

**DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS**

COMMITTEE:

|                                      |
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| <b>Business Management Committee</b> |
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DATE:

|                   |
|-------------------|
| <b>22/11/2021</b> |
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|            |            |            |            |  |           |
|------------|------------|------------|------------|--|-----------|
| 27/09/2021 | 22/11/2021 | 24/01/2022 | 14/03/2022 |  | 4/07/2022 |
|------------|------------|------------|------------|--|-----------|

**GOVERNOR ATTENDANCE**

|                 |          |          |  |  |  |  |
|-----------------|----------|----------|--|--|--|--|
| Heather Poustie | <b>P</b> | <b>P</b> |  |  |  |  |
| Oliver Laity    | <b>P</b> | <b>P</b> |  |  |  |  |
| Kay Dicken      | <b>P</b> | <b>P</b> |  |  |  |  |
| Craig Veal      | <b>P</b> | <b>P</b> |  |  |  |  |
| Ruth Shoare     | <b>P</b> | <b>P</b> |  |  |  |  |

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

**Visitors:      None**

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

- BM 18/2122 To record those present, accept any apologies and welcome any visitors
- BM 19/2122 Division of Agenda
- BM 20/2122 Declaration of interests

BM Committee 22 November 2021

- BM 21/2122 To agree the Minutes of the last meeting
- BM 22/2122 To discuss any matters arising from the minutes and not on this agenda
- BM 23/2122 Urgent business brought forward at the discretion of the Chair
- BM 24/2122 Finance
- BM 25/2122 Personnel
- BM 26/2122 Premises
- BM 27/2122 Governance
- BM 28/2122 Data Protection
- BM 29/2122 Safeguarding
- BM 30/2122 Health & Safety to include Covid19 matters
- BM 31/2122 Policies/Documents
- BM 32/2122 Information provided by the Clerk
- BM 33/2122 Matters for the next agenda
- BM 34/2122 Date of next meeting

**ACTIONS TO BE TAKEN**

| <b>ITEM</b> | <b>BY WHOM</b>  | <b>BY WHEN</b> |      |
|-------------|---|----------------|------|
| 21/2122     | Signed minutes to Headteacher for file and to website   | Clerk          | asap |
| 24d/21222   | SFVS financial competencies matrix to be sent out   | Kay Dicken     | asap |
| 27a/2122    | BM Committee date in the first part of the Summer Term agreed as 16 May 2022, but this will require moving the FGB from 16 May to 23 May. To be included in the FGB Agenda. | Clerk          | asap |
| 27c/2122    | Term Dates for the 2022-2023 Academic Year to be on the FGB Agenda  | Clerk          | asap |

| <b>Item</b> | <b>Notes</b>  | <b>Action</b>  |  |
|-------------|---|--|--|
| BM 18/2122  | To record those who are present, accept apologies and sanction absences where appropriate | The meeting commenced at <b>1837</b><br><br>Apologies: <b>None</b> |  |

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|            | and welcome any visitors   | In Attendance: <b>Andrew McKenzie</b><br><br>The Quorum for this meeting is 3 governors plus the Headteacher   |                                  |
| BM 19/2122 | Division of Agenda   |  | <b>None</b>                      |
| BM 20/2122 | 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  | <b>None</b>                      |
| BM 21/2122 | To agree the Minutes of the last meeting held 27 September 2021.       | The minutes were agreed and signed and are to be placed on the website   | <b>Clerk to place on website</b> |
| BM 22/2122 | To discuss any matters arising from the minutes and not on this agenda | <b>None</b>  |                                  |
| BM 23/2122 | Urgent business brought forward at the discretion of the Chair         | <b>None</b>  |                                  |
| BM 24/2122 | Finance  | <p>a. Budget. The budget monitor had been distributed prior to the meeting. There are no known reasons for variances, although supply costs are increasing due to staff absences. Some additional funds had been provided by DCC on a per head pupil basis. There are problems with obtaining supply teachers, but this is a County wide problem. There are no problems with the Capital budget. The BASC budget could possibly be back in credit by the middle of 022.</p> <p>b. Multi-year financial plans in place and assess impact of these on the SIP. Heather Poustie reported that there are some extra funds being allocated to the school for tutoring and the use of tutoring will have</p> |                                  |

