

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE:

Business Management Committee

DATE:

21 March 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		
Oliver Laity	P	P	P	P		
Kay Dicken	P	P	P	P		
Craig Veal	P	P	P	P		
Ruth Shoare	P	P	P	L		
Andrew McKenzie			P	S		
Simon Barnes				P		

P – Present **S** – Sanctioned
A – Absent **L** – Late arrival

In attendance: None

Chaired by	Oliver Laity	Clerked by	Pete Osborne
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Agenda:

- BM 52/2122 To record those present, accept any apologies and welcome any visitors
- BM 53/2122 Division of Agenda
- BM 54/2122 Declaration of interests

BM Committee 21 March 2022

- BM 55/2122 To agree the Minutes of the last meeting
- BM 56/2122 To discuss any matters arising from the minutes and not on this agenda
- BM 57/2122 Urgent business brought forward at the discretion of the Chair
- BM 58/2122 Finance
- BM 59/2122 Personnel
- BM 60/2122 Premises
- BM 61/2122 Governance
- BM 62/2122 Data Protection
- BM 63/2122 Safeguarding
- BM 64/2122 Health & Safety to include Covid19 matters
- BM 65/2122 Policies/Documents
- BM 66/2122 Information provided by the Clerk
- BM 67/2122 Matters for the next agenda
- BM 68/2122 Date of next meeting

ACTIONS TO BE TAKEN

ITEM	BY WHOM	BY WHEN
55/2122	Signed minutes to Headteacher for file and to website Clerk	asap
58d/2122	Budget to be on the FGB agenda for 28 March 2022 Clerk	asap
58e/2122	Notify Babcock of the services and SLAs to be bought in for FY 2022/2022 (less the library) Kay Dicken	asap
59c/2122	Discussions to be held with the caretaker and a firm proposal brought to the next Committee meeting to increase the pay and hours. Kay Dicken/Heather Poustie/Clerk	asap

Item	Notes	Action
BM 52/2122	To record those who are present, accept apologies and sanction absences where appropriate and welcome any visitors The meeting commenced at 1832 Apologies: Andrew McKenzie and sanctioned In Attendance:	

		The Quorum for this meeting is three governors plus the Headteacher	
BM 53/2122	Division of Agenda		None
BM 54/2122	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	None
BM 55/2122	To agree the Minutes of the last meeting held 24 January 2022.	The minutes were agreed and signed and are to be placed on the website.	Clerk to place on website
BM 56/2122	To discuss any matters arising from the minutes and not on this agenda	None	
BM 57/2122	Urgent business brought forward at the discretion of the Chair		
BM 58/2122	Finance	<p>Ruth Shoare arrived at this point.</p> <p>a. Monitor budget. The monitor had been provided and Kay advised that since there is still two weeks to the end of the financial year there may be other income or expenditure to be added but the information is fairly accurate. The carry forward is significant. Supply costs are still increasing and due to Covid, this appears to be a similar picture across the County. A governor asked about the possible replacement of the boiler and Kay advised that this is an ongoing problem. There is also a built-in amount for possible pay increases. The charges for the HT recruitment process have been abated by Babcock for the second round of interviews.</p>	

		<p>Heather Poustie arrived at this point.</p> <p>b. Identify levels of surplus/deficit balances at the financial year end and plans for use/recovery of these. There is no deficit, and any surpluses would be a contingency to offset unplanned expenditure.</p> <p>c. Establish & maintain 3 – 5 year financial plan. It was stated that year 3 does not balance at present however DCC are unlikely to comment on this.</p> <p>d. Budget recommendations for the next financial year. The budget can only be agreed in principle as the final figures have not been received yet from DCC. Kay advised that the HT recruitment salary may change the relevant line and we are currently advertising for two new teachers. The budget is very similar to the previous year. Gas and electricity costs been increased, and this is likely to increase again in April and October. As started above there will be a deficit in year 3 but this is subject to change as time passes. Governors recommended that the budget be passed to the FGB for agreement.</p> <p>e. Bought-in services and SLAs had been uploaded prior to the meeting and there was some discussion on the library service. It was agreed that this would be reviewed later. It was agreed that the services and SLAs would be bought in for FY 2022/2022.</p> <p>f. Feedback on the Audit Report. The outstanding recommendations have been completed except for stickers on IT equipment.</p>	<p>Clerk</p> <p>Kay Dicken</p>
BM 592/2122	Personnel	<p>a. Monitor staff well-being and absence to identify any trends. Various papers had been provided prior to the meeting including the results of the staff survey. They included an analysis of the responses to the staff survey and the measures in place and suggested sources of support for mental well-being. Governors may also wish to look at some of those resources. This matter had been discussed more fully at the LW Meeting and governors are referred to the minutes of that meeting.</p>	

