

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE:

Business Management Committee

DATE:

26/04/2021

28/09/2020	23/11/2020	25/01/2021	15/03/2021	26/04/2021	05/07/2021
------------	------------	------------	------------	------------	------------

GOVERNOR ATTENDANCE

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

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

Visitors: None

Chaired by	Oliver Laity	Clerked by	Pete Osborne
------------	---------------------	------------	---------------------

Agenda:

BM 210426

- BM 68/2021 To record those present, accept any apologies and welcome any visitors
- BM 69/2021 Division of Agenda
- BM 70/2021 Declaration of interests
- BM 71/2021 To agree the Minutes of the last meeting
- BM 72/2021 To discuss any matters arising from the minutes and not on this agenda
- BM 73/2021 Urgent business brought forward at the discretion of the Chair
- BM 74/2021 Finance
- BM 75/2021 Personnel
- BM 76/2021 Premises
- BM 77/2021 Governance
- BM 78/2021 Data Protection
- BM 79/2021 Safeguarding
- BM 80/2021 Health and Safety
- BM 81/2021 Policies/Documents
- BM 82/2021 Information provided by the Clerk
- BM 83/2021 Matters for the next agenda
- BM 84/2021 Date of next meeting

ACTIONS TO BE TAKEN

ITEM	BY WHOM	BY WHEN	
71/2021	Signed minutes to Headteacher for file and to website	Clerk	asap
75a/2021	Staff structure update	Heather Poustie	July 2021
77/2021	Prepare papers for election of parent governors in the Autumn Term	Clerk	5 July 2021
81/2021	Polices to FGB as appropriate	Clerk	asap

Item	Notes	Action	
BM 68/2021	To record those who are present, accept apologies and sanction absences	The meeting commenced at 1830 Apologies: Chris Winfield and sanctioned.	

	where appropriate and welcome any visitors	Visitors: None The Quorum for this meeting is 3 governors plus the Headteacher	
BM 69/2021	Division of Agenda		None
BM 70/2021	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 71/2021	To agree the Minutes of the last meeting held 15 March 2021.	The minutes were agreed and signed and are to be placed on the website	Clerk to place on website
BM 72/2021	To discuss any matters arising from the minutes and not on this agenda		None
BM 73/2021	Urgent business brought forward at the discretion of the Chair	Benchmarking. The benchmarking report had been added to the papers for the last meeting and is carried forward to this meeting. Governors commented that the information appears to be similar to previous years. A governor asked whether there are any plans to take any actions to bring the school in line with similar schools. Energy costs are high, and this is due to having very old boilers and therefore showing an increase in running costs. This has been an on-going concern. Two other areas of potential improvement/planning consideration are income generation and supply staff costs, which ought to be accounted for in existing plans. It was suggested that we should formulate an action plan to work towards bringing the school into line but was agreed that we should reflect our performance in our existing plans.	

		<p>Nursery. The funds for nursery children have been increased by DCC and it is requested that the charges for nursery children be automatically increased in line with DCC funding changes. It was agreed that when DCC increase funding for Nursery Children the charges will increase in lien with this.</p>	
BM 74/2021	Finance	<p>Review extended school provision (breakfast club/after school club / holiday club etc.) to ensure it meets the current needs of pupils and families. The situation with BASC hasn't changed and numbers are lower than prior to lock down. Currently we are working well with numbers and additional provision is not yet required.</p> <p>Ruth Shoare arrived at this point</p>	
BM 75/2021	Personnel	<p>a. Temporary contracts. Heather Poustie provided the following information on temporary contracts: There are 9 temporary contracts. Some are fixed term and relate to individual children. One temporary member of staff is due to leave when the child leaves and governors acknowledged that this would happen. Some of the contracts are related to the academic year, but one is on a half term basis. All those on temporary contracts are made aware of any vacancies that may arise. A review of the staffing structure had identified where there was a need to change some contracts. A further update on staffing including temporary contracts is to be provided after the end of May 2021.</p> <p>b. Recruitment is currently taking place for two staff posts.</p>	Heather Poustie
BM 76/2021	Premises	<p>Works completed since the last meeting include:</p> <ul style="list-style-type: none"> • New fob entry to nursery block • Installation of new library. This resulted in a small cost saving in the preparation work. 	

