P	P	P	
Craig Veal	P	P	P	P	P	
Ruth Shoare	P	P	P	L	P	
Andrew McKenzie			P	S	S	
Simon Barnes				P	L	

**P** – Present

**S** – Sanctioned

**A** – Absent

**L** – Late arrival

**In attendance:** None

Chaired by	<b>Ruth Shoare</b>	Clerked by	<b>Pete Osborne</b>
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Agenda:

BM 69/2122 To record those present, accept any apologies and welcome any visitors

BM 70/2122 Division of Agenda

BM 71/2122 Declaration of interests

BM 72/2122 To agree the Minutes of the last meeting

BM Committee 16 May 2022

- BM 73/2122 To discuss any matters arising from the minutes and not on this agenda  
 BM 74/2122 Urgent business brought forward at the discretion of the Chair  
 BM 75/2122 Finance  
 BM 76/2122 Personnel  
 BM 77/2122 Premises  
 BM 78/2122 Governance  
 BM 79/2122 Data Protection  
 BM 80/2122 Safeguarding  
 BM 81/2122 Health & Safety to include Covid19 matters  
 BM 82/2122 Policies/Documents  
 BM 83/2122 Information provided by the Clerk  
 BM 84/2122 Matters for the next agenda  
 BM 85/2122 Date of next meeting

**ACTIONS TO BE TAKEN**

<b>ITEM</b>		<b>BY WHOM</b>	<b>BY WHEN</b>
72/2122	Signed minutes to Headteacher for file and to website	Clerk	asap
75b/2122	Take action to increase the pay of relevant teachers by £1 a head	Kay Dicken	asap
76c/2122	Progress the information on the Caretaker's pay for submission to the FGB on 23 May 2022	Kay Dicken	asap
78a/2122	Produce a draft outline plan for After School clubs/activities for the Committee meeting on 4 July 20	Heather Poustie	18/06/22
78d/2122	Follow up potential Parent Governors	Clerk	asap
91a/2122	Continue to make attempts to obtain a copy of the Chartwell Food Policy	Kay Dicken	ASAP

	<b>Item</b>	<b>Notes</b>	<b>Action</b>
BM 69/2122	To record those who are present, accept apologies and sanction absences where appropriate	The meeting commenced at <b>1838</b>  <b>In the absence of the Chair (Oliver Laity) Ruth Shoare agreed to Chair the meeting.</b>	

	and welcome any visitors	Apologies: Oliver Laity and Andrew McKenzie and sanctioned  In Attendance: None  The Quorum for this meeting is three governors plus the Headteacher	
BM 70/2122	Division of Agenda		<b>None</b>
BM 71/2122	Declaration of interests.	Governors were invited to declare any personal or prejudicial interests, including the nature and extent of such interests, they may have in any items to be considered at this meeting	<b>None</b>
BM 72/2122	To agree the Minutes of the last meeting held 21 March 2022.	The minutes were agreed and signed and are to be placed on the website.	<b>Clerk to place on website</b>
BM 73/2122	To discuss any matters arising from the minutes and not on this agenda	<b>None</b>	
BM 74/2122	Urgent business brought forward at the discretion of the Chair	<b>None</b>	
BM 75/2122	Finance	a. Monitor budget, comparing expenditure to date/latest projections to original budget set. The final budget monitor for the FY 2021/2022 was provided and the carry forward amount was £110536. BASC is now into surplus following the losses during Covid and £11300 is the carry forward for BASC.  b. Teacher Recruitment and Retention allowance for pensions. Kay Dicken explained the reasons for this item which relates to those teachers who have not had a pay progression. This is a result of information from DCC and the DfE. The agreement is to make a	

