

**MILTON CHURCH OF ENGLAND PRIMARY SCHOOL
BUSINESS & PERSONNEL COMMITTEE
MINUTES OF MEETING
Wednesday 5th June 2019 AT 6.45PM**

PRESENT:

Andrew Everitt (AE)
Janay Fehr (JF)
James Fraser (JFr)
Andrew Latchem (AL)
Lillian Leedham (LL) Chair
Anna Reeder

IN ATTENDANCE: Stuart Hales Clerk

Action Log

Item	Agenda Item	Action
2.	Funding Comparison Sheet to be included in governor newsletter	Chair
2.	AE to prepare parental questionnaire on schools' strategy	AE
2.	AE to forward JF bio to Richard Moore to include on school's website	AE
2.	MSA/Elite Swimming Academy to be invited to LGB on 25.09.19	AE/LL
2.	LL to incorporate Terms into LGB Structure and take to LGB on 10.07.19 I think this was the carried forward action from the previous meeting, but as AE owns the LGB structure and strategy documents I was going to forward to him	LL
6.	AR to review the SCR weekly after DEMAT Review	AR
9.	AL to review condition report and report back to governors	AL
13.	Cleaner to be provided with details of who to phone in an emergency - AR, NH, JF and JM to be included	AR
13.	AR to forward governor comments back to Premier Sports	AR
13.	Mobile Phone Policy to be included on schools' website	AR/AE
13.	JM to incorporate changes and Charges and Remissions Policy to be taken to LGB on 10.07.19 for approval	AR

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1.	LL welcomed everyone and AE opened the meeting with a prayer. APOLOGIES FOR ABSENCE Absenteeism without apologies were received and accepted from David Chamberlin. LL advised that she had decided to step down from the LGB and asked governors if they would consider taking over the Chair of the Committee from September before she left at the end of the Autumn Term.	
2.	Minutes of previous meeting on 06.03.19 Item 5 – It was agreed that the Budget Monitoring Group had met on 22.05.19. Item 5 – A separate document to compare the schools funding to other local schools had been distributed prior to the meeting and JF briefly went through it. A governor queried the number of pupil premium children at the school? LL advised that funding levels are different for those children entitled to free school meals and 'Forever 6', which does not allow the total funding	

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	<p>to be divided by the amount received/pupil to accurately equate to the number of pupil premium children on roll. A governor queried what did the acronym IDACI refer to? AR advised that it was Income Deprivation Affecting Children Income. The postcodes used to calculate the funding received by schools were changed in 2016 - the funding received by the school had since significantly reduced. A governor queried the year that the funding was based on in the document? It was agreed 2018-19.</p> <p>AR advised that Mrs Eales had resigned from her position as a TA to work in another local school from September and the school would not be able to replace her which meant that several intervention groups could not continue in 2019-20. She added that there was a necessity to run interventions on a daily basis and other TAs who could step in to her role, were already working closely with 1to1 children.</p> <p>A governor queried the number of pupil premium children on roll presently? AR advised it was between 20 and 30.</p> <p>AE suggested that it would be beneficial to include the funding comparison sheet within a governor newsletter to parents at the start of 2019-20. Action: Funding Comparison Sheet to be included in governor newsletter</p> <p>Item 7 – It was agreed that LL and AE had included suggested questions on governorhub prior to the governor visit day on 15.03.19.</p> <p>Item 7 – It was agreed that AE had forwarded a letter to parents to invite them into school during the afternoon to discuss the school's strategy. During the event, it was suggested that a further date be arranged for a similar meeting to be held in the evening. AR suggested that instead, a questionnaire be prepared for parents to complete during the Meet the Teacher evening on Tuesday 4 July. Action: AE to prepare parental questionnaire on schools' strategy</p> <p>Item 8 – It was agreed that JFs bio was now included on governor hub. Action: AE to forward bio to Richard Moore to include on school's website</p> <p>Item 8 – It was agreed that DEMATs Equality and Diversity Policy was now on the school's website.</p> <p>Item 9 – AR advised that DEMAT would probably contribute towards the cost of replacing the boiler linked to the swimming pool and would also fund the modernising of the staff room. It was agreed that the MSA and Elite Swimming Academy be invited to a governor meeting in the Autumn Term to discuss the next steps to progress the swimming pool. Action: MSA/Elite Swimming Academy to be invited to LGB on 25.09.19</p> <p>Item 10 – It was agreed that the 2019-20 meeting schedule had been uploaded onto governorhub.</p> <p>Item 10 – LL advised that she had not yet incorporated the Terms for the Committee into the LGB Structure. Action: LL to incorporate Terms into LGB Structure and take to LGB on 10.07.19 See comments above</p>	<p>Chair</p> <p>AE</p> <p>AE</p> <p>AE/LL</p> <p>LL</p>

