

Item	Discussions and Decisions Made	Actions
	<p>and EAC will be filtered down to train teachers.</p> <ul style="list-style-type: none"> Staff laptops and desktops have been audited and a Windows 11 update will take place by the end of the summer term. Cyber security staff education discussed but it was noted that more staff failed the phishing campaign this time. It was agreed that training will be escalated for those who have repeatedly failed the phishing test. The possibility of students bringing something into school maliciously was discussed, but if that were to happen the effect would be limited to the student network; it shouldn't affect the main server as they are separate. All other actions complete. 	<p>LJ</p>
AUDIT		
<p>5</p>	<p>HR Management Audit Update LJ had circulated the internal scrutiny report. Priority items have been actioned; others will be completed by June.</p> <p>Q – What happens if an action is not completed? A – Evidence of the action will be requested from Audit and they would alert Governors to any inaction.</p>	
FINANCE		
<p>6.1</p>	<p>Income & Expenditure 24-25 SB had circulated the I&E and highlighted:</p> <ul style="list-style-type: none"> Year end forecast in the budget was £28k deficit but the latest figures suggest this could be £88k worse (£116k deficit). The reason for this is mostly non-staff items including Alternative Provision costs. <p>Q – Why have these costs risen so significantly? A – The onsite alternative provision (The Bridge and The Base) are expensive to run because of the high staff-student ratio. There is also a 'perfect storm' in years 9 and 11 in terms of pupils who need specialist provision rather than mainstream school, but with all the special schools full. Year 10 do not have the same level of need. In addition, high needs block funding has been stopped for non-EHCP students and school is expected to do more to cater for these students in the absence of external provision. There have also been expensive complications with one PEX which is ongoing, with the student still on roll. The financial costs have to be balanced against the likely disruption to others in the school.</p> <p>Q – You have indicated a reduction of £25k in this area for next year; is this because Year 11 will no longer be at the school? A – Year 9 and Year 11 are the most challenging groups. We hope for a resolution to some of the Year 9 cases and Year 11 will be gone. However,</p>	

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	<p>we don't yet know the profile of the incoming Year 7 group. There are currently two children who have gone into care in a different part of the country but have to remain on the school roll, which means HGSS must continue to pay assessment costs etc for them.</p> <p>Q – Does the £70k increase include taxi costs?</p> <p>A – Approximately £10k has been spent on taxis this year (included in line OUT – Outside Transport) but this has not all been spent on getting students to AP; for example, an attendance officer who could not drive has been transported to school by taxi for four months; this has now ceased. This was a longer period than intended but was necessary in order to ensure registers were legal.</p> <p>SB continued:</p> <ul style="list-style-type: none"> • Other increases have been brought into line with 2023-24, including ICT, cleaning, repairs & maintenance costs which have all gone up. • Energy cost savings have been made and more are hoped for. • Staff opting out of the pension scheme will not be confirmed until the end of the year, but as things stand this could change the bottom line to a £39k surplus at the end of the year. • SEN funding needs to be maximised (this is a complicated process). <p>Q – Was the loss of a £10k lettings contract avoidable? Is school making money on lettings or breaking even?</p> <p>A – This was a dance company that went elsewhere when our costs were increased. We have to cover costs of heating and staffing etc. What we are asking is not unreasonable and the rates were suggested by the lettings company. £15k profit was made after costs but we are fussy about who uses the facilities e.g. the sports hall as we have to minimise damage. There are also logistical considerations such as use of the sports hall during exam periods. It is not practical to move chairs and desks in and out every day during exams to allow for lettings.</p>	
6.2	<p>Provisional Budget 25-26</p> <p>SB had shared the provision budget for next year and highlighted:</p> <ul style="list-style-type: none"> • Not yet a detailed budget, just a first draft • Only approximate GAG funding known. • Outcome is a £384k deficit • GAG funding has seen no increase, so any staff pay rises will be unfunded. The outcome could therefore be £54k worse than this. • Lots of work needs to be done on the finances (in particular staffing) to improve this picture. • However, increased Sixth Form numbers are expected, with the aim of having 100 students in both Year 12 and Year 13. The 	

