

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE;

Business Management Committee

DATE;

23/11/2020

28/09/2020	23/11/2020	25/01/2021	15/03/2021	19/04/2021	05/07/2021
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GOVERNOR ATTENDANCE

Keith Moore	P	P			
Heather Poustie	P	P			
Oliver Laity	P	P			
Paul Reynolds	P	P			
Kay Dicken	P	P			
Craig Veal	P	P			
Chris Winfield		P			

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

Visitors: None

Chaired by	Oliver Laity	Clerked by	Pete Osborne
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Agenda:

BM 201123

- BM 18/2021 To record those present, accept any apologies and welcome any visitors
- BM 19/2021 To agree the Minutes of the last meeting
- BM 20/2021 To discuss any matters arising from the minutes and not on this agenda
- BM 21/2021 Urgent business brought forward at the discretion of the Chair
- BM 22/2021 Division of Agenda
- BM 23/2021 Declaration of interests
- BM 24/2021 Finance
- BM 25/2021 Personnel
- BM 26/2021 Premises
- BM 27/2021 Data Protection
- BM 28/2021 Governance
- BM 29/2021 Safeguarding
- BM 30/2021 Health and Safety
- BM 31/2021 Policies/Documents
- BM 32/2021 Information provided by the Clerk
- BM 33/2021 Matters for the next agenda
- BM 34/2021 Date of next meeting

ACTIONS TO BE TAKEN

ITEM	BY WHOM	BY WHEN
19/2021	Signed minutes to Headteacher for file and to website	Clerk

	Item	Notes	Action
BM 18/2021	To record those who are present, accept apologies and sanction absences where appropriate and welcome any visitors	<p>The meeting commenced at 1835</p> <p>Apologies: None.</p> <p>Visitors: None</p>	

		Chris Winfield was welcomed as a new member of the Committee. The Quorum for this meeting is 3 governors plus the Headteacher	
BM 19/2021	To agree the Minutes of the last meeting held 28 September 2020.	The minutes were agreed and signed and are to be placed on the website	Clerk to place on website
BM 20/2021	To discuss any matters arising from the minutes and not on this agenda		None
BM 21/2021	Urgent business brought forward at the discretion of the Chair		None
BM 22/2021	Division of Agenda		None
BM 23/2021	Declaration of interests.	Governors are 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 24/2021	Finance	The budget monitors had been uploaded on Drive together with the notes to provide explanations of each monitor. Kay Dicken provided some explanations on the funds that cover staff sickness and the expenditure on Covid-19 hygiene related items. There is additional expenditure on the Capital budget for purchase of extra laptops. The extended school budget is currently in a settled state. Furlough figures have just been received from DCC and these are being worked on. The Recovery Budget Plan is now being finalised for submission to DCC.	

		A governor asked what the criteria is for the Recovery Budget and Kay Dicken provided a brief explanation.	
BM 25/2021	Personnel	<p>a. Pay Committee. The Pay Committee is meeting on 24 November 2020 and the feedback will be provided to the FGB on 7 December 2020.</p> <p>b. Personnel matters. A member of the staff of the After School Club has resigned, and the vacancy is being advertised. There have been two flexible working requests which are being processed. Additional MTS staff have been recruited on a time specified basis to provide sufficient cover within the Covid Risk Assessment. The advertisement for a teacher in year 4 closes on 24 November and a number of applications have been received. Other appointments have been made subject to receipt of references in some cases.</p>	
BM 26/2021	Premises	a. Quotations for further repairs and maintenance. These are not available at the moment. None of the items on the list are urgent and as there is a need to ensure that as few outsiders as possible are in the school these will be deferred.	
BM 27/2021	Data Protection	No DP matters to discuss	
BM 28/2021	Governance	Terms of reference – to be amended and added to the next agenda	Clerk
BM 29/2021	Safeguarding	<p>Safeguarding.</p> <p>A report had been provided and the main items were:</p> <p>a. Dave Lee (Deputy Headteacher) and Heather Poustie (Headteacher) have both attended Level 3 Refresher training</p> <p>b. Vicky Stables (SENDCo) and Jess Edwards (Administrator) will attend Level 3 refresher training.</p> <p>c. Dave Lee is now the Designated Safeguarding Lead (DSL) and Heather Poustie and Vicky Stables as Deputies.</p> <p>d. The Safeguarding Leaflet has been updated to reflect the changes</p>	

		<p>e. Mr. Lee has also attended online Right for Children training</p> <p>f. The in-house Level 2 Safeguarding Refresher training is also going to be recorded to ensure training can be accessed immediately by new appointments etc. Staff can also revisit the training if necessary.</p> <p>This year's Safeguarding audit return has been delayed by a month recognising the challenges of schools reopening have created and extended its return until 18 December.</p>	
BM 30/2021	Health & Safety	<p>a. Update on health and safety matters in relation to Covid-19. The Covid Risk Assessment had been distributed prior to the meeting and Heather Poustie provided a brief overview of the document and on the wearing of face coverings.</p> <p>b. To receive feedback on the Accessibility Plan – deferred to the next meeting</p>	
BM 31/2021	Policies	<p>The following were considered, and action taken as shown:</p> <p>a. Teacher's Pay policy – Advice I to be sought from HrOne and the final document presented to the FGB</p> <p>b. Lettings Policy - agreed</p> <p>c. Asset Management Plan – deferred to the next meeting</p> <p>d. E-safety strategies – deferred to the next meeting</p> <p>e. Maternity Adoption Support Leave Policy - agreed</p>	
BM 32/2021	Information provided by the Clerk	<p>The training programme for the Spring Term is in the latest issue of Governance Today and governors should notify the Clerk of their requirements. There is a new issue of the documents listing the papers that are required to be in the school website and this is to be reviewed.</p>	
BM 133/2021	Matters for the next agenda	<p>The following matters were agreed for the next agenda:</p> <p>Finance:</p> <p>a. Recovery Budget Plan Feedback</p> <p>Personnel</p> <p>Premises</p> <p>Safeguarding Matters.</p>	

		Data Protection Health & Safety to include Covid19 matters Policies and other documents: a. Asset Management Plan b. E-safety strategies	
BM 34/2021	Date of next meeting	Monday 25 January 2021 at 1830 Online	

The meeting closed at **2015**

Signed as a true record

Signed	Date:
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