



## SPRING TERM 2022 MEETING OF THE FINANCE, PREMISES, HEALTH & SAFETY COMMITTEE MINUTES

Date Wednesday 9<sup>th</sup> March 2022  
Time 18.30  
Place HGSS Boardroom

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

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

**APOLOGIES:** None

**NOT PRESENT:** Mrs S Stewart (SS)

**Action Support Challenge**

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

Item	Discussions and Decisions Made	Actions
1	<b>Welcome and Apologies for Absence</b> <ul style="list-style-type: none"> <li>SP welcomed everyone to the meeting, which was on site.</li> <li>There were no apologies. SS was not present.</li> </ul>	
2	<b>Notification of Any Other Business</b> <ul style="list-style-type: none"> <li>LJ – Support Staff Pay Review</li> </ul>	
3	<b>Declarations of Interest</b> <ul style="list-style-type: none"> <li>TG is a Member of Buckinghamshire Council.</li> </ul>	
4	<b>Minutes</b> The Minutes of the meeting held on 25 <sup>th</sup> November 2021, having been circulated, were approved.  <b>Actions and Matters Arising</b> <ul style="list-style-type: none"> <li>All actions were either complete or on the agenda for this meeting.</li> </ul> <p><b><i>Q – What is the timescale and plan for the Air Dome?</i></b>  A – A request has been put in for a pre-application meeting with the planner, to understand what will be considered acceptable, if anything, and work with them to achieve it. It is taking time to be granted a meeting, though the fee has been paid. LJ to chase this as there is no point proceeding without this meeting.</p>	

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	<p>School is proactively supporting screening around the sports hall having had a number of meetings with a councillor and various LA representatives. An event will be held to open the new building to which local councillors and community will be invited, to try to rebuild some links.</p> <p><b>Q – What is being done to address the traffic problems in the area?</b></p> <p>A – HGSS proactively arranged a Zoom meeting as nothing else seemed to have been arranged. The meeting was held with two Parish Councillors, the Head of HGJS and two Governors from HGFS. School is trying to be proactive with this and a leaflet will come from all schools encouraging people out of cars and to reduce emissions. The main priorities though are completing the Expansion Plan and Covid recovery.</p>	
<b>AUDIT</b>		
<b>5</b>	<p><b>Internal Audit Areas of Scrutiny</b></p> <ul style="list-style-type: none"> <li>• LJ had distributed a list of possible areas of scrutiny.</li> <li>• The Committee discussed the merits of each and the following three areas were agreed: <ul style="list-style-type: none"> <li>○ Cyber Security/Data Security</li> <li>○ Curriculum</li> <li>○ Pupil Premium Spend</li> </ul> </li> </ul> <p><b>Q – The report from the last internal audit did not indicate a clear outcome or detail what investigations took place. Could this be improved upon and what is the charge for this work?</b></p> <p>A – School fed back to the company about this lack of detail and they have taken it on board for future. The proposed provider is a specialist education consultancy. They have seen the shortlist of areas for scrutiny and are happy that they have the range of staff to manage all the options. They charge approximately £2000 for three reports.</p> <p><b>Q – What is being done about cyber and data security at school as this is a big risk?</b></p> <p>A – Regular bitesize training is being given to all staff as a reminder, as it is the users that represent the greatest risk. Hackers are always one step ahead of the technical fixes. Backups: Data is increasingly being backed up to the Cloud.</p>	
<b>FINANCE</b>		
<b>6</b>	<p><b>Income/Expenditure 2021-22 and Provisional 22-23 Budget</b></p> <p>LJ had circulated the figures and ran through the financial commentary document, highlighting in particular:</p>	