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	<p>Item 10 – It was agreed that the decision to remove ‘Risk Assessment’ from the title of any governor documentation was ongoing.</p> <p>Item 10 – It was agreed that the H&S Audit Report would be discussed later in the meeting.</p> <p>The minutes of the meeting held on 6th March 2019 were agreed to be a true reflection of the meeting and were signed by the Chair.</p>	
3.	<p>Declaration of AOB It was agreed that the MSA and an email from RH would be tabled at the meeting.</p>	
4.	<p>Declaration of Interest There were no declarations of pecuniary interest by members of the committee in respect of any item on the agenda.</p>	
5.	<p>Financial Performance YTD Separate documents titled ‘April 19 Accounts’ and ‘Minutes from Budget Review Group – 22.05.19’ were distributed prior to the meeting. LL advised of a slight increase to the projected deficit at the end of 2019-20 and that it would also likely increase further during the next year and there would be few opportunities to reduce it. AR advised that the school had not renewed a yearly contract for one TA.</p>	
6.	<p>Single Central Record Monitoring A separate document titled ‘Governor Visit Report focusing on SCR Monitoring – 15.03.19’ was distributed prior to the meeting. LL advised that from the report there was evidence of good practice such as the safeguarding leaflet and that the volunteer induction process had improved. She added that she felt there was now a more overall robust approach to safeguarding but there were still minor issues with managing the SCR. LL advised that during her visit Mrs Manwaring (JM) could either locate evidence or provide reasoning to any query on gaps in the SCR.</p> <p>A governor queried if there had since been progress made to address the concerns over the SCR? AR advised that Chris Meddle from the local authority had visited to complete a safeguarding review and briefly highlighted outcomes from his visit - the school was still waiting for his report.</p> <p>A governor queried if DEMAT had completed their own safeguarding review? AR advised that they planned to visit later in June.</p> <p>AR noted that personnel files in the office have now be re-arranged for ease of use. Governors agreed that the DBS check for one governor was still ongoing and suggested that JM to clarify with new starters that the school needs to view their DBS paperwork to complete the process.</p> <p>A governor suggested that the school was reliant on JM to manage the process and queried what would happen if she fell ill or left the school? It was agreed that Mrs Uddin was now assisting her in the office.</p> <p>A governor queried the number of gaps in the SCR? It was agreed that these could be addressed quickly and were not long-term issues.</p> <p>A governor queried how regularly would the SCR be updated? AR advised that the document should be updated on a daily basis.</p>	

