

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE:

Business Management Committee

DATE:

5/07/2021

28/09/2020	23/11/2020	25/01/2021	15/03/2021	26/04/2021	05/07/2021
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GOVERNOR ATTENDANCE

Keith Moore	P	P	P	P	P	P
Heather Poustie	P	P	P	L	P	P
Oliver Laity	P	P	P	P	P	P
Paul Reynolds	P	P	P	S	P	P
Kay Dicken	P	P	P	P	P	P
Craig Veal	P	P	P	P	P	P
Chris Winfield		P	P	S	S	S
Ruth Shoare			P	S	L	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 210705

BM 85/2021	To record those present, accept any apologies and welcome any visitors
BM 86/2021	Division of Agenda
BM 87/2021	Declaration of interests
BM 88/2021	To agree the Minutes of the last meeting
BM 89/2021	To discuss any matters arising from the minutes and not on this agenda
BM 90/2021	Urgent business brought forward at the discretion of the Chair
BM 91/2021	Finance
BM 92/2021	Personnel
BM 93/2021	Premises
BM 94/2021	Governance
BM 95/2021	Data Protection
BM 96/2021	Safeguarding
BM 97/2021	Health & Safety to include Covid19 matters
BM 98/2021	Policies/Documents
BM 99/2021	Information provided by the Clerk
BM 100/2021	Matters for the next agenda
BM 101/2021	Date of next meeting

ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
88/2021	Signed minutes to Headteacher for file and to website	Clerk	asap
90a/2021	Change website and school information to remove the fact that the school is "Nut Free"	Heather Poustie	asap
90b/2021	Take necessary action to publicise the change to non-pupil days	Heather Poustie/Kay Dicken	asap
91b/2021	Approve the write off of irrecoverable debts, up to delegated limit, and the disposal of surplus and damaged equipment to be added to the next agenda	Kay Dicken/Clerk	01/09/2021
91d/2021	Progress on the Asset Management Plan to be reported at the next meeting.	Kay Dicken/Clerk	01/09/2021

91d/2021	Up-dates to the Audit Report action plan will be an agenda item at future meetings until all actions are completed.	Kay Dicken/Clerk	01/09/2021
98a/2021	Review and amend ToRs	Clerk	asap

	Item	Notes	Action
BM 85/2021	To record those who are present, accept apologies and sanction absences where appropriate and welcome any visitors	The meeting commenced at 1830 Apologies: Chris Winfield and sanctioned. Visitors: None The Quorum for this meeting is 3 governors plus the Headteacher	
BM 86/2021	Division of Agenda		None
BM 87/2021	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 88/2021	To agree the Minutes of the last meeting held 26 April 2021.	The minutes were agreed and signed and are to be placed on the website	Clerk to place on website
BM 89/2021	To discuss any matters arising from the minutes and not on this agenda		None
BM 90/2021	Urgent business brought forward at the discretion of the Chair	a. Nut Allergy. Heather Poustie reported that there is a child in the school with a nut allergy and although the school is stated as nut free , this cannot be guaranteed due to the food stuffs that children	a. Heather Poustie

		<p>may bring in. It was advised that the school should not be advertising itself as “Nut Free” and this will be notified to parents.</p> <p>b. Platinum Jubilee Day. The school has been given the opportunity to add a non-pupil day in view of the fact that the Jubilee Holiday falls in the Summer Half Term Holiday. Monday 1 November 2021 is to be the non-pupil day.</p>	<p>b. Heather Poustie/Kay Dicken</p>
BM 91/2021	Finance	<p>a. Monitor budget. The carry forward into this FY has increased. The main budget is healthier than projected. This will; change in September when other changes have taken place. The 3-year budget is looking better. The Capital Budget is healthy, but no decisions have been made yet on possible expenditure.</p> <p>b. Approve the write off of irrecoverable debts, up to delegated limit, and the disposal of surplus and damaged equipment. There is no information available yet on this, but the amounts are all small and this item is deferred to the next meeting.</p> <p>c. Analyse use and impact of additional funding (Pupil Premium, PE funding, catch-up funding etc.). The assessment has been carried out and the data is being collated. The picture is positive but there is a need to ensure that catch up funding for some pupils is utilised correctly. The number of PP pupils has increased, and this area needs more focus. Reading in upper year groups requires funding and/or interventions. PE Funding has been utilised for a new store. Craig Veal said that targets for the next academic year will be swimming and extended time periods have been applied or at the pool, the training programme with Exeter City has been paid for and is to be re-introduced after the delay due to the pandemic. The Schools Partnership is being re-started, and residentials are being planned.</p> <p>d. Feedback and agree actions from the Audit Report. The draft report had been uploaded for Governors and actions identified to</p>	<p>Kay Dicken/Clerk</p>

