



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

Date Wednesday 8th June 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: None

Action Support Challenge

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"> SP welcomed everyone to the meeting, which was on site. There were no apologies. 	
2	Notification of Any Other Business <ul style="list-style-type: none"> None 	
3	Declarations of Interest <ul style="list-style-type: none"> TG is a Member of Buckinghamshire Council. 	
4	Minutes The Minutes of the meeting held on 9 th March 2022, having been circulated, were approved. Actions and Matters Arising Solar panels: School is struggling to see the benefit of the solar panels already in place. The impact needs to be seen over time to decide if it is worth putting more in. There are also issues with the electricity consumption in the new block, which is higher than it should be. Investigations are underway. Wiring: A new LED lighting system was installed in time for the production of Bugsy Malone. This was funded from the IT budget	

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	<p>(£21k) and will allow School to put on more productions.</p> <p>Ladder: The LA have said this is safe but School do not agree. HSE have been informed.</p> <p>LJ to look into who puts the FGB Minutes on the website.</p>	LJ
AUDIT		
5.1	<p>Internal Audit Reports</p> <p>These will be presented to the FPH&S Committee at the November meeting.</p>	
5.2	<p>Internal Audit: New area of scrutiny</p> <p>The auditors are not able to scrutinise Curriculum after all, so a new area needs to be chosen.</p> <p>The Committee chose no.11 from the list presented: Record Management.</p> <p>Q - Do you have a record management policy?</p> <p>A - Yes, within the GDPR policy.</p>	
FINANCE		
6.1	<p>Provisional Year End 2021-22</p> <p>LJ had circulated the figures and commentary and ran through highlights (see commentary document for main points).</p> <ul style="list-style-type: none"> Reserves now stand at £984,705. Areas of risk: 3% teacher salary increase (TBC) next year, dramatically increasing energy costs. £3,158 forecast deficit for the year, which includes £89k of capital works additional to normal costs. <p>Income</p> <p>Q – Why are you not letting out the fitness suite?</p> <p>A – The health & safety admin is too onerous. This is being used as a perk for staff, as well as some Sixth Form students in their enrichment time (managed sessions).</p> <p>Q – What is the AHT secondment income for?</p> <p>A – Due to the departure of the Head at Beaconsfield School, some assistance was sought locally and HGSS responded with help from two Assistant Headteachers. This the fee income. This will cease at the end of the summer term as a Head will be appointed for the new year.</p>	

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	<p><i>Q – Has the recovery premium and student-led tutoring programme worked well? Does the effective use of this funding have to be publicised on the website?</i></p> <p>A – The Sixth Form mentoring has been working well. The recovery premium money has largely gone to The Bridge and has helped some of the more vulnerable students to get back into School (those who have ‘EBSA’ (emotional-based school avoidance)). Some has also been spent on overstaffing, allowing smaller group work in English, Maths and Science. This must be reported on the website alongside PP spending, with a particular form.</p> <p>Expenditure</p> <p><i>Q – Has the Sixth Form Scholarship been effective and what are the STEAM subjects included?</i></p> <p>A – School has retained 6 or 7 more able students who might otherwise have gone to grammar schools as a result of this. They particularly like the provision of a career-related mentor. STEAM is Science, Technology, Engineering, Accountancy and Maths.</p> <p><i>Q – What is the situation with the shared Health & Social Care Course?</i></p> <p>A – This is shared with Ramsay and the new Headteacher seems keen to continue working with HGSS. A lot of BTEC courses are being removed (particularly those worth 2-3 A-levels); however, HGSS only does single BTEC courses which are still going ahead. This will have an impact on colleges. There will be more T-Levels offered.</p> <p><i>Q – Agency costs are high. Has everything been done to reduce these?</i></p> <p>A – It has been a difficult year with lots of extra sickness and more than usual long-term staff issues (perhaps a legacy of Covid due to health issues not being dealt with at the time). Hopefully things will improve from now on. Staff have gone above and beyond to cover gaps. Classes have been joined together and School has tried really hard to keep costs down. An advert has gone out for a regular cover team member and an internal team member has expressed an interest in casual cover work.</p>	
6.2	<p>Budget Approval 2022-23</p> <p>LJ had circulated the figures and commentary and ran through highlights (see commentary document for main points).</p> <ul style="list-style-type: none"> • GAG funding has gone up due to increasing numbers. • Sixth form numbers have increased from 117 to 138 and 	

