



SPRING TERM 2021 MEETING OF THE FINANCE, PREMISES, HEALTH & SAFETY COMMITTEE

MINUTES

Date Wednesday 10th March 2021
 Time 18.30
 Place Via Zoom Video Conference

PRESENT: Mr P Davies (PD)(Chair) Ms F Kiss (FK)
 Mrs T Ellis (TE) Mr S Pilgrim (SP)
 Mr T Green (TG) Ms S Stewart (SS)
 Mr E Hillyard (EH) (Headteacher)

IN ATTENDANCE: Mrs L Jackson (LJ) Director of Finance, HR and Resources
 Mrs J Knight (JK) Clerk

NB. Governors' questions are highlighted in *italics* throughout these minutes.

| Item | Discussions and Decisions Made | Actions |
|----------------|--|---------|
| 1 | Welcome and Apologies for Absence The Chair thanked everyone for attending and opened the meeting. There were no absences. | |
| 2 | Notification of Any Other Business PD – SIP Priorities | |
| 3 | Declarations of Interest The following interests were declared in items on the agenda: FK and EH declared an interest in agenda items 5.3 and 5.4, concerning staff pay. The following standing declarations were noted: <ul style="list-style-type: none"> • PD and SS are both employed by Buckinghamshire Council. • TG is a Member of Buckinghamshire Council. | |
| 4 | Minutes and Matters Arising The Minutes of the meeting held on 2 nd December 2020, having been circulated, were approved. There were no comments or matters arising. | |
| FINANCE | | |
| 5.1 | Income & Expenditure 2020-21 LJ had circulated the year end forecast and provisional budget for 2021-22 and ran through the highlights: <ul style="list-style-type: none"> • Growth funding will not be received (it was expected). | |

| Item | Discussions and Decisions Made | Actions |
|------|--|---------|
| | <ul style="list-style-type: none"> • More teachers than expected have opted out of the pension scheme (due to age, temporary overseas staff, personal priorities etc), resulting in a saving of £88k. An eye needs to be kept on this in the future as this can change quickly (staff can join or leave at any time). The saving will go into reserves. • Repairs & Maintenance expenditure is over budget by £34k due to £80k spend on awnings and outdoor areas. • Capital Expenditure figure includes £46,100 from school funds as agreed. • DFCG income of £19,632 has not been committed to anything yet. This can be rolled over. <p><i>Why is ARP expenditure going up to £200k?</i> EH: There are currently 52 EHCPs across the school, but none leaving from Year 11 and 9 more arriving in September. School is working with the County to say the ARP is too large and is trying to reduce it from 26 to 20 to get the balance right. This accounts for the £200k. However, the number of EHCP students is constantly in flux as emergency annual reviews occur and these 6 students currently still want to come to HGSS.</p> <ul style="list-style-type: none"> • The provisional 2021-22 budget has only just been received, so this will be brought back to the Committee in June when analysis has been done on it. • Teachers Pension and Pay Grants will now be included in GAG Funding. There is a £1k reduction in funding here, despite an extra 60 students. • The overall budget shows a reduction of £60k because of the reduced ARP for September. • A 2% increase in teachers pay has been budgeted but government have announced a pay freeze. This has been left in the budget at this stage, in case of a u-turn. • EH: Expansion Plan requires teachers for classes without school being full for another 2 years. If good staff are found and employed full time, this means overstaffing by 11 periods a week. Part time staff on a temporary arrangement could happen, but this is less than ideal. <p><i>Is there any news on additional catchup arrangements? Could excess period be used up for this?</i> EH: £67k catchup funding has been received. This has to be used by August and no further funding is expected for next year.</p> <p><i>What is the additional staffing cost at leadership level?</i></p> | |

