

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE;

Business Management Committee

DATE;

25/01/2021

28/09/2020	23/11/2020	25/01/2021	15/03/2021	19/04/2021	05/07/2021
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GOVERNOR ATTENDANCE

Keith Moore	P	P	P			
Heather Poustie	P	P	P			
Oliver Laity	P	P	P			
Paul Reynolds	P	P	P			
Kay Dicken	P	P	P			
Craig Veal	P	P	P			
Chris Winfield		P	P			
Ruth Shoare			P			

P – Present

S – Sanctioned

A – Absent

L – Late arrival

Visitors: None

Chaired by	Oliver Laity	Clerked by	Pete Osborne
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Agenda:

- BM 35/2021 To record those present, accept any apologies and welcome any visitors
- BM 36/2021 Division of Agenda
- BM 37/2021 Declaration of interests
- BM 38/2021 To agree the Minutes of the last meeting
- BM 39/2021 To discuss any matters arising from the minutes and not on this agenda
- BM 40/2021 Urgent business brought forward at the discretion of the Chair
- BM 41/2021 Finance
- BM 42/2021 Personnel
- BM 43/2021 Premises
- BM 44/2021 Data Protection
- BM 45/2021 Governance
- BM 46/2021 Safeguarding
- BM 47/2021 Health and Safety
- BM 48/2021 Policies/Documents
- BM 49/2021 Information provided by the Clerk
- BM 50/2021 Matters for the next agenda
- BM 51/2021 Date of next meeting

ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
38/2021	Signed minutes to Headteacher for file and to website	Clerk	asap
43/2021	Thank the PTA for their proposed donation and take action to place an order when necessary	Kay Dicken	asap
45/2021	Place Terms of reference and levels of delegation on the on the FGB agenda Place Term dates for 2021/2022 as recommended by the LA on the FGB Agenda.	Clerk	asap

	Item	Notes	Action
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BM 35/2021	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>Visitors: None</p> <p>The Quorum for this meeting is 3 governors plus the Headteacher</p> <p>Oliver Laity welcomed Ruth Shoare to the Committee and Governors provided a brief introduction to themselves</p>	
BM 36/2021	Division of Agenda		None
BM 37/2021	Declaration of interests.	Governors are 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 38/2021	To agree the Minutes of the last meeting held 23 November 2020.	The minutes were agreed and signed and are to be placed on the website	Clerk to place on website
BM 39/2021	To discuss any matters arising from the minutes and not on this agenda		None
BM 40/2021	Urgent business brought forward at the discretion of the Chair		None
BM 41/2021	Finance	Update on the Recovery Budget Plan Feedback. The plan has been submitted to DDC and accepted. There was no other feedback from DCC. Claims have been submitted to DfE.	

		A governor asked does the school consider it has sufficient funds for Covid matters and what happens if there are insufficient funds available. In the event that we have insufficient funds then a budget change would need to be submitted to DCC who would then seek ways in which the school can stay within budget. The school is proactive in seeking additional funds or arrangements for works to be carried out on a mutually agreed basis.	
BM 42/2021	Personnel	Heather Poustie reported on staff matters and new staff joining the team and changes to some staff contracts and working arrangements. Work is being carried out to ensure that suitable arrangements can be put in place for those staff members experiencing childcare challenges. She also commented on the range of arrangements in place for managing vulnerable and key worker children. Governors expressed their admiration for the way Heather and the staff are managing the daily challenges caused by Covid.	
BM 43/2021	Premises	Library Refurbishment. Kay Dicken provided a number of documents from the PTA on quotes for the library refurbishment. They will donate the funds to the school to enable the order to be placed. The preferred option is Incube Ltd at a cost of £ 11,295.00. All prices are subject to VAT at current rates. The PTA are to be thanked for their proposed donation and Governors agreed that the school can allocate the necessary funding so that the project can move ahead to be reimbursed by the PTA.	Kay Dicken
BM 44/2021	Data Protection	There is a need to ensure that the Data Protection Policy has been updated in view of the changes to DP following leaving the EU.	
BM 45/2021	Governance	a. Terms of reference and levels of delegation agreed and to be placed on the FGB agenda b. Term dates for 2021/2022 as recommended by the LA were agreed and recommended to the FGB.	Clerk Clerk
BM 46/2021	Safeguarding	• Staff training	