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	<p>many Year 11s have applied to stay on next year.</p> <ul style="list-style-type: none"> The projection is for a deficit of £162,330 in 2022-23. However, this is a worse case scenario and includes all the staffing for the following year as the School grows. Hopefully some of this deficit will be pulled back. Staff retention has been good this year. Staffing is covered for next year with the exception of Music, which is still work in progress. <p><i>Q – Are numbers likely to increase with Ukraine refugees coming into the School?</i></p> <p>A – Schools must take Ukrainian students regardless of going over PAN. The funding is c £8k per student but this is lagged and based on the October census. Currently there is one Ukrainian student with two more arriving next week and one in the Sixth Form.</p> <p><i>Q – Does every student in the Sixth Form have to receive 580 hours of funding?</i></p> <p>A – School has to delivery +7% more hours next year. A document must be published on the website to say how these hours have been added in order to claim the full funding. If students are only doing two A-Levels they will not have to complete 580 hours but most HGSS students do three A-levels. There is additional funding for Maths and Physics.</p> <p>Governors recommended the budget to FGB for approval.</p>	
6.3	<p>3-Year Budget</p> <p>LJ had circulated the figures and commentary and ran through highlights (see commentary document for main points).</p> <ul style="list-style-type: none"> There are many unknowns. All salaries are set at 2% increase. Only Sixth Form can increase in numbers once the Expansion Plan is complete. From 2023 energy rises are set at 15% (instead of 100%) <p><i>Q – Budget figures are the same as this year in many places. Should they not increase in line with inflation?</i></p> <p>A – Repairs and maintenance of the School site are now in a good place and shouldn't need further money spent. GAG income has also not been increased as there is no way of knowing what this will be. SSG and SEN costs have all been left the same; the only difference is teacher salaries.</p>	

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6.4	SRMSAT 2022 The document had been circulated. There were no comments. Governors approved the document.	
6.5	School Fund Accounts 2021-22 <ul style="list-style-type: none"> The audited accounts were tabled due to late submission. Next year the FPH&S meeting will be held later in the year to allow for this. Donations includes laptop income. Differences are due to items such as trips, end of year prom etc for which monies were taken but then the events cancelled. Normally the figures are more consistent. <p>Q – Why is the charity account not registered for Gift Aid? A – If we were able to change it we could claim 7 years of Gift Aid but the wrong people are listed as contacts and to change it involves deregistering. LJ to look into changing this again.</p> <p>Q – What happens to money raised by the PTA? A – This is held in a separate account and is donated to the School for particular projects each year (separately itemised in the accounts as a charitable donation). However, the PTA is struggling to get parental support and they particularly need help with the business side. LJ has offered to take this in-house and a decision is being made on this.</p>	LJ
PREMISES, HEALTH & SAFETY		
7.1	Current Works Update LJ reported: <ul style="list-style-type: none"> The CIF bid was successful and will finally resolve the problem with the Art Block. Hopefully the work will be completed over the summer holidays. A 30% contribution from the School is included in the budget. 	
7.2	Expansion Plan Update LJ reported: <ul style="list-style-type: none"> Out of scope works: There have been many irritating issues with the build but most of these have now been resolved. Recording studio equipment is pending. The issue of Legionella-compliant hot water to the kitchen has now been resolved. School will pay and Bucks will refund for this. 	