| Item | Discussions and Decisions Made | Actions |
|------|--|---|
| | <p>EH: Staffing costs for next year need work. Plans were for an alternative provision unit to try to help those in danger of permanent exclusion. This requires 25 periods of staffing a week.</p> <p>ACTION: Budget for 2021-22 on Agenda for 9 June meeting. EH/LJ to work on staffing costs prior to this.</p> | EH/LJ |
| 5.2 | <p>Accounts and Audit Process</p> <p>LJ had circulated the Audit Findings and reported four items that needed to be dealt with (none of them serious):</p> <ul style="list-style-type: none"> • Bank Reconciliation showed up a difference of £6468. This has come from the move from FMS to Sage and currently cannot be explained. Hopefully the reason will become apparent; if not, it will be written off. • VAT is out after an opening balance adjustment. VAT is working correctly in Sage, so this needs to be resolved with the auditors. • Aged Creditors contains some historical items amounting to a few thousand. This needs to be resolved to zero. • The change to the Academy Members structure is underway. <p><i>Should the Management Accounts be reviewed and approved by the Chair of Governors or the Chair of Finance?</i></p> <p>ACTION:</p> <ul style="list-style-type: none"> • LJ to check if a physical signature is required. <p><i>Can we clarify whether items 1 and 2 have been addressed?</i></p> <p>LJ: School needs to agree with the Auditors who is at error. Hoping for an interim audit in June to sort this out before the September audit.</p> <p><i>Has the example questionnaire and response been completed anywhere, in preparation for the next audit?</i></p> <p>ACTION:</p> <p>LJ to check if this has been completed.</p> | <p style="text-align: center;">LJ</p> <p style="text-align: center;">LJ</p> |
| 5.3 | <p>Teachers Pay Award</p> <ul style="list-style-type: none"> • The Government has announced a pay freeze for teachers apart from £250 for those paid less than £24k. • This will save £80k against next year's budget but has not yet been removed from the figures. | |
| 5.4 | <p>Pay Anomaly: Starting Salary/Lower Pay Scales</p> <p>LJ had circulated an analysis of teacher pay scales.</p> | |

| Item | Discussions and Decisions Made | Actions |
|-----------------|--|---------|
| | <ul style="list-style-type: none"> • Government has frozen teacher pay but has not retracted the plan to pay starting teachers a salary of £30k. This means teachers in band M2 could be paid less than those in M1, which could cause issues and negativity. • M2 pay could be topped up by the school to support and retain young, experienced teachers. • Subject premiums still apply in subjects such as Maths and Physics. Funding for these is claimed back. • Governors agreed they would support a decision to financially protect staff caught up in this anomaly. <p><i>Could a member of staff jump up 2 grades instead of 1 to avoid this issue?</i></p> <p>LJ: Sometimes staff cannot be secured unless they are appointed at a higher grade.</p> <p>EH: The flexibility is there, but a decision on this would be brought back to FPH&S for approval.</p> | |
| AUDIT | | |
| 6.1 | <p>Internal Scrutiny</p> <p>LJ reported that possible candidates are being approached for tender for the Internal Scrutiny. The supplier will be agreed by Easter and the work will take place in the Summer Term.</p> | |
| PREMISES | | |
| 7.1 | <p>Current Works Update</p> <p>LJ had circulated the premises update and reported:</p> <ul style="list-style-type: none"> • The roofing project has been completed. There are extra skylights and a lantern in Reception (replacing a rotten roof) which will make a big difference. Hopefully there will be a reduction in energy bills as a result of the increased insulation. • The boiler project is underway, replacing the existing with a cascade system which will be much more cost efficient. • The new heating system will be put in over Easter. • Two further elements will be worked on over the Summer: Heating will be added to one building which will be retained instead of being demolished as part of the Expansion. Heating will also be put into a changing room that is being added outside of the Bucks project. • Waiting to hear the results of another CIF bid for roofing works on the existing Sports Hall (to become the Dining Hall in September) as Bucks will not pay to fix this leaky roof. Discussions are also ongoing with Bucks about completing internal works to refurbish the Dining Room. | |

