

## DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE;

<b>Business Management Committee</b>
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DATE;

<b>11/05/2020</b>
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30/09/201 9	25/11/201 9	27/01/202 0	16/03/202 0	11/05/202 0	29/06/202 0
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### GOVERNOR ATTENDANCE

Keith Moore	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	
Heather Poustie	<b>P</b>	<b>P</b>	<b>S</b>	<b>P</b>	<b>P</b>	
Claire Moors	<b>P</b>					
Oliver Laity	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	
Paul Reynolds	<b>P</b>	<b>P</b>	<b>S</b>	<b>S</b>	<b>P</b>	
Kay Dicken	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	
Craig Veal				<b>P</b>	<b>P</b>	

**P** – Present

**S** – Sanctioned

**A** – Absent

**L** – Late arrival

**Visitors: None**

Chaired by	<b>Oliver Laity</b>	Clerked by	<b>Pete Osborne</b>
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Agenda:

BM 200511

- BM 68/1920 To record those present, accept any apologies and welcome any visitors
- BM 69/1920 To agree the Minutes of the last meeting
- BM 70/1920 To discuss any matters arising from the minutes and not on this agenda
- BM 71/1920 Urgent business brought forward at the discretion of the Chair
- BM 72/1920 Division of Agenda
- BM 73/1920 Declaration of interests
- BM 74/1920 Finance
- BM 75/1920 Personnel
- BM 76/1920 Premises
- BM 77/1920 Data Protection
- BM 78/1920 Governance
- BM 79/1920 Safeguarding
- BM 80/1920 Health and Safety
- BM 81/1920 Policies/Documents
- BM 82/1920 Information provided by the Clerk
- BM 83/1920 Matters for the next agenda
- BM 84/1920 Date of next meeting

**ACTIONS TO BE TAKEN**

<b>ITEM</b>	<b>BY WHOM</b>	<b>BY WHEN</b>
69/1920	Signed minutes to Headteacher for file and to website	Clerk asap
74a/1920	Research options for changing the status of BASC	Kay Dicken asap
74a/1920	Draft budget on FGB Agenda on 18 May 2020	Clerk asap
74b/1920	Provide information on furloughing staff to the FB	Heather Poustie 18/05/20
78/1920	Email parents asking for expressions of interest in becoming a governor	Heather Poustie 01/06/2020
78/1920	Continue to advertise governor vacancies on Inspiring Governance and Governors for School	Clerk On going
78/1920	Include information on becoming a governor on new parent induction meetings	Heather Poustie As necessary

	<b>Item</b>	<b>Notes</b>	<b>Action</b>
BM 68/1920	To record those who are present, accept apologies and sanction absences where appropriate and welcome any visitors	<p>The meeting commenced at <b>1830</b></p> <p>Apologies: <b>None</b>.</p> <p>Visitors: <b>None</b></p> <p>The Quorum for this meeting is 3 governors plus the Headteacher</p>	
BM 69/1920	To agree the Minutes of the last meeting held 16 March 2020.	The minutes were agreed and signed and are to be placed on the website	<b>Clerk to place on website</b>
BM 70/1920	To discuss any matters arising from the minutes and not on this agenda	Produce a termly monitoring report on staff absence and the effects on Pupils -- carried forward to the second meeting in the Autumn Term.	Kay Dicken/Heather Poustie
BM 71/1920	Urgent business brought forward at the discretion of the Chair		<b>None</b>
BM 72/1920	Division of Agenda	<b>None</b>	<b>None</b>
BM 73/1920	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	<b>None</b>
BM 74/1920	Finance	a. Budget recommendations for the next financial year to FGB and including the 3 – 5-year financial plan. Kay Dicken had provided the draft budget and a 3-year plan prior to the meeting. A governor asked what the effect of the loss of income from the BASC would be. This is a significant loss in the region of £20k and work is taking place to identify any available grants. It was also asked if the BASC	