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|            |           | <p>to be declared on a daily basis. There could be some problems in managing this due to the need to ensure that any tutor has the correct level of training and experience.</p> <p>c. To review projected admissions numbers; 1 year and 3 year forecast and any implications. It isn't possible to assess this at present since visits to the school have ceased due to Covid restrictions.</p> <p>d. SFVS financial competencies matrix and book any required training. This will be sent out within the next few days with the intention to complete the SFVS in the New Year.</p> <p>e. Review of the BASC Charges. The BASC charges are generally in other with other provision locally. The charges haven't been increased for some time and it is proposed that the evening charge be increased by 50 pence. Other charges are to remain as at present. This item is deferred to the next meeting to enable a check of the BASC Policy to be carried out.</p> <p>f. Review of the IT Support contract and the renewal. Newton Abbot Collage are unable to continue to provide this service. A trawl has been carried out and Osprey MAT are to provide the service for 12 months. This is to be reviewed in September 2022 prior to renewing the contract. The cost of the contract is greater than the present contract but there are sufficient funds to cover this.</p> <p>g. Feedback on how the new work on VAT affect Kay Dicken's workload. Kay commented that since this is a Devon wide requirement or it to be carried out, but she estimates that it would be in the region of 15 minutes each week, plus an extra 60 minutes once a term.</p> | <b>Kay Dicken</b> |
| BM 25/2122 | Personnel | Heather Poustie advised that she had discussed staffing with both Simon Barnes and Heather Eversett during her visit. As previously mentioned, there are staffing problems and also problems with sourcing supply teachers. Covid infections and underlying medical conditions are having an effect. These all have an impact on staff well-being and   |                   |



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| BM 29/2122 | Safeguarding                      | A safeguarding report had been provided prior to the meeting. Heather Poustie suggested that a template be used for the safeguarding report on the future to simplify completion. She provided a brief explanation of a number of the items in the report. There were no questions raised by Governors, but Oliver Laity asked how the progress could be monitored.   |  |
| BM 30/2122 | Health & Safety                   | H & S or security issues, ensure that annual risk assessments have been conducted and monitor that the H&S arrangements comply with the DCC H & S Policy. There were no updates [provided. Heather advised that there are 3 years groups who could be called an outbreak and letters have been sent to parents as appropriate. Covid absences are being managed and Public Health England is being consulted and they have expressed satisfaction with the systems in place.  |  |
| BM 31/2122 | Policies                          | The following policy/document was approved and is recommended to the FGB if appropriate:<br>a. Review school Emergency and Continuity Plans - <b>deferred to the next meeting.</b>  |  |
| BM 32/2122 | Information provided by the Clerk | The training programme for the Spring Term 2022 has been distributed and Governors are asked to let the Clerk know of their requirements,   |  |
| BM 33/2122 | Matters for the next agenda       | The following matters were agreed for the next agenda:<br>Finance: <ul style="list-style-type: none"> <li>• Discuss bought-in services and agree or recommend SLAs within delegated limits</li> <li>• Monitor financial benchmarking using the DfE tool, discuss findings and make recommendations to FGB</li> <li>• Agree Schools Financial Value Standards document and ensure submission to the LA</li> <li>• Review BASC charges and approve in line with the BASC Policy.</li> <li>• Monitor progress towards actions identified in external financial reports (e.g. audit)</li> </ul> |  |

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|            |                      | <ul style="list-style-type: none"> <li>• Review catering/school meals/ nutritional policy. Re-affirm food standards in line with statutory duties</li> </ul> Personnel: <ul style="list-style-type: none"> <li>• Review training requirements of the school workforce</li> </ul> Premises <ul style="list-style-type: none"> <li>• Identify building maintenance and improvement needs</li> </ul> Governance           Health & safety: <ul style="list-style-type: none"> <li>• Consider any H &amp; S issues</li> </ul> Policies: <ul style="list-style-type: none"> <li>• Teacher's Pay Policy</li> <li>• School Emergency and Continuity Plan</li> </ul> |  |
| BM 34/2122 | Date of next meeting | <b>Monday 24 January 2022 at 1830</b>  |  |

The meeting closed at **1950**

**Signed as a true record**

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| Signed | Date: |
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