



AUTUMN TERM (2) 2022 MEETING OF THE FINANCE, PREMISES, HEALTH & SAFETY COMMITTEE	
MINUTES	
Date	Wednesday 23 rd November 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 Minton Prospective Governor
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	<p>Welcome and Apologies for Absence</p> <ul style="list-style-type: none"> SP welcomed everyone to the meeting, in particular Liliana Minton, who was attending as an observer prior to being appointed as a Governor. There were no apologies. 	
2	<p>Notification of Any Other Business</p> <p>JH – Learnings from power cut on 11 November (to item 12.3).</p>	
3	<p>Declarations of Interest</p> <ul style="list-style-type: none"> TG is a Member of Buckinghamshire Council. 	
4	<p>Minutes</p> <p>The Minutes of the meeting held on 28th September 2022, having been circulated, were approved.</p> <p>Actions and Matters Arising</p> <ul style="list-style-type: none"> LJ: Testing broadband line: All second line works are complete but have not yet gone live due to a problem with the direct access server. However, this is imminent. LJ: ATH list of 'musts' is now in a document which has been circulated. LJ to log each one and bring to each meeting as a standing item. JK to include this on agendas. 	LJ/JK

Item	Discussions and Decisions Made	Actions
	<ul style="list-style-type: none"> • Air Dome: Still no response. TG to write a letter to the Director of Planning, as this should not take so long. 	
AUDIT		
5	<p>Audit Review</p> <ul style="list-style-type: none"> • This was completed via Teams. • SP had read the documents and approved them subject to minor formatting changes. • LJ highlighted some differences on pp24-25 between the school and audited accounts, but this was just due to money being moved around into different categories. • Audit findings: <ul style="list-style-type: none"> ○ Catchup Premium spending is now on the website ○ Sports Premium is only relevant for primary schools ○ Financial statements for 2021 are now on the website ○ Attendance register is now on the website 	
6	<p>Proposals for internal & external audit 2022-23</p> <ul style="list-style-type: none"> • The internal audit reports had been circulated along with a list of possible areas of scrutiny for 2022-23. • Cyber security had more actionable areas than the others. • The current expectation is three reports on separate subjects. These are combined and submitted with the accounts. • Governors agreed on the following three areas: <ul style="list-style-type: none"> ○ File retention (both physical and data). There is a lot of information that has to be stored, going back a required number of years. Files have been electronic for the past two years but were paper prior to that (though there is an ongoing process of scanning in paper files). The system is backed up to iCloud. ○ Student attendance. The aim is to get back to previous levels (2019: 95.4%; currently c.93.5%) ○ Governance (should be done every three years). 	
7	<p>Appointment of Auditor</p> <p>LJ recommended retaining the current auditor (Landau Baker) as the working relationship has been good, everything has been completed in time and with minimal disruption and they represent better value for money than some.</p> <p>Q – Are there security issues if financial data is taken off site?</p> <p>A – They have a legitimate reason for use of the data. It is standard practice.</p> <p>Governors agreed to recommend retaining the auditors to Members.</p>	

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FINANCE		
8	<p>Income & Expenditure 2022-23 and Year End 2021-22</p> <p>The figures had been circulated and LJ ran through the commentary.</p> <ul style="list-style-type: none"> • The overall impact is an in-year surplus of £90,487, including a spend of £89k on capital works, so the picture is good for 2021-22. However, looking ahead things will get more difficult. • Details are awaited about the 5% teacher salary increase (whether unfunded, or not). • The School Supplementary Grant (SSG) is not expected to continue. • Staffing is currently 92% of GAG, which is high. However, school is staffed for being full, despite expansion not being complete until next year. • Regarding the Harpur Trust ruling, legal advice has been received in writing which indicates that the additional week's paid holiday at Autumn half term will allow school not to have to make an adjustment to staff salaries, with the exception of invigilators. Governors agreed this, based on legal advice. • Energy support from Government is likely to taper off. Detail on future prices is not known, though the gas wholesale price is currently dropping. • Forecast for the year is a deficit of £412k (though with potential pension savings for staff not taking up the pension). The overall effect would be to reduce reserves to £663k. • Work is now needed on reducing this deficit. Staffing is the biggest expenditure and the % of GAG needs to reduce, so work is needed here. Reception refurb may need to pause until more detail is known about energy, pay increases etc. Solar power installation on the older buildings is worth investing in to reduce energy bought in. <p>Q – When staff resign, are they immediately replaced? Can a review take place before this happens?</p> <p>A – Agreed. Some departments carry extra capacity, but this is reflected in the results. Sixth Form is not breaking even; larger class sizes are needed, especially in some subjects. The entry criteria may be brought down by one grade in order to increase numbers.</p> <p>Q – Will changes be made to the Sixth Form curriculum to help this?</p> <p>A – Courses will be reviewed based on uptake. The curriculum can be pitched to the cohort. Criminology and Digital Music are being considered as new courses to attract students.</p> <p>Q – Will the changes to the Sixth Form be made for 2023?</p> <p>A – Yes, we are aiming for another 25 students in Sixth Form, which</p>	