		<p>could be set up as a company or as a charity. Both options are to be investigated. Governors asked whether this is a realistic budget for year 3. Kay Dicken said that it is a realistic budget for both years 2 and 3 at the moment but funding and pupil numbers may have an effect on that. The draft budget was recommended for approval by the FGB.</p> <p>b. Review extended school provision (breakfast club/after school club / holiday club etc.) during Covid-19 pandemic and the implications on income vs expenditure. Heather Poustie explained the situation as regards the BASC provision and the effect on the budget of the reduced numbers. This is resulting in a significant loss of income. It is suggested that there may be a possibility to furlough staff, and this is to be researched and information provided to the FGB on 18 May 2020. A governor asked if there are any grants which could be drawn down for the BASC provision.</p>	<p><b>Kay Dicken</b></p> <p><b>Clerk</b></p> <p><b>Heather Poustie/Clerk</b></p>
BM 75/1920	Personnel	<p>Monitor staff well-being. A document had been provided prior to the meeting providing information on Staff Well-being</p> <p>Online meetings are held with staff so that there is face-to-face contact on a regular basis. Meetings include</p> <ul style="list-style-type: none"> <li>● SLT</li> <li>● Support staff</li> <li>● Teams (EYFS/KS1/KS2)</li> </ul> <p>TA meetings were held to get feedback about communication, workload, rotas, on-site workings and some changes were made e.g. online meetings with TAs before they came on site to talk about provision and H&amp;S measures.</p> <p>Heather Poustie/ Dave Lee held 1:1 wellbeing phone calls (pre-booked) with all teachers based around</p>	

		<ul style="list-style-type: none"> <li>● Whether workload is manageable alongside demands of home-life.</li> <li>● Is communication effective/overload/systems?</li> <li>● What could we do to make things better for you?</li> <li>● Are there any issues that could arise that we need to pre-empt?</li> </ul> <p>Feedback is very positive, staff making comparisons with friends in other schools and being very complimentary about our expectations for children, for staff and for well-being support</p> <p>Risk assessments for individual staff shielding/self-isolating nearly all completed.</p> <p>Craig Veal provided an update on the actions that he has taken as a staff member</p> <p>A governor asked whether it might be more appropriate for staff members to discuss any possible problems with another member of staff rather than with the Headteacher or Deputy. Heather Poustie replied that the system seems to be working well but that could be considered.</p> <p>Governors asked about the support for the Headteacher and Keith Moore has met with her online and she is happy with the support that she is receiving.</p> <p>a. Consider any temporary contracts in place and recommend extending/ending as appropriate. There were some contracts agreed earlier in the year but there may be a need to look at a number of staffing matters in the second half of the term. Action needs to be commenced at the beginning of the second half of the term where appropriate.</p>	
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BM 76/1920	Premises	There currently are no urgent premises matters	
BM 77/1920	Data Protection	a. Data protection matters. No outstanding matters. The contact with SchoolPro TLC is now working and the Data Protection Policy is being reviewed by them. It will be submitted to the Committee in the Autumn Term	
BM 78/1920	Governance	Review the process and resources for new governor recruitment and induction. The Clerk advised that there are 5 Governor vacancies (1 co-opted and 4 Parents) which represents 1/3 of the Board. There was some discussion on whether this would be the right time to start an election process. It was agreed that an email would go out to parents asking for them to give an expression of interest prior to starting any formal process for election of parent governor. The clerk is continuing to advertise the vacancies on Inspiring Governance and Governors for Schools. Recruitment of Parent Governors is also to be included in induction for new Parents.	<b>Heather Poustie</b>  <b>Clerk</b>  <b>Heather Poustie</b>
BM 79/1920	Safeguarding	Heather Poustie advised that: Expectations on attendance in school are in line with government advice. Registers uploaded daily to DfE and Devon LA portals. This includes data regarding whether the child in school is there because they are 'vulnerable', child of key worker etc. Risk assessments have been completed and submitted to DCC and are updated in light of changes as they occur. Updated versions are resubmitted to DCC and contacts for the school's DSLs as well as the Police operation Encompass Team (DV alerts) have been updated. Our response to our RAG rating is that some children are in school (part or full time) and more children have started over time where we feel this will be the best support in response to changes in their home circumstances. If vulnerable children are not in school, families are called once or more each week, and this may include speaking to the child. A home contact spreadsheet is maintained. If the record of these conversations is not	

