

Item	Discussions and Decisions Made	Actions
AUDIT		
5.1	<p>Premises Management Internal Audit Report</p> <p>SB had circulated report and updated on recommended actions:</p> <ul style="list-style-type: none"> • Training records have been updated and further training is being booked. A log has been created. • Risk assessments have been updated • Fire risk assessment booked for summer holidays. • Fire alarm testing: One planned this term will be recorded as requested (other practices have been done when the alarm has been set off in error) • PAT testing has been carried out • Tree survey has been requested. 	
5.2	<p>Business Continuity Plan Internal Report</p> <p>SB had circulated the report and updated on recommended actions:</p> <ul style="list-style-type: none"> • Risk register – changes to this meeting • Risk assessments done • Lockdown drill: School talks through process with students rather than physically going through the drill. It has a different sound to the fire alarm. • Items 4, 5 and 6 are all in the BCP to be discussed later in this agenda. <p>Q – Is this enough? Do students know the expectations, what to do etc?</p> <p>A – They know they have to get away from door, get down on the floor etc. We are not comfortable with setting up a mock lockdown situation because it many students would have to be prepared beforehand (anxiety etc). Also depends on what the lockdown is, how it would be managed.</p> <p>Q – Regarding SEN students needing prep: This is why they would need to be prepared well for it. What is the official school education plan? The report says you should do one.</p> <p>A – A video was done last July.</p> <p>Q – Current Year 7s don't know what to do – it hasn't been done all year.</p> <p>A – This is gone through on induction days and they stand where they would for the fire drill. Year 6 into 7 will do this on the induction days next week as well.</p> <p>Q – How is it managed with staff?</p> <p>A – A link is sent out to all staff members on all devices. Teachers put it on interactive whiteboard. Alarm is linked to intruder alarm.</p> <p>Q – Implementation date TBC on page 12: What is proposed?</p> <p>A – We will do one in a couple of weeks' time, then another in autumn</p>	

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	term for new Year 7. We go through the fire drill, lockdown and dispersal at induction days so they will know the sounds from the beginning.	
FINANCE		
6.1	<p>Provisional Year End 2024-25 Virements</p> <p>SB highlighted:</p> <ul style="list-style-type: none"> • Third internal scrutiny has just come back on month end procedures. One thing highlighted was that overspends over £20k should be approved by this committee. • These items have been shared for this year. <p>Q – Where is the remaining £5k for ACE (additional capital expenditure)?</p> <p>A – Items like IT spend on smart screens which need to be capitalised as over £500.</p> <p>Q – Is BCU consistent for the next academic year? What can we do to support this from a staffing perspective?</p> <p>A – Ofsted support is not there for next year as we won't be in the window. ImpactEd – project on attendance and engagement – probably unlikely to be repeated.</p> <p>Q – Could staff cover any of this? Is it purely technology?</p> <p>A – This is mostly external expertise we don't have internally, used to improve the school.</p> <p>Q – Is £75k reasonable for next year for alternative provision? Why is this so high?</p> <p>A – This is largely driven by our SEND students. There are difficult cases where students are not being given places at schools better suited to their needs, so we have to use alternative provision. Costs continue to spiral. 31 students have been accessing the Bridge this year but 19 of these are Year 11 so they won't need it next year. We are reconfiguring the Bridge so that fewer students will use it. We are also having tricky conversations with parents.</p>	SB
6.2	<p>Budget Approval 2025-26</p> <p>SB had shared the budget papers and highlighted:</p> <ul style="list-style-type: none"> • £273k in-year deficit but that includes £220k cap ex for science labs which would only be spent if £100k Wolfson grant application is successful – TBC outcome. <p>Q – Are we obligated to progress it? Why was this submitted without governor approval?</p> <p>A – It wouldn't be reputationally good if we didn't go ahead after being granted the funds. We haven't spent any money yet.</p>	

