

**DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS**

COMMITTEE:

<b>Business Management Committee</b>
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DATE:

<b>27/09/2021</b>
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27/09/2021	2/11/2021	24/01/2022	14/03/2022		4/07/2022
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**GOVERNOR ATTENDANCE**

Heather Poustie	<b>P</b>					
Oliver Laity	<b>P</b>					
Kay Dicken	<b>P</b>					
Craig Veal	<b>P</b>					
Ruth Shoare	<b>P</b>					

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

**Visitors:    None**

Chaired by	<b>Oliver Laity</b>	Clerked by	<b>Pete Osborne</b>
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Agenda:

- BM 01/2122 To record those present, accept any apologies and welcome any visitors
- BM 02/2122 Division of Agenda
- BM 03/2122 Declaration of interests
- BM 04/2122 To agree the Minutes of the last meeting

- BM 05/2122 To discuss any matters arising from the minutes and not on this agenda
- BM 06/2122 Urgent business brought forward at the discretion of the Chair
- BM 07/2122 Finance
- BM 08/2122 Personnel
- BM 09/2122 Premises
- BM 10/2122 Governance
- BM 11/2122 Data Protection
- BM 12/2122 Safeguarding
- BM 13/2122 Health & Safety to include Covid19 matters
- BM 14/2122 Policies/Documents
- BM 15/2122 Information provided by the Clerk
- BM 16/2122 Matters for the next agenda
- BM 17/2122 Date of next meeting

**ACTIONS TO BE TAKEN**

<b>ITEM</b>	<b>BY WHOM</b>	<b>BY WHEN</b>
04/2122	Signed minutes to Headteacher for file and to website	Clerk asap
05b/2022	Take necessary action to publicise the change to non-pupil days. This is to be discussed with the SLT to identify the most appropriate date.	Heater Poustie On-going
07c/2122	Ascertain how will the new work on VAT affect Kay Dicken's workload?	Heather Poustie asap
08/2122	a. Agree process, responsible governors and timeframe for clerks' appraisal to be on the agenda for the FGB b. Membership of and date of the Pay Committee. to be on the agenda for the FGB	Clerk asap
10/2122	a. The Finance Lead is to meet with Kay Dicken 3 times year to discuss Finance and the Budget and provide a single page document for the next BM Committee meeting that follows b. Terms of Reference for the Committee to be on the agenda for the FGB. c. Policy review schedule to be on the agenda for the FGB.	a. Oliver Laity asap  b. Clerk  c. Clerk

	d. Dates of the BM and FGB in the second half of the Spring Term to be on the FGB and suggested that the BM is moved from 14 March 2022 to 28 March 2022 and the FGB moved from 28 March to 4 April 2022 to enable the Budget for FY 2022/2023 to be approved.	d. Clerk	
12/2122	Governor Safeguarding and Prevent Training to be added to the work plan and arrangements made for Governor refresher training. Clerk to notify Dave Lee of the requirement	Clerk	asap

	Item	Notes	Action
BM 01/2122	To record those who are present, accept apologies and sanction absences where appropriate and welcome any visitors	The meeting commenced at <b>1838</b>  Apologies: <b>None</b>  Visitors: <b>None</b>  The Quorum for this meeting is 3 governors plus the Headteacher	
BM 02/2122	Division of Agenda		<b>None</b>
BM 03/2122	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	<b>None</b>
BM 04/2122	To agree the Minutes of the last meeting held 5 July 2021.	The minutes were agreed and signed and are to be placed on the website	<b>Clerk to place on website</b>
BM 05/2122	To discuss any matters arising from the minutes and not on this agenda	a. Change website and school information to remove the fact that the school is "Nut Free" – letter sent to parents to advise them. b. Take necessary action to publicise the change to non-pupil days. This is to be discussed with the SLT to identify the most appropriate date.	

BM 06/2122	Urgent business brought forward at the discretion of the Chair	<b>Admissions Policy</b> –This Policy was previously agreed at the last meeting however there have been some changes to the admissions code during the summer break and the revised policy was presented for approval together with some advisory notes. <b>The policy was agreed.</b>	
BM 07/2122	Finance	<p>a. Review pupil numbers and implications. Pupil numbers are 425. Oliver Laity had met with Kay Dicken on 24 September 2021 to gain a finance update. Extra children had joined the school during the Summer Break. Numbers are increasing steadily, and this will benefit the school in its future projected budgets.</p> <p>b. Write-off of irrecoverable debts, up to delegated limit, and the disposal of surplus and damaged equipment. There are no irrecoverable debts or equipment to be disposed of.</p> <p>c. Up-date on to the Audit Report action plan. Kay Dicken provided an update on the action plan. The outstanding item on VAT is being complied with as the guidance has been received from DCC. <b>It was asked how this will affect Kay’s workload?</b></p> <p>d. Update on the progress on the Asset Management Plan. Heather Poustie advised that the condition survey has been received and the actions are now being identified to produce the Asset Management plan.</p>	<b>Heather Poustie/Kay Dicken</b>
BM 08/2122	Personnel	<p>a. Agree process, responsible governors and timeframe for clerks’ appraisal. To be agreed and finalised at the FGB</p> <p>b. Membership of and date of the Pay Committee. The Committee should meet in November, and it was agreed to defer to the FGB to enable governors to be identified.</p>	<b>Clerk</b> <b>Clerk</b>
BM 09/2122	Premises	<p>Kay Dicken advised that the following works had been completed since the last meeting:</p> <ul style="list-style-type: none"> <li>• The area around the nursery has been made safe, including mending a broken gate and blocking access to under the building.</li> <li>• New PE shed</li> </ul>	