		<p>all on CPOMs at this stage they will be copied across to ensure all inform recording in pupil files moving forward.</p> <p>Teachers are ringing and emailing parents where children have not been 'visible' for a while. A clear protocol has been written and shared with staff including a script for phonecalls, answerphone messages and emails.</p> <p>The school is working with existing and new agencies. Referrals have been made when appropriate.</p> <p>TAF (Team Around the Family) meetings have been held online.</p> <p>Additional safeguarding training is planned for staff homeworking. CSE, Modern Slavery etc.</p> <p>A One- minute guide has been sent to all staff as a refresher of our responsibilities, systems and Child Protection indicators.</p> <p>Onsite learning – our staff rota ensures that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety. We will continually refer to the most recent Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.</p> <p>Safeguarding advice shared with parents - Domestic Abuse support and access to support, Online safety etc.</p> <p>Vulnerable Children Meetings held weekly (HP/VS/DL) to review children considered vulnerable, provision in place and staff alerts. Staff briefing daily for staff on site - copies of briefing, register, medical conditions, social distancing guidelines are shared with staff.</p>	
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BM 80/1920	Health & Safety	<p>Update on health and safety matters in relation to Covid-19</p> <p><b>First Aid.</b> Paediatric first aiders are on site whenever EYFS pupils (aged 3-5 yrs.) are on site. Other first aiders (Emergency First Aid in the workplace/Qualified First Aid at work) are onsite at other times. DCC is exploring online paediatric first aid training similar to a provision by Wiltshire. We are exploring a very carefully managed, non-contact, non-accredited bit of training for staff via video led by JS. It would not give staff a qualification, but it would mean that we had done everything that was reasonably possible in the circumstances.</p> <p>Due to small numbers onsite we have a register with medical conditions/prescribed medicines of every child in attendance to hand in office. The information is shared at the staff briefing at the start of the day for children on the daily register.</p> <p><b>Cleaning and hygiene.</b> The cleaning staff focus on the areas that are used each day. They have cleaned all areas and certain classrooms are now locked. The full team of cleaners work each day but only for the hours needed. This will be reviewed in light of any information that arises regarding schools re-opening etc. to prepare the site for more staff and children.</p> <p>Families have been asked to send their children in with their own pencil cases. Resource boxes are set up for children as it tends to be the same children in school each day and they have place holders to sit in the same place. Shared equipment is washed at the end of the day and chrome books are cleaned with anti-bacterial wipes. Gardening gloves are washed after use.</p> <p><b>Staffing.</b> We have followed HR guidance and each fortnight staff complete an availability form. We have more staff available to work now</p>	
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		<p>than at the start of the school closure. Some staff are shielding family members and there are some staff members self-isolating.</p> <p>Staff briefing – this covers:</p> <ul style="list-style-type: none"> <li>● Paperwork is laid out in the hall 2m apart</li> <li>● Use of equipment and cleaning expectations</li> <li>● Social distancing – DfE guidelines were emailed to all staff and are printed to have to hand when on site</li> <li>● Daily named first aider</li> <li>● Staff/pupil sickness</li> <li>● Availability of PPE</li> <li>● Expectations for parents (sign at door and cones laid out 2m apart)</li> </ul> <p><b>PPE.</b> We purchased ough sanitiser and DCC have provided some bottles. We have gloves and are considering purchasing face masks.</p> <p><b>Challenges.</b> Younger pupils and those with SEND – understanding and applying socials distancing. Maintaining provision for pupils via remote learning especially SEND whilst staff on site.</p> <p>There was some discussion on the changes that are in place during Covid 19 and risk assessments for First Aiders are to be reviewed</p>	
BM 81/1920	Policies	<p>The following were considered, and action taken as shown:</p> <ol style="list-style-type: none"> <li>a. Admissions Arrangements – agreed</li> <li>b. Data Protection Policy - deferred</li> <li>c. Charging &amp; Remissions Policy – agreed and referred to the FGB for adoption</li> </ol>	<b>Clerk</b>
BM 82/1920	Information provided by the Clerk	All Training has been suspended but Babcock are working on producing some form of online training.	

BM 83/1920	Matters for the next agenda	<p>The following matters were agreed for the next agenda:</p> <p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>● Monitor budget, comparing expenditure to date/latest projections to original budget set</li> <li>● Approve the writing off of irrecoverable debts, up to delegated limit, and the disposal of surplus and damaged equipment</li> <li>● Analyse use and impact of additional funding (Pupil Premium, PE funding, catch-up funding etc.)</li> </ul> <p><b>Personnel:</b></p> <ul style="list-style-type: none"> <li>● Review current staffing structure and staffing needs for the next academic year</li> </ul> <p><b>Premises</b></p> <p><b>Safeguarding Matters.</b></p> <p><b>Data Protection</b></p> <p><b>Health &amp; Safety:</b></p> <ul style="list-style-type: none"> <li>● Consider any H &amp; S or security issues, ensure that annual risk assessments have been carried out and monitor that the H &amp; S arrangements comply with the DCC H &amp; S Policy</li> </ul> <p>Elect Chair</p> <p><b>Policies and other documents:</b></p> <ol style="list-style-type: none"> <li>a. Data Protection Policy – September 2020</li> <li>b. Complaints Policy</li> <li>c. Governor Allowances/Expenses policy</li> <li>d. Freedom of Information Publication Scheme</li> </ol>	
BM 84/1920	Date of next meeting	<b>Monday 29 June 2020 at 1830</b>	

The meeting closed at **1945**

**Signed as a true record**

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Signed **Oliver Laity**

Date: **29 June 2020**