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	<p>Q – You are going to suffer if you don't do it, so you are obligated to spend it, so this should have been submitted for approval prior.</p> <p>A – The closing date was found out about a week before. This was not deliberate, just a timing thing.</p> <p>Q – If the grant isn't high enough, what will we do if it doesn't cover science lab expenditure.</p> <p>A – Many CIF bids have been turned down this year. We don't know what the competition is. This probably should have been done in a more timely fashion but we felt it was worth doing. We can bring it back here when results are known and get Governor approval to go ahead. More detailed costings and full tender process will be brought to this committee if it is awarded.</p> <p>Q – Should we do an ad hoc governors meeting for these approvals?</p> <p>It was agreed that in future if anything comes up like this, an email will be sent out and a Teams meeting organised for approval if needed or it could be done via GovernorHub 'mark as signed' feature.</p> <p>Q – Minibus: £938 but there is a contract of £8k. Where is this?</p> <p>A – External services for leasing. This line covers petrol, maintenance etc. We were expecting a big jump in costs here because we were saving money on a good deal before.</p> <p>Q – Additional cap ex has gone from £45 - £285k. Why?</p> <p>A – That is the science lab project. Outdoor gym equipment: Not applied for yet. There is a grant to be explored for this.</p> <p>Q – Is Wifi also a cap ex?</p> <p>A – That is in current year.</p> <p>Q – Lettings: is there anything more we can do to improve on this?</p> <p>A – Sports hall is out of use for two months with exams; this is the main space used for lettings. We will go back to the lettings company to do more promotion etc. Some of the community groups are struggling financially. We can't open the school up at a cost to the school.</p> <p>Q – What about over the summer for camps etc?</p> <p>A – We run our own summer school but there is a lot of maintenance work also going on over the summer. Sports clubs over the summer are competition for this.</p> <p>Q – Budget deficit of £273k next year. Is this allowable to submit?</p> <p>A – Yes, as long as you have the reserves to cover it. If this year goes to plan, the reserves would go down to £890k. Not using the school fund</p>	

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	<p>account for this. Might be better for reserves to reduce a bit, but some of the school fund could be used. It is unrestricted – but spend of it would come to this committee for approval.</p> <p>Q – Worst case scenario is £273k deficit but the better position with pension savings would be £100k?</p> <p>A – If the Wolfson grant is unsuccessful then we would also not spend £220k on science lab refurbishments in which case we would have a surplus.</p> <p>Q – Might be useful to show the worst case/medium case in the table? Growth in costs is much higher than growth in income, but this includes the worst case. Might be worth showing this.</p> <p>A – Agreed</p> <p>Q – Income for solar panels: Is this in there?</p> <p>A – No. We have a projection of savings. They will pay for the meter but we are likely to miss the summer slot, so it would be next year when we would see a full year of savings. We will wait to see what we actually save before putting a projection into the budget.</p> <p>Q – For the next meeting, could we get an understanding of how the meter is running and how things are going with solar panels?</p> <p>A – Yes, this will be included in the premises report in October.</p> <p>Q – How are the previously-installed solar panels performing?</p> <p>A – We could pull this information from the invoices. The expectation was that the benefit would be in our expenditure rather than generating income. The biggest generation is in summer when school is shut. There was no building there before, so there is no before/after scenario to look at. We can interrogate meters and work out over time how much has been saved by the solar panels.</p>	<p>SB</p> <p>SB</p> <p>SB</p>
6.3	<p>3-year Budget</p> <p>The budget had been circulated.</p> <p>Q – How comfortable are we with the 3% projected?</p> <p>A – It’s hard to predict! If costs go up much higher than revenue we would have to review the whole thing.</p> <p>Q – What are the reasons for the big differences shown?</p> <p>A – 26-27: £50k to reinstate dome, carpets, tech bench replacement. 27-28 3G football pitch. Much more detailed costs would be needed. These are the things we would like to do.</p>	

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	<p>Q – Mast rental – why has income stayed the same? A – More competition out there. You can't choose to get rid of it once it's there. Still good income for us.</p> <p>Q – Need to keep in mind the changes to gas use. How will school deal with this? Phasing out gas. A – Air source heat pumps would not work. Will have to wait and see on this.</p>	
6.4	<p>School Fund Accounts 2023-24 LJ reported:</p> <ul style="list-style-type: none"> • Net movement in funds: Big residential trips for which parents pay prior but expenditure is in next financial year. Looks like we are sitting a surplus but we are not. <p>Governors approved the school fund accounts.</p>	
6.5	<p>School Fund Trustees Governors were happy to approve appointment of SB and SP as school fund trustees.</p>	
6.6	<p>AFH List of Musts Status Update Q - Should there be a log of who reviewed on what date? A – Everything is marked as fully compliant. This is a DfE document that will go in as part of annual submission. It will not be looked at by audit. However, it was agreed to add a column to show this.</p> <p>Q – 126 and 127 are blank? A – These are additional checks put in by school that are not a requirement of DfE.</p>	U
6.7	<p>Support Staff Appraisal 2024-25 High level report had been circulated showing how many had/had not achieved and progress against support plans.</p> <p>Q – Is it worth including the phishing campaign over time in appraisals to stop persistent failings? A – If we felt we had staff who were putting the school at risk we would have to manage this in a different way. Have to balance getting best out of members of staff with losing them if we don't manage them in a positive way. Too many targets could be negative. Can give management advice if they are putting the school at risk.</p>	
6.8	<p>Teacher Pay Increase 2025-26 SB confirmed:</p> <ul style="list-style-type: none"> • Budgeted for 3% previously; this has now been confirmed at 4% 	