		<p>one off payment of £1 this year to all teaching staff except those on the leadership scale. <b>The Committee agreed that the increase would be applied to all relevant teachers.</b></p> <p><b>Simon Barnes joined the meeting at this point.</b></p>	<b>Kay Dicken</b>
BM 76/2122	Personnel	<p>a. Temporary contracts in place and to recommend extending/ending as appropriate. Heather provided an explanation of the contracts in place and the decisions that have been made regarding their contracts. This covered some 6 staff.</p> <p>b. 'Right to request' submissions and responses. There has been new request for flexible working, and this is being processed.</p> <p>c. Proposal for the increase to the caretaker's pay and hours. Kay explained that there has been some correspondence with the caretaker's employer which has not been fruitful to date. Currently it is not possible to provide an accurate figure on the pay increase. <b>The matter is to be raised at the FGB under Urgent Business.</b></p>	<b>Heather Poustie/Kay Dicken/Clark</b>
BM 77/2122	Premises	<p>Work outstanding:</p> <ul style="list-style-type: none"> <li>• New Velux windows in the junior block – DCC are looking at replacing these under the condition survey – awaiting outcome.</li> <li>• DCC have surveyed a number of areas around the school including some roofing areas and some external doors and these may be included in DCC condition repairs.</li> <li>• DCC have authorised repair work to the bell tower – we are waiting for a date for this work to be completed – scaffolding has been erected and DCC are checking whether the bell tower can be repaired or whether it is beyond economical repair. <b>There is an update to this item and there may be a decision to repair/replace the bell tower.</b></li> </ul>	

		<ul style="list-style-type: none"> <li>• Quotes are being sourced for the year 2 playground to be tarmacked – quotes have been received as follows: <ul style="list-style-type: none"> <li>• Bovey Macadam £4219</li> <li>• White Rose Tarmacadem £7243</li> <li>• South West surfacing £7800</li> </ul> </li> <li>• Repairs are needed to the Year 2 steps – Andy has done a temporary repair and quotes need to be sourced.</li> </ul> <p>Completed work:</p> <ul style="list-style-type: none"> <li>• Fence by Year 2 playground blew down in the storm. Andy has erected a new fence.</li> <li>• Quotes are being sourced for the year 2 playground to be tarmacked.</li> </ul>	
BM 78/2122	Governance	<p>a. Review extended school provision (breakfast club/after school club / holiday club etc.) to ensure it meets the current needs of pupils and families. Ruth asked how the After School clubs are structured. Kay said that there are some activities provided but there is no expertise brought in from outside e.g. for music. There was some further discussion on possible sports clubs and that could start before the Summer Break. Craig Veal provided a run down on the clubs that have been provided prior to Covid. It could be that new clubs could start after the Summer Break however currently numbers for after school facilities are large and the space available is not suitable for the numbers involved. It was suggested that a plan is produced to implement a new club structure in the Autumn Term, and it was agreed that an outline plan be provided at the next BM Committee meeting.</p> <p>b. Other governance matter.</p> <p>c. Dates of the Committee meetings for the next academic year. The dates were agreed.</p>	<b>Heather Poustie</b>

		d. Review the process and resources for new governor recruitment and induction. There are currently vacancies for 3 Parent Governors. Simon Barnes has identified 1 parent governor who has been invited to attend the next FGB. He has also had contact from other potential parent governors and the clerk will follow this up.	<b>Clerk</b>
BM 79/2122	Data Protection	There were no DP matters to report	
BM 89/2122	Safeguarding	<p>Dave Lee (DSL) had provided a report and the outline of it is below:</p> <ul style="list-style-type: none"> <li>● Staff training - The Single Central Record has been updated with all relevant training so far with the exception of 'Prevent' training which is still taking place.</li> </ul> <p>A safeguarding glossary has been compiled which has been emailed to staff</p> <p>Safeguarding information/guidance/advice for staff still gets placed around school – adult only areas</p> <ul style="list-style-type: none"> <li>● VCM meetings continuing</li> <li>● Current priorities</li> </ul> <p>On-going E-safety awareness across school and at home. Ensuring all staff are familiar with current terminology etc. Parents/Carers receive regular E-safety information and guidance (recently Cyber Bullying and Parents/Carers Guides to Group Chats).</p> <ul style="list-style-type: none"> <li>● Engagement with MASH and other agencies -Contact with MASH, MARAC, SPLITZ, Children's Centre etc. on-going</li> <li>● FSA - Sonia Worthington – Parenting Solutions - continues to help us manage and deal with emotional well-being and safeguarding as well as other matters – please see above.</li> <li>● TAFs (Team around the family) - Continues to be effective – we are still leading many of the TAFs but are also encouraging other agencies to take the lead where this is more appropriate.</li> <li>● Strategy Meetings - One meeting attended recently. (Heather provided an explanation of this).</li> </ul>	

