

## Milton Church of England Primary School

### Business and Personnel Committee

#### Minutes of meeting – Wednesday 10<sup>th</sup> October 2018 at 6.45pm

Present: Lillian Leedham (LL) - Chair of Committee  
James Fraser (JF)– Deputy Headteacher  
Anna Reeder (AR) – Headteacher  
Bridget Gaynord (BG) – Governor  
David Chamberlin (DC) – Governor until 7.45pm  
Andrew Latchem (AL) – Governor from 6.55pm  
Judith Manwaring (JM) – Acting Clerk

Item	Agenda Item	Action
1	<b>Welcome</b> Apologies were received in advance of the meeting from Andi Everitt (AE) Steve Blatch and Mike Staplehurst have resigned from the LGB and are therefore no longer members of the committee <b>Declaration of interest:</b> JF Item 6 <b>Correspondence:</b> email from AR <b>Agree AOB:</b> AE requested that B&P consider strategic plan	
2	<b>a) Minutes of meeting 12<sup>th</sup> June 2018</b> It was agreed, following a short discussion regarding the format of the minutes i.e. the direct quoting of what had been said, that future minutes would not be produced in this format. It was also agreed that due to the time that has elapsed that the format of the minutes would not be amended retrospectively. The minutes were agreed as a true reflection of the last meeting. <b>b) Matters arising</b> from those minutes not included elsewhere A bid submitted by AR to DEMAT has received no response to date	
3	<b>Approval and adoption of Accessibility Plan</b> It was suggested and agreed that the reference on page 6 to providing parking opportunities for parents/ carers with ‘disabilities’ be amended to read ‘blue badge holders’ to provide clarity. <b>Action:</b> The plan was agreed for adoption with agreed amendment to be posted on the website	AR
4	<b>Report from Budget Monitoring Group (19/9/18)</b> The management report, including projected year end outturn was circulated in advance of the meeting. It was noted that the balance of Sports Funding being carried forward would be considered to be used for the purchase of additional cycle storage	
5	<b>Update on School Teacher’s Pay &amp; Conditions, Teachers Pay Grant and Teachers Pensions</b> It was reported that DEMAT are yet to decide on the proposed teacher pay awards. DEMAT have approached the EFA to question what additional funding would be available to support the pay award. AR has	

	<p>been advised that it is unlikely that a decision will be reached before December. The pay award will be back dated to September.</p> <p>LL advised the committee that due to the process required for then inputting the award into the budget toolkit, Orovia, and the impact on the budget of the award, that 2018/2019 was also likely to be a difficult year for budget reporting. The management reports would not be an accurate record until the details were entered by DEMAT to reflect the changes, which are potentially considerable as the potential maximum award is 3%.</p> <p>LL reported that the employer contribution for teacher pensions is set to increase by 40% from the current 16% to 23.5% in September 2019. There is no current information available from the EFA as to whether any additional funding will be available. LL noted that the potential impact on the budget will be considerable.</p>	
6	<p><b>Approval of Headteacher's performance based pay recommendations</b></p> <p>JF left the meeting at this point</p> <p>AR had circulated the pay recommendations in advance. It was noted that the staff proposed for incremental pay increases had met the performance management requirements.</p> <p>The recommendations were approved for implementation.</p> <p>JF then re-joined the meeting</p>	
7	<p><b>World Mental Health Day/ Staff Wellbeing</b></p> <p>LL suggested that the committee focus has previously been more focussed toward the business aspect. She reflected the desire to place more emphasis on personnel and their wellbeing.</p> <p>A discussion followed, including what action is currently taken in school to support staff and suggestions going forward.</p> <p><b>Action:</b> Staff survey to be undertaken annually to be discussed at B&amp;P</p> <p><b>Action:</b> Example of current survey forwarded to LL</p>	<p>LL</p> <p>JF</p>
8	<p><b>Report on Single Central Record Monitoring (27/9/18)</b></p> <p>LL had circulated an updated report of the monitoring visit undertaken.</p> <p>LL reported that a huge amount of progress has been achieved with updating the SCR although there are still areas for completion.</p> <p><b>Action:</b> Governor monitoring visit – Spring Term</p>	<p>LL &amp; BG</p>
9	<p><b>Website monitoring</b></p> <p>AR reported that she has completed an audit of the website and that it is compliant. JF has been maintaining the website since the start of term.</p> <p><b>Action:</b> Parent volunteer, Richard Moore, to be contacted to confirm whether he is happy to continue updating the website</p> <p><b>Action:</b> Governor link to be decided once new governors appointed</p> <p>DC left the meeting after this item</p>	<p>AR</p> <p>LL</p>
10	<p><b>Review existing Critical Incident &amp; Lockdown Plans</b></p> <p><b>Action:</b> Personnel and contact details for LA, DEMAT, governors &amp; parents to be updated</p> <p>Lockdown Plans – invacuation procedure practise ?/10/18. No change required.</p>	<p>AR</p>
11	<p><b>Discussion of Terms of Reference</b></p> <p>The current ToR of the committee are currently included on the website. The version was created following conversion to an Academy.</p>	

	<p>LL had asked in advance that the governors read the ToR in anticipation of discussing how they might be improved and possibly condensed. It was noted that the ToR should mirror the DEMAT ToR</p> <p><b>Action:</b> DEMAT ToR to be reviewed</p> <p><b>Action:</b> Safeguarding and Staff Wellbeing to be added to the ToR</p>	<p>LL</p> <p>LL</p>
12	<p><b>AOB</b></p> <p>Strategic Plan</p> <p>The suggestions from the brainstorming session at the LGB meeting were circulated in advance of the meeting. AE had asked that the B&amp;P Committee select 3-5 items that they considered they could commit to and suggest a timescale for progressing.</p> <p>Following discussion it was agreed:-</p> <ul style="list-style-type: none"> <li>• Healthy &amp; active – outdoor provision - 1 to 2 years</li> <li>• Allow the pool to be used more of the time – 4 to 5 years</li> <li>• Re-develop staff room, storage area – 1 year</li> <li>• Travel – more children walking to school – 1 to 3 years</li> <li>• Quiet areas/ calm rooms, sensory room – outdoor 1 to 2 year, indoor 4 to 5 years</li> </ul>	

The meeting closed at 8.15pm