

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE:

Business Management Committee

DATE:

24 January 2022

	27/09/2021	22/11/2021	24/01/2022	21/03/2022	16/05/2022	4/07/2022
GOVERNOR ATTENDANCE						
Heather Poustie	P	P	P			
Oliver Laity	P	P	P			
Kay Dicken	P	P	P			
Craig Veal	P	P	P			
Ruth Shoare	P	P	P			
Andrew McKenzie			P			

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

In attendance: Simon Barnes

Chaired by	Oliver Laity	Clerked by	Pete Osborne
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Agenda:

BM 35/2122 To record those present, accept any apologies and welcome any visitors

BM 36/2122 Division of Agenda

BM Committee 24 January 2022

- BM 37/2122 Declaration of interests
- BM 38/2122 To agree the Minutes of the last meeting
- BM 39/2122 To discuss any matters arising from the minutes and not on this agenda
- BM 40/2122 Urgent business brought forward at the discretion of the Chair
- BM 41/2122 Finance
- BM 42/2122 Personnel
- BM 43/2122 Premises
- BM 44/2122 Governance
- BM 45/2122 Data Protection
- BM 46/2122 Safeguarding
- BM 47/2122 Health & Safety to include Covid19 matters
- BM 48/2122 Policies/Documents
- BM 49/2122 Information provided by the Clerk
- BM 50/2122 Matters for the next agenda
- BM 51/2122 Date of next meeting

ACTIONS TO BE TAKEN

ITEM	BY WHOM	BY WHEN
38/2122	Signed minutes to Headteacher for file and to website Clerk	asap
41b/2122	Bought in services and SLAs to be on the next agenda Kay Dicken/Clerk	01/03/2022
41d/2122	Amend the SFVS as agreed and obtain Oliver's signature before submission to DCC Kay Dicken /Oliver Laity	asap
41f/2122	Ensure outstanding actions from the Audit Report are completed Kay Dicken/Clerk	01/03/2022
44/2122	Add Behaviour Principles to the FGB Agenda Clerk	asap
48/2122	Finance Policy to be added to the FGB agenda Teacher's Pay Policy to be added to the FGB agenda Clerk	asap
48c/2122	School Emergency and Business Continuity Plan to be prepared for the next BM Committee meeting– deferred to the next meeting. Heather Poustie/Clerk	01/03/2022

	Item	Notes	Action
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BM 35/2122	To record those who are present, accept apologies and sanction absences where appropriate and welcome any visitors	<p>The meeting commenced at 1835</p> <p>Apologies: None</p> <p>In Attendance: Simon Barnes</p> <p>The Quorum for this meeting is 3 governors plus the Headteacher</p>	
BM 36/2122	Division of Agenda		None
BM 37/2122	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 38/2122	To agree the Minutes of the last meeting held 22 November 2021.	The minutes were agreed and signed and are to be placed on the website	Clerk to place on website
BM 39/2122	To discuss any matters arising from the minutes and not on this agenda	None	
BM 40/2122	Urgent business brought forward at the discretion of the Chair	School Response to removal of Covid Plan B. Face coverings continue to be worn and assemblies also continue using Zoom.	
BM 41/2122	Finance	<p>a. Report of the Finance Lead Governor</p> <ul style="list-style-type: none"> SFVS – sign off – with governors at BM Meeting – we completed the SFVS during the meeting – Lead governor satisfied with responses and able to sign off as part of BM review. 	

