

**MILTON CHURCH OF ENGLAND PRIMARY SCHOOL
BUSINESS & PERSONNEL COMMITTEE
MINUTES OF MEETING
Wednesday 6TH March 2019 AT 6.45PM**

PRESENT: David Chamberlin (DC)
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
5.	BMG to be re-scheduled in liaison with JM	BMG
5.	JF agreed to pull data from spreadsheet	JF
7.	LL/AE to include suggested questions on governorhub for governors' comment prior to the governor visit day	LL,AE,ALL
7.	AE to draft a letter on 07.03.19 to forward to the office to go out to parents on 08.03.19	AE
8.	JF to prepare bio for schools' website	JF
8.	AR to forward DEMAT Equality and Diversity Policy to Richard Moore to include on the school's website	AR
9.	LL to write to MSA to ask them to attend meeting with Elite Swimming Academy	LL
10.	AE to prepare draft meeting schedule for 2019-20 and then ask governors to suggest dates around that schedule	AE
10.	LL incorporate Terms into LGB Structure and take to LGB on 09.05.19 for approval	LL
10.	Governors agreed to remove 'Risk Assessments' from the title of any governor documentation	ALL
10.	H&S audit to be presented at B&P meeting on 05.06.19	AL

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1.	LL welcomed everyone and DC opened the meeting with a prayer. APOLOGIES FOR ABSENCE Absenteeism without apologies were received from Bridget Gaynord.	
2.	Minutes of previous meeting on 23.01.19 Item 5 – LL advised that due to Mrs Manwaring being ill during the spring term, the Budget Monitoring Group had still not met to date. The group will meet during the Governor Day on Friday 15 th March. Action: BMG to meet on 15.03.19 and report back to governors The minutes of the meeting held on 23rd January 2019 were agreed to be a true reflection of the meeting and were signed by the Chair.	BMG
3.	Declaration of AOB AE advised that he would table an email from DEMAT to confirm the support staff pay award.	

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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 update Benchmarking Report – LL advised that the school benchmarks itself against other similarly sized primary schools every three years using data provided by the DfE. Unfortunately the current data is for the period the school was converting to an academy and the financial data is split between a local authority (LA) controlled school and when the school joined DEMAT on 1st June 2016. A governor advised that the LA has developed a ‘School on a page’ documentation and would develop a similar tool for benchmarking ready for September 2019. A governor queried when was the latest financial data available on the benchmarking website? It was agreed 2016-17. LL advised that the financial year for LA controlled schools is April to March and September to August for academies which reduces the number of comparable schools. A governor suggested it was a useful exercise to compare funding against other local primary schools. Action: JF agreed to pull data from funding spreadsheets? LL to support by sending spreadsheets and guidance to JF.</p> <p>Governors agreed that due to a re-classification of postcodes, school had lost a large amount of income from the Income Deprivation Affecting Children Index (IDACI) funding – the funding had been protected for one year. A governor queried if pupil premium data was included on every school website? LL suggested that such data was usually one year out of date and not reliable for use in a comparison.</p> <p>A brief discussion then followed on pupil premium funding compared to other schools.</p> <p>Financial Update – Two documents titled ‘January 19 Management Accounts’ and ‘Jan 19 Accounts’ were distributed prior to the meeting.</p> <p>LL advised that she had reviewed the January financial report from JM which had also been reviewed by a finance officer from DEMAT. LL advised of the forecast deficit carry-forward at the end of 2018-19 and that to address this, the school had made significant cost savings where possible. She then advised that since the report, the school had appointed a M4 teacher with TLR which would allow for a further saving.</p> <p>A governor queried where did the variance come between the forecast and actual expenditure? It was agreed that there had been an increase in teachers pay but would be offset against the teachers’ pay grant. Also, an NQT appointment had been built into the budget but the school could not make an appointment at this pay grade.</p> <p>LL advised of an over spend on Maintenance Costs A governor queried what had it been spent on? LL advised some funding was still within revenue that could then be capitalised. AR advised of the works completed by Murfitt Contractors and of the savings by now using the school caretaker for some maintenance work.</p> <p>LL advised of the funding received from central government for ‘<i>those little extras</i>’ that could only be spent on capital items. This would offset some of</p>	JF