| Item | Discussions and Decisions Made | Actions |
|-------------------|---|---------|
| | <p><i>Has the Air Dome appeal gone in?</i> LJ: Yes, but inspections are delayed until the summer. In the meantime, school has planted 6 mature trees to help with the landscaping argument.</p> | |
| <p>7.2</p> | <p>Expansion Plan Update LJ had circulated the plan and reported:</p> <ul style="list-style-type: none"> • Building work is pushing ahead at pace. • Neighbours are surprised at the size and proximity, but a full public consultation did take place. 3 neighbouring properties will be able to see the Air Dome once the new sports hall is up. • Ground works, weather and Highways approval have meant works are two weeks behind, but contractors are confident they will make this time up. • EH: Some parts of the school have been handed over to contractors in order to keep up momentum, but this is causing some issues with blocked routes for students. • Crucial areas for completion by September are the canteen and the sports hall. • Willmott Dixon are helping with the creation of a sensory garden in Holmer Green. <p><i>Why haven't the contractors capitalised on the time without students on site, to get back on schedule?</i> EH: The new parts of the build will probably be ready; it is the refurbishment work that may not be complete. Years 11 and 13 will probably be off site after 18th June but space for a full set of mock exams still needs to be considered in case of further issues next year with Covid/teacher assessed grades.</p> <p><i>The sensory garden sounds like a nice gesture towards good neighbourly relations. Whose idea was it?</i> LJ: Willmott Dixon were looking for projects to support and school put them in contact with the Village Society. EH: When the Fit Suite is complete, with an extra changing room, this will be made available to the community to use after school hours.</p> | |
| <p>7.3</p> | <p>Capital Improvements LJ had circulated a list of proposed capital improvements in order of preference.</p> <ul style="list-style-type: none"> • The roofing/boiler projects can now be ticked off. • £24,100 will be required as a contribution if the CIF bid is successful. However, this will probably be a project for | |

| Item | Discussions and Decisions Made | Actions |
|-------------------|---|------------------|
| | <p>next year, depending on timing.</p> <ul style="list-style-type: none"> • 2 items are out of scope for the expansion plan: <ul style="list-style-type: none"> ○ Refurbishment of the staff room. ○ Second changing room • The hope is that the existing contractor will do these works while on site, to save time and money. • An asbestos survey has been done; results are awaited. • Governors agreed that items 1-5 had been accepted based on reasonable quotations having been received. <p><i>Will the contractors re-tarmac the driveway to make it good?</i> EH: It is very tatty, but it is not in the contractors' spec. LJ: It cannot be done until January when building works are complete, but we could approach them to request it.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • LJ to ask if contractors will retarmac the drive (at no cost). <p><i>Has Item 7 been agreed? What is the cost estimate?</i> LJ: Bucks will contribute £50k. It is hoped that the cost will be less than the £200k estimated.</p> <p><i>Can we go ahead and approve the costs for Items 7 and 8?</i> EH: Concerned that there may be a tough couple of years ahead financially due to Covid, so we need to be careful of our reserves. If the CIF bid is not successful, the £50k from Bucks may need to be used for the dining room roof. PD: With £50k from Bucks and £100k in the Development Fund, as well as a healthy financial position, we should approach things aspirationally.</p> <p>It was agreed that the position would be considered again once things are clearer re. CIF bids etc in the next couple of months.</p> | <p>LJ</p> |
| <p>7.4</p> | <p>Dome Update</p> <p><i>Is anything being done to actively improve neighbour relations?</i> EH: The Dome is going up with the interests of the students at heart; it is not being done to annoy people locally. The sensory garden work and the tree planting are positives, and the facilities will be opened up for community use where possible – but community events are not currently viable. Where appropriate local projects come up, school will get involved. PD: It's important to consider how to help locals understand the construction work is about provision of better facilities. This is not just down to the Head, but also the Governors' responsibility – to do all we can to settle the disquiet.</p> | |