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	<ul style="list-style-type: none"> The walk-in freezer has been fixed. There is slow movement on the issue of levelling/reinstatement of the playing fields and who is responsible for watering the new turf and upkeep. The appeal has been chased again, but no response yet. £113k was invested in IT screens as part of the build. This has been a huge improvement. Quotes for a second internet line are being considered. 	
7.3	Update on CIF Bids See item 7.1 above.	
7.4	Capital Improvements <ul style="list-style-type: none"> The plan of capital projects had been circulated. The new tarmac driveway is a significant benefit to the school. Next step is the refurbishment of the old dining room into a Sixth Form coffee lounge and study space. Plans are being developed for the new Reception building. Reserves open at £984,705 and close at £981,547. This is not yet higher than the ESFA's limit but is getting close. Reserves are also considered in CIF bids. Therefore, the Reception build needs to be moved forward apace and a spending programme agreed. 	
8	Health & Safety	
8.1	Termly visit <ul style="list-style-type: none"> TG did a site visit on 24 May 2022. The ladder issue has been added to the report. The report is reducing in size now much of the building defects have been dealt with. 	
8.2	H&S Audit Update <ul style="list-style-type: none"> This will take place this half term. 	
8.3	Risk Register <ul style="list-style-type: none"> This had been circulated with ICT added in yellow on p.6. Governors approved the document 	
OTHER MATTERS		
9	Support Staff Appraisal <ul style="list-style-type: none"> A report had been circulated. Governors were happy with the process and approved the report. 	

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10	<p>New FSM Allowance</p> <p>LJ proposed an increase in the FSM allowance per pupil per day from £2.35 to £2.60 to make sure FSM students have the same choices as other students, since food costs have risen.</p> <p>Q – What are the numbers involved?</p> <p>A – Approximately 120 students could access FSM but about 70 actually do.</p> <p>Governors approved the proposal.</p>	
11	<p>ICT Strategy Plan</p> <p>LJ had circulated the plan and reported:</p> <ul style="list-style-type: none"> • HGSS aspires to become a Microsoft Showcase School. The IT strategy is an action plan for how to get there. • The MS Audit tool has been used; there is a lot to do and many Priority 1s which are all important for the Autumn term. <p>Q – Is this plan achievable? Does it replace the IT development plan?</p> <p>A – Yes.</p> <p>Q – Should safe use of IT be covered (screen time, taking breaks)? Training is mentioned for new Year 7s but not for new students in other years. Also not mentioned is how departments will be monitored to ensure best use of laptops</p> <p>A – Safe use and in-year training will be added. Usage by department is left to Heads of Department as this varies depending on the subject. Usage is monitored through the learning walk cycles and teachers are encouraged to use laptops as part of line management. There is no set % of time listed for laptop use; the important thing is that the lesson is the best that it can be, using all the resources available. Exams are still paper based.</p> <p>SL to add this to the IT Strategy as it was agreed it was important to be able to evidence where parents are getting value for money for their laptop purchases.</p> <p>Teachers need to know that students will have their laptop in School in order to be able to use them in a lesson for all. Laptop trolleys will be moved to a centralised place. If a student comes in without a laptop they can go and pick one up at the start of the day. Forgotten laptops will incur a behaviour point so that students don't rely on borrowing one.</p>	SL

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	<p>Q – Should there be names and updates on the last two points on pp3-4?</p> <p>A – SL to update this.</p> <p>Q – The IT Strategy is all about ‘front of house’ rather than the IT infrastructure behind it. Should this be included?</p> <p>A – SL to include details on how the strategy will be supported.</p>	<p>SL</p> <p>SL</p>
12	<p>Health & Safety Policy</p> <ul style="list-style-type: none"> The policy had been circulated with no changes. TG highlighted a number of areas where wording needed changing relating to Bucks Council (e.g. no longer County Council, now Bucks Council). The flow chart on page 9 mentions ‘all staff’ and ‘site staff’ separately. The defibrillator machine is not mentioned. LJ to look into public/hirer use of the defibrillator or the location of others locally. The policy was approved subject to the above amends. 	<p>LJ</p> <p>LJ</p>
13	<p>Any Other Business</p> <p>SP agreed to become a Trustee of the School Fund.</p>	
14	<p>Date and Time of Next Meeting</p> <p>Wednesday 28th September 2022 at 18.30.</p> <p>Dates for next year’s meetings to be circulated with the papers for the FGB meeting.</p>	JK
15	<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 8.40pm</p>	

Signed Date

CHAIR