		<p>Work outstanding:</p> <ul style="list-style-type: none"> • New Velux windows in the junior block 	
BM 77/2021	Governance	To review the process and resources for new governor recruitment and induction. It was agreed that recruitment of Parent Governors be delayed until the Autumn Term after the admission of the new children.	Clerk/Heather Poustie
BM 78/2021	Data Protection	There was nothing to report	
BM 79/2021	Safeguarding	<p>The DSL had provided a report for the meeting and the outlines are below: Staff training. On-going for new staff and presentations have been recorded so that staff can access refresher training at home.</p> <ul style="list-style-type: none"> • 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; we are also producing guidance for staff for the effective use of CPOMs • Current priorities - On-going E-safety awareness across school and at home. Continuing to send out weekly E-safety information to parents/carers as well as signposting them to key documentation on the website. This has also included sharing our ICT Acceptable User Policy with parents/carers (three different versions depending on age group). These agreements have also been shared/discussed with children in school via their class teacher. • Updated policy. Child Protection and Safeguarding Policy is embedded in our practice; this includes the updated COVID appendix. • Engagement with MASH and other agencies is on-going. • TAFs (Team around the family). Continues to be effective Visitors to school <p>Clear systems are being followed within school with regard to visitors to the school site with comments by lead professionals and</p>	

		others on how robust and effective the systems we have in place are.	
BM 80/2021	Health & Safety	Governors were advised that there had been an accident reported on OSCENs at the end of the last term when a child had fallen over in the playground. Additionally, a child had brought ball bearing type magnets into the school and had swallowed them, and advice had been given to parents regarding these magnets. The risk assessment is to be revised depending on the advice from DCC H&S Team, but it was pointed out that there could be an adverse effect on the school. Reminders are to be sent to parents regularly regarding what items may be brought into school.	Kay Dicken/Heather Poustie
BM 81/2021	Policies	The following were considered, and action taken as shown and the Policy checklist is to be update by the Clerk: a. Grievance Policy – agreed and referred to FGB b. Disciplinary policy - agreed and referred to FGB c. Capability Policy - agreed and referred to FGB d. Admission Arrangements – relates to DCC arrangements with a link on the website e. Charging and Remissions Policy - agreed f. Recruitment and Selection Policy - agreed g. Accessibility Plan and Policy - deferred h. Acceptable Behaviour Policy – referred to FGB	
BM 82/2021	Information provided by the Clerk	The termly checklist is likely to be available in the next 2 weeks and the next edition of Governance Today after the half term holiday	
BM 83/2021	Matters for the next agenda	The following matters were agreed for the next agenda: Finance: <ul style="list-style-type: none"> • Monitor budget, comparing expenditure to date/latest projections to original budget set • Approve the writing off of irrecoverable debts, up to delegated limit, and the disposal of surplus and damaged equipment 	

		<ul style="list-style-type: none"> Analyse use and impact of additional funding (Pupil Premium, PE funding, catch-up funding etc.) Personnel <ul style="list-style-type: none"> Review current staffing structure and staffing needs for the next academic year Premises Governance <ul style="list-style-type: none"> Elect Committee Chair for the next academic year Safeguarding Matters. Data Protection Health & Safety to include Covid19 matters <ul style="list-style-type: none"> Consider any H & S or security issues, ensure that annual risk assessments have been carried out and monitor that the H & S arrangements comply with the DCC H & S Policy Policies and other documents: <ol style="list-style-type: none"> Accessibility Plan and Policy Admission Policy Redundancy policy 	
BM 83/2021	Date of next meeting	Monday 5 July 2021 at 1830 online	

The meeting closed at **1940**

Signed as a true record

Signed	Date:
--------	-------