

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE:

Business Management Committee

DATE:

23 September 2024

23/09/2024	20/01/2025	28/04/2025
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GOVERNOR ATTENDANCE

Sally Herbert	P		
Andrew McKenzie	P		
Simon Barnes	P		
Niki Glew	P		
Scott Parnell	P		
Ben Twitney	P		
Hayley Back	P		
Kate Ochiltree	S		

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

In attendance: None

Chaired by	Andrew McKenzie	Clerked by	Pete Osborne
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Agenda:

- BM 01/2425 To record those present, accept any apologies and welcome any visitors
- BM 02/2425 Division of Agenda
- BM 03/2425 Declaration of interests
- BM 04/2425 To agree the Minutes of the last meeting and discuss any matters arising from the minutes and not on this agenda
- BM 05/2425 Urgent business brought forward at the discretion of the Chair
- BM 06/2425 Finance

BM Committee 23 September 2024

- BM 07/2425 Personnel
- BM 08/2425 Premises
- BM 09/2425 Governance
- BM 10/2425 Health & safety
- BM 11/2425 Data Protection
- BM 12/2425 Safeguarding
- BM 13/2425 Policies/Documents
- BM 14/2425 Information provided by the Clerk
- BM 15/2425 Matters for the next agenda

ACTIONS TO BE TAKEN

ITEM	BY WHOM	BY WHEN	
04/2425	Signed minutes to Headteacher for file and to website	Clerk	asap
06d/2425	Undertake SFVS financial competencies matrix and book any required training on FGB Agenda	Clerk	asap
07b/2425	Pay Committee. Membership as Niki Glew, Paul Every and Helen Murdoch on FGB Agenda	Clerk	asap
09a/2425	Lead Governor ToRs to be on FGB Agenda	Clerk	asap
09b/2425	Policy review schedule. To be on FGB Agenda	Clerk	asap
09c/2425	Terms of reference and levels of delegation. To be on FGB Agenda	Clerk	asap
13/2425	Policies as appropriate to FGB a. School Emergency and Continuity Plans. b. Freedom of information publication scheme. c. Asset Management Plan. d. First Aid Policy e. School Dinner Arrears and Debt Recovery Policy f. Teacher Appraisal Policy. g. Flexible Working Policy.	Clerk	asap

	Item	Notes	Action
BM 01/2425	To record those who are present, accept apologies and sanction absences where appropriate and welcome any visitors	The meeting commenced at 1830 Apologies: Kate Ochiltree and Sanctioned In Attendance: None The Quorum for this meeting is three governors plus the Headteacher	
BM 02/2425	Division of Agenda		Item 06e
BM 03/2425	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 04/2425	To agree the Minutes of the last meeting held 22 April 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 05/2425	Urgent business brought forward at the discretion of the Chair		None
BM 06/2425	Finance	a. Monitor budget, including any additional funding streams. The latest budget monitor was not available but some additional funds have been identified with the assistance of the Finance officer which has put the budget in a slightly healthier position. DCC have confirmed that there is need for a recovery plan to be submitted. b. Review pupil numbers and implications. Most classes are at capacity.	

		<p>c. Review any multi-year financial plans in place and assess impact of these on SIP</p> <p>d. Undertake SFVS financial competencies matrix and book any required training. Deferred to FGB</p> <p>At this point the meeting went into Part 2 Session.</p> <p>e. Review contracts register.</p> <p>At this point the meeting went back into open session</p>	
BM 07/2425	Personnel	<p>a. Clerks' appraisal. The following will undertake the appraisal Ben Twitney and Sally Herbert with the date to be agreed.</p> <p>b. Pay Committee. To take place in the week before the half term and the Panel is to be Niki Glew, Paul Evely and Helen Murdoch.</p>	
BM 08/2425	Premises	<p>a. Building maintenance and improvement needs</p> <p><u>Work completed:</u></p> <ul style="list-style-type: none"> • New alarm panel in the junior block following several alarm malfunctions. • All lights lowered in the kitchen and two new emergency lights fitted. • Sensory room built where junior block cloakroom area was. Building works completed by NovoBuild. • New music studio / wooden structure built at the back of the junior block • PAT testing across school (July 2024) • Fire extinguisher servicing / replacements across school (June 2024) • Damaged tree cut down at the far end of the field (Teign Trees) <p><u>Work outstanding:</u></p>	

