

## DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE;

**Business Management Committee**

DATE;

**15/03/2021**

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	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>		
Heather Poustie	<b>P</b>	<b>P</b>	<b>P</b>	<b>L</b>		
Oliver Laity	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>		
Paul Reynolds	<b>P</b>	<b>P</b>	<b>P</b>	<b>S</b>		
Kay Dicken	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>		
Craig Veal	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>		
Chris Winfield		<b>P</b>	<b>P</b>	<b>S</b>		
Ruth Shoare			<b>P</b>	<b>S</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 52/2021 To record those present, accept any apologies and welcome any visitors
- BM 53/2021 Division of Agenda
- BM 54/2021 Declaration of interests
- BM 55/2021 To agree the Minutes of the last meeting
- BM 56/2021 To discuss any matters arising from the minutes and not on this agenda
- BM 57/2021 Urgent business brought forward at the discretion of the Chair
- BM 58/2021 Finance
- BM 59/2021 Personnel
- BM 60/2021 Premises
- BM 61/2021 Data Protection
- BM 62/2021 Safeguarding
- BM 63/2021 Health and Safety
- BM 64/2021 Policies/Documents
- BM 65/2021 Information provided by the Clerk
- BM 66/2021 Matters for the next agenda
- BM 67/2021 Date of next meeting

**ACTIONS TO BE TAKEN**

<b>ITEM</b>		<b>BY WHOM</b>	<b>BY WHEN</b>
55/2021	Signed minutes to Headteacher for file and to website	Clerk	asap
58e/2021	Arrange for the signing of the SFVS and forwarding to DCC	Kay Dicken/Oliver Laity	asap
58f/2021	Draft Budget for FY 2021/2022 to FGB for approval in principle	Clerk	asap

	<b>Item</b>	<b>Notes</b>	<b>Action</b>
BM 52/2021	To record those who are present, accept apologies and sanction absences	The meeting commenced at <b>1832</b>	

	where appropriate and welcome any visitors	Apologies: Paul Reynolds, Chris Winfield and Ruth Shoare and sanctioned.  Visitors: <b>None</b>  The Quorum for this meeting is 3 governors plus the Headteacher	
BM 53/2021	Division of Agenda		<b>None</b>
BM 54/2021	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	<b>None</b>
BM 55/2021	To agree the Minutes of the last meeting held 25 January 2021.	The minutes were agreed and signed and are to be placed on the website	<b>Clerk to place on website</b>
BM 56/2021	To discuss any matters arising from the minutes and not on this agenda		<b>None</b>
BM 57/2021	Urgent business brought forward at the discretion of the Chair	School times. Heather Poustie advised that parents have asked whether the school can remain open later than the current 5 p.m. closing time. A financial assessment has revealed that this would not be viable at present due to the staffing costs involved. This is to be regularly reviewed for the number of parents who would guarantee attendance to enable afterschool systems to open. Governors agreed that when numbers justified opening the after school arrangements would be put in place.	<b>Heather Poustie</b>
BM 58/2021	Finance	a. Monitor budget had been circulated prior to the meeting. BASC is likely to show a slight deficit at the end of the year however this will be regulated during the next FY. Capital expenditure has been used for laptops to enable home working during the lock downs. School budget share has realised some income for expenses totally	

		<p>in the region of £6600. Additionally, there will be further funds into the budget for increased school meals uptake.</p> <p><b>Heather Poustie arrived at this point</b></p> <p>b. Levels of surplus/deficit balances at the financial year end and plans for use/recovery of these. These were covered in Item 58a above.</p> <p>c. Update on catch-up funding. Heather Poustie explained that the priorities for the use of catch-up funding are unchanged. <b>A governor said that a recent article said that some on home learning could go back over material when they didn't understand correctly or had not achieved the correct result. Can a similar system be used for those children in face-to-face learning? It is a method being explored and is being kept under review.</b></p> <p>d. Bought in Services. There was some discussion on the bought in service and whether the new library would have any effect on this. <b>The Governors agreed the bought in services.</b></p> <p>e. Draft SFVS had been circulated and was approved for signature. It was agreed that the Chair of the Committee (currently Oliver Laity) would complete the next version with assistance from Kay Dicken.</p> <p>f. The draft budget for FY 2021-2022 and 3 – 5 year plan was approved in principle and will be altered when the carry forward is established and recommended to the FGB for approval.</p>	<p><b>Oliver Laity/Kay Dicken</b></p> <p><b>Clerk</b></p>
BM 59/2021	Personnel	<p>a. Monitor staff well-being and absence to identify any trends</p> <p>b. Analyse impact on pupils of staff absence, satisfaction, recruitment and retention and develop action plan to address issues</p> <p>c. To consider any other personnel matters</p> <p>These 3 items were taken together. Heather explained that due to various matters associated with the lock downs it is difficult to provide</p>	

