

**DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS**

COMMITTEE:

**Business Management Committee**

DATE:

25 September 2023

25/09/2023	22/01/2024	22/04/2024
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**GOVERNOR ATTENDANCE**

Sally Herbert	<b>P</b>		
Kay Dicken	<b>S</b>		
Andrew McKenzie	<b>P</b>		
Simon Barnes	<b>P</b>		
Niki Warner	<b>P</b>		
Scott Parnell	<b>S</b>		
Ben Twitney	<b>P</b>		

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

**In attendance:**    None

Chaired by	<b>Andrew McKenzie</b>	Clerked by	<b>Pete Osborne</b>
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Agenda:

BM 01/2324 To record those present, accept any apologies and welcome any visitors  
 BM 02/2324 Division of Agenda

BM Committee 25 September 2023

- BM 03/2324 Declaration of interests
- BM 04/2324 To agree the Minutes of the last meeting and discuss any matters arising from the minutes and not on this agenda
- BM 05/2324 Urgent business brought forward at the discretion of the Chair
- BM 06/2324 Finance
- BM 07/2324 Personnel
- BM 08/2324 Premises
- BM 09/2324 Governance
- BM 10/2324 Health & safety
- BM 11/2324 Data Protection
- BM 12/2324 Safeguarding
- BM 13/2324 Policies/Documents
- BM 14/2324 Information provided by the Clerk
- BM 15/2324 Matters for the next agenda
- BM 16/2324 Date of next meeting

**ACTIONS TO BE TAKEN**

<b>ITEM</b>	<b>BY WHOM</b>	<b>BY WHEN</b>	
04/2324	Signed minutes to Headteacher for file and to website	Clerk	asap
06h/2324	Additional funding (Pupil Premium, PE funding, catch-up funding etc.). To be on agenda for the FGB.	Clerk	asap
07a/2324	Agree date of the Clerk's appraisal	HT/Chair/Clerk	asap
07b/2324	Pay Committee membership and date to be on the agenda for the FGB	Clerk	asap

	<b>Item</b>	<b>Notes</b>	<b>Action</b>
BM 01/2324	To record those who are present, accept apologies and sanction absences where appropriate	<p>The meeting commenced <b>1830</b></p> <p>Apologies: Scott Parnell and Kay Dicken and Sanctioned</p> <p>In Attendance: None</p>	

	and welcome any visitors	The Quorum for this meeting is three governors plus the Headteacher	
BM 02/2324	Division of Agenda		<b>None</b>
BM 03/2324	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 04/2324	To agree the Minutes of the last meeting held 24 April 2023 and discuss any matters arising from the minutes and not on this agenda.	The minutes were agreed and signed and are to be placed on the website.	<b>Clerk to place on website</b>
BM 05/2324	Urgent business brought forward at the discretion of the Chair	<b>None</b>	
BM 06/2324	Finance	<p>a. Budget. Sally advised that we still have a surplus carry forward and we have had a number of pupils join the school in September from other schools. She also advised that the school had suffered water damage during the storms and work needs to be undertaken to carry out repairs.</p> <p>b. Pupil numbers</p> <p>c. Catering/school meals/nutritional policy and reaffirm food standards in line with statutory duties. A Food Policy had been produced which covers all meals provided. The Committee approved the policy but requested some feedback from the School Council prior to the Policy being submitted to the FGB on 9 October 2023.</p>	

		<p>d. Multi-year financial plans in place and assess impact of these on SIP There are no plans at present but they will be submitted to the next meeting.</p> <p>e. Projected admissions numbers; 1 year and 3 year forecast and implications. A document had been provided by DCC which shows projected numbers and there was some discussion on the numbers admitted and also the effects on other schools locally.</p> <p>f. SFVS financial competencies matrix and book any required training.</p> <p>g. Contracts register. Not yet completed. The Chartwell contract is due for renewal in the Spring. The Primary Partnership held a meeting on 25 September to discuss this subject but there is no feedback available. The IT contract is also due for renewal at the end of the year.</p> <p>h. Additional funding (Pupil Premium, PE funding, catch-up funding etc.). <b>Deferred to FGB.</b></p>	
BM 07/2324	Personnel	<p>a. Agree process, responsible governors and timeframe for clerks' appraisal. Chair of Governors and Headteacher to agree date outside the meeting.</p> <p>b. Agree the date and membership of the Pay Committee. Andrew McKenzie, Niki Warner and final names and date to be agreed at the FGB.</p>	
BM 08/2324	Premises	<p><b>Building Maintenance and Improvement Updates – September 2023</b></p> <p>Work completed during the summer holiday:</p> <ul style="list-style-type: none"> <li>• Relocation of classrooms: Year 2 based in the main school building Year 2 – in main building (previously Y3 classrooms) Year 3-5 in KS2 building Year 6 to where Y2 had been previously</li> <li>• New furniture purchased for the Y6 classrooms – tables, chairs and lockers.</li> </ul>	