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	<ul style="list-style-type: none"> <li>• <b>Income:</b> <ul style="list-style-type: none"> <li>○ Additional funds from Teacher Pay &amp; Pensions grant.</li> <li>○ Additional 16-19 funding</li> <li>○ 'Catchup funding' is now 'Covid Catchup'</li> <li>○ Lettings are going well, the community is making good use of the sports hall.</li> <li>○ EH secondment (this year only)</li> <li>○ Covid testing funding (this has now stopped but there is a good stock of tests left over for staff/students who want them). Covid numbers are now much lower in both students and staff.</li> <li>○ CIF funding (new dining hall roofing project now complete with skylights added).</li> <li>○ Sixth form tutoring younger years – this has been very positive.</li> <li>○ Summer camp funding received (held last summer)</li> <li>○ Supplementary grant figures are yet TBC but the estimate is £71k for this year.</li> </ul> </li> <li>• <b>Expenditure:</b> <ul style="list-style-type: none"> <li>○ 2% increase in pay was budgeted but there was a pay freeze instead, so this was not used.</li> <li>○ SENCo support costs are coming to an end.</li> <li>○ Savings on teacher salaries eg in Science department due to gaps. There are increased costs in the Agency /supply teacher line as a result, but with lots of staff providing cover, the costs are not as great as the savings.</li> <li>○ £101.5k in pensions not paid to staff opting out. This will be removed from costs towards the end of the financial year when this is more definite.</li> <li>○ Increase in Learning Support and Technicians costs in line with school growth.</li> </ul> </li> </ul> <p><b><i>Q – Forecast shows a loss of £164k. Does this include the pension costs not paid?</i></b></p> <p>A – Yes. This is a worst case scenario at the halfway point. This pension saving will be reflected in the figures later in the year.</p> <p><b>Utilities</b></p> <ul style="list-style-type: none"> <li>• A new meter had to be fitted for the new build. There were no energy deals to be had for this new meter and a few more months are needed to be able to see what the costs are going to be.</li> <li>• There is a fixed contract on the current main building until October, which puts school in a reasonable position</li> </ul>	

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	<p>compared to others.</p> <ul style="list-style-type: none"> <li>Solar panels on the new roof don't appear to be generating energy. LJ to find out where it is going and to consider whether it is worth investing in more solar panels for other available roofs.</li> </ul> <p><b>Q – Are energy bills taken into consideration when determining how much is given to the lettings company? i.e. Should the 20%/80% split be done after costs?</b></p> <p>A – The agreement is 20/80% split of revenue (not after costs). However, we are getting a good deal as the company has a nationwide reach and are bringing in business.</p> <p><b>Q – Is there still a Telecoms contract?</b></p> <p>A – There are a few years left of a 10-year contract (£965/year). New contracts seem to be at lower rates.</p> <p><b>Q – What is being done to budget for the expected 100% increase in energy bills for next year?</b></p> <p>A – We will go out to tender for electricity this week, just to understand if there are any deals to be had. Things will be clearer by June for next year's budget. It is hoped that the ESFA will help to fund increases on this scale, but this is yet TBC.</p> <p><b>Provisional 2022-23 budget</b></p> <ul style="list-style-type: none"> <li>2% agreed support staff increase has been included.</li> <li>Additional student numbers (61 + 12 in Year 7) gives an additional £56k funding.</li> <li>Sixth Form learning hours requirement is increasing further.</li> <li>SLT salaries are based on a larger Group 7 school, which adds £46,370 to costs for 7 staff.</li> <li>Overall, a £301k deficit is projected but the outlook is always worse at this time of year and may improve.</li> </ul>	LJ
<b>PREMISES, HEALTH &amp; SAFETY</b>		
<b>7</b>	<b>Premises Report</b>	
<b>7.1 &amp; 7.3</b>	<p><b>Current Works and CIF Update</b></p> <p>LJ had circulated the Premises update and highlighted:</p> <ul style="list-style-type: none"> <li>The boiler project is complete apart from the refurbishment of the old Music room into space for The Bridge.</li> <li>Scaffolding has just come down for the roofing project, which is now complete and a success.</li> <li>One further CIF bid has been put in for the art block roof,</li> </ul>	

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	<p>which has leaked since it was built in 2007. This includes £64k of school funds as a 30% contribution means a higher points outcome, therefore a greater likelihood of a successful bid. Ultimately this contribution is likely to be a lower cost (and less stress) than going down the legal route with the contractors who built the art block. A result is expected on this in Spring.</p> <p><b>Out of Scope Works</b></p> <ul style="list-style-type: none"> <li>• 6<sup>th</sup> Form coffee lounge to be created in the old dining room.</li> </ul> <p><b>Q – What is the timeframe for the proposed Dojo? Will this affect PR if running alongside the Air Dome project?</b></p> <p>A – This is proposed by Judo England, not the school. It is less controversial, being a single storey building away from property boundaries. It will be owned by Bucks Council but a legal agreement will need to be drawn up to allow Judo England use out of school hours (and school use within school hours), including safeguarding etc. Timescale is probably 2 years.</p> <p><b>Q – What are the IT contingency plans or cyber/data security, as these are not in the Action Plan? How will data be restored quickly if there is a loss and where is this written down?</b></p> <p>A – A meeting is planned with IT this week. Lots of IT development has happened over the course of the build and it is hoped that the cost of IT repairs &amp; maintenance will come down for next year. Data backup is safe and offsite. A system is needed where data can be immediately restored from the Cloud, however Cloud storage can also be attacked 24/7 whereas on site storage can be made less accessible to attack.</p> <p>We are looking at the cost of installing a second connection using a different exchange, in case the first line goes down.</p>	
<b>7.2</b>	<p><b>Expansion Plan Update</b></p> <p>LJ had circulated a report.</p> <p>There were no further questions on this.</p>	
<b>7.4</b>	<p><b>Capital Improvements</b></p> <p>LJ had circulated the 'Plan of Capital Projects' spreadsheet.</p> <p><b>Q – Was the re-tarmac work completed?</b></p> <p>A – Yes, this is now done. Bucks Council paid half the cost.</p>	
<b>8</b>	<b>Health &amp; Safety</b>	
<b>8.1</b>	<b>Termly Visit</b>	