		<ul style="list-style-type: none"> <li>Visitors to school - We are now in a position of being able to have more professional visits on site to help monitor and support our children and staff as necessary. This includes inviting parents/carers onto the school site to be part of face-to-face meetings.</li> </ul> <p>Governors - At the end of the Spring Term, Dave Lee met with Sandra and Paul to provide an update on safeguarding across school in response to their questions and a report for this has been compiled by SC. Dave Lee thanked governors for their time and support with regard to this.</p>	
BM 90/2122	Health & Safety	Heather said that the Outdoor Education policy has been updated. DCC have provided updated advice on COVID arrangements.	
BM 91/2122	Policies	<p>The following policy/document was approved and is recommended to the FGB if appropriate:</p> <p>a. Catering/school meals/ nutritional Statement. Provided by external caterers and they have their own policy which we are attempting to obtain a copy of.</p>	<b>Kay Dicken/Clerk</b>
BM 92/2122	Information provided by the Clerk	<p>Governor's attention was drawn to the following items in the Summer Checklist which had been distributed on 6 May 2022:</p> <ul style="list-style-type: none"> <li>Education White Paper '</li> <li>Hold the Date A note for your diary; Dawn Stabb, Devon Head of Education and Learning, will be hosting a further meeting for maintained school chairs on Wednesday 6 July, 17.15 - 19.00. The agenda and invitation to join the meeting will be circulated nearer the event.</li> <li>National Governance Association (NGA) annual governance survey</li> <li>Schools' energy survey</li> <li>Buying for schools' guidance and resources Induction, training and support for early career teachers (ECTs)</li> <li>Parents and carers' childcare survey</li> <li>Headteacher wellbeing</li> </ul>	

		<ul style="list-style-type: none"> <li>● SATs tests Helpful clarification on assessment responsibilities and guidance resources from the LDP School Effectiveness Team</li> <li>● Safer Recruitment e-learning</li> <li>● Pupil Premium: new resource from the Education Endowment Foundation</li> <li>● Devon Schools Mediation Service:</li> <li>● Pupil Premium: new reporting requirements</li> <li>● DfE resources Mental Health Awareness Week 2022</li> <li>● Ofsted Strategy 2022-2027</li> <li>● Sustainability and climate change strategy for education</li> <li>● Education recovery</li> <li>● Behaviour and mental health in schools' inquiry</li> <li>● Devon Association of Governance (DAG) DAG Community Networks Chairs Forum</li> </ul>	
BM 93/2122	Matters for the next agenda	<p>The following matters were agreed for the next agenda:</p> <p>Finance:</p> <ol style="list-style-type: none"> <li>a. Monitor budget, comparing expenditure to date/latest projections to original budget set</li> <li>b. Approve the writing off of irrecoverable debts, up to delegated limit, and the disposal of surplus and damaged equipment</li> <li>c. Analyse use and impact of additional funding (Pupil Premium, PE funding, catch-up funding etc)</li> </ol> <p>Personnel:</p> <ol style="list-style-type: none"> <li>a. Review current staffing structure and staffing needs for the next academic year</li> </ol> <p>Premises</p> <ol style="list-style-type: none"> <li>a. Identify building maintenance and improvement needs</li> </ol> <p>Governance</p> <ol style="list-style-type: none"> <li>a. Elect Chair for the next academic year</li> </ol> <p>Health &amp; safety:</p>	



		a. Consider any H & S or security issues, ensure that annual risk assessments have been carried out and monitor that the H & S arrangements comply with the DCC H & S Policy Policies: a. Catering/school meals/ nutritional Statement.	
BM 94/2122	Date of next meeting	<b>Monday 4 July 2022 at 1830</b>	

The meeting closed **1930**

**Signed as a true record**

Signed <b>Andrew McKenzie</b>	Date: <b>4 July 2022</b>
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