

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE:

Business Management Committee

DATE:

22 April 2024

25/09/2023

22/01/2024

22/04/2024

GOVERNOR ATTENDANCE

Sally Herbert	P	P	P
Kay Dicken	S		
Andrew McKenzie	P	S	S
Simon Barnes	P	P	P
Niki Warner	P	S	S
Scott Parnell	S	P	P
Ben Twitney	P	P	P
Hayley Back		P	P
Jame Osben		S	
Kate Ochiltree			S

P – Present

S – Sanctioned

A – Absent

L – Late arrival

In attendance: None

Chaired by

Ben Twitney

Clerked by

Pete Osborne

Agenda:

BM 33/2324 To record those present, accept any apologies and welcome any visitors

BM 34/2324 Division of Agenda

BM 35/2324 Declaration of interests

BM 36/2324 To agree the Minutes of the last meeting and discuss any matters arising from the minutes and not on this agenda

BM Committee 22 April 2024

- BM 37/2324 Urgent business brought forward at the discretion of the Chair
- BM 38/2324 Finance
- BM 39/2324 Personnel
- BM 40/2324 Premises
- BM 41/2324 Governance
- BM 42/2324 Health & safety
- BM 43/2324 Data Protection
- BM 44/2324 Safeguarding
- BM 45/2324 Policies/Documents
- BM 46/2324 Information provided by the Clerk
- BM 47/2324 Matters for the next agenda
- BM 48/2324 Date of next meeting

ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
36/2324	Signed minutes to Headteacher for file and to website	Clerk	asap
38f/2324	Review the Contracts register on next FGB in May 2024	Hayley Back/Clerk	6 May 2024
38g/2324	Feedback on FIPs meetings and recovery plan to FGB in May 2024	Hayley Back/Sally Herbert	6 May 2024
38g/2324	BASC increases to be in the BASC Policy	Hayley Back	
38g/2324	Drfat budget to FGB on 29 April 2024 for agreement	Clerk	asap
40a/2324	Consider a report on building maintenance and improvement needs on the meeting in May 2024	Clerk	6 May 2024
40b/2324	Review Asset Management Plan on the meeting in May 2024	Clerk	6 May 2024
41b/2324	Monitor any 'right to request' submissions and responses. Clerk to check meaning of this.	Clerk	asap
41c/2324	Andrew McKenzie was elected as chair for 2024/2025. Notify FGB.	Clerk	asap
45a/2324	Freedom of information publication scheme . Deferred to the next BM Committee meeting.	Hayley Back/Clerk	31 July 2024

45d/2324	Review Asset Management Plan. Deferred to the next BM Committee meeting	Hayley Back/Clerk	31 July 2024
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	Item	Notes	Action
BM 33/2324	To record those who are present, accept apologies and sanction absences where appropriate and welcome any visitors	The meeting commenced at: 1830 Apologies: Andrew McKenzie, Niki Warner and Kate Ochiltree and Sanctioned In Attendance: None The Quorum for this meeting is three governors plus the Headteacher	
BM 34/2324	Division of Agenda		None
BM 35/2324	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 36/2324	To agree the Minutes of the last meeting held 22 January 2024 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.	Clerk to place on website
BM 37/2324	Urgent business brought forward at the discretion of the Chair		None
BM 38/2324	Finance	a. Monitor budget, including any additional funding streams, comparing expenditure to date with forecast figures and report to FGB. The Finance Officer visited to work on the budget and there is an overspend of £9853 for FY 23/24. She had said that if we had	