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	<p>A governor queried if AR reviews the SCR? AR advised that she would consider reviewing the SCR weekly. Action: AR to review the SCR weekly after DEMAT Review</p> <p>A governor queried if DEMAT have their own system in place that could assist in managing the SCR? AR advised that most schools use a similar spreadsheet which local authority advisors advice is complaint with Ofsted. She added that DEMAT had agreed to a SLA with the local authorities safeguarding team. A governor suggested that other SCR systems could automate part of the process.</p>	AR
7.	<p>Catering Service Report Two separate documents titled 'Results of School Lunch Survey Governor Visit Day 2019' and 'Governor Visit Report focusing on Monitoring of Catering Provision -15.03.19' were distributed prior to the meeting. AR first advised that Chartwells had since provided a further kitchen assistant to allow for two services each day and felt there had been an improvement in the quality of school dinners. Deliveries were now more frequent and Mrs Columbus was managing the kitchen and service. In an effort to reduce food wastage, AR advised that parents can now book school dinners up to one week in advance via an App and children were given a colored wrist band for each of the three available options. AR suggested that there were many features of Pupil Asset that the school was not using, and a governor queried if the office staff would benefit from a 'fake' parent log-in, to allow for training purposes.? LL advised that to allow for this, the school may have to create a 'fake' pupil.</p> <p>A governor queried if there were any actions on catering for governor's attention? AR suggested that the service was now at a similar level to the previous caterers. AE suggested that as there was now a survey template, governors could complete a further survey during the governor visit day in 2020.</p> <p>A governor advised that the risk assessment for the kitchen was generic? AR advised that she had not had a response to this from DEMAT to date.</p>	
8.	<p>Website Monitoring A separate document titled 'Website Ofsted Compliance' was distributed prior to the meeting and LL queried if governors had any queries or comments from it. AR advised that some points from the report had been actioned already.</p> <p>AE queried the action for Richard Moore to improve the schools website? AR advised that statutory Ofsted documents were now included. A governor suggested that the 'link' to the policies on the school website did not forward to the correct page.</p>	
9.	<p>Condition Survey Progress report Two separate documents titled 'MPS Condition Survey Nov 2016' and 'Condition Survey Executive Summary' were distributed prior to the meeting. AE advised that the report had been completed during the academisation process and of the suggested expenditure in the report to address highlighted issues. The school is only able to spend a small fraction of this figure on maintaining the school site.</p>	

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	<p>A governor queried if governors should continue to review the condition report on a regular basis? AE asked if AL could review the document outside of the meeting.</p> <p>Action: AL to review condition report and report back to governors</p> <p>AR suggested that AL could liaise with JM during his H&S visit later in the term.</p>	<p>AL</p>
10.	<p>H&S Audit Report</p> <p>Three separate documents had been distributed prior to the meeting; -</p> <ul style="list-style-type: none"> • Health & Safety Property Condition Report - Feb 2019 • Health & Safety Condition Report - March 2019 – Letter • School Response to barker Associates H&S Report <p>LL advised that AR had responded quickly to highlight that several actions from the report were in fact fully compliant.</p> <p>A governor queried if the school had since had a response from Barker Associates? AR advised it had not.</p> <p>A governor queried if the condition report would be reviewed during an Ofsted inspection?? It was agreed that HSE would review it in the event of an accident.</p>	
11.	<p>Staff Wellbeing Report</p> <p>Four separate documents had been distributed prior to the meeting; -</p> <ul style="list-style-type: none"> • Staff Wellbeing • Staff Workload Survey • Workload Change for the Better • Workload Reform Project <p>A governor queried if the skill-set of TAs had improved? AR advised that most TAs were now working 1to1 or running intervention groups.</p> <p>A governor noted the disparity between funding/pupil received by a school in a city location compared to a rural setting.</p> <p>A governor queried that the Workload Reform Project only focused on teachers? AR advised that it was taken from a DfE document that could only be used for teachers.</p> <p>AR advised that parents of children starting in reception are asked for personal details which in previous years, had not always been transferred onto the school's system ready for the start of the academic year. Parents of children starting in September 2019 had already been asked for such data ready for the start of the new school year.</p> <p>AR advised that CPOMS had transformed safeguarding at the school.</p>	
12.	<p>Bouygues Yr 2 Annual Review Report</p> <p>A separate document titled 'MPS AR Y2 D4' was distributed prior to the meeting.</p> <p>A governor noted that it was frustrating that the solar panel installation had been accidentally switched of during the summer months. A brief discussion followed on error codes received by the school when there is a fault with the installation.</p> <p>A governor queried who could have turned the panels off? It was agreed that the switch was easily accessible from ground level and governors queried if a security hatch could be fitted over it to prevent this in the future. Relevant regulations would have to be checked to see if this was possible.</p>	