		<ul style="list-style-type: none"> <li>• A redecoration program has taken place during the summer holidays.</li> </ul> <p>The following works are outstanding:</p> <ul style="list-style-type: none"> <li>• New Velux windows in the junior block – still awaiting materials</li> <li>• New front door being provided by DCC for easier access – still awaiting materials</li> </ul>	
BM 10/2122	Governance	<p>a. Workplan and timetable for Lead Governor engagement and feedback processes. Olivier Laity is the Finance Lead and he will meet with Kay Dicken 3 times year and provide a single page document for the BM Committee meeting that follows. Currently we have no governor to fill the H&amp;S Lead.</p> <p>b. Terms of Reference for the Committee and recommend to the FGB. Remove Paul Reynolds and change the date for Summer Term 1.</p> <p>c. Policy review schedule. Referred to FGB.</p> <p>d. Date of the BM Committee Meeting for the first half of the Summer Term (currently 18 April 2022). There was discussion over this, and it was suggested that in the Second Half of the Spring Term the BM is moved from 14 March 2022 to 28 March 2022 and the FGB moved from 28 March to 4 April 2022 in order to agree the Budget for FY 2022/2023.</p>	<p><b>Oliver Laity</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
BM 11/2122	Data Protection	There were low level data breaches in the summer term and the DPO is happy with the actions we are taking to prevent further breaches.	
BM 12/2122	Safeguarding	<p>A report from Dave Lee had been distributed.</p> <ul style="list-style-type: none"> <li>• Staff training</li> </ul> <p>Staff are currently completing their refresher safeguarding training for the academic year and electronic signatures being collected. We are in the process of organising wet ink signatures now that the restrictions of the pandemic are easing. All staff should have now read Part 1 of the KCSIE document and are updating a Google Form</p>	

		<p>to acknowledge this. Once completed, Kay Dicken will update the Single Central Record with this information. Over the next week or two, we will be delivering refresher training to MTAs and the BASC team as well.</p> <p>All new staff who are appointed (recent appointments have just been made), will be fully trained upon starting their contracts.</p> <ul style="list-style-type: none"> <li>• VCM meetings continuing Held on a fortnightly basis currently but on-going meetings and professional dialogue at SLT level as well as with class teachers. Liaison through CPOMs to monitor concerns.</li> <li>• Current priorities On-going E-safety awareness across school and at home. In the next few weeks we will begin to send out weekly E-safety information to parents/carers as well as signposting them to key documentation on the newly launched website.</li> <li>• Engagement with MASH and other agencies Contact with MASH, MARAC, SPLITZ ETC. on-going</li> <li>• Family Support Advisor (FSA) We are still looking to appoint a Family Support Advisor as this is essential with regard to managing our capacity for dealing with emotional and safeguarding</li> <li>• Team around the family (TAF) 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 A number of these took place recently, and whilst the number of Strategy meetings at this time may decrease, follow up meetings and support continue to take place.</li> <li>• Visitors to school</li> </ul>	
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BM 13/2122	Health & Safety	<p>a. H &amp; S or security issues, ensure that annual risk assessments have been carried out and monitor that the H&amp;S arrangements comply with the DCC H &amp; S Policy. Security issues have been covered in Premises above. It is intended to produce a risk assessment cycle.</p> <p>b. Feedback on the Accessibility Plan. Currently being updated due to new intake of children.</p>	
BM 14/2122	Policies	<p>The following were considered, and action taken as shown and the Policy checklist is to be updated by the Clerk: There were no polices to be approved at this meeting</p>	Clerk
BM 15/2122	Information provided by the Clerk	<p>Attention is drawn to the Autumn Checklist previously circulated. The next issue of Governance Today will be available after the half term break.</p>	
BM 16/2122	Matters for the next agenda	<p>The following matters were agreed for the next agenda:</p> <p>Finance:</p> <ul style="list-style-type: none"> <li>• Monitor budget, including any additional funding streams, comparing expenditure to date with forecast figures and report to FGB</li> <li>• Review any multi-year financial plans in place and assess impact of these on SIP</li> <li>• Review projected admissions numbers; 1 year and 3 year forecast and implications</li> <li>• Undertake SFVS financial competencies matrix and book any required training</li> </ul> <p>Premises</p> <ul style="list-style-type: none"> <li>• Identify building maintenance and improvement needs</li> </ul>	

		Personnel: Governance Health & safety: <ul style="list-style-type: none"> <li>• Consider any H &amp; S issues</li> </ul> Policies: <ul style="list-style-type: none"> <li>• Review school Emergency and Continuity Plans</li> <li>• H&amp;S Policy</li> </ul>	
BM 17/2122	Date of next meeting	<b>Monday 22 November 2021 at 1830</b>	

The meeting closed at **1955**

**Signed as a true record**

Signed	Date:
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