



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

Date Wednesday 25th November 2021
 Time 19.30
 Place Via Zoom Video Conference

PRESENT: Mr S Pilgrim (SP) (Chair) Mr E Hillyard (EH) (Headteacher)
 Mr T Green (TG)

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

APOLOGIES: Mrs S Stewart

NOT PRESENT:

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

Item	Discussions and Decisions Made	Actions
1	Welcome and Apologies for Absence <ul style="list-style-type: none"> As Paul Davies has resigned as Chair of the Committee, TG welcomed everyone and opened the meeting. Apologies were received from Sarah Stewart. 	
2	Notification of Any Other Business None	
3	Appointment of Committee Chair <ul style="list-style-type: none"> SP was happy to stand as Chair of FPH&S. EH nominated SP, TG seconded. All in favour. SP was duly elected. 	
4	Declarations of Interest <ul style="list-style-type: none"> TG is a Member of Buckinghamshire Council. 	
5	Minutes The Minutes of the meeting held on 9 th June 2021, having been circulated, were approved. Actions and Matters Arising <ul style="list-style-type: none"> Cyber Insurance: LJ had looked into this but the options were not straightforward. Instead, school has invested in greater protection (Libra) and will train staff in January. Tarmac: Bucks Council have paid 50% of this cost, which 	

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	<p>has reduced HGSS exposure to £21k.</p> <ul style="list-style-type: none"> All other actions were complete. 	
AUDIT		
6	<p>Audit Review LJ reported:</p> <ul style="list-style-type: none"> Auditors were in last week and are now working on the report. A number of journal requests have already been sent through. Audit report will be presented on 1st December. SP and TG to attend at 1.30pm via Zoom. Accounts will be emailed to the FPH&S Committee prior to the FGB meeting on 15th December. Auditors Landau Baker will be attending via Zoom. 	SP/TG
7	<p>Proposals for internal audit work LJ reported:</p> <ul style="list-style-type: none"> This is completed by a different company. 3 areas were chosen for this year: <ul style="list-style-type: none"> Laptops for Students scheme: This has been successful, giving access to all. It was particularly beneficial during the Jan-Mar 2021 lockdown. No recommendations were from this audit. Governors were happy with the findings. Covid-19 Response: School managed the situation well and there were no recommendations from this audit. Governors commented that the front page was not clear and the pages were not numbered. LJ to feed this back to the auditors. IT: 4 points were given for consideration. There is a risk level here, but it is low. School to develop the framework for an IT Strategy to be presented at the next meeting in February. Governors were happy to accept the findings. 	L EH
8	<p>Appointment of Auditor There had been no issues with the auditors this year, therefore Governors were happy to recommend the same auditors to FGB for next year.</p>	
FINANCE		
9	<p>Year end 2020/21 LJ had circulated the year end figures and highlighted:</p> <ul style="list-style-type: none"> Income items of significance: Year 7 Catchup has morphed into Covid Catchup money. £36,195 was used on 	

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	<p>interventions. This continues this year and will be needed for years to come.</p> <ul style="list-style-type: none"> ● Expenditure items of significance: <ul style="list-style-type: none"> ○ IT External Support is a big change as IT has been outsourced. ○ Savings from exam invigilation. ○ Additional LSA staffing in SEN to cope with demands in this department. ○ Training and staff travel costs have reduced. ○ Repairs and Maintenance costs gone over budget due to the dining area and the air dome. ○ Cleaning costs are higher due to recruitment of a janitor during Covid. This has really improved the toilets and will be retained going forward. Cleaning costs are on the rise so further expenditure expected. ○ The gas contract was fixed on 1 October for 2 years, which provides some protection from the current energy crisis. However, the second supply required for the new build had to be with a separate supplier. Charges are not yet known. <p><i>Q - Will the bank of more efficient boilers in the new building make this more efficient?</i></p> <p>LJ: The windows and doors are all open for Covid ventilation, so this is not a typical year for bills. There is no additional funding for these costs. However, HGSS is in a better position than some due to the timely energy fix.</p> <ul style="list-style-type: none"> ○ Capital Expenditure: There are currently 3 CIF projects (2 roofing and 1 boiler). ○ Out of scope works for the expansion plan include changing rooms (x2) and staff room. These have been a good use of the money and have made a big difference. The changing rooms will make the facilities more lettable. ○ The Bridge resource unit is being staffed inhouse to give students a better deal. Students are pleased with the positive start they have had here. ○ Counselling has increased as there is greater demand following Covid (as nationally). It is right to invest now to prevent problems in future. ○ There was concern over agency staff costs, but this ended up balancing. ○ ICT: The server project was held until October half term so costs will go into the 2021-22 figures. 	