		<ul style="list-style-type: none"> • Leaking roof in the solar and hall, quote from Sherwood £5,991.26 + vat • Leaking roof in the community room, quote from Stormforce £4,608 • Bell tower – ongoing issues. Site visit planned for September 19 with DCC • Ongoing boiler issues. • Library door needs to be replaced, old door broken, cannot be repaired. • Rentokil monthly service replaced with more cost effective company, PCM pest control • Outdoor classroom – several companies have been in to quote, see below • Broken toilet in year 1 needs replacing ** • Broken toilet in year 2 needs replacing ** • Electric sockets needed in Reception (Dragonflies class) ** • Two broken strip lights in corridor near library ** • Building a Reception sensory space/wooden structure. Base has been built over the summer by Caretaker Andy, awaiting delivery. Due 24 September 2024. • Power to music studio wooden at the back of the junior block ** • Power into new junior sensory room and moving light switch ** • LiveWest were contacted in April and asked to clear their brambles and overgrown trees from top playground. Ongoing! <p>** = several companies have been in, awaiting quotes</p> <table border="1" data-bbox="869 1150 1800 1305"> <tr> <td>Pentagon Play</td> <td>£18,995 + vat</td> </tr> <tr> <td>Arque</td> <td>£19,827.00</td> </tr> <tr> <td>Rhino Play</td> <td>£38,398</td> </tr> <tr> <td>V3 Design</td> <td>£17,838</td> </tr> </table>	Pentagon Play	£18,995 + vat	Arque	£19,827.00	Rhino Play	£38,398	V3 Design	£17,838	
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		<ul style="list-style-type: none"> b. Asset Management Plan. Noted c. Monitor Boilers and energy No comments 	
BM 09/2425	Governance	<ul style="list-style-type: none"> a. Agree workplan and timetable for Lead Governor engagement and feedback processes. ToRs to be on FGB b. Policy review schedule. Agreed c. Terms of reference and levels of delegation. Agreed 	
BM 10/2425	Health & Safety and Security	<ul style="list-style-type: none"> a. Consider any H & S issues. Wasps. Several children have had wasp stings since the start of term. Wasps have been congregating in the playground bins – particularly after the children have fruit as a snack at playtimes. To combat this, Andy is emptying bins before playtime each day and the bins have been cleaned and sprayed to discourage the wasps. EYFS Child Gates. Child gates have been installed around the lobby area outside of the Reception classes, to keep high needs children safe and contained. This stops the children from being able to access the rest of the school site without adult support. New Changing Bench been installed in EYFS area to support with SEND pupils who require intimate care b. Road safety outside the school. No comments c. To receive feedback on the Accessibility Plan. No comments 	
BM 11/2425	Data Protection	3 incidents reported to the meeting	
BM 12/2425	Safeguarding	No matters to be reported. Staff safeguarding training completed this term. Level 2 and Prevent training links to be provided by Sally.	
BM 13/2425	Policies	<p>The following policy/document was approved and is recommended to the FGB if appropriate</p> <ul style="list-style-type: none"> a. Teacher’s Pay policy. Not yet available b. School Emergency and Continuity Plans. Approved c. Freedom of information publication scheme. Approved d. Asset Management Plan. Approved 	

		<p>e. First Aid Policy Approved</p> <p>f. School Dinner Arrears and Debt Recovery Policy Approved</p> <p>g. Teacher Appraisal Policy. Approved</p> <p>h. Flexible Working Policy. Approved</p>	
BM 14/2425	Information provided by the Clerk	<p>Governor's attention was drawn to the Autumn Checklist and requests for training should be forwarded asap to the Clerk.</p> <p>Governors were reminded that any change to address, phone number or name should be notified to the Clerk as soon as possible.</p>	
BM 15/2425	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"> • Monitor budget, including any additional funding streams, comparing expenditure to date with forecast figures and report to FGB • Monitor financial benchmarking using the DfE tool, discuss findings and make recommendations to FGB • Agree Schools Financial Value Standards document and ensure submission to the LA • Monitor progress towards actions identified in external financial reports (e.g. audit) • Review catering/school meals/ nutritional policy. Re-affirm food standards in line with statutory duties • Discuss bought-in services and agree or recommend SLAs within delegated limits • Identify levels of surplus/deficit balances at the financial year end and plans for use/recovery of these • Establish & maintain 3 – 5 year financial plan • Make budget recommendations for the next financial year to FGB <p>Personnel:</p> <ul style="list-style-type: none"> • Review training requirements of the school workforce 	

		<ul style="list-style-type: none"> • Monitor staff well-being and absence to identify any trends • Analyse impact on pupils of staff absence, satisfaction, recruitment and retention and develop action plan to address issues Health & Safety: <ul style="list-style-type: none"> • Consider any H & S issues Policies	
BM 16/2425	Date of next meeting	Monday 20 January 2025 at 1830	

The meeting closed at `1933

Signed as a true record

Signed A McKenzie	Date: 20 January 2025
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