

**DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS**

COMMITTEE: **Business Management Committee**

DATE: 22 January 2024

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

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

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

**In attendance:**      None

Chaired by	<b>Ben Twitney</b>	Clerked by	<b>Pete Osborne</b>
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Agenda:

- BM 17/2324 To record those present, accept any apologies and welcome any visitors
- BM 18/2324 Division of Agenda
- BM 19/2324 Declaration of interests
- BM 20/2324 To agree the Minutes of the last meeting and discuss any matters arising from the minutes and not on this agenda
- BM 21/2324 Urgent business brought forward at the discretion of the Chair

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- BM 22/2324 Finance
- BM 23/2324 Personnel
- BM 24/2324 Premises
- BM 25/2324 Governance
- BM 26/2324 Health & safety
- BM 27/2324 Data Protection
- BM 28/2324 Safeguarding
- BM 29/2324 Policies/Documents
- BM 30/2324 Information provided by the Clerk
- BM 31/2324 Matters for the next agenda
- BM 32/2324 Date of next meeting

**ACTIONS TO BE TAKEN**

<b>ITEM</b>		<b>BY WHOM</b>	<b>BY WHEN</b>
20/2324	Signed minutes to Headteacher for file and to website	Clerk	asap
22c/2424	Schools Financial Value Standards (SFVS) document that Andrew McKenzie and Ben Twitney would complete the document to added to the FGB on 5 February 2024	Andrew McKenzie/Ben Twitney/Clerk	asap
23b/2324	Staff attendance report showing percentages and other numerical data for the FGB.	Sally Herbert/Clerk	asap
29/2324	H&S Policy on the agenda for the FGB	Hayley Back/Clerk	asap

	<b>Item</b>	<b>Notes</b>	<b>Action</b>
BM 17/2324	To record those who are present, accept apologies and sanction absences where appropriate and welcome any visitors	<p>In the absence of Anfrew McKenzie, Ben Twitney was appointed as Chair for the meeting</p> <p>The meeting commenced <b>1842</b></p> <p>Apologies: James Osben, Andrew McKenzie and Niki Warner and Sanctioned</p> <p>In Attendance: None</p>	

		The Quorum for this meeting is three governors plus the Headteacher	
BM 18/2324	Division of Agenda		None
BM 19/2324	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	None
BM 20/2324	To agree the Minutes of the last meeting held 25 September 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 21/2324	Urgent business brought forward at the discretion of the Chair		None
BM 22/2324	Finance	<p>a. Budget. Sarah Creedy (LA Finance officer) had visited on n Friday 8th December and the budget papers had been uploaded to Drive prior to the meeting. The biggest challenge to the budget is staff where there are significant costs although to date there have been no supply staff this term. Mention was made of the insurance cover for staff absences which is inadequate. There are continuing problems with appointing support staff.</p> <p><b>A governor asked whether there would be a facility have a supply appointment within the partnership arrangement and Sally replied that this is not going to be an option.</b> Looking forward current placing for September are positive with possibly 55+ joiners. Sally commented that the school is seen as a good place for children with special needs.</p>	

		<p><b>A governor asked how the change in IT would affect the budget but to date there are no firm indications of costs but support has been reduced from a full day to half a day.</b> Sally advised that following an assessment there will be £6000 coming into the school for Phonics.</p> <p>Catering Contract. We are currently out for tender for alternative school dinner providers (with 6 schools from the Primary Partnership). The current contract with Chartwells ends at the end of March.</p> <p>b. Financial benchmarking using the DfE tool. The results of the benchmarking had been added to the Folder on Drive and the only area of concern is staffing which has already been discussed. Sally has asked the Early Years Team to research the possible benefits and pitfalls of becoming a 2 year old start for the Nursery.</p> <p>c. Schools Financial Value Standards (SFVS) document and ensure submission to the LA. It was agreed that Andrew McKenzie and Ben Twitney would complete the SFVS and the document to added to the FGB on 5 February 2024.</p> <p>d. Progress towards actions identified in external financial reports (e.g. audit). No external financial reports had taken place.</p> <p>e. Bought-in services and agree or recommend SLAs within delegated limits. No SLA lists received from DCC yet. To be deferred to the next BM Committee meeting</p> <p>f. Establish &amp; maintain 3 – 5 year financial plan. The plan will form part of the Budget for 2024/2025.</p> <p>g. Contracts register. To be deferred to the next BM Committee meeting</p> <p>h. Budget recommendations for the next financial year to FGB. To be deferred to the next BM Committee meeting</p>	<p><b>Andrew McKenzie/Ben Twitney/Clerk</b></p> <p><b>Hayley Back/Clerk</b></p> <p><b>Hayley Back/Clerk</b></p> <p><b>Hayley Back/Clerk</b></p> <p><b>Hayley Back/Clerk</b></p>
BM 23/2324	Personnel	<p>a. Review training requirements of the school workforce. All staff completed up to date Safeguarding Training. RWI consultancy</p>	