		<ul style="list-style-type: none"> • Dashboard shared to review alongside Schools Financial Value Standard (SFVS) – for benchmarking – will be uploaded for Governors. Supply costs very high – Decoy covers more absence with supply rather than recruitment etc. KS2 -0.53- 'Average'. • School leadership staff to consider results and how much does that get cascaded amongst SLT? • Outstanding financial audit actions - promised to be completed this financial year. <p>SBS</p> <ul style="list-style-type: none"> • Covid Income Increased – offset supply costs - £35k • Teacher line saving £45k • Mutual funding (long term sick etc) - £6k • Supply costs £100k more than budgeted • 20-week rule applies to certain supply teachers – so agency can claim the money. • Roles always advertised, never straight to supply. • Home learning costs have meant overspend in certain budget lines (photocopying etc.) • Just under £80k carry forward – HT recruitment costs have taken that down by £2k <p>BASC looking promising to be back in the black.</p> <p>b. Bought-in services and agree or recommend SLAs within delegated limits. The costs for the bought in services have not been received yet and this item is to be deferred to the next meeting.</p>	<p>Kay Dicken/Clerk</p> <p>Kay Dicken/Clerk</p>
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		<p>c. Financial benchmarking using the DfE tool, discuss findings and make recommendations to FGB. Kay Dicken provided information on the benchmarking and governors had an opportunity to ask questions and reassuring answers were provided.</p> <p>d. Schools Financial Value Standards document and ensure submission to the LA. Oliver made comments on the dashboard and the SFVS was agreed and will be signed by Oliver Laity</p> <p>e. BASC charges and approve in line with the BASC Policy. The proposed increase by 50 pence was agreed.</p> <p>f. Progress towards actions identified in the audit report. There are still some actions outstanding and these will be resolved by the time of the next meeting.</p> <p>g. Catering/school meals/ nutritional policy. Re-affirm food standards in line with statutory duties. To be deferred to the next meeting under policies</p>	<p>Kay Dicken /Oliver Laity</p> <p>Kay Dicken</p> <p>Kay Dicken/Clerk</p> <p>Heather Poustie/Clerk</p>
BM 42/2122	Personnel	<p>a. Training requirements of the school workforce. Heather Poustie outlined the training planned for staff and the outlined timescale. Speech and language have been identified as a priority area. Reading and writing are also priorities. Personalised plans have been put in place for NQT and ECTs. Additionally, there are other training needs identified in appraisals.</p> <p>Other personnel matters. Heather has been working with the EY team regarding staffing and a nursery practitioner has been appointed for two terms. Work is also taking place on an increase in places. There has been one resignation and the school is seeking two replacement MTAs. 20% of staff are away from school at the moment due to Covid and other reason. A governor asked whether the relaxation of the isolation period for Covid has</p>	

		<p>made any difference to staff returning and Heather replied that staff are still self isolating correctly and will not return to work until full negative test are received. Simon Barnes had sent a message for staff to thank them for their work and efforts in the school. A governor asked how clear parents are on the differences between 5 and 10 days isolating, and Heather explained that a letter had been sent to parents on 21 January explaining the measures for ending isolation.</p>	
BM 43/2122	Premises	<p>Work completed</p> <ul style="list-style-type: none"> • New front door provided by DCC. • Gas pipes in the kitchen were damaged after a deep clean these have now been repaired – the kitchen was without gas for 3 days. The deep clean company paid for this work. <p>Work outstanding:</p> <ul style="list-style-type: none"> • New Velux windows in the junior block – DCC are looking at replacing these under the condition survey – awaiting outcome. • DCC have surveyed a number of areas around the school including some roofing areas and some external doors and these may be included in DCC condition repairs. • DCC have authorised repair work to the bell tower – we are waiting for a date for this work to be completed. • DCC are going to carry out the 5 year mechanical survey on 26 January 2022. There are also problems with the school alarms which may be identified during this survey. 	
BM 44/2122	Governance	Behaviour Principles were agreed and referred to the FGB for information	Clerk
BM 45/2122	Data Protection	There has been one breach which was notified to the DPO and was deemed not reportable.	