		<p>individuals and this was agreed to be forwarded to DCC for the final Audit Report to be produced.</p> <p>A Governor asked how the budget is to be linked to the SIP? The auditors wished to know which cost centre would be used and this is now to be included in the SIP.</p> <p>There was discussion on VAT on digital earnings and Kay is awaiting a response and is still in contact with the DCC Advisors.</p> <p>Kay Dicken reported that work is still progressing on the Asset Management Plan. This is to be reported at the next meeting. Up-dates to the action plan will be an agenda item at future meetings until all actions are completed.</p>	
BM 92/2021	Personnel	<p>a. Review current staffing structure and staffing needs for the next academic year. Due to the secondment of a teacher (Literacy Lead) a new literacy lead has been appointed. This has given a need to appoint a new KS 2 lead and an appointment has been made. The school is advertising for a Class 5 teacher. Some temporary contracts have been made permanent and also for a family support adviser. Some additional funding has been received to cover of these changes.</p> <p>b. DCC Thank you. DCC have notified that a grant of £10 per staff member is to be made to each school and there is a need to identify how this is to be used. Discussions are to be had with staff on the how this is to be used.</p>	
BM 93/2021	Premises	<p>Kay Dicken reported that</p> <p>Work outstanding:</p> <ul style="list-style-type: none"> • New Velux windows in the junior block • New front door being provided by DCC for easier access • Fencing to be improved 	

		<ul style="list-style-type: none"> • There is a re-decoration programme in place 	
BM 94/2021	Governance	The Chair of the Committee for the next academic year was elected as Oliver Laity. Governors commented on how much they valued his work during this year.	
BM 95/2021	Data Protection	There was nothing to report. The revised DP Policy is on this agenda at Item 98.	
BM 96/2021	Safeguarding	A report provided for the LW Committee had been circulated and Dave Lee is to produce a report for the FGB on 12 July 2021.	
BM 97/2021	Health & Safety	The school risk assessment has been updated and visitors to site are complying with the school's measures. Updates to staff are provided regularly.	
BM 98/2021	Policies	<p>The following were considered, and action taken as shown and the Policy checklist is to be updated by the Clerk:</p> <ul style="list-style-type: none"> a. Finance Policy approved and changes acknowledged. ToRs to be amended as appropriate b. Accessibility Plan and Policy. To be placed on new website when this is set up. c. Admission Policy – the policy was adopted d. Redundancy policy - the policy was adopted e. Data Protection Policy – The amendments were noted, and the policy approved 	Clerk
BM 99/2021	Information provided by the Clerk	<p>The training programme for the Autumn Term has been circulated and Governors are asked to advise the clerk of any training needs. There are two sessions in the Autumn on “Ofsted; what the board should expect and how to prepare?”</p> <p>Tues 14 September - Live interactive webinar - 10.00-11.00 Thurs 7 October - Live interactive webinar - 18.00-19.00</p> <p>And Governors are encouraged to attend</p>	
BM 100/2021	Matters for the next agenda	The following matters were agreed for the next agenda: Finance:	

		<ul style="list-style-type: none"> • Review pupil numbers and implications • Approve the write off of irrecoverable debts, up to delegated limit, and the disposal of surplus and damaged equipment • Up-dates to the Audit Report action plan. • Progress on the Asset Management Plan <p>Personnel:</p> <ul style="list-style-type: none"> • Agree process, responsible governors and timeframe for clerks' appraisal • Agree the membership of and date of the Pay Committee. <p>Governance</p> <ul style="list-style-type: none"> • Agree workplan and timetable for Lead Governor engagement and feedback processes • Agree Terms of Reference • Agree policy review schedule <p>Health & safety:</p> <ul style="list-style-type: none"> • Feedback on the Accessibility Plan <p>Policies:</p>	
BM 101/2021	Date of next meeting	Monday 28 September 2021 at 1830 (to be confirmed)	

The meeting closed at **2003**

Signed as a true record

Signed	Date:
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