		<p>any realistic information but there has been one member of staff recruited. She also commented on staff absences and illness. Paul Every is working with her to look at monitoring staff wellbeing and a report will be included in the Headteacher's report to the FGB. She further commented on the staffing for the Nursery. She provided an across the board update on a range of staff matters including change of hours and maternity leave.</p> <p>Heather provided an update on whether there had been any impact on the children, and she said that due to staff sharing, staff movements and other arrangements there had been little impact on children although much of this had occurred during lock down when full numbers of children were not in school. <b>Governors expressed their delight with the fact that all members of staff had stepped up to cover the times when staff members had been away due to illness or self isolating and asked that their thanks be passed on to staff.</b></p> <p>Heather advised that the caretaker starts work at 6.30 a.m. and returns during the morning and then again at the end of the day. During the majority of the day there is no caretaker on site, and she is suggesting that his hours be changed so that he starts at 10 and someone else would open the school. Discussion with his parent company had revealed some problems with the initial suggestion for change.</p> <p>It is now proposed that his hours are increased and this will be approved following a meeting on Friday 19 March 2021.</p>	
BM 60/2021	Premises	<p>Kay Dicken advised that the following had taken place:</p> <ul style="list-style-type: none"> <li>Repair to outside lights</li> <li>Repair to boiler in Elite building and leak in junior block boiler room</li> <li>Repair to Kitchen dishwasher</li> <li>Repair to front door not shutting properly</li> </ul>	

		<p>Work outstanding:  New Velux windows in the junior block  New fob entry to the nursery block</p> <p>The works for the new library are to be carried out 12/13 April 2021.</p>	
BM 61/2021	Data Protection	There was nothing to report	
BM 62/2021	Safeguarding	<p>A report on safeguarding had been circulated prior to the meeting and the key points were:</p> <ol style="list-style-type: none"> <li>a. Staff training - Any new staff have received their level 2 safeguarding training as necessary.</li> <li>b. Vulnerable Pupil engagement, invites into school</li> <li>c. RAG rated spreadsheet - We now have an updated version of this on file and the key children list which County has been updated in relation to the current lockdown.</li> <li>d. VCM meetings continuing - Held on a weekly basis but on-going meetings and professional dialogue at SLT level as well as with class teachers. Liaison through CPOMs to monitor concerns and weekly checks of engagement spreadsheets and contact with families via telephone.</li> <li>e. Current priorities <ul style="list-style-type: none"> <li>• E-safety.</li> <li>• Reducing screen time for children both at home and school.</li> <li>• Safeguarding information being sent out to parents/carers as well as signposting them to key documentation on the website e.g. Snapchat and Tik Tok guidance and information.</li> </ul> </li> <li>f. Updated policy - Child Protection and Safeguarding Policy is embedded in our practice; this includes the updated COVID appendix.</li> <li>g. Engagement with MASH and other agencies on-going</li> </ol>	

		h. TAFs (Team around the family) - Continues to be <b>NGA questions previously discussed and all aspects continue to be addressed.</b>	
BM 63/2021	Health & Safety	a. Update on health and safety matters in relation to Covid-19. The revised risk assessment had been approved and sent to DCC. A visit had been carried out by Environmental Health to the kitchen and action is being taken on their findings. b. Feedback on the Accessibility Plan. Deferred to the next meeting.	<b>Clerk</b>
BM 64/2021	Policies	The following were considered, and action taken as shown: a. H&S Policy - approved b. Governor Expenses and Allowances – approved c. Asset Management Plan – deferred to the Autumn Term d. E-safety strategies - Approved e. Accessibility Plan and Policy - deferred to the next meeting f. Finance Policy – Approved for the FGB	<b>Clerk Clerk Clerk</b>
BM 65/2021	Information provided by the Clerk	Training programme is in circulation. Let the clerk know of any requirement.	
BM 66/2021	Matters for the next agenda	The following matters were agreed for the next agenda: Finance: <ul style="list-style-type: none"> <li>Review extended school provision (breakfast club/after school club / holiday club etc.) to ensure it meets the current needs of pupils and families</li> </ul> Personnel <ul style="list-style-type: none"> <li>Consider any temporary contracts in place and recommend extending/ending as appropriate</li> <li>Monitor any 'right to request' submissions and responses</li> </ul> Premises Governance <ul style="list-style-type: none"> <li>Review the process and resources for new governor recruitment and induction</li> </ul> Safeguarding Matters.	

		Data Protection Health & Safety to include Covid19 matters Policies and other documents: a. Accessibility Plan and Policy b. Admission Arrangements c. Charging and Remissions Policy d. Recruitment and Selection Policy	
BM 67/2021	Date of next meeting	<b>Monday 19 April 2021 at 1830 online</b>	

The meeting closed at **2000**

**Signed as a true record**

Signed	Date:
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