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	<p>would bring in £100k. Class sizes need to be about 18, though this does place greater pressure on staff. We can't match Sixth Form colleges for vocational courses but we would like to retain students for A-Levels.</p> <p>Q – Will the expansion help numbers, as this should feed through into Sixth Form? A – Yes. September 2024 is the first 210 cohort to reach Sixth Form.</p> <p>Q – Should the gas consumption go down in the original building now that new boilers have been installed? A – Yes. The gas is on a fixed rate until next Autumn. School can go out to tender for a new contract in Jan/Feb. There have been no invoices due to an IT technical problem, but a provision has been made in the accounts for the fixed price.</p> <p>Q – Has the feed from the solar panels been sorted out? A – No. Some contacts have been found and this will be progressed.</p> <p>Q – Is the furniture and flooring in the sports hall robust? How long will it last? A – Yes. It should last a decade or more. The exam tables and chairs are only used a couple of times a year so should last for years. The setup for exams is now excellent. Cages are used to store bags and metal detectors are used to make sure no devices are retained by students taking exams. School has to be vigilant about calculators now as some are wifi enabled/too sophisticated. Only certain features are allowed.</p> <p>Q – Can the free school meal allocation be carried forward if it is not used each day? A – No, it cannot be banked. Each day the credit on a student's card re-sets to £2.60. School is charged only for what is used. FSM take-up is 79%. Caterers ensure that the main meal each day matches the amount allocated. Breakfast is increasingly popular.</p> <p>Q – Have the PTA finances been transferred? A – Yes, this is done. School is now organising the lucky number draws and the finances for this, as PTA numbers were dwindling.</p>	<p>U</p>
9	<p>16-19 Student Support Fund Payments 2022-23</p> <ul style="list-style-type: none"> • An anonymised report of applications had been circulated. • Funding has been cut, giving students an allowance of £286. • Previously c.11 students applied annually, but this year just 7. • Governors were happy to approve the applications. U will progress payments. 	

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PREMISES, HEALTH & SAFETY		
10	Not used.	
11	Premises Report	
11.1	<p>Current Works Update</p> <p>LJ reported:</p> <ul style="list-style-type: none"> • The art block is finished. • There are no appropriate projects that would fit the CIF criteria for 2023-24 and in any case significant funds would have to be put in by the school. The buildings are now generally in a much better condition. • A tendering survey is taking place to get prices for the Reception refurb, as well as solar/LED installation costs. 	
11.2	<p>Expansion Plan Update</p> <p>LJ reported:</p> <ul style="list-style-type: none"> • Snagging is ongoing. The walk-in freezer has broken 7 times and the mobile freezer has also broken. They are not fit for purpose but there is a subcontractor dispute. Bucks Council have now agreed to consider replacing the walk-in fridge. • Two ovens also need replacing (LJ waiting for confirmation). • The extractor fan was fitted incorrectly but this is now fixed. • The heating and hot water systems are now working correctly so school is Legionnaire compliant. • Fire doors in the new extension are now done. • 31 Jan is the deadline for the next tranche of items in a 12-month rectification period. Most of these areas are fine. • New cyber guidance must be followed due to cyber insurance policy. All employees will be undertaking cyber training at the January Inset. This will be included for Governors as part of the FGB meeting papers. <p>Q – Was the audit of screens and projectors completed and has a plan been put in place?</p> <p>A – Yes, it is complete. Science is Priority 1 for replacements. However, teacher laptops are being replaced first, as these were a greater priority, and then a pause is needed on spending until further details are known (see finance report above). All areas are currently able to function with the existing smartboards.</p> <p>Q – Has school had to register for a Police Cyber Alarm?</p> <p>A – This is done. By January, school should be cyber compliant.</p> <p>Q – Bad press continues about the opening/closing of the footpath. Does it need to be closed during school holidays?</p> <p>A – There was an oversight in that it was closed for both weeks of the</p>	