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	<p>There were a few issues with migration, but this is now complete.</p> <ul style="list-style-type: none"> ○ The end result is an in-year surplus of £388,046. With CIF works and the IT expenditure this will reduce, but HGSS is still in a healthy position financially, justifying other site works. <p>Income/Expenditure 2021/22 LJ reported:</p> <ul style="list-style-type: none"> • Still early days. The projected deficit is due to lagged expansion funding: Staffing has to be put in place before expansion is complete but additional £64k of funding won't be received until next year. • Tutoring has created an income of £14k. Sixth form are tutoring younger students, which is going well and will continue. • A summer camp was funded to assist Year 7 transition. This was very successful with 140+ attending. It included English, Maths and Science as well as sports activities for one week. There was a great deal of positive feedback. If funding was available in the future, it would be repeated. 	
10	<p>16-19 Student Support Fund Payments LJ reported:</p> <ul style="list-style-type: none"> • Funding has dwindled over time. Students now received approximately £300. • 11 applications have been received and are being checked for eligibility. All have applied for the medium level award. • Governors approved the bursaries. <p><i>Q - Could the scheme be widened if local companies/benefactors were willing to contribute?</i> LJ: The numbers tend to be similar each year. Evidence of household income is required.</p>	
PREMISES, HEALTH & SAFETY		
11	Premises Report	
11.1 and 11.2	<p>Current Works Update and Expansion Plan LJ had previously circulated a report and highlighted:</p> <ul style="list-style-type: none"> • It has been an incredibly busy year with site works on top of the expansion plan. Rewards are now beginning to be felt and the site looks great. • The revenue position is more robust as a 7-form school. • The dining room is being used and is a fantastic space. Heating is not yet in and it's very chilly in there, but this 	

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	<p>will be completed over Christmas.</p> <ul style="list-style-type: none"> • The Sixth Form facilities are great. • One CIF roofing project is complete. The boiler project is nearly done and the dining room roof is next. • CIF next year: Two new projects are being applied for (update at next meeting). The CIF goalposts have moved again with a points system now being used. A school contribution of 30% gives extra points. <p>Q – Is the Air Dome down now?</p> <p>LJ: It is down and stored, with the hope that a new planning application will allow it to go up again. There will be meetings with the planners and Sport England is supporting the school. Time must be carefully spent on the next application.</p> <p>Q – Capital projects are listed for 2021-2026 but there is nothing past 2023. Why is this?</p> <p>EH: The amount of building work has put pressure on everyone, so a pause is needed. The library expansion will take some time to achieve. Reception refurbishment is the next project (1-2 years).</p>	
11.3	<p>Third Party Lettings Provider Update</p> <p>LJ reported:</p> <ul style="list-style-type: none"> • These are picking up post-Covid and the new sports hall is proving a popular facility. • EH commented however, that with darker nights the sports hall is being used by school more in the evenings which may reduce lets. In addition, the extra requirements for cleaning required for external lets have to be considered and balanced out. <p>Q – What is the arrangement with the company managing the lettings?</p> <p>LJ: School receives 80%, they receive 20%. Lettings company does all the advertising and bookings. School deals with onsite management (and the costs associated with this). More capacity for onsite lettings management is needed, so casual lettings work is currently being advertised. The lettings company invoices school, with money for lettings coming direct to school. This is safer in case the lettings company goes bust.</p> <p>Q – Could the lettings vacancy be advertised to daytime staff who may want additional evening hours?</p> <p>LJ: The advert is out there for whoever is interested. Staffing is currently very difficult generally. It is a struggle to fill every vacancy.</p>	