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	<p>but there was a grant given to cover about 1.2% so there is a slight saving.</p> <ul style="list-style-type: none"> Governors approved the increase. 	
6.9	<p>Benchmarking Report The report had been circulated. SB highlighted:</p> <ul style="list-style-type: none"> This was completed before some of pension savings were realised. Problems: It is always out of date by the time published and full detail about the situation at the other schools is not known. <p>Q – How were the ten schools selected? A – Local schools that are non-grammar and not part of a MAT.</p>	
6.10	<p>Contracts Register Q – TalkTalk: No end date; what is the policy for review? A – Work in progress. We have updated the costs of providers so far.</p> <p>Q – What is happening with the change from Sage to Zero? A – Moving to Zero in January 2026.</p>	
6.11	<p>Scheme of Delegation Internal audit asked for scheme of delegation to be more explicit. This was circulated. A cross reference to the finance policy will be added. The scheme of delegation was approved subject to this. Governors thanked SB for making this much clearer.</p>	SB
6.12	<p>Minibus SB outlined:</p> <ul style="list-style-type: none"> Minibus Light allows anyone with a standard licence to drive it without a reduction in number of seats (lighter vehicle). Provider for the previous minibus gave the cheapest quote and school was happy with them before, so this is the recommendation. <p>Q – What is the situation with the catering contract and sponsorship of the minibus? A – Sponsorship is outside of this.</p> <p>Q – Any damage/costs from the previous minibus? What has happened to it? A – That was leased and has gone back. There was some damage but the cost of getting it repaired ourselves wasn't worth it.</p>	

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6.12	<p>Wireless Access Point Replacement SB reported:</p> <ul style="list-style-type: none"> Wireless access points are end of life and a security risk, also risk of Wifi failure. Need to do this through EAC as our IT providers. They have supplied advice on what to go for. <p>Q – Is it the wireless access point or the controllers that are end of life? Do we need to spend it all now, or could we just spend on the controller now and then revisit the rest later?</p> <p>A – SB to take the question to EAC. JH to email detailed question to SB for passing on.</p> <p>SB to put a response on GovernorHub and get sign-off that way so as not to delay.</p>	<p>JH</p> <p>SB</p>
PREMISES, HEALTH & SAFETY		
7	<p>Premises Report</p> <p>Q – Tree survey: Is there any insurance to cover this?</p> <p>A – Insurance works are on risk assessment. You have to show that you have works planned.</p> <p>Q – Bucks meeting to discuss remaining items: Where will this feedback come to?</p> <p>A – There is a document with remaining items listed and fortnightly meetings to discuss progress. We are attempting to claim latent defects from Wilmott Dixon, with Bucks supporting.</p> <p>Q – Dual internet lines installed but on 15 May, School lost phones and internet. Where was the issue on this?</p> <p>A – A student had accidentally put both ends of a cable into the wall which caused a short circuit. Spanning tree should have been in place to prevent this. Work was undertaken in May half term to expand and strengthen the system to make sure this doesn't happen again. Impact was huge and school expressed their frustration to EAC for not making sure this was watertight. Remedial work has now been done so it should not happen again. EAC have been asked to do a risk review.</p> <p>Q – EAC to do testing and a demo that it works if a line goes down?</p> <p>A – Agreed.</p> <p>Q – Re insurance claims, how are we managing passing costs on to companies who caused damaged in the first place?</p> <p>A – Excess of £500 must be paid by the school. £855 for the damage caused by a delivery van was paid in full by their insurer.</p>	<p>SB</p>
8	<p>Estate Vision SB asked for approval from Governors on the estate vision which has been</p>	