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	<p>two-week half term, when other local schools had only one week's holiday. This will be altered next year and an apology has been made about this. EH met the Holmer Green Village Society. School has liability for any accident that happens on that path and insurers won't pay out if something happens when the path should be closed. The lease is clear that it is not for public use. EH will communicate further with the local community about this.</p>	EH
12	Health & Safety	
12.1	<p>Termly Visit The H&S walkabout report had been circulated and was agreed.</p>	
12.2	<p>H&S Audit Update The audit had been circulated. LJ highlighted:</p> <ul style="list-style-type: none"> • Automatic fire doors have been done. • In discussion with Bucks Council about evacuation chairs. 	
12.3	<p>Risk Register The document had been circulated. LJ highlighted:</p> <ul style="list-style-type: none"> • Staff and energy costs sections have been updated. • Cyber security will be added for the next review. <p>Q – What were the implications of the recent lengthy power cut on school operations?</p> <p>A – It lasted two hours. Technically the UPS should sustain the system for two hours but the batteries powered down after 1.5 hours. All power was lost, including the phone mast, so no communications were possible out of school. The internet went down straight away. As it happened at the beginning of the day, one gate was open but one remained closed. No registers were available and catering was about to become a real problem, but fortunately the power came back on just before school was going to have to start sending students home. Learnings from this:</p> <ul style="list-style-type: none"> • Load balancing on UPS to extend working time • Purchase UPS with a longer shelf life • Have one PC with a printer connected as a 'command hub' • Redirect on the main switchboard to a safeguarding number <p>Q – This is worrying, as the internet and routers should be on the UPS. It would be expected for the 'command centre' to work for 5-6 hours. What is the age of the UPS?</p> <p>A – The ones in the new block are only one year old. There is a piece of work to be done on load balancing, as there are likely to be more power cuts.</p>	

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	<p>Q – How long can you last without power?</p> <p>A – The backup on the fire alarms is 2 hours. Students cannot be on site if the fire alarms are not working. We need a central command system with a printer and parent contact so that we can alert parents and carers if students need to be sent home.</p> <p>Key worker/priority groups can be set up so that students don't all have to be sent home in one go. Key areas which have no external lighting would have to be evacuated first.</p> <p>In the event, the impact on students was negligible on this occasion, but that might not be the case if it happened again, or for longer.</p> <p>LJ/EH to update on a power outage plan at the next meeting.</p>	LJ/EH
OTHER MATTERS		
13	Policy Reviews	
13.1	<p>Financial Management Policy</p> <p>The document had been circulated. There were no changes or comments and the policy was approved.</p>	
13.2	<p>Pupil Premium Statement</p> <p>The document had been circulated. There were no changes or comments and the policy was approved.</p>	
13.3	<p>Risk Management Policy</p> <p>The document had been circulated. There were no changes or comments and the policy was approved.</p>	
13.4	<p>Lettings Policy</p> <p>The document had been circulated.</p> <p>District Council addresses to be updated on p.4.</p> <p>Governors approved the policy subject to this minor change.</p>	LJ
13.5	<p>Pay Policy</p> <p>The document had been circulated.</p> <p>New teacher pay grades have been added.</p> <p>Footer review dates to be updated.</p> <p>Governors approved the policy subject to this minor change.</p>	LJ
13.6	<p>Reserves Policy</p> <p>The document had been circulated.</p> <p>Dates to be updated.</p> <p>Governors approved the policy subject to this minor change.</p>	LJ
13.7	<p>Contingency and Business Continuity Policy</p> <p>The document had been circulated.</p>	

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	<p>Cyber security has been added. A separate document about power outages will be created as an appendix and brought to the next meeting for approval before adding to this policy as an appendix. Two item 9.4s and front sheet date to be amended.</p> <p>Governors approved the policy subject to these minor amends.</p>	<p>U</p> <p>U</p>
14	<p>IT Strategy Plan</p> <p>The latest update had been circulated.</p> <p>Q – Is everything in the incubator scheme in the IT Strategy Plan?</p> <p>A – There are two separate documents. Microsoft have specific requirements and school is waiting on their approval. The IT Strategy Plan will be updated once approval is given and things have progressed further along with MS. However, the documents are aligned.</p>	
15	<p>Teacher Appraisal Report</p> <p>The appraisal summary document had been circulated.</p> <p>There were no comments and Governors approved the process.</p>	
16	<p>Any Other Business</p> <p>None</p>	
17	<p>Date and Time of Next Meeting</p> <p>Wednesday 8th March 2023 at 18.30.</p>	
18	<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 8.36pm</p>	

Signed Date

CHAIR