		<ul style="list-style-type: none"> <li>• KS2 cloakroom area – due to the change in year groups the pegs needed to be lower for the younger children. The cloakroom was also painted by Andy.</li> <li>• Nursery – Andy completed plasterboard repairs to an interior wall and painted most of the main nursery room. He removed old, unused pipe work and replaced taps and hoses for bathroom sinks.</li> <li>• PTA shed – this was moved from behind the nursery building, where it had been situated over a drain cover. The plan is to rebuild it next to the other shed on the field. Andy has cleared the area behind the nursery and disposed of all rubbish. This has developed additional outside space for the nursery which is planned as a growing space.</li> <li>• Plasterboard repairs to the walls in one of the new Y1 classrooms. The class teacher in this room has also created a sensory room to support the needs of a pupil with an EHCP.</li> <li>• Completion of the skylight replacements in the KS2 building (some snagging required).</li> <li>• Fire exit steps replaced outside the Y6 classrooms.</li> <li>• External doors replaced to Y1 building, Community Room and Entrances to KS2 building (some locks to be replaced).</li> <li>• PAT testing completed (school wide).</li> <li>• Fire extinguishers checked and new extinguishers commissioned.</li> <li>• A considerable amount of clearance happened around the school site and a very large skip was filled.</li> </ul> <p><b>Flooding and Storm Damage</b></p> <ul style="list-style-type: none"> <li>• Both Reception classrooms were flooded during the recent storms. We closed Reception for 1 day (Monday 18<sup>th</sup> Sept). The children were relocated to the Community Room for the rest of the week. We have had a DCC surveyor in to assess the reason for the flooding and the damage. The water came in through the glazed area above the cloakroom/vestibule. This is a flat roofed area with a</li> </ul>	
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		<p>glazed insert. Either side of the glazed area is a gutter/channel and a single down pipe. The channel had filled with water – due to the volume of water that had fallen a partially blocked down pipe (this has since been cleared). The water built up in the gutter and overflowed into the area shown in the photographs below. The water seeped through into the classrooms, soaking through all carpets. We hired 2 large dehumidifiers to dry out the area and hope to have the classrooms open again on Monday 25<sup>th</sup> September. A roofing company has come to look at long term solutions. DCC are considering whether this is something to be funded through the school's budget or by DCC.</p> <p>Although not the result of the flooding, these two classrooms could do with a full-refit – flooring, cupboards, ceiling tiles, furniture etc. This may need consideration as a summer 2024 capital funded project.</p> <p>Lightening during the storm, also set off the school alarms at 3 a.m. on 17 September. The security company attended the school overnight to check the school and deactivate the alarm. We have had ongoing alarm dysfunction over the following week, this has now been fixed.</p> <p>Sally provided</p> <p>Planned work:</p> <ul style="list-style-type: none"> <li>• Lighting to be replaced in the stairwell leading to the staffroom.</li> <li>• Repairs to bell tower (awaiting DCC confirmation regarding dates)</li> </ul> <p><b>The committee extended their thanks to Andy for the work that he carried out during the Summer Break.</b></p> <ul style="list-style-type: none"> <li>b. Asset Management Plan. Deferred</li> <li>c. Boilers and energy. If the boilers fail then replacement would come from the Capital Budget and if there aren't sufficient funds then DCC would cover this.</li> </ul>	
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BM 09/2324	Governance	<p>a. Agree workplan and timetable for Lead Governor engagement and feedback processes. <b>The workplan was agreed.</b></p> <p>b. Policy review schedule. <b>Deferred to the FGB</b></p> <p>c. Check terms of reference and levels of delegation agreed by the FGB to ensure committee operates within their remit. <b>Agreed</b></p>	
BM 10/2324	Health & Safety and Security	<p>a. Consider any H &amp; S issues. Sally advised that currently there is norovirus in the school. Advice has been received from Public Health. Numbers of children off school has reduced. Children should be kept away from school for 48 hour after sickness and this is being closely monitored.</p> <p>b. Road safety outside the school. Sally advised that the 20 MPH Zone is due to be put in place on the main road but outside the school there is still a problem. Nink asked if there is a possibility of re-siting the Crossing Patrol due to the number of roads that need to be crossed if parents park at Decoy Park. This has been suggested in the past and we can ask DCC one more.</p> <p>c. Accessibility Plan. <b>Deferred to the next meeting</b></p>	
BM 11/2324	Data Protection	No matters to be discussed	
BM 12/2324	Safeguarding	<p><b>Safeguarding Updates – September 2023</b></p> <ul style="list-style-type: none"> <li>• Annual KCSiE training for all staff was held on 5 September. 59 members of staff attended the training. This training was led by Dave Lee. Following the training staff have been told to read KCSiE part 1 and 2 (plus the related appendices). Wet signatures have been collected to confirm attendance at training and confirmation of reading the documentation. There is a small number of staff who were unable to attend on the 5 September. Dave Lee is arranging a second training event for these staff.</li> <li>• The Safeguarding Team in school has changed. Dave Lee remains as the Designated Lead, Sally Herbert and Cassie Sinclair are the deputy leads.</li> </ul>	