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	<p>The termly H&amp;S report had been circulated.</p> <p><b>Q – Is the new kitchen a food hygiene risk? Should it be used?</b>  A – The walk-in freezer is not an issue as the food can either be used the next day or will be lost. An engineer has been contacted about the problem. However, the hood is a major problem and the two companies involved with installation are attending a meeting tomorrow morning at 8am. TG will join this meeting.</p> <p><b>Q – Is the stage lighting affordable? Is the sound OK?</b>  A – It depends what level we go to with the lighting. This will be considered in the IT meeting. LEDs are needed either way, but School has to decide its priorities for performing arts. The sound system is OK.</p> <p><b>Q – Could it be completed to a basic level, then additional equipment hired in as needed?</b>  A – The wiring system is antiquated and needs changing, so the basic job is quite extensive. LJ to provide costs at the next meeting.</p> <p>In terms of cost priorities, the lighting comes after a second broadband connection. If the exchange went down again (this is a rare occurrence but did happen recently), the school would likely have to be shut as it is so reliant on wifi for lunch payments, registers etc. It has become a basic utility as important as water and power. This will all be considered in the IT meeting next week.</p>	LJ
8.2	<p><b>H&amp;S Audit Recommendations/Schedule</b>  A report had been circulated highlighting the issue of an unsafe ladder. LJ to continue to push the LA about this as it is School's liability.</p>	LJ
8.3	<p><b>COVID Risk Assessment</b>  The latest risk assessment had been circulated.  There were no comments on this.</p>	
<b>OTHER MATTERS</b>		
9	<p><b>IT Strategy Framework</b></p> <ul style="list-style-type: none"> <li>The IT development plan had been circulated.</li> <li>This is not yet comprehensive or SMART because of key staff absence due to Long Covid.</li> <li>A strategy for making the most effective use of 1:1 devices in classrooms is also needed. There have been issues with broadband connection speed now that so many people are using devices on site simultaneously. This is a complex</li> </ul>	

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	<p>piece of work looking at how devices are best utilised within the curriculum. EH to get in touch with other schools where this is working effectively.</p> <p><b>Q – When will a revised version of the development plan be available?</b></p> <p>A – The staff member with the right expertise will be off work until 25<sup>th</sup> March. A revised framework will be presented back to the next FPH&amp;S meeting. JH offered help with the document.</p>	<p>EH</p> <p>EH/JH</p>
10	<p><b>RPA Cyber Cover</b></p> <p>This will now be included within the policy from September 2022.</p>	
11	<b>Policy Reviews and Approvals</b>	
11.1	<p><b>Risk Register</b></p> <ul style="list-style-type: none"> <li>• LJ had circulated the register, in which two items were highlighted: energy price increases and Staff NI &amp; retention costs.</li> <li>• It is currently very difficult to find staff when gaps appear. Novel ways of retaining staff must be found, which will also be good for the school's reputation.</li> <li>• Governors approved the register.</li> </ul>	
11.2	<p><b>CCTV</b></p> <ul style="list-style-type: none"> <li>• The CCTV policy had been circulated.</li> <li>• There were no comments and Governors approved the policy.</li> </ul>	
12	<p><b>Any Other Business</b></p> <p>The Support Staff Pay Award had been approved and circulated. There were no comments and this was agreed.</p>	
13	<p><b>Date and Time of Next Meeting</b></p> <p>Wednesday 8<sup>th</sup> June 2022 at 18.30 (on site)</p>	
14	<p><b>Evaluation of Meeting</b></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 8.30pm</p>	

Signed ..... Date .....

CHAIR