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12	Health & Safety	
12.1	<p>Termly Visit</p> <p>TG's visit report had been circulated. TG commented that the new facilities raise the whole standard of the school but do show up some tired areas.</p> <p>EH: A new full time site manager is being advertised. During works, site staff have not had the opportunity to do clean-up work, so this now requires some attention (litter etc) to keep the standard high.</p> <p>LJ: The new car park in Watchet Lane will open soon and gives an additional 22 spaces. Parking has been a nightmare, so this will improve things greatly. A new cycle rack is also being installed.</p>	
12.2	<p>H&S Audit Update</p> <p>LJ reported:</p> <ul style="list-style-type: none"> • Normally paperwork on site is inspected but this has not been possible during works. • Training in risk assessment will take place in the spring. • All areas of the build will be delivered by December, then recommendations from the H&S audit will be looked at. An update will be given in the next FPH&S meeting. 	
12.3	<p>Risk Register</p> <p>LJ reported:</p> <ul style="list-style-type: none"> • This is unchanged. • The scrutiny report is normally generated from the risk register. EH to come up with 6-10 suggested focus areas for Governors to consider, with a priority order. • The IT area could be included as one of these, to check against progress. 	EH
12.4	<p>Covid Risk Register</p> <p>LJ reported:</p> <ul style="list-style-type: none"> • This has been updated again with increased measures, e.g. face masks returning. Numbers indicate these measures are having the right effect. <p>Q – Are vaccinations still happening in school?</p> <p>EH: Flu vaccines have been done. No more Covid vaccines are lined up at the moment. Anyone who has missed theirs has to get themselves done externally. The uptake was not huge (39%) as there is still anxiety from parents. Also if a student has had Covid in the last six months they cannot receive the vaccination.</p>	

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	EH reported: <ul style="list-style-type: none"> • Up to 11 staff have been off at any one time due to Covid or testing. 2 or 3 are suffering from Long Covid. This takes a toll on all other staff in school, who have to cover. • The situation is not really sustainable in the long term. Many schools are moving back to remote learning at times. School is considering where the line is drawn with minimum numbers of staff in school. 	
OTHER MATTERS		
13	Policy Reviews and Approvals	
13.1	Freedom of Information Policy <ul style="list-style-type: none"> • No major changes. • Governors approved the policy. 	
13.2	Administration of Medicines Policy <ul style="list-style-type: none"> • No major changes. • Governors approved the policy. 	
13.3	Charging for External Exams Policy <ul style="list-style-type: none"> • No major changes. • Governors approved the policy. 	
13.4	Minibus Policy <ul style="list-style-type: none"> • No major changes. <p><i>Q - Should there be a reference to the use of SatNav?</i> LJ: The minibuses are mostly used locally so SatNav is not required. However, a line will be added to say that if staff should need to use it, they should not use while driving.</p> <ul style="list-style-type: none"> • Governors approved the policy subject to this change. 	LJ
13.5	PP Statement <ul style="list-style-type: none"> • No major changes. • Yellow highlighting on p.12 to be resolved. • Governors approved the policy subject to this change. 	EH
13.6	Reserves Policy <ul style="list-style-type: none"> • No major changes. • Governors approved the policy. 	
13.7	Maternity, Adoption & Parental Leave (Support Staff) Policy <ul style="list-style-type: none"> • No major changes. • Governors approved the policy. 	

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13.8	<p>Maternity, Adoption & Parental Leave (Teachers) Policy</p> <ul style="list-style-type: none"> No major changes. <p>Q – Why are the Teacher and Support Staff policies kept separate?</p> <p>LJ: The Terms and Conditions are very different for Teachers and Support Staff, so it is clearer to keep them separate.</p> <ul style="list-style-type: none"> Governors approved the policy. 	
13.9	<p>Best Value Statement</p> <ul style="list-style-type: none"> No major changes. Governors approved the policy. 	
13.10	<p>Staff Code of Conduct</p> <ul style="list-style-type: none"> Changes made as directed at the last meeting. Governors approved the policy. 	
13.11	<p>Pay Policy</p> <p>Q – Page 14 lists TLR rates but TLR3 is not current</p> <p>LJ: As we don't use TLR3, this will be changed to a statement to say that TLR3 is not currently in use at HGSS.</p> <ul style="list-style-type: none"> Governors approved the policy subject to this change. 	LJ
14	<p>Teacher Appraisal Report 2020/21</p> <p>EH reported:</p> <ul style="list-style-type: none"> EH had gone through the appraisal process, meeting with SLT, then Middle Leaders, then all staff. Targets were reviewed from last year against progress made. All M1 staff were considered as a group, in order to consider whether they should move up to M2. Pay recommendations were given from Line Managers. EH moderated their decisions. Objectives were set for the following year. Many staff are now on the upper pay scale. It has been a challenging year as some objectives are based on data but grades can't be used as they were awarded by the staff being appraised. <p>HT's performance management took place on 6th October with an external consultant and three governors.</p>	

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15	<p>Any Other Business</p> <ul style="list-style-type: none"> Two potential new governors will be joining the FGB meeting on 15th December. It is hoped they may consider joining the FPH&S Committee. 	
16	<p>Date and Time of Next Meeting Wednesday 9th March 2022 at 18.30</p>	
17	<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> <p>The meeting closed at 21.07</p>	

Signed Date

CHAIR