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	<p>A governor queried if the heating was now at a sensible level? AR advised that she felt it was and teachers now felt more confident in moderating it.</p> <p>A governor queried if there were any actions from the report for governors? AR advised there were none.</p>	
13.	<p>Policies</p> <p>Draft Premises Hire (2.1) – A separate document was distributed prior to the meeting and that the school is waiting to receive comments on it from the legal team at DEMAT. LL advised that it was a model policy taken from The Key and of the changes that had been made to it.</p> <p>Governors agreed that the emergency contact number under section 6 is incorrect.</p> <p>AR advised that she is happy from the school caretaker to be onsite to supervise the running of clubs – it was agreed that the schools Critical Incidental Plan would come into effect in an emergency. There was a query of opening the school site to lettings at the weekends of holidays.</p> <p>A governor queried that the definition of an emergency would have to be agreed with hirers and suggested that a mobile number be provided that could forward details of an emergency to other key persons.</p> <p>A governor queried the arrangements for use of the school at weekends and who would be responsible for locking the school buildings? AR advised of the process in place.</p> <p>Action: Cleaner to be provided with details of who to phone in an emergency - AR, NH, JF and JM to be included</p> <p>It was noted that the school site would have to be locked after the MSA BBQ - AR advised that she would ask Mr Hammonds to be responsible for this. AE advised that alternatively he would be willing to do it.</p> <p>RH email – An email from Miss Hawes had been issued prior to the meeting which LL proceeded to read out. AR advised that the school had negotiated for two free spaces for pupil premium children within each school club and PP children would be asked if they would like to attend. To assist with staff-wellbeing, she would not ask any staff to run after school clubs.</p> <p>A governor suggested that Premier Sports are not proactive in long term advertising of the clubs they offer – AR suggested that Miss Hawes and Premier Sport meet to plan clubs for the whole year.</p> <p>A governor queried the cost of clubs run by Premier Sports? AE advised that whilst they are less than other similar clubs, there is a query of Premier Sports commitment to continue to run clubs over the long term.</p> <p>A governor suggested that Premier Sports be informed that there has to be a consistency of charges, to be in-line with other school affiliated groups and they have to provide a reliable yearly plan of the clubs they will offer.</p> <p>Action: AR to forward governor comments back to Premier Sports</p> <p>Mobile Phone – 05.04.19 – A separate document was distributed prior to the meeting. LL asked if there were any queries on the policy? AR advised that it was taken from ‘The Key’ and was a more realistic approach to staff having mobile phones in school.</p> <p>A governor compared a paragraph stating the appropriate use of social media for staff to that in the previous policy. It was agreed not to alter the statement and AR suggested that parents be invited to read policies on the schools’ website via the school newsletter.</p> <p>Action: Mobile Phone Policy to be included on schools’ website</p>	<p style="text-align: center;">AR</p> <p style="text-align: center;">AR</p> <p style="text-align: center;">AR/AE</p>

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	<p>Charging and Remissions Policy – LL suggested that the schedule of charges at the rear of the document requires to be reviewed annually. AE advised that a parent had raised a query on the policy and that it should be taken to the LGB for approval.</p> <p>Action: It was agreed to remove 2017/18 from the front cover of policy and review the charges at the rear</p> <p>Action JM to incorporate changes and Charges and Remissions Policy to be taken to LGB on 10.07.19 for approval</p>	AR
14.	<p>Any Other Business</p> <p>Nicola on Radio Cambridgeshire – A separate exert of NPs appearance on Radio Cambridgeshire was distributed prior to the meeting.</p> <p>AE advised that he had met with MSA to outline the school’s finances and to ask them to consider proposals of obtaining additional funding.</p>	
	<p>Close (including dates of next meetings)</p> <ul style="list-style-type: none"> • LGB – Wednesday 10 July at 6.45pm • LGB – Wednesday 25 September at 6.45pm • Business & Personnel – Wednesday 9 October at 6.45pm • Ethos, Education & Standards – Wednesday 13 November at 6.45pm • LGB – Wednesday 27 November at 6.45pm 	ALL

The meeting closed at 8.45pm

Signed:..... Date:.....