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	<p>funding for this is lagged to Sept 2026. This is about filling classes rather than adding classes, but numbers cannot go too high without reducing the quality of the teaching & learning.</p> <ul style="list-style-type: none"> • Bucks Pay award has been agreed at 3% for support staff from April. This was included in the budget. Teaching staff were budgeted a 3% rise and this may settle at 2.8%. • An advert is out for an Assistant Headteacher Inclusion. This is expensive and since the SLT restructure this appointment could arguably be avoided, but there are potential changes in the SEND department which would mean this level of expertise is necessary in order to ensure SEND funding is maximised and costs associated with PEXs etc are minimised. School is ‘bursting at the seams’ with additional needs and the right staff must be on hand to deal with this; having this additional AHT would also safeguard the existing SENCo. • Year 7 Admissions for September are at 219 (vs 210 PAN). This will bring an additional c£50k. <p>Q – What is the current wait for an EHCP application? A – 21 weeks is the statutory timeframe but it is taking much longer. People are applying for EHCPs because there is no high needs funding block available.</p> <p>Q – Is there a set fee for an Alternative Provision place? A – No, it varies. There may be the possibility of renting out our internal AP space to others; but this would change the nature of the school.</p> <p>Q – How is teacher recruitment going; is the current headcount under or over? A – School is full staffed. There is an argument for recruiting five additional LSAs in place of one AHT but there is also the expertise argument above; these discussions need to be worked through and hard decisions made.</p> <p>Q – Minibus costs are included in two separate lines; is this correct? A – External services is the leasing of the minibus. SB is looking at leases at present but it will cost £5k more next year with the new contract. However, it will be a ‘Minibus Light’ which means more staff can drive the vehicle for the same number of seats; this will reduce staff training costs.</p>	
6.3	<p>AFH List of Musts – Status Update The updated list had been circulated. There were no questions.</p>	
6.4	<p>SRMSAT Submission The proposed submission had been circulated. No changes were required.</p>	

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6.5	<p>New Electricity Contract for Maths, English and PE Block for 25-26</p> <ul style="list-style-type: none"> The new contract had been circulated. 30-40% cost increases were expected so a two-year fixed contract had been chosen. Governors approved the decision. 	
PREMISES, HEALTH & SAFETY		
7	<p>Premises Report</p> <p>LJ had circulated a premises update and reported:</p> <ul style="list-style-type: none"> CIF bids have been submitted and a decision is expected in May. There is enough money in the development fund (separate to the budget) to cover the school's contribution if they are successful with the bid. Pipe works would be done over the summer and should make significant savings in efficiency over the winter. The solar project is finished and the panels are about to be commissioned. A CAT ladder has been recognised by Bucks as a H&S issue and they have agreed to pay for a different one. <p>SB added:</p> <ul style="list-style-type: none"> Wireless access points will be updated this summer as they are out of warranty and there is risk of failure. The £25k cost is unavoidable. CCTV camera upgrade will cost c.£10k. Previously mentioned Windows update is a priority for staff and many laptops are out of warranty and replacements are needed. <p>Q – Are laptops OK to use when they are out of warranty? Are they written off over three years?</p> <p>A – We are not replacing all laptops just because they are out of warranty. We are auditing them all to find out if they can be updated to Windows 11 first. We cannot afford to replace laptops every three years, so they are used as long as they can be. Laptops are not disposed of, but kept as loan machines for students.</p> <p>Q – Is two factor authentication needed for Governors? This has not yet been brought in.</p> <p>A – This does need to happen. Geofencing is also being brought in, which will affect Governors as they won't be able to access the network from abroad. It can be lifted for a specific country on request, but not for a specific person.</p> <p>Q – Is this necessary as well as two factor authentication? Are we paying for both?</p>	

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	A – Geofencing does not cost, apart from the time to implement it. This is being brought in imminently, once testing is complete. The purpose of both is to make it harder for criminals to infiltrate school systems.	
8	Health & Safety	
8.1	Termly Visit <ul style="list-style-type: none"> • The H&S inspection report had been circulated. • Some new items have been added including paving trip hazards. • LJ is concerned about the cold water storage issue as a huge amount of water and time is being wasted flushing it through. • A meeting date is awaited with Wilmott Dixon to go through all remaining works (TG to join this meeting as mentioned in item 4 above). 	
8.2	H&S Audit Update <ul style="list-style-type: none"> • Legionella Audit actions were circulated and are being worked through. • All water testing is now done by an external firm and reports are received monthly. Problematic pipework is gradually being removed. <p>Q – Are the showers not used by students? If so, why is money spent on descaling the showerheads?</p> <p>A – They are being flushed through, so scale does build up. Students don't have time in their timetable to use them, but they were a requirement of the build. If you cap them, you get a deadleg of water which creates more issues, so it is better to flush them through.</p>	
8.3	Risk Register <ul style="list-style-type: none"> • The Risk Register had been circulated, with weather risk added. • Governors approved the updated document. 	
OTHER MATTERS		
9	Financial Management Policy <ul style="list-style-type: none"> • SB had circulated the policy, revised to include the use of Procurement Act legislation instead of EU Law. • Date to be amended on the document and links to the legislation to be added. • The policy was approved subject to these changes. 	SB
11	Any Other Business	
12	Date and Time of Next Meeting Wednesday 25 th June 2025 at 6.30pm	

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13	<p>Evaluation of Meeting</p> <p>Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions.</p> <p>The meeting closed at 8pm</p>	

Signed Date

CHAIR