| Item | Discussions and Decisions Made | Actions |
|----------------------------|---|-----------|
| | <p>TG: Hopefully in time, once the build is complete, the community will see the benefits and the discord will lessen.</p> <p><i>There are some issues over the path closure. Could the length of closure be announced?</i></p> <p>EH: There is mixed opinion, some want it closed, some don't. It is on school land, not a public path. The construction site is accessible from this area and school is liable for incidents. There have also been 3 break-ins via the fence and the path has been closed in the past. Closure times have been adjusted in consultation with the first school and nursery, to allow for access during school drop-off and pickup times.</p> | |
| HEALTH & SAFETY | | |
| 8.1 | <p>Termly Visit</p> <p>LJ had circulated the Health & Safety Walkabout and reported:</p> <ul style="list-style-type: none"> • TG has not been able to visit the site but the work status has been updated on each item. TG hopes to visit before the end of term. • There is one outstanding item that requires an outside contractor. This will be pushed to the summer. • It is an annual process to check all the fire doors. <p>ACTION:</p> <p>LJ to amend one date (26 Feb not 22 Feb).</p> | LJ |
| 8.2 | <p>H&S Audit Updates</p> <p>LJ had circulated the external consultant's review of the school's Covid-19 arrangements and reported:</p> <ul style="list-style-type: none"> • This took place prior to the last lockdown. • The consultant was happy with the school's approach. <p><i>Were his comments used in the Dome appeal?</i></p> <p>LJ: Specialist consultants were used in the Dome appeal. It was felt these comments were unnecessary.</p> | |
| 8.3 | <p>Covid Risk Assessment</p> <p>LJ had circulated the updated risk assessment. Changes were:</p> <ul style="list-style-type: none"> • Mass lateral flow testing: 953 tests were done over 3 days; all were negative. One positive result was received today. The student and close contacts were isolated. • EH: There has been a 98% uptake of tests. There have been just 3 positive cases in 4000 tests since January. • EH: Some Clinically Extremely Vulnerable staff are shielding until 31st March. Individual discussions are taking place with these staff members, some of whom are keen | |

| Item | Discussions and Decisions Made | Actions |
|-----------------------|--|--------------|
| | <p>to get back. One staff member who is concerned about shielding coming to an end has decided to resign.</p> <ul style="list-style-type: none"> FK: Great positivity at school, where brilliant things are being done with testing, meaning staff confidence is much greater. Well done to all involved! <p><i>What is the response to the face mask requirement?</i></p> <p>EH: Many differing views, but the guidance is clear that students must wear masks when inside except in PE and when eating/drinking. Most students are being co-operative and very few masks are being issued on the gate in the morning. Some parents don't want their child tested for fear of a false positive. Generally the community effort has been impressive. Support staff have been particularly amazing during the testing process.</p> <p>TG: Please pass on our thanks to the school community for working so well together during this time.</p> | |
| POLICY REVIEWS | | |
| 9.1 | <p>Risk Register</p> <p>LJ had circulated the Risk Register with changes marked in yellow.</p> <p>ACTION:</p> <ul style="list-style-type: none"> LJ to change names of committees to FGB (apart from FPH&S) on the document. Governors approved the policy with this change. | LJ |
| 9.2 | <p>Charging & Remissions</p> <p>LJ had circulated the Charging & Remissions policy.</p> <ul style="list-style-type: none"> There were no changes. Governors approved the policy. | |
| 9.3 | <p>Conduct & Discipline</p> <p>LJ had circulated the Conduct & Discipline policy.</p> <ul style="list-style-type: none"> There were no changes. Governors approved the policy. | |
| 9.4 | <p>Redundancy</p> <p>LJ had circulated the Redundancy policy.</p> <ul style="list-style-type: none"> There were no changes. Governors approved the policy. | |
| 9.5 | <p>Value for Money Statement</p> <p>LJ had circulated the Value for Money Statement.</p> <p>ACTION:</p> <ul style="list-style-type: none"> LJ to provide a definition of 'minor areas' on page 2. PD to work with LJ to come up with an appropriate figure. | LJ/PD |

| Item | Discussions and Decisions Made | Actions |
|------|---|---------|
| | <ul style="list-style-type: none"> Governors approved the policy with this change. | |
| 10 | <p>AOB</p> <p>SIP Priorities</p> <p><i>Do the items under the SIP Priorities need to be reviewed?</i></p> <ul style="list-style-type: none"> EH: Happy to keep them as they are. School is full in Year 7 for September. The catchment area has reduced again with just 8 from outside catchment. There are 140 non-siblings joining the school. Sixth form has had 85 internal and 60 external applicants. These are similar numbers to last year. There were 8 applications for the STEAM Scholarship, one or two of whom were external applicants. | |
| 11 | <p>Dates and Times of Future Meetings</p> <p>Dates of meetings are as per the meeting schedule for 2020/21, the next one being Wednesday 9 June 2021 at 18.30.</p> | |
| 12 | <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 chair thanked everyone for attending and for their work in preparing for this committee.</p> <p>The meeting closed at 20.35.</p> | |

Signed Date

CHAIR