		<p>training has taken place this term. Some staff completing national training Devon Reading and Maths projects. One day first aid at work training has taken place.</p> <p>b. Monitor staff well-being and absence to identify any trends. Staff absence has been high due to specific illnesses which has had a knock on effect to the whole of the staff. Appraisal rounds start next week. <b>A Governor asked whether the report to the FGB on staff attendance would show percentages and other numerical data and Sally advised that it would.</b></p> <p>c. Impact on pupils of staff absence, satisfaction, recruitment and retention and develop action plan to address issues. Sally advised that retention is not a problem but recruitment into TA roles is proving difficult.</p>	Sally Herbert/Clerk
BM 24/2324	Premises	<p>a. Building maintenance and improvement needs</p> <p><b><u>Work outstanding:</u></b></p> <ul style="list-style-type: none"> <li>• Lights in the kitchen need attention, flickering constantly, too high to be fixed internally. Sherwoods have quoted, Cannings will be quoting shortly, third quote needed due to cost.</li> <li>• Leaking roof in the solar and hall. Awaiting quote from Sherwoods</li> <li>• DCC have advised that the repair work to the bell tower will likely begin February 2024. TBC</li> <li>• Several drain covers missing around school following recent bad weather, Andy (caretaker) to replace.</li> <li>• Several small metal vents missing around the junior block, Andy (caretaker) to replace.</li> <li>• Quotes required for the new outdoor classroom (PTA funded). Jess Edwards to arrange.</li> <li>• Ongoing boiler issues.</li> <li>• Y6 no hot water (heating is working), call out been requested.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Library door needs to be replaced, old door broken, cannot be repaired.</li> </ul> <p>DCC have completed all of the outstanding premises work around school, see below.</p> <ul style="list-style-type: none"> <li>• Year 1 door measures narrower than expected (approx. 20cm), DCC to discuss this with Harmony (the company that supplied the doors)</li> <li>• New doors rectified to be 'hold open'</li> <li>• Girls' toilets in the junior block, skylight fitted, ceiling painted.</li> <li>• Year 5 classrooms, batons and hooks removed.</li> <li>• Soffits replace on junior block.</li> <li>• Y6 entrance, the new door set threshold has been updated.</li> </ul> <p><b><u>Work completed:</u></b></p> <ul style="list-style-type: none"> <li>• New flooring completed throughout both Reception classrooms, foyer and part of corridor near the library.</li> <li>• Line marking on concrete playgrounds, both top playground for sports activities and main playground for fun activities.</li> <li>• New fob entry system has been completed for the Community Room building.</li> <li>• SouthWest Water have carried out an inspection. Replaced /broken updated taps. Junior toilet/urinals flushing sensors (x3) replaced.</li> <li>• New lights on the stairway leading to staff room.</li> </ul> <p>b. Review Asset Management Plan. Deferred to the next meeting</p> <p>c. To monitor Boilers and energy. Boiler currently out of use in main building. We are awaiting a part that is due for delivery on 6<sup>th</sup> December and fitting will be completed ASAP after this date. The boiler has been out of action since Monday 27<sup>th</sup> November.</p>	
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		8 x electric heaters were purchased for 4 classrooms. Existing heaters are used to heat office spaces. No heat in music room, toilets, staffroom and hall.	
BM 25/2324	Governance	Consider whether an additional meeting is required to agree the draft Budget for 2024/2025. An FGB is to be convened on 29 April 2024 to agree the Budget.	
BM 26/2324	Health & Safety and Security	a. H & S issues. Road updates. DCC Highways team have agreed that the Parking bay outside the school is to be closed during school hours wef 23 January 2024. There are other initiatives being discussed to improve the traffic flow and road safety. d. Feedback on the Accessibility Plan. Deferred to the next meeting.	
BM 27/2324	Data Protection	Two data breaches in the Autumn Term. ICO advised no further action and to review training and reminders.	
BM 28/2324	Safeguarding	No major items to report. Full report to FGB	<b>Clerk</b>
BM 29/2324	Policies	The following policy/document was approved and is recommended to the FGB if appropriate a. H&S Policy. Deferred to FGB	
BM 30/2324	Information provided by the Clerk	From the Spring Checklist:	