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	<p>the overspend on maintenance costs.</p> <p>LL advised that there had been an assumption that the cleaning contract would be done 'in-house' when setting the budget and advised of the savings made by doing so.</p> <p>A governor queried if the school is satisfied with the quality of the cleaning? AR advised that it was satisfactory and of the benefits of it now being done in the evening when there are no children on site. Also, the cleaner in charge will lock up the school, to save the cost of a caretaker being responsible for this.</p> <p>LL advised that the largest cost variance is SEND Funding and Educational Support Staff costs and of the reasons for this. She then suggested there needs to be a stringent checking process when setting staffing costs in the budgeting tool.</p> <p>LL advised that the income from SEND funding is lower than originally forecast at the time of setting the budget. AR advised that the school had lost two children with ECHPs and also gained two.</p> <p>A governor queried if ECHPs are backdated from the time of application? AR advised that they are not.</p> <p>A governor queried why the SEND income was lower than forecast? AR advised that the local authority clawed back some of the funding and of the reasons why. Also, there was variance against an assumption of how much funding the school thought it would receive at the time of setting the budget against how much it did receive.</p> <p>LL advised that LA funding is withdrawn over the summer holiday period between a child leaving primary school and starting a secondary placement.</p> <p>A governor queried the funding received for a fully statemented child? AR advised of the funding amount.</p> <p>AE advised that the LAs SEND funding is heavily in deficit and they will attempt to make savings where possible. He then advised that teachers' pension contributions will rise to 8% from September 2019 and this will need to be factored into the budget.</p> <p>AE advised that from the DEMAT conference In February, it had been forecast that approx. 70% of LA controlled and approx. 55% of DEMAT schools will have deficit budgets in the next three years. He then advised that schools cannot prepare a three-year budget and can only make significant further savings by restructuring classes.</p> <p>DC left the meeting</p> <p>LL advised of the costs to the school of a child entitled to 32.5 hours of SEND funding who has not got statement.</p> <p>AR advised that the school will continue to support the child to the end of the current academic year and inform parents that this arrangement cannot continue without an EHCP in place. She felt that if the support was withdrawn now, it would have a detrimental effect on the teachers and other children in that class.</p> <p>A governor queried if the school could continue to support children with needs that do not have an EHCP? AR advised of a child who is due to start in September 2019 with a visual impairment and a further child who would require additional support – both without an EHCP in place.</p> <p>A governor queried if the school could refuse to accept a SEND child</p>	

