

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE;

Business Management Committee

DATE;

28/09/2020

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				
Heather Poustie	P				
Oliver Laity	P				
Paul Reynolds	P				
Kay Dicken	P				
Craig Veal	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 01/2021 To record those present, accept any apologies and welcome any visitors
- BM 02/2021 To agree the Minutes of the last meeting
- BM 03/2021 To discuss any matters arising from the minutes and not on this agenda
- BM 04/2021 Urgent business brought forward at the discretion of the Chair
- BM 05/2021 Division of Agenda
- BM 06/2021 Declaration of interests
- BM 07/2021 Finance
- BM 08/2021 Personnel
- BM 09/2021 Premises
- BM 10/2021 Data Protection
- BM 11/2021 Governance
- BM 12/2021 Safeguarding
- BM 13/2021 Health and Safety
- BM 14/2021 Policies/Documents
- BM 15/2021 Information provided by the Clerk
- BM 16/2021 Matters for the next agenda
- BM 17/2021 Date of next meeting

ACTIONS TO BE TAKEN

ITEM	BY WHOM	BY WHEN	
02/2021	Signed minutes to Headteacher for file and to website	Clerk	asap
05c/2021	Expenditure on Phonics etc. resources to be on FGB Agenda	Heather Poustie	asap
09/2021	Obtain quotations for further repairs and maintenance	Kay Dicken	01/11/2020

	Item	Notes	Action
BM 01/2021	To record those who are present, accept apologies and sanction absences where appropriate	The meeting commenced at 1832 Apologies: None.	

	and welcome any visitors	Visitors: None The Quorum for this meeting is 3 governors plus the Headteacher	
BM 02/2021	To agree the Minutes of the last meeting held 29 June 2020.	The minutes were agreed and signed and are to be placed on the website	Clerk to place on website
BM 03/2021	To discuss any matters arising from the minutes and not on this agenda		None
BM 04/2021	Urgent business brought forward at the discretion of the Chair	<p>a. BASC charges to revert to normal rate</p> <p>b. Covid 19 – Heather Poustie advised on her concerns over staff contact with parents at school opening and closing. Parents are to be reminded that contact should be by phone, email or virtual meetings. If direct face to face contact is required then face coverings are to be worn and staff should also consider the use of face shields.</p> <p>c. Expenditure on books and resources. Heather Poustie explained that a review of phonics had taken place and that there is an urgent need to purchase additional resources for phonics, reading and writing. She provided a detailed explanation of the resources being considered and a total of at least £8000 would be required and this can be funded through Pupil Premium and Catch up funding. Governors asked if there would be any other way to deliver the catch up the school developed its own resources and it was explained that there would be an adverse effect on the school if this was the approach taken. Additionally, the proposed package includes resources for parents. A further question was asked on the viability of books being sent home and</p>	

		<p>whether there would be an on-going cost. Heather explained that this has been considered and was not expected to be a substantial cost.</p> <p>The Committee approved the expenditure up to £10000 and the final figure to be notified to the FGB on 5 October 2020.</p>	Heather Poustie
BM 05/2021	Division of Agenda		None
BM 06/2021	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 07/2021	Finance	Heather Poustie had provided a document pupil numbers and provided an explanation of the implications.	
BM 08/2021	Personnel	<p>Clerk's Appraisal – the process, responsible governors, agreed as 6 November at 0930.</p> <p>To agree the membership of and date for the Pay Committee. Deferred to FGB</p> <p>Other personnel matters: -</p> <p>LC (MfL) resigned following appointment to a full time post in a secondary setting– supply cover to replace her PPA cover role.</p> <p>Increasing Year 1 teachers contracted hours 1 day so staff member's secondment is covered by 1 person</p> <p>SBM predominantly working from home for the foreseeable future.</p> <p>Due to a potential long term absence a member of staff's class teaching responsibility has been covered and we are exploring arrangements to cover leadership role</p> <p>Increased hours for some BASC staff as based in 3 different rooms and to ensure adequate supervision of bubbles using outside space.</p> <p>1 x TA reduced hours via flexible working request – temp appt. made to cover</p>	Clerk

		<p>Advert to be placed for 2-day cover due to successful flexible working request MTA APPT x 2 Staff no longer furloughed, have received claims for April to end of June awaiting July/August Awaiting to hear if government bodies are entitled to £1000 for furloughed staff still in post in Jan – also only applicable for possibly 3 staff.</p>	
BM 09/2021	Premises	<p>A report on Premises had been provided prior to the meeting which included the following:</p> <ul style="list-style-type: none"> a. Internal Building Works reported at the last meeting have now been completed b. Flat Roof repairs and maintenance – This work has been completed c. Roof – Several areas of the roof required work, and this was completed during the Summer Holiday <p>There are some other works that require completion and quotes are to be obtained</p>	Kay Dicken
BM 10/2021	Data Protection	A privacy notice for trace and track has been provide by the DPO and this was adopted	
BM 11/2021	Governance	<ul style="list-style-type: none"> a. Behaviour Principles. The Behaviour Principles had been circulated and they were agreed. b. Policy review schedule review - Agreed 	
BM 12/2021	Safeguarding	Heather Poustie advised that Dave Lee is now the DSL and her, Dave Lee and Vicky Stables would complete further training in the next 3 months. Staff have completed the level 2 refresher with another session being provided.	
BM 13/2021	Health & Safety	<ul style="list-style-type: none"> a. Update on the re-opening of the school – the school re-opened on the 7 September with a good attendance, but attendance has fluctuated since then. The school has 10 testing kits which are being prioritised to vulnerable children or those with medical 	

		<p>conditions and certain others. There are changes to the risk assessment which is subject to on-going review as situations merge or guidance changes. BASC has re-opened and again number fluctuate. A governor asked if there is any further action to be taken on track and trace and Paul Reynolds provided advice on the methods of parents completing forms.</p> <p>b. Update on health and safety matters in relation to Covid-19. c. Feedback on the Accessibility Plan. There were a number of comments on the plan and it was accepted</p>	
BM 14/2021	Policies	<p>The following were considered, and action taken as shown:</p> <p>a. Review the Accessibility Plan - agreed b. Governor Allowances/Expenses policy - agreed c. Teacher's Pay Policy - deferred d. Teacher's Appraisal Policy - agreed e. Lettings Policy – paragraph relating to BASC to be added and to be on next agenda f. Asset Management Plan – deferred to the next meeting g. E-safety strategies – deferred to the next meeting</p>	<p>Heather Poustie Kay Dicken/Clerk Heather Poustie</p>
BM 15/2021	Information provided by the Clerk	<p>There is a range of both online and face to face training being made available for governors and a copy of the training programme has been distributed. Governors were asked to let the Clerk know of their training requirements so that bookings can be made.</p>	
BM 16/2021	Matters for the next agenda	<p>The following matters were agreed for the next agenda:</p> <p>Finance: a. Budget Monitor Personnel Premises Safeguarding Matters. Data Protection Health & Safety to include Covid19 matters Policies and other documents:</p>	

		<ul style="list-style-type: none"> a. Teacher's Pay policy b. Lettings Policy c. Asset Management Plan d. E-safety strategies 	
BM 17/2021	Date of next meeting	Monday 23 November 2020 at 1830 Online but the arrangements are to be confirmed nearer the date	

The meeting closed at **2005**

Signed as a true record

Signed	Date:
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