

**MILTON CHURCH OF ENGLAND PRIMARY SCHOOL
BUSINESS & PERSONNEL COMMITTEE
MINUTES OF MEETING
Wednesday 23TH January 2019 AT 8.00PM**

PRESENT: Andrew Everitt (AE)
Janay Fehr (JF)
Andrew Latchem (AL)
Lillian Leedham (LL) Chair

IN ATTENDANCE: Michael Edey (ME)
Kathy English (KE)
Josie Gaynord (JG)
Rebecca Hawes (RH)
Nick Haycraft (NH)
Nicola Parsons (NP)
Lindsey Russell (LR)
Stuart Hales Clerk

Action Log

Item	Agenda Item	Action
5	BMG to be re-scheduled in liaison with JM	LL/BMG

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1	LL welcomed everyone to the meeting. APOLOGIES FOR ABSENCE Apologies were received and accepted from David Chamberlin, James Fraser, Bridget Gaynord and Anna Reeder.	
2	Minutes of previous meeting on 10.10.18 Item 7.0 – It was agreed that the staff survey had taken place and comments from it had been included in the school’s action plan. Item 7.0 – It was agreed that an example of the current staff survey had been forwarded to LL. Item 8.0 – Governors agreed that the spring term monitoring visits would take place during the Governor Visit day on Friday 15 March 2019. Item 9.0 – Governors agreed that they were unsure if Richard Moore a parent volunteer, had been contacted to determine if he is happy to continue to update the school’s website? It was agreed that Lynn Keller and James Fraser as IT Lead, currently upload documents on the website. LL queried if any governor would like to take on the responsibility of monitoring the school’s website? JG accepted this role. Action: JG agreed to take on responsibility of monitoring website AE advised of the importance of the website being compliant, as Ofsted would review it prior to completing an inspection, which governors suggested would likely take place during the Autumn Term 2019. Item 10.0 – It was agreed that AR had updated personnel and contact details for the LA, DEMAT, governors and parents.	

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	<p>The minutes of the meeting held on 10th October 2018 were agreed to be a true reflection of the meeting and were signed by the Chair.</p>	
3	<p>Update on school caterers LL advised that the school had changed caterers to Chartwells in September 2018. NH then advised that there had been several minor issues during the transition period to the new caterers and proceeded to give examples of some, for governor awareness. He added that since then, there had been an improvement in both the quality of communication with suppliers and school dinners although Mrs Columbus the schools cook, had queried the portion sizes of school dinners.</p> <p>A governor queried if there was a specific reason why the monitoring of school dinners was one of the suggestions for governors to focus on during their visit day on Friday 15 March 2019? It was agreed that in previous years, governors had the opportunity to have school dinners with children in the hall.</p> <p>A governor queried the current uptake of school meals and if there would be any associated financial implications? AE advised that parental funding and funding received via the Universal infant Free Schools Meal scheme should equate to the actual costs of providing school dinners.</p> <p>A governor queried if those children entitled to free school meals were restricted on the choice of dinners they could have as was the case in some other schools? Governors agreed that they were offered the same choice of meals as other children.</p> <p>The school had also been preparing school dinners for another local school which had increased Mrs Columbus' workload – this arrangement had since come to an end.</p>	
4	<p>Safeguarding audit As separate document titled 'Key Issues from Safeguarding Audit Jan 2019' was distributed prior to the meeting. LL asked if governors had any queries from the audit? There were none.</p> <p>A governor queried that to ensure that the school is compliant with safeguarding requirements, could Chris Meddle a senior education advisor at the local authority be asked to complete a separate audit? It was agreed that DEMAT had agreed a SLA to access the services of the safeguarding team at the local authority.</p>	
5	<p>Financial update inc. Budget Monitoring Group Report LL advised that due to Mrs Manwaring being ill during the spring term, the Budget Monitoring Group had not met to date. Action: BMG to be re-scheduled in liaison with JM</p> <p>LL added that the only significant item to report was that the teachers pay awards had now been approved, which were more expensive than originally allowed for in the budget.</p> <p>Healthy Schools Funding – LL advised that at the end of the summer term 2018, the school had submitted a request to receive funding. She then advised that she had received confirmation today that the school would be eligible for funding but not the exact amount. LL then suggested that this could be used to refurbish the outside toilets and for remedial works to the school swimming pool. The next step would be for Racheal Lamb a surveyor from DEMAT to propose a schedule of work for</p>	LL

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	these items to then go out to tender.	
6	<p>Accessibility Policy & Action plan agreed at last meeting A separate document titled 'Disability and Equality Scheme Accessibility Plan 2018-2021' was distributed prior to the meeting. It had already been discussed by the B&P Committee in October 2018. LL advised that there is a requirement for the school to publish the plan on their website and asked if there were any queries on it? A governor advised that the time period in the existing plan had now expired and the new plan would run until 2020-21. Action: The approval of the Accessibility Policy and Action Plan was proposed by LL, seconded by AL and agreed by the committee by a show of hands</p>	
7	<p>School website - Need volunteer to conduct audit (checklist to confirm whether the required information can be found) Notes:</p> <ul style="list-style-type: none"> • Single Central Record (SCR) monitoring to be completed on Governor Visit Day. • Discussion on Terms of Reference will be continued at meeting on 6-March. <p>AE advised that he had received an email from Bridget Gaynord who with LL had agreed to be responsibility for monitoring the SCR.</p>	
8	<p>Any Other Business H&S Committee - A governor queried if a date had been agreed for the H&S Committee to meet this term? It was agreed that it had been disbanded and had been removed from the Terms of Reference. A governor suggested that H&S would fall under the responsibility of the B&P Committee, but the H&S Committee should still meet each term.</p> <p>Pay Awards - RH thanked governors for the support that they had shown staff in relation to the recent pay awards issue.</p> <p>School Choir – A governor advised of an upcoming concert in London that the choir would like to attend and of the high transportation costs involved. She queried if there could be any financial support suggested by governors? It was agreed that Mrs Bell the music teacher organising the trip should first ask MSA for financial assistance.</p>	
14.	<p>Close (including dates of next meetings)</p> <ul style="list-style-type: none"> • Ethos, Education & Standards – Wednesday 6th February 2019, at 6.45pm • Business & Personnel – Wednesday 6th March 2019, at 6.45pm • LGB – Wednesday 24th April 2019, at 6.45pm • LGB (inc. training) – Wednesday 9th May 2019, at 6.45pm 	ALL

The meeting closed at 8.40pm

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