

**MILTON CHURCH OF ENGLAND PRIMARY SCHOOL
BUSINESS AND PERSONNEL COMMITTEE
MINUTES OF MEETING
TUESDAY 12TH JUNE 2018 AT 18.45**

PRESENT:

L. Leedham	Chair of the Resources Committee
A. Everitt	Chair of Governors
A. Latchem	Governor
N. Parsons	Governor
A. Reeder	Headteacher

IN ATTENDANCE:

B. Jones	Clerk
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Item	Agenda Item	Action
1	<p>WELCOME</p> <p>Apologies received in advance and noting of those apologies</p> <p>David Chamberlain Steve Blatch Michael Staplehurst</p>	
2	<p>DECLARATIONS OF INTEREST</p> <p>None to record</p>	
3	<p>CORRESPONDENCE</p> <p>The Clerk informed the committee of a concern that had been raised to him in respect the cleaning in the main hall.</p> <p>The Head informed the committee that the caretaker was attempting to get into the main hall to clean the floor, however, the lunchtime service has been going on longer than had been anticipated.</p> <p>The Head informed the committee that access is the issue due to the number of clubs from morning through to evening. Evening clubs most nights.</p> <p>Question: Could it be done first thing in the morning? Head: yes, the caretaker is in first thing in the morning and can be done beforehand.</p>	
4	<p>MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the previous meeting were Approved in April.</p> <p>The minutes of the meeting held on the 31st January 2018 were Approved</p> <p>MATTERS ARISING</p> <p>No matters arising from either report that weren't already within the agenda.</p>	
5	<p>MONITORING PLAN</p> <ul style="list-style-type: none"> • Report from BMR (LL) 	

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	<p>Question: Do we conduct a risk assessment when we purchased new equipment? Head: We mostly purchase like for like but we would should, in the instance where the school purchases new equipment.</p> <p>The Head informed the committee that more training is being offered for midday supervisors in encouraging active play of children.</p> <p>Question: Do we set our minimum staffing level for lunchtime cover? Head: No, but we are recruiting more people at the moment.</p> <p>Question: Would you ever get to a situation where you wouldn't allow children on the playground, would you restrict them due to a shortage of cover? Head: We have come close to that in the past. However, senior leaders support the cover.</p> <p>The Head informed the committee that she is working with the senior midday supervisor to focus their attention into specific areas.</p> <p>Question: Have we brought into the service? Head: Yes, every 3 years there is an audit that means we will have to wait 2 more years. Key points from previous years have been addressed including training.</p>	
6	<p>ACTIONS FROM PREVIOUS MEETING</p> <p><u>Update on the annual report from Bouygues</u></p> <p>The Chairman introduced this item.</p> <p>The desktop assessment was conservative. A key area that was highlighted is that there are these PV issues that require rectifying but doesn't state what the action is.</p> <p>The return to the national grid is limited due to infrastructure issues that are beyond the control of the school.</p> <p>Gas usage: There are questions related to the gas usage that need to be clarified by Mike. Action</p> <p>The Chair informed the committee that the school is waiting to hear back from the company before signing.</p> <p><u>SCR monitoring visit report</u></p> <p>The Chairman informed the committee that the committee was aware that there are issues with this and is continually monitoring this position.</p> <p>The Head stated that each of the two office staff to have their own individual email addresses and one which admin could access. For finance issues, parents can write to Judith at finance@ Action</p> <p>Clerk to write to Judith to confirm whom the governors of the school are. Action</p> <p>It was agreed that there should be a policy on the recruitment of volunteers as an addendum to our safer recruitment. Action</p> <p><u>Update on progress on traffic and parking</u></p>	<p>Chair</p> <p>Head</p> <p>Clerk</p> <p>Head</p>