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	<p>without a statement? It was agreed that schools are encouraged to accept all children and that other local schools are at near capacity.</p> <p>AR advised that there are presently under 50 children in year 1 and other year groups have between 55 and 60 children.</p> <p>Governors thanked staff for their hard work to control expenditure.</p>	
6.	<p>Termly Report on Chargeable Activities & Contributions</p> <p>A separate document titled 'Chargeable Activities and Contributions' was distributed prior to the meeting. It was agreed that DEMATs Finance Policy requires schools to report charges and contributions on a termly basis.</p> <p>LL then briefly went through the report highlighting the costs of some visits and governors agreed that there is a small shortfall between funding received to the costs of school trips.</p> <p>A governor suggested it would be beneficial for governors to see the number of contributions made for each trip? LL advised that most parents either give the requested cost or nothing at all.</p> <p>A governor queried the cost of the Grafham Water residential trip? LL advised of the actual cost.</p> <p>A governor queried if it was possible for families to give additional funding towards a trip if they should so wish? AR advised no but thought it a good idea.</p> <p>A governor queried if the total funding received does not match the cost of a trip, had the school ever informed parents that the trip would be canceled? JFr agreed to consider whether to cancel a trip if there were insufficient parental contributions.</p> <p>JFr advised that the school is constantly chasing unpaid school dinners. It was suggested if contributions could be split into those from MSA and parental contributions?</p> <p>A separate document titled 'Clubs in School' was distributed prior to the meeting for governor's information.</p>	
7.	<p>Governor Day</p> <p>AE advised that the timetable for the governor day on 15 March had been revised as it would not be possible for the school to obtain supply teachers to cover afternoon classes. AR advised that governors would see a class assembly and not whole school collective worship.</p> <p>Plan for Catering Monitoring - AR advised that DEMAT would like governors to forward any findings from their monitoring to them to, assist DEMAT in re-tendering catering contracts in the future.</p> <p>Governors agreed that the visit focus on the quality and variety of food and the overall catering service. AE suggested that any survey would have to be repeated to provide a baseline for governors to compare to and suggested that children could be provided with tokens to place in different boxes to ascertain their thoughts and opinions on school dinners?</p> <p>LL advised that governors at the school she works at had met children within a panel when monitoring their catering service.</p> <p>JFr suggested that governors would have to be careful how to format their questions to children and AR suggested a maximum of eight questions asking for both a scaled and commented response.</p> <p>Governors briefly discussed whether it would be better for governors to ask</p>	

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	<p>children questions within their own classes or in an alternative location in the school? It was agreed that the school would choose six children from each year group and a further group of year six children to act as 'runners'.</p> <p>Action: LL/AE to include suggested questions on governorhub for governors' comment prior to the governor visit day</p> <p>AE asked governors to let him know if they would like a dinner on the governor visit day?</p> <p>Plan for Staff Well-Being Meeting – AE advised that two meetings had been arranged during the governor visit day to discuss staff well-being and he asked if the school had undertaken a staff survey previously? AR advised a survey had been completed but was unsure when – all the actions from it had been completed. It was suggested that governors could use the actions as a basis for the meetings?</p> <p>Action: LL to share email from JFr on previous survey results and actions with AE</p> <p>Workload Reform Project – AE advised that he would ask NP to source a suitable survey template. A governor suggested that as schools are under increasing financial pressures, it would allow boost staff morale for their views to be heard by governors.</p> <p>Plan for consulting parents on staffing – AE suggested how alternative ways to discuss the school's strategy with parents. One possibility would be to invite parents to come into school during the afternoon to get their thoughts before they take their children home?</p> <p>A governor queried how governors would obtain the views of parents that work?</p> <p>Action: AE to draft a letter on 07.03.19 to forward to the office to go out to parents on 08.03.19</p> <p>AE suggested that the school might offer an evening slot during May?</p>	<p>LL,AE,ALL</p> <p>AE</p>
8.	<p>School website</p> <p>A separate document titled 'Website Ofsted Compliance – Schools – Milton CofE Primary 20190227' was distributed prior to the meeting. It was agreed that JG had offered to review and monitor the school's website and as she was not on the B&P Committee, was happy for governors to forward her questions from her findings.</p> <p>LL advised that it was important for the school to ensure that the website was compliant with Ofsted requirements.</p> <p>A separate document titled '190226 Website Audit JG' was distributed prior to the meeting and governors briefly went through it. AR advised that there would be a pupil premium review meeting with DEMAT during w/c11 March 2019.</p> <p>AE offered to download and convert documentation and forward to Richard Moore to include on the school's website and asked JF if she would prepare a short bio for inclusion on the schools' website.</p> <p>Action: JF to prepare bio for schools' website</p> <p>AE thanked JG for her hard work and suggested that it would be beneficial to redo the audits each term.</p>	<p>JF</p>