BM 46/2122	Safeguarding	<p>A report had been provided by Heather Poustie which includes the following areas</p> <ul style="list-style-type: none"> • Training • Vulnerable Pupils • Attendance and exclusions Whole school attendance – 93% PPG – 92% • Important updates <ol style="list-style-type: none"> a. 10.12.21 Safeguarding Audit meeting with Safeguarding governors prior to submission b. IT (Acceptable User Policy) resent to all staff alongside Staff Notes c. Further Level 2 Refresher Training delivered d. Safeguarding updates added to Staff Notes for ALL staff. e. CP, CIN and TAF meetings attended by HP or VS. f. We have engaged the support of Sonia Worthington from Parent Solutions to work with six families at Early Help level. • Approval and review dates of relevant policies and procedures • Strengths <ol style="list-style-type: none"> a. Vulnerable Children Meetings mean that the DSL and Deputies are all informed of concerns and children to monitor and allows for a smooth transition if one of the Deputies has to step up. b. CPOMs and established routines allows deputies to cover role in absence of DSL c. Staff are vigilant and quick to report concerns as evidenced by the number and detail in reports d. Strong relationships with external agencies 	
BM 47/2122	Health & Safety	<p>The Covid - 19 matters had been discussed earlier during the meeting. A new risk assessment is being produced around MTAs in the Nursery. Assessments for outside visits are being reviewed.</p>	

BM 48/2122	Policies	<p>The following policy/document was approved and is recommended to the FGB if appropriate:</p> <ol style="list-style-type: none"> a. Finance Policy – Agree and referred to the FGB for ratification. b. Teacher’s Pay Policy – Agreed c. School Emergency and Continuity Plan – deferred to the next meeting. 	<p>Clerk Clerk Clerk</p>
BM 49/2122	Information provided by the Clerk	<p>The following matters were included in the Spring Checklist:</p> <ul style="list-style-type: none"> • Meeting for maintained school governing board chairs A note for your diary; Dawn Stabb, Devon Head of Education and Learning, will be hosting a further meeting for maintained school chairs on Tuesday 15 March, 4.30-6.30 pm. • External Review of Governance - updated guidance The Department for Education (DfE) has updated their guidance on Reviews of Governance. • Keeping Children Safe in Education consultation on September 2022 statutory guidance • School recovery strategies - research findings January 2022 Schools’ priorities for 2021/22 and further support they need • The Governance Consultancy team has developed a new tool to assist boards with self-evaluation. The tool is based on the Department for Education (DfE) Competency Framework for Governance. • New training opportunities All free of charge for subscribing schools • School uniform costs New statutory guidance from the DfE states that schools should publish their Uniform Policy on the school website and also publish details of how and where second-hand uniform is available • Triangulation of Evidence - new tool from the Governance Consultancy 	

		<ul style="list-style-type: none"> • Clerking hours The Governance Consultancy Team is often asked how many hours should be allocated to the clerking, or Governance Professional, role. • Question Cards (Q-cards) • School resource management webinars. • Devon Association of Governance (DAG) DAG Community Networks Chairs Forum Monday 31 January 2022 at 6 pm The DAG Community Network for Chairs provides a forum each half term giving an opportunity for chairs from across the county to join an interactive hour-long session to discuss the latest issues affecting governance in 2022. • Cutting music from the school day is 'short-sighted and inappropriate' in sport, music, arts, social / leisure activities 	
BM 50/2122	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, comparing expenditure to date/latest projections to original budget set • 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 • Bought-in services and agree or recommend SLAs within delegated limits • Feedback on the Audit Report <p>Personnel:</p> <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 <p>Premises</p> <ul style="list-style-type: none"> • Identify building maintenance and improvement needs <p>Governance</p>	

		Health & safety: <ul style="list-style-type: none"> • Consider any H & S issues Policies: <ul style="list-style-type: none"> • Admissions Policy • Attendance Policy • H&S policy • Governors Allowances and Expenses Policy • Catering/school meals/ nutritional policy. • School Emergency and Continuity Plan 	
BM 51/2122	Date of next meeting	Monday 28 March 2022 at 1830	

The meeting closed at **1945**

Signed as a true record

Signed	Date:
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