		<p>b. Impact on pupils of staff absence, satisfaction, recruitment and retention and develop action plan to address issues. Heather provided an update on current absences and the effects on the school. A meeting with Helen Eversett had been cancelled due to staff shortages. The Covid plan is in place and working and Heather also provided information on current problems. There are great efforts being made to mitigate the effects on pupils and governors gave credit to Heather and the staff for their actions.</p> <p>c. Caretaker's hours and pay. It was proposed that the caretaker's hours and pay be increased. The caretaker role is currently on a low pay scale. It was agreed that discussions would be held with the caretaker and return to the next meeting with a firm proposal to increase the pay and hours.</p> <p>d. Two teachers resigned before the half term holiday and the vacancies have been advertised. The HT recruitment process is on-going, and the application date has now passed. Two MTAs appointed and about to start. The nursery staff vacancies have been filled. There are staff on phased return who are being supported.</p>	<p>Key Dicken/Heather Poustie</p>
BM 603/2122	Premises	<p>The following is an update on premises:</p> <p>Work outstanding:</p> <ul style="list-style-type: none"> • New Velux windows in the junior block – DCC are looking at replacing these under the condition survey – awaiting outcome. • 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. • 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. Afternote. In 	

		<p>all probability the tower is beyond economical repair and its dismantling is being considered.</p> <ul style="list-style-type: none"> • Fence by Year 2 playground blew down in the storm. Andy will be erecting a new fence soon. • Quotes are being sourced for the year 2 playground to be tarmacked. 	
BM 61/2122	Governance	There were no governance matters to report	
BM 62/2122	Data Protection	There were no DP matters to report	
BM 63/2122	Safeguarding	<p>Dave Lee (DSL had provided a report for the Committee and the following is an extract:</p> <ul style="list-style-type: none"> • Staff training - Staff (including BASC and MTAs) have all completed their refresher safeguarding training for the academic year and wet signatures are held on file and all staff have also read Part 1 of the KCSIE document. New staff who are appointed will be fully trained upon starting their contracts. <p>A glossary is currently being compiled/finalized (this will be emailed to staff We have also sent out safeguarding quizzes as part of staff notes as a way of engaging staff in regular reminders and keeping safeguarding at the forefront of their minds. The next training opportunity will be around Prevent training and sexual harassment training.</p> <ul style="list-style-type: none"> • VCM meetings continuing – These are held on a fortnightly basis currently but there are on-going meetings and professional dialogue at SLT level as well as with class teachers. Liaison through CPOMs to monitor concerns. Sonia Worthington (Parenting Solutions) is also attending the initial part of this meeting to feedback about particular families with which she is working. • Current priorities – there is on-going E-safety awareness across school and at home. Ensuring all staff are familiar with current terminology etc. 	

		<ul style="list-style-type: none"> • Engagement with MASH and other agencies - Contact with MASH, MARAC, SPLITZ etc. on-going • FSA - As stated above, we have appointed a Family Support Advisor (Sonia Worthington – Parenting Solutions) to enable us to continue to manage and deal with emotional well-being and safeguarding. • 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. • Strategy Meetings - One meeting attended recently. • Visitors to school - Now that restrictions have eased, we are in a position of being able to have more professional visits on site to help monitor and support our children and staff as necessary. 	
BM 64/2122	Health & Safety	Heather reported that H&S Policy has been reviewed. Risk assessments are being reviewed and the new Covid Policy is being considered and assessments updated where required. She also commented on the outbreak of Chicken Pox.	
BM 65/2122	Policies	<p>The following policy/document was approved and is recommended to the FGB if appropriate:</p> <ul style="list-style-type: none"> a. Managing Sickness Absence Policy – agreed (DCC Model) b. Admissions (Nursery) Policy - agreed c. Attendance Policy - agreed d. H&S Policy – deferred to FGB on 28 March 2022. e. Governors Allowances and Expenses Policy - agreed f. Catering/school meals/nutritional policy – A statement from the caterers is to be provided for the next meeting. g. School Emergency and Continuity Plan - agreed 	
BM 66/2122	Information provided by the Clerk	Governors’ attention was drawn to the following items in Governance Today and the Training Programme for the Summer Term	

		<ul style="list-style-type: none"> • Additional Funding Streams • Supporting Your Development • Partnership Options - Management Partnership • Remote Monitoring - every visit a safeguarding visit • Partnership Options - Federation • Partnership Options - Joining a Multi-Academy Trust • Behaviour Policy • Complaints Appeal Meetings • Ofsted <p>The training programme has been distributed and Governors are asked to notify the clerk of their requirements so that bookings can be made</p>	
BM 67/2122	Matters for the next agenda	<p>The following matters were agreed for the next agenda:</p> <p>Finance:</p> <p>Personnel:</p> <ol style="list-style-type: none"> a. Consider any temporary contracts in place and recommend extending/ending as appropriate b. Review the process and resources for new governor recruitment and induction c. Monitor any 'right to request' submissions and responses d. Consider a proposal for the increase to the caretaker's pay and hours. <p>Premises</p> <ol style="list-style-type: none"> a. Identify building maintenance and improvement needs <p>Governance</p> <ol style="list-style-type: none"> a. Review extended school provision (breakfast club/after school club / holiday club etc.) to ensure it meets the current needs of pupils and families <p>Health & safety:</p> <ol style="list-style-type: none"> a. Consider any H & S issues <p>Policies:</p> <ol style="list-style-type: none"> a. Catering/school meals/ nutritional Statement. 	

		b. Policy for Setting the Standards of Acceptable Behaviour (Staff Conduct Policy)	
BM 68/2122	Date of next meeting	Monday 16 May at 1830	

The meeting closed **1952**

Signed as a true record

Signed:	Date: 16 May 2022
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