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	<p>AE suggested that the school has two Equality Policies, one for staff and one for children.</p> <p>Action: AR to forward DEMAT Equality and Diversity Policy to Richard Moore to include on the school's website</p> <p>AE advised that he would lead a DEMAT training session on governorhub on Saturday 23 March 2019.</p>	<p>AR</p>
<p>9.</p>	<p>Update on Swimming Pool Project</p> <p>AR advised that there had been no update from DEMAT and LL added that Racheal Lamb would assist the school in preparing the tender for the works. AR advised that she would ask Mrs Manwaring to contact RL to agree a time frame for this.</p> <p>AR advised that Elite Swimming Academy would be happy to give a presentation of the project at a future B&P meeting. It was suggested that the academy visit at another time as there was usually a full agenda at meetings. She then advised that the swimming academy is based in Milton and would be able to rent out the pool during the evenings and at weekends and they would fund the works.</p> <p>AR advised that unless volunteers come forward to do the Pool Maintenance Course, the school would not be able to open the pool outside of school hours.</p> <p>A governor queried if Milton School Association would part-fund the works? AR advised that they are proactive to become involved.</p> <p>Action: LL to write to MSA to ask them to attend meeting with Elite Swimming Academy</p>	<p>LL</p>
<p>10.</p>	<p>Policies</p> <p>Terms of Reference – A separate document titled 'Business and Personnel Committee draft TOR' was distributed prior to the meeting. The existing terms were also distributed within a separate document titled 'Milton CE Primary – LGB Structure (2)' before the meeting. LL advised that had been an action for her to review the terms and to align them with terms already in place for DEMAT committees.</p> <p>It was suggested that there is an imbalance in governor monitoring activity between B&P and EES committees.</p> <p>AE suggested that governors could consider having more B&P meetings in 2019-20 to allow for an increase in monitoring?</p> <p>Action: AE to prepare draft meeting schedule for 2019-20 and then ask governors to suggest dates around that schedule</p> <p>It was agreed that the quorum for all meetings was 50% and a governor queried if one governor must be the head to prevent governors from making financial discussions without the head being present?</p> <p>Action: LL incorporate Terms into LGB Structure and take to LGB on 09.05.19 for approval</p> <p>Health & Safety – It was agreed that the policy states that a separate group of governors meet termly to review H&S matters and that governors should not complete risk assessments that are the responsibility of staff to do and that any H&S concerns are logged in a book managed by the caretaker.</p> <p>Action: Governors agreed to remove 'Risk Assessments' from the title of any governor documentation</p> <p>A governor asked that if governors take part in a H&S walkabout, the report from it does not appear as a risk assessment.</p>	<p>AE/ALL</p> <p>LL</p> <p>ALL</p>

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	<p>A governor queried if an alternative template should be used to report H&S matters? A governor queried the frequency of walkabouts? Governors suggested they be termly, and risk assessments completed annually by staff. A governor suggested if walkabouts could be carried out bi-annually to reduce staff workload?</p> <p>AE advised that during his Chairs training it was confirmed that the MAT Board are responsible for H&S and delegate this onto AR as head to manage at school level. He then suggested that the MAT can't delegate ultimate responsibility and queried how DEMAT could monitor this? Action: H&S audit to be presented at B&P meeting on 05.06.19</p> <p>A governor suggested that if audits are not being completed termly, the policy requires to be revised to make this clear. AL advised that he had looked at staff sickness trends with Mrs Manwaring.</p>	AL
11.	<p>Any Other Business AE read out an email from Laura Barton at DEMAT to confirm that DEMAT Trustees have ratified the decision to apply the pay award for school-based support staff as agreed by the National Employers (Local Government Association) and the National Joint Council (NJC) Trade Union group in 2018. Post Meeting Note – Email was distributed to governors on 06.03.19</p>	
12.	<p>Close (including dates of next meetings)</p> <ul style="list-style-type: none"> • LGB inc. Education, Ethos & Standards – Wednesday 24th April 2019, at 6.45pm • LGB (inc. training) – Thursday 9th May 2019 at 6.45pm • Business & Personnel – Wednesday 5 June, at 6.45pm • Education, Ethos & Standards – Wednesday 19 June at 6.45pm • LGB – Wednesday 10 July at 6.45pm 	ALL

The meeting closed at 8.50pm

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