		<p>2 new members of staff trained, and documents read – including use of CPOMs, safeguarding and KCSIE.</p> <ul style="list-style-type: none"> • Acceptable User Agreement (Google Meets) Consent forms sent out to families with regard to Google Meet. Consent at KS1 and Reception is given through attendance in the Zoom meets as parents/carers need to be present for these meetings. • Vulnerable Pupil engagement invites into school sent out and children attending. • RAG rated spreadsheet Using DCC's template and flowchart to ensure we have identified vulnerable children and have a communication plan in place. One family has escalated to red and the children are now in school. • Vulnerable Children Meetings continuing and held on a weekly basis but on-going meetings and professional dialogue at SLT level as well as with class teachers. • Current priorities Engagement in remote learning. E-safety. New families where we are gathering information. Getting children into school who are not engaging (very small number – teachers are being extremely proactive) with remote learning as a direct result of their home circumstances. • Updated policy Policy (including Appendix) has been sent to the Clerk and will be on the agenda for the FGB on 1 February 2021. Staff have also been sent a copy and a form link was attached for staff to fill in when they have read it. • Engagement with MASH and other agencies Contact with MASH, MARAC, SPLITZ ETC. on-going • TAFs are on-going 	
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		<p>NGA monitoring guidance</p> <p>Have the school/trust risk assessments been updated to date to reflect changing national, local and personal contexts? – Yes</p> <p>a. Have risk assessments been conducted for vulnerable and higher-risk staff (e.g. linked to age, ethnicity, sex and pregnancy)? Following the reintroduction of shielding, clinically extremely vulnerable staff are advised that they should not attend the workplace. Yes, using new template from DCC. Also for staff who have family members who are ECV/CV</p> <p>b. Have safeguarding protocols (and associated policies) been updated to reflect changes in the day-to-day running of the school? Yes, shared with staff and on FGB agenda</p> <p>c. Have staff raised specific concerns about safety of the working environment - have these been addressed through the risk assessment and control measures? and they have been addressed. Staff positive about measures we have put in place but still levels of anxiety regarding number of household contacts each week.</p> <p>d. Have updated safeguarding protocols and policies been communicated effectively to all stakeholders? Yes, shared with staff and on FGB agenda</p> <p>e. Do the protocols and policies encompass arrangements in place to keep children who are not physically attending school safe, especially online. How are concerns about these children progressed? Yes, see Acceptable User Agreement. Also, a statement posted by all teachers to pupils using Google Classroom on first day.</p> <p>f. Guidance given to parents re: supervision of children accessing technology.</p> <p>g. Have effective control measures been implemented and/or adapted to reflect updated risk assessments and safeguarding protocols? Yes, e.g. face coverings in communal places, new FFP2 masks</p>	
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		<p>for staff working closely with named pupils with EHCP. Additional dividers have been brought to enable staff to support children more closely and therefore effectively.</p> <p>h. Is there sufficient cover and staffing capacity to facilitate the opening of the school to the children of key workers and vulnerable children? Currently rota in place to enable staff to support up to 40% pupils in school across each week and have staff dedicated to remote learning provision. Governors flexibility if staff are well and having to self-isolate. Some members of staff allocated to SEND children and regular contact with children who receive time with SS in school. One member of staff delivering 1:1 lessons remotely (HT – GB)</p> <p>i. What steps are being taken if the school or trust is unable cater for large numbers of vulnerable and key worker children attending? Encouragement for Key Workers to only send children in on days when need to – part-time attendance.</p> <p>j. What is the rationale for any decision made to move to partial opening for these groups? Numbers in attendance each day, number of household contacts for staff each day, enables staff rota and ensures remote learning provision (marking/feedback, ‘help desk’), remote learning follows in school curriculum and sessions s can move between the two.</p> <p>k. How are parents and families of children affected being supported to deal with the implications of the decision? Part- time attendance reflects parent bookings not imposed from school.</p> <p>l. Are transport services in place for pupils continuing to attend school? Has social distancing whilst travelling been maximised? N/A although currently working with transport services for family whose financial situation and living outside catchment has made commute difficult for short time.</p>	
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BM 47/2021	Health & Safety	<p>a. Update on health and safety matters in relation to Covid-19. Heather Poustie explained that she had been considering the guidance on lateral flow testing and the arrangements that are now in place in the school for the testing.</p> <p>b. Feedback on the Accessibility Plan – Deferred to the next meeting</p>	Clerk
BM 48/2021	Policies	<p>The following were considered, and action taken as shown:</p> <p>a. Asset Management Plan – deferred to next meeting</p> <p>b. E-safety strategies – deferred to next meeting</p>	Clerk Clerk
BM 49/2021	Information provided by the Clerk	The training programme is in circulation. Let the clerk know of any requirement.	
BM 503/2021	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 • SFVS • Make budget recommendations for the next financial year to FGB <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>	

		Safeguarding Matters. Data Protection Health & Safety to include Covid19 matters Policies and other documents: a. H&S Policy b. Governor Expenses and Allowances c. Asset Management Plan d. E-safety strategies e. Accessibility Plan and Policy	
BM 51/2021	Date of next meeting	Monday 15 March 2021 at 1830 Online	

The meeting closed at **1955**

Signed as a true record

Signed	Date:
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