		<p>considered the end of year and Easter then the excess from the BASC could have been transferred to the school account and then there would have been a minimal surplus. Subsequent to the end of the FY that amount has been transferred.</p> <ul style="list-style-type: none"> b. Writing off of irrecoverable debts, up to delegated limit, and the disposal of surplus and damaged equipment. There are none c. Analyse use and impact of additional funding (Pupil Premium, PE funding, catch-up funding etc.) None available at present. d. Bought-in services and agree or recommend SLAs within delegated limits. SLAs taken up as previously but Library costs reduced. e. Establish & maintain 3 – 5 year financial plan. In draft budget f. Review the Contracts register. No register but this is to be brought to the next meeting g. Budget for the next financial year 2024/2025 and recommend to the FGB. <p>Sally advised that all supply staff bar one are no longer employed. There have been some moves on TA roles to manage one to one support and there are some other moves to ensure that classes have support. There will less pastoral support. One teacher retires and will not be replaced.. One teacher going on maternity leave and no cover will be brought in to cover her post during her absence. Savings already made continue to be positive and the amount of leadership time is planned to be reduced in the next academic year.</p> <p>Sally also provided the staffing for this Summer Term and for Autumn 2024 onwards and explained the changes and the measures in place where there are reductions and/or teaching staff moves. Governors thanked Sally for her clear explanation and the document and asked if the staff were aware of the plan. She replied that they are generally aware and mainly</p>	<p>Clerk/Hayley Back</p>
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		<p>funding from government. A recovery plan is to be put in place to reduce the in-year deficit.</p> <p>The governors agreed the draft budget and recommended it to the FGB for agreement on Monday 29 April 2024.</p>	Clerk
BM 39/2324	Personnel	<p>a. Consider any temporary contracts in place and recommend extending/ending as appropriate. Only one present and ending soon</p> <p>b. Review the process and resources for new governor recruitment and induction. Vacancies advertised by the clerk.</p> <p>c. Current staffing structure and staffing needs for the next academic year. See Finance above and the staff structure paper will be presented to the FGB on 29 April 2024</p>	Clerk
BM 40/2324	Premises	<p>a. Consider a report on building maintenance and improvement needs. Deferred to the next meeting</p> <p>b. Review Asset Management Plan. Deferred to the next meeting</p> <p>c. Monitor Boilers and energy. No problems currently.</p>	
BM 41/2324	Governance	<p>a. Review extended school provision (breakfast club/after school club / holiday club etc.) to ensure it meets the current needs of pupils and families. BASC is doing very well. There is a fair spread between Breakfast and afterschool sessions. Friday afterschool sessions have a greater number of high needs children and this is well staffed.. .</p> <p>b. Monitor any 'right to request' submissions and responses. Clerk to check meaning of this.</p> <p>c. Elect Chair for the next academic year. Andrew McKenzie was nominated and accepted the post.</p>	Clerk Clerk
BM 42/2324	Health & Safety and Security	<p>a. H & S or security issues, ensure that annual risk assessments have been carried out and monitor that the H & S arrangements comply with the DCC H & S Policy. The LA H&S audit takes place on 25 April and this will be reported on in the Mayu FGB.</p>	

		b. Feedback on the Accessibility Plan. Deferred to the next meeting	Hayley Back/Clerk
BM 43/2324	Data Protection	There are DP matters arising and an update on GDPR is required for all staff. The incidents have been reported to the ICO	
BM 44/2324	Safeguarding	No safeguarding matters are raised but the addition of early help triage is being considered to be bought in.	
BM 45/2324	Policies	The following policy/document was approved and is recommended to the FGB if appropriate a. Freedom of information publication scheme. Deferred to the next meeting b. Whistleblowing Policy. Agreed. c. Governors Allowances and Expenses. Agreed. d. Review Asset Management Plan. Deferred to the next meeting	Clerk Clerk
BM 46/2324	Information provided by the Clerk	The training programme has been distributed and governors are asked to let the clerk know of their requirements.	
BM 47/2324	Matters for the next agenda	The following matters were agreed for the next agenda: Housekeeping: <ul style="list-style-type: none"> • Agree workplan and timetable for Lead Governor engagement and feedback processes • Agree policy review schedule Finance: <ul style="list-style-type: none"> • Monitor budget, including any additional funding streams, comparing expenditure to date with forecast figures and report to FGB • Review pupil numbers and implications • Review any multi-year financial plans in place and assess impact of these on SIP • Undertake SFVS financial competencies matrix and book any required training 	

		<ul style="list-style-type: none"> • Review contracts register Personnel: <ul style="list-style-type: none"> • Agree process, responsible governors and timeframe for clerks' appraisal • Agree the date and membership of the Pay Committee. Property: <ul style="list-style-type: none"> • Identify building maintenance and improvement needs • Review Asset Management Plan • Review School Emergency and Continuity Plans Health & safety: <ul style="list-style-type: none"> • Feedback on the Accessibility Plan • Consider any H & S issues Policies <ul style="list-style-type: none"> • Freedom of information publication scheme. • Review Asset Management Plan 	
BM 48/2324	Date of next meeting	To be agreed	

The meeting closed at **1950**.

Signed as a true record

Signed A McKenzie	Date: 23 September 2024
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