		<ul style="list-style-type: none"> <li>• <b>Level 3 trained safeguarding officers:</b> Sally Herbert Dave Lee Cassie Sinclair (EYFS lead) Tania Bull (BASC lead) Sue Stevenson (Pastoral support) Jess Edwards (Admin)</li> <li>• <b>Upcoming safeguarding training:</b> Catch up KCSiE training – mixed staff Sally Herbert renewing L3 Child Protection training (5 &amp; 6 October) Sarah Strong L3 Child Protection training (5 &amp; 6 October) Sally Herbert renewing Safer Recruitment training (22 January) Dave Lee Safer Recruitment training (TBC)</li> </ul>	
BM 13/2324	Policies	<p>The following policy/document was approved and is recommended to the FGB if appropriate</p> <ol style="list-style-type: none"> <li>a. Teacher's Pay policy - agreed</li> <li>b. Review school Emergency and Continuity Plans. Agreed</li> <li>c. Staff Grievance Policy and Procedure (DCC Model) Adopted</li> </ol>	
BM 14/2324	Information provided by the Clerk	There is a range of items in the Checklist including OFSTED, the DAG Conference and the SCR.	
BM 15/2324	Matters for the next agenda	<p>The following matters were agreed for the next agenda:</p> <p><b>Finance:</b></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>• Monitor financial benchmarking using the DfE tool, discuss findings and make recommendations to FGB</li> <li>• Agree Schools Financial Value Standards document and ensure submission to the LA</li> <li>• Monitor progress towards actions identified in external financial reports (e.g. audit)</li> </ul>	

		<ul style="list-style-type: none"> <li>● Discuss bought-in services and agree or recommend SLAs within delegated limits</li> <li>● Establish &amp; maintain 3 – 5 year financial plan</li> <li>● Contracts register</li> <li>● Make budget recommendations for the next financial year to FGB</li> </ul> <p><b>Personnel:</b></p> <ul style="list-style-type: none"> <li>● Review training requirements of the school workforce</li> <li>● Monitor staff well-being and absence to identify any trends</li> <li>● Analyse impact on pupils of staff absence, satisfaction, recruitment and retention and develop action plan to address issues</li> </ul> <p><b>Premises</b></p> <ul style="list-style-type: none"> <li>● Asset Management Plan</li> </ul> <p><b>Health &amp; Safety:</b></p> <ul style="list-style-type: none"> <li>● Consider any H &amp; S issues</li> <li>● Accessibility Plan.</li> </ul> <p><b>Policies</b></p>	
BM 16/2324	Date of next meeting	<b>Monday 22 January 2024 at 1830</b>	

The meeting closed **1955**

**Signed as a true record**

Signed: <b>B Twitney</b>	Date: <b>22 January 2024</b>
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