

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE:

Business Management Committee

DATE:

20 January 2025

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

Sally Herbert	P	P	
Andrew McKenzie	P	P	
Simon Barnes	P	P	
Niki Glew	P	S	
Scott Parnell	P	P	
Ben Twitney	P	P	
Hayley Back	P	P	
Kate Ochiltree	S	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 17/2425 To record those present, accept any apologies and welcome any visitors
- BM 18/2425 Division of Agenda
- BM 19/2425 Declaration of interests
- BM 20/2425 To agree the Minutes of the last meeting and discuss any matters arising from the minutes and not on this agenda
- BM 21/2425 Urgent business brought forward at the discretion of the Chair
- BM 22/2425 Finance

BM Committee 20 January 2025

- BM 23/2425 Personnel
- BM 24/2425 Premises
- BM 25/2425 Governance
- BM 26/2425 Health & safety
- BM 27/2425 Data Protection
- BM 28/2425 Safeguarding
- BM 29/2425 Policies/Documents
- BM 30/2425 Information provided by the Clerk
- BM 31/2425 Matters for the next agenda
- BM 32/2425 Date of next meeting

ACTIONS TO BE TAKEN

ITEM	BY WHOM	BY WHEN
20/2425	Signed minutes to Headteacher for file and to website	Clerk asap
22e/2425	Bought-in services and agree or recommend SLAs within delegated limits. No changes proposed for this upcoming year but costs are not yet known. To be added to the FGB in March 2025.	Clerk
29a/2425	Data Protection Policy on FGB agenda for ratification	Clerk asap
29b/2425	Health & Safety Policy to be on FGB Agenda for approval	HT/Clerk Asap

Item	Notes	Action
BM 17/2425	To record those who are present, accept apologies and sanction absences where appropriate and welcome any visitors	The meeting commenced at Apologies: Niki Glew and Kate Ochiltree and Sanctioned In Attendance: None The Quorum for this meeting is three governors plus the Headteacher
BM 18/2425	Division of Agenda	None

BM 19/2425	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 20/2425	To agree the Minutes of the last meeting held 23 September 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 21/2425	Urgent business brought forward at the discretion of the Chair		None
BM 22/2425	Finance	<p>a. Budget, including any additional funding streams, comparing expenditure to date with forecast figures and report to FGB. The monitor shows a projected deficit but this includes expenditure on EHCP pupils where funding has not yet been received or approved. This is respect of pupils who have been referred for EHCP or who have received EHCP. Andrew, Ben and Sally are attending a consultation meeting with DCC to discuss finance and the budget. There was a wide ranging discussion on the EHCP funding and whether the school can continue to accept children with EHCP requirements. Sally provided examples where the school is providing one to one support without the EHCP funding.</p> <p>b. Financial benchmarking using the DfE tool, discuss findings and make recommendations to FGB. Benchmarking had been compared with similar schools and also with those in the partnership schools. Decoy reflects well when compared with these schools.</p>	

		<ul style="list-style-type: none"> c. Schools Financial Value Standards document and ensure submission to the LA. Agreed subject to minor typographical changes. d. Progress towards actions identified in external financial reports (e.g. audit). All completed. e. Bought-in services and agree or recommend SLAs within delegated limits. No changes proposed for this upcoming year but costs are not yet known. To be added to the FGB in March 2025. f. Levels of surplus/deficit balances at the financial year end and plans for use/recovery of these. There was a brief discussion on the cleaning contract as the school is currently paying for caretaker services without a caretaker in the school. The cleaning contract is currently at tender stage for the new contract. g. Establish & maintain 3 – 5 year financial plan. Part of budgetary system and will be in the proposed budget for the next FY. h. Catering/school meals/ nutritional policy. The school is happy with the current contractor and the standard of meals however there was a question raised on vegetarian options.. i. Food standards in line with statutory duties. j. Budget recommendations for the next financial year to FGB. Not yet ready. Sally spoke on areas where self-help is being used to carry out minor works and maintenance of the grounds to enable savings. Governors said that they are grateful for the work of the PTA and parent volunteers. 	<p>Clerk/HB</p> <p>Clerk</p>
BM 23/2425	Personnel	<ul style="list-style-type: none"> a. Training requirements of the school workforce. PIP (Positive intervention Programme) training is taking place. Staff working on SEND training. Staff also working on developing Mastery in Maths. b. Staff well-being and absence to identify any trends. Impact on pupils of staff absence, satisfaction, recruitment and retention and develop action plan to address issues. 	

		c. Analyse impact on pupils of staff absence, satisfaction, recruitment and retention and develop action plan to address issues	
BM 24/2425	Premises	<p>a. Building maintenance and improvement needs</p> <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. We have approached Devon County for guidance on this as it has leaked quite badly in the Solar over the Christmas break. • Bell tower – ongoing issues. Site visit carried out September 19th with DCC, work due to begin later this year. • Library door needs to be replaced, old door broken, cannot be repaired. • Broken toilet in year 1 needs replacing ** • Broken toilet in year 2 needs replacing ** • Leaking roof in the community room, temporary repair by JN Builders • Alarm system annual maintenance visit, booked for 22nd Jan 2025. • Broken roof panel above the decking play area in Nursery □ Lowering of sinks in Nursery, awaiting suppliers to send quotes. • LiveWest were contacted in April 2024 and asked to clear their brambles and overgrown trees from top playground. Ongoing! <p>** = several companies have been in, awaiting quotes</p> <p><u>Work in early stages of planning:</u></p> <ul style="list-style-type: none"> • Possible lighting around outdoor areas of school • Possible new signage around outdoor areas of school <p><u>Work underway:</u></p> <ul style="list-style-type: none"> • Outdoor classroom is being erected <p><u>Work completed:</u></p> <ul style="list-style-type: none"> • Leaking roof in the community room, temporary repair by JN Builders 	