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	created following advice from internal scrutiny. Governors approved the vision.	
9	<p>Estate Strategy</p> <p>SB asked for approval from Governors on the estate strategy following advice from internal scrutiny. Two amendments were highlighted:</p> <ul style="list-style-type: none"> • Page 4 – formatting issue with column names. • Mistake in formula to be resolved <p>Governors approved the estate strategy subject to these.</p>	SB
10	<p>Asset Management Plan</p> <p>SB asked for approval from Governors on the asset management plan following advice from internal scrutiny. One amend was highlighted:</p> <ul style="list-style-type: none"> • No 7 figures need updating as above. <p>Governors approved the asset management plan subject to these.</p> <p>Q - Property tab: How are architects' services claimed as a fixed cost?</p> <p>A – The whole cost is included as a fixed cost.</p>	SB
11	<p>Lettings Charges</p> <p>SB had circulated the updated charges and highlighted:</p> <ul style="list-style-type: none"> • Frequent letters are given discounts, but new hirer rates have been increased by 3.5% <p>Q - Is this dissuading new people from signing up?</p> <p>A - It is in line with other schools.</p> <p>Q – How many other schools do the lettings agency work with?</p> <p>A – Lots. They are applying increases across all schools.</p> <p>Governors approved the lettings rates.</p>	
12	Health & Safety	
12.1	<p>Termly Visit</p> <p>The report had been circulated.</p> <p>Q - Completed items are still shown in red. Why?</p> <p>A – We are showing an urgent item has been completed. Next time we take it off.</p>	
12.2	<p>H&S Audit Update</p> <p>The report had been circulated. LJ reported:</p> <ul style="list-style-type: none"> • A good meeting was held with Safe Water which reassured School that the risk is very small. Work is still ongoing to ensure risk areas are dealt with. 	

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12.3	<p>Risk Register</p> <p>SB reported that the recommendations from the internal scrutiny had been added in, linking risk register with BCP.</p> <p>Governors approved the document.</p>	
OTHER MATTERS		
13.1	<p>CCTV Policy</p> <p>The policy had been circulated.</p> <p>There were no further comments and the policy was approved.</p>	
13.2	<p>GDPR</p> <p>The policy had been circulated.</p> <p>There was one amendment to wording relating to when the clock starts ticking for a response, i.e. when school returns from holiday.</p> <p>There were no further comments and the policy was approved.</p>	U
13.3	<p>GDPR Breach</p> <p>The policy had been circulated.</p> <p>There were no further comments and the policy was approved.</p>	
13.4	<p>GDPR Subject Access Requests</p> <p>The policy had been circulated.</p> <p>One amendment to be made: add reference to the Acceptable Use Policy.</p> <p>The policy was approved.</p>	U
13.5	<p>Information, IT and Cyber</p> <p>The policy had been circulated.</p> <p>There were no further comments and the policy was approved.</p>	
13.6	<p>Artificial Intelligence</p> <p>The policy had been circulated.</p> <p>Policy to be changed to annual review, rather than every two years, due to speed of change.</p> <p>One amend to be made to 6.1 on page 3.</p> <p>The policy was approved subject to these changes.</p>	U
13.7	<p>Premises Management</p> <p>The policy had been circulated.</p> <p>'Person responsible' column to be removed.</p> <p>The policy was approved subject to this change.</p>	SB
13.8	<p>LGPS Discretions within the Scheme</p> <p>The model policy had been circulated with no changes.</p> <p>There were no comments and the policy was approved.</p>	

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13.9	<p>Support Staff Appraisal and Capability The policy had been circulated.</p> <p>Q – Do changes have to be agreed by the union? A – Only substantial changes, not clarifications as have been included here.</p> <p>There was one amendment in wording ('will' to 'may') The policy was approved.</p>	U
13.10	<p>Teacher Pay and Capability The policy had been circulated.</p> <p>There was one amendment in wording ('will' to 'may', page 7) The policy was approved.</p>	U
13.11	<p>Supporting Students with Medical Conditions The policy had been circulated.</p> <p>Q – EpiPens and Defibrillators – are numbers sufficient and are they checked? A – They are checked termly. If a battery on the defibrillator starts to go, it will alert us. EpiPens have an expiry date. Have school versions as well as individual student versions. Two defibrillators should be enough; they are at opposite sides of the school. The risk is lower because of the age of those in the school. There is also an emergency first responder at school.</p> <p>The policy was approved.</p>	
	<p>Acceptable Use Policy The policy had been circulated.</p> <p>Policy to be changed to annual review, rather than every two years, due to speed of change. The policy was approved subject to this change.</p>	U
13.13	<p>Educational Visits The policy had been circulated. The policy was approved subject to dates being amended.</p>	EH
13.14	<p>PAT Testing The policy had been circulated.</p> <p>There was some discussion about whether PAT testing equipment should be categorised and more detail added about the type of inspection required in each case. A - Staff should be visually inspecting portable items before each use and</p>	