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	<p>This item was introduced by N. Parsons</p> <p>The committee were informed that there had been a meeting of the Travel Working Group. The aim should be: everyone to be safe, people have a good experience and promote alternative travel to school.</p> <p>One of the things that we felt would be a survey... 'Why do people drive', 'what's stopping them from parking elsewhere and walking?'</p> <p>If we can educate the children, they will educate the parents. The initiative needs to come from the school.</p> <p>Question: What do we want to do with the turning circle? No dropping off, do we want to move the barrier?</p> <p>It was agreed to mark two disabled spaces, one for taxi's, labelled as school transport and one for delivery. Action</p> <p>Question: Does that information from governors? Head: Yes. No parental parking on the school site. Action</p> <p>It was agreed that if you are staff, you should be allowed to park within the staff car park. If the staff car park is full, they should not park in the turning circle.</p> <p>Jo to come in and complete a risk assessment. Action</p> <p>One of the things that the parish council did agree was to paint the zig zag lines.</p> <p>Important for the message to come from the school. We don't state what 'safe parking is', could the children create a poster? Action</p> <p>Should be working in partnership with the parish and County. They will assist but the school should implement it and get the children involved.</p> <p>Road safety talks in assemblies and maps. Nicola and the group to work on the community engagement and parent survey Action</p> <p>Education based items to be led by the incoming teachers, Gemma and Justine and the school Council. Action</p> <p>One letter from the governors before the end of the term as an update on parking. It was agreed that Andi Everitt and Nicola Parsons would devise a letter to parents. Action</p> <p>It was agreed that Nicola would work with Rosemary to develop the school travel plan. Action</p> <p>It was agreed that Nicola Parsons would be the school travel plan champion</p>	<p></p> <p>Head</p> <p>A Everitt</p> <p>Head</p> <p>Head</p> <p>N Parsons</p> <p>Head</p> <p>A Everitt / N Parsons</p> <p>N Parsons</p>
7	<p>CATERING AND CLEANING PROCUREMENT</p> <p>The Head informed the committee that the CCS procurement is in two parts; Catering and cleaning. DEMAT is doing the catering and the school has to lead the procurement for cleaning.</p> <p>The Head is working with DEMAT to re-procure the cleaning service.</p>	

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8	<p>GDPR COMPLIANCE AND POLICY</p> <p>The Chairman introduced this item.</p> <p>The School has received an IT acceptable use policy from DEMAT. This has been updated and revised and a new one due to be issued shortly.</p> <p>The main issue for the school is the governor use of email and having to store documentation. It will impact upon the level of governor effectiveness because individuals won't be checking their school emails.</p> <p>In order to counter this, the school will need to go to Andrew Reed or the trust board. Doesn't believe that the process has been adequately risk assessed.</p> <p>The committee asked the Chair to go back to Andrew Reed, with specific examples of where this will be a challenge, exclusion letters, interview processes, health and safety matters, complaints, Action</p> <p>It was agreed that the Chairman would write to the trust but in the meantime, the school will need to be prepared to generate governor email addresses. Action</p>	<p>Andi Everitt</p> <p>Head</p>
9	<p>CERTIFICATE OF GOOD CONDUCT FOR VOLUNTEERS</p> <p>The governors were advised that the school had received an email from a parent volunteer. The individual was asked for a certificate of good conduct with a resulting of cost £32.00. The reason for this is because the individual has lived overseas. The key response was that there is absolutely no requirement to complete an overseas check.</p> <p>It was noted that there were two options for the school, refusal, the school can't do this, the other option is that the school would provide a donation towards the cost.</p> <p>The Head informed the committee that most people when they enter the UK with the intention of seeking work would bring this certificate with them.</p> <p>It was agreed that, at this point, the school would not pay for this type of check. Will pass to DEMAT to provide guidance on whether this is necessary. Action</p> <p>It was agreed that the Head would respond directly to this individual. Action</p>	<p>Head</p> <p>Head</p>
10	<p>AOB</p> <p><u>School condition Allowance and Healthy Schools</u></p> <p>DEMAT wrote to schools at the end of May requesting applications by the 22nd June 2018. The healthy schools fund is funded by the sugar tax – cost towards anything that would promote healthy lifestyle.</p> <p>School condition allowance, this could potentially fund a new pump for swimming pool. Head to produce the outline and budget cost. Peter Mckenny from DEMAT to provide support to the process. Action</p> <p><u>Chairs training project</u></p> <p>The Chairman of the school has accepted a place on the NGA leading governance training 9-month program. As part of that, he will need to do a</p>	<p>Head</p>

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	<p>governing body project and action plan. There are various options for the project that should be contained to be able to show impact. It was noted that the school doesn't have a Governing Board strategic plan. The two committees start the work in the summer and it comes to the FGB. 5 year plan, what will we do in each year of the five years.</p> <p><u>Advert for new governors</u></p> <p>It was noted that there is a need for three new governors including a parent governor whilst the other two can be appointed. It was noted that there are trainee vicars at church and asked the Rector whether one of them could join the governing body. Action</p> <p>Andrew Latchem to draft an advert inviting applications. Put the advert out for new foundation parents within the first newsletter. Action</p>	<p>Head</p> <p>Andrew Latchem</p>

The meeting closed at 21.08

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

*Clerk to come in and sort out the minutes folder in the office.