		<ul style="list-style-type: none"> • Two broken strip lights in corridor near library • Lighting Protection Inspection completed 4th Dec 2024 • Electric sockets needed in Reception (Dragonflies class) • New outdoor security light at school office entrance • Reception sensory space / wooden structure built and now in use • Power to music studio wooden at the back of the junior block • Power into new junior sensory room and moving light switch • Churchills have been in this week and completed essential water maintenance tasks (TMV / Legionella etc) • Review Asset Management Plan • To monitor Boilers and energy <p>b. Review Asset Management Plan. Deferred to FGB</p> <p>c. Monitor Boilers and energy. The boilers had been looked at by DDC in last term and were due to contact the school regarding</p>	
BM 25/2425	Governance	<p>a. Pay progression. A query had been raised regarding progression and maternity leave. The guidance from DfE is: You should not be denied pay progression because of pregnancy or maternity leave. In England, the Department for Education has published guidance for maintained schools, academies and local authorities regarding pay progression and teachers on maternity leave. Implementing Your School's Approach to Pay makes it clear that it is unlawful for a school to deny a teacher an appraisal and subsequent pay progression decision because of their maternity.</p>	
BM 26/2425	Health & Safety and Security	<p>a. H & S issues. None at present.</p> <p>b. Road safety outside the school. These have reduced and Sally has approached DCC for action to help improve the situation further.</p> <p>c. Feedback on the Accessibility Plan. No update</p>	
BM 27/2425	Data Protection	No breaches since the last meeting	

BM 28/2425	Safeguarding	No update. This will be on the FGB agenda.	
BM 29/2425	Policies	<p>The following policies/documents was approved and are recommended to the FGB if appropriate</p> <p>a. Data Protection Policy Agreed</p> <p>b. Health and Safety Policy. To be on FGB Agenda</p>	
BM 30/2425	Information provided by the Clerk	<p>The attention of Governors is drawn to the following in the Spring Checklist:</p> <ul style="list-style-type: none"> • Training programme spring 2025 • Message from Bridget Phillipson, Secretary of State for Education • New Devon complaints resources and policies • Mediation service for schools • Breakfast clubs and school food standards • School uniforms • Children not in school • Independent educational institutions • Teacher misconduct • Changes relating to academies • School admission arrangements 	

		<ul style="list-style-type: none"> • New acceptable behaviour policy for staff • New and updated Q-cards • DfE press release on artificial intelligence (AI) intentions for schools • Wraparound childcare funding extended • Ordinarily Available Universal Provision (OAIP) • Education Committee SEND inquiry • Recycling for schools • School uniforms: proposed limit on branded items • Ofsted report cards • Maintained schools support sessions • Free anti-racism training • NEU indicative ballot on pay • Devon Association of Governance (DAG) • Federation networking event • Fast fifteen briefing from the school effectiveness team • Governors for schools free webinar • Devon Information Advice and Support DiAS • Institute for Fiscal Studies (IFS) report into school funding • Get Information About Schools (GIAS) • DfE Sustainability and climate change strategy for education • Teacher Wellbeing Index • Autism Education Trust free online summit • Devon Music Education Hub networking events • Governance updates 4 February, 12.30-1.30 pm and 5 February, 4.00-5.00 pm. • Keeping your board information up to date • DfE webinar - Monitor your school attendance webinar for schools and trusts. Tuesday 21 January, 12.00-12.45 pm. • Health and safety overview 	
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		<ul style="list-style-type: none"> • Schools Support Panel (SSP) • Children's mental health week 	
BM 31/2425	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 • Approve the writing off of irrecoverable debts, up to delegated limit, and the disposal of surplus and damaged equipment • Analyse use and impact of additional funding (Pupil Premium, PE funding, catch-up funding etc) <p>Personnel:</p> <ul style="list-style-type: none"> • Consider any temporary contracts in place and recommend extending/ending as appropriate • Review the process and resources for new governor recruitment and induction • Review current staffing structure and staffing needs for the next academic year <p>General:</p> <ul style="list-style-type: none"> • Review extended school provision (breakfast club/after school club / holiday club etc) to ensure it meets the current needs of pupils and families • Monitor any 'right to request' submissions and responses <p>Housekeeping:</p> <ul style="list-style-type: none"> • Elect Chair for the next academic year <p>Health & Safety:</p> <ul style="list-style-type: none"> • Consider any 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 	

		Policies	
BM 32/2425	Date of next meeting	Monday 28 April 2025 at 1830	

The meeting closed at **1955**

Signed as a true record

Signed B Twitney	Date: 28 April 2025
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