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	<p>taking responsibility for their own safety. PAT testing is not a legal requirement for schools. SB reported that H&S Support is changing from September so recommendations on this will be sought from the new supplier and the policy reconsidered.</p> <p>Q – Is all PAT testing done externally? A – Most, yes – but there is one member of staff who is qualified to PAT test in school.</p> <p>The policy was approved as it stands and will come back in the autumn.</p>	
13.15	<p>Minibus The policy had been circulated with changes made to align with the new Minibus lease. There were no comments and the policy was approved.</p>	
13.16	<p>Contingency and Business Continuity Plan The policy had been circulated.</p> <p><i>There was much discussion about whether this policy was fit for purpose or should be split into two (Contingency Policy/Business Continuity Plan).</i> It was agreed that more work needs to be done on this, but in the meantime, it is a better provision than was previously available. It was also noted that the policy had just been through and passed an internal audit process.</p> <p>Governors approved the plan subject to a further review in the autumn.</p>	SB
14	<p>Catering Contract Extension SB reported:</p> <ul style="list-style-type: none"> • These were not related party transactions according to the definition. School has gone back to DfE asking if approval needs to be sought. If they say yes, will bring this back for approval. <p><i>Q – In the finance policy it says that if a contract is for more than a certain amount, you need multiple tenders. This was at a renewal point and should not have been signed by School as the contract exceeds the value of £20k in policy. Comparison quotes should have been sought. This has now happened in three different instances: The solar panels contract was signed while major questions were still outstanding; there was the commitment made when the Woolfson grant was submitted without approval for science lab refurbishment; and the catering contract. Policies in place are not being followed.</i></p> <p>A - Moving forward – we will use GovernorHub to approve things outside of meetings where timing is tight; also to evidence the tender process.</p> <p>The legal team have looked at the catering contract extension and said</p>	SB

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	<p>it meets procurement legislation because it is an extension and the limits are different for a concession contract. If the Wolfson grant application is successful, science lab refurbishments would be subject to a full tender process requiring governor approval.</p> <p>POST-MEETING UPDATE - 30/06/25: DfE have confirmed no further action required re catering contract as legal advisors and auditors are content with the catering contract extension and have verified that the minibuss sponsorship does not constitute a related party transaction.</p>	
15	<p>EAC Update The update had been circulated. JH to forward a list of detailed questions to SB about this document.</p> <p>Q – What is the timeline for the recommendations on the final page? A - Staff – ongoing. Move from SIMS to Hosted SIMS is in progress; ideally this will be completed by September but it needs careful testing. The Sharepoint move: Lots of data cleansing to be done, so this will take time but is the main focus for next year. Cyber security: July.</p> <p>Q - How much is business critical? A – Everything is backed up, but it is all business critical, SIMS in particular. This is a priority for next year.</p> <p>Q – These are the same recommendations as last October. Why is this not moving forward? A - SIMs haven't been able to meet their planned dates for release of planned modules. Some of this is beyond the control of EAC and School. Sharepoint: Windows 11 is not supported from October, so this is the primary focus.</p>	JH
16	<p>Any Other Business SRMA Deployment SB reported that School has requested an audit of the financial position. This will go through staff data, budgets, forecasts etc and tell us if we were to reduce X, Y or Z what we could save. It will give suggestions about where to make savings. Where schools are in deficit they will come in to do this anyway, but we have requested it. Meeting is on 14 July.</p>	
17	<p>Date and Time of Next Meeting Wednesday 25th June 2025 at 6.30pm</p>	
18	<p>Evaluation of Meeting Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions.</p>	

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	The meeting closed at 9.15pm	

Signed Date

CHAIR