		<ul style="list-style-type: none"> <li>• Major national drive to improve school attendance</li> <li>• Exclusion</li> <li>• Moments matter, attendance counts</li> <li>• Transforming public procurement (TPP)</li> <li>• Little moments together campaign</li> <li>• Gender questioning children</li> <li>• Clerk’s briefings and governance updates</li> <li>• Devon SEND partnership news</li> <li>• GovernorHub Knowledge</li> <li>• Minimum service level for education (MSL) consultation</li> <li>• Bullying, prejudice and racism incidents audit</li> <li>• On-line safety Bill</li> <li>• Artificial intelligence (AI)</li> </ul> <p>• <b>New one minute guide - filtering and monitoring</b> - Following information and guidance in previous newsletters and communications, filtering and monitoring requirements remains a topic that for some schools and colleges is still being developed. Feedback from recent inspections has highlighted how inspectors are seeking to understand how the school can evidence how these standards are being met. To support this further, we have produced a <a href="#">One Minute Guide</a>. School leaders and governing boards need to ensure that these standards have been met and where areas for development exist, these should be an urgent priority. It is vital that the <a href="#">DfE standards</a>, originally published in March 2022, and revised in March 2023 are being met. This should include how all staff understand their role in both their use of technology, but also in how this is monitored when used by children.</p>	
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BM 31/2324	Matters for the next agenda	<p>The following matters were agreed for the next agenda:</p> <p><b>FGB Budget Meeting -29 April 2024</b></p> <ul style="list-style-type: none"> <li>• 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>• Budget recommendations for the next financial year to FGB.</li> </ul> <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>• Approve the writing off of irrecoverable debts, up to delegated limit, and the disposal of surplus and damaged equipment</li> <li>• Analyse use and impact of additional funding (Pupil Premium, PE funding, catch-up funding etc)</li> </ul> <p><b>Personnel:</b></p> <ul style="list-style-type: none"> <li>• Consider any temporary contracts in place and recommend extending/ending as appropriate</li> <li>• Review the process and resources for new governor recruitment and induction</li> <li>• Review current staffing structure and staffing needs for the next academic year</li> </ul>	

		<p><b>Governance:</b></p> <ul style="list-style-type: none"> <li>• Review extended school provision (breakfast club/after school club / holiday club etc) to ensure it meets the current needs of pupils and families</li> <li>• Monitor any 'right to request' submissions and responses</li> <li>• Elect Chair for the next academic year</li> </ul> <p><b>Health &amp; Safety:</b></p> <ul style="list-style-type: none"> <li>• Consider any 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</li> </ul> <p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• Freedom of information publication scheme</li> <li>• School Complaints Policy</li> <li>• Whistleblowing Policy</li> <li>• Governors Allowances and Expenses</li> <li>• Review Asset Management Plan.</li> <li>• Feedback on the Accessibility Plan</li> </ul>	
BM 32/2324	Date of next meeting	<b>Monday 22 April 2024 at 6.30 p.m.</b>	

The meeting closed at 2005

Signed asa true record

Signed <b>Ben Twitney</b>	Date: <b>22 April 2024</b>
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