



## SUMMER TERM 2023 MEETING OF THE FINANCE, PREMISES, HEALTH & SAFETY COMMITTEE MINUTES

Date Wednesday 21<sup>st</sup> June 2023  
Time 18.30  
Place Board Room, HGSS

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

**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 L Minton

**NOT PRESENT:** None

**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.</li><li>Apologies were accepted from Liliana Minton.</li></ul>	
2	<b>Notification of Any Other Business</b> None	
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 8 <sup>th</sup> March 2023, having been circulated, were approved.  <b>Actions and Matters Arising</b> <ul style="list-style-type: none"><li>Intruder alarm system is being fitted over the summer holidays. This involves extensive works costing approx. £3000 with an annual fee of £100. It is linked to a phone app which will receive an alert should there be an intruder. A small group of 4 people are assigned as responders with the person closest to the school being called first.</li><li>9.1 – There is now a battery for the emergency workstation which will last 2 hours.</li></ul>	

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	<ul style="list-style-type: none"> <li>Authentication app Passly has not been a success so MS365 will be used instead.</li> <li>Governor 'Musts' list to be updated for 27 September.</li> </ul>	U
<b>AUDIT</b>		
5	<p><b>Internal Audit</b></p> <p>LJ had circulated the Internal Audit report on File Retention and reported on the findings (pp3-4):</p> <ul style="list-style-type: none"> <li>Digital Continuity Statement has been done.</li> <li>File Retention Schedule: A new one has been created and School now has a subscription to RMS to get updates.</li> <li>Student Files: In the process of moving all of these to electronic files. The retrieval process is now much easier for staff. LJ to find out if there is an audit trail of who has looked at what. There is restricted access for staff.</li> <li>There is a robust checklist for new files coming in (when a student joins the school) as well as a checklist for what happens to the file when a student leaves.</li> <li>Risk Register: Details have been added to the existing Risk Register.</li> <li>Information Disposal Log: This is a big piece of work which will be finished by the end of term.</li> <li>Information Management Manual: Created and circulated.</li> </ul> <p><b>Q – The Digital Continuity Statement was circulated. Who is responsible for doing PDF conversions?</b></p> <p>A – Faculty Support Staff do this. Most come in as PDFs anyway. This is only done for business critical files that must be retained for a certain amount of time.</p> <p><b>Q – All film files must be MP4s. Is it a massive job to convert them?</b></p> <p>A – Videos saved around the school are already MP4s.</p> <p><b>Q – Is data backed up on the premises?</b></p> <p>A – It is backed up offsite too.</p> <p><b>Q – Regarding information retention, what if the school were to close...the information must be kept for 40 years. How would this be possible and who would be responsible?</b></p> <p>A – The school is unlikely to close for the foreseeable future, but if it were to become part of a MAT this would be part of the discussions that would take place in that process.</p> <p>The report was approved.</p>	U

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<b>FINANCE</b>		
<b>6.1</b>	<p><b>Provisional Year End 2022-23</b></p> <p>LJ had circulated the Year End figures and reported a positive picture:</p> <p>Income:</p> <ul style="list-style-type: none"> <li>Funding for Sixth Form Teacher Pay and Pensions is still separate, as is the £165,335 School Supplementary Grant (SSG).</li> <li>CIF money is all in the bank for the Art Dept roofing project.</li> <li>£41,864 is expected to support students back into education.</li> <li>National Tutoring Programme: funds not used must be paid back.</li> </ul> <p>Expenditure:</p> <ul style="list-style-type: none"> <li>89% of GAG spent on Staffing (down from 92%)</li> <li>Energy costs are looking better than expected. Benefit of solar panels will be seen at the end of the year when analysis done.</li> <li>Agency costs have reduced this year, helped by having a third member in the cover team. This was a good decision.</li> <li>Costs for students attending Aspire have increased. There have been about 8 students on 12-week placements at Aspire over the year, as well as one more permanent fixture.</li> </ul> <p>Overall:</p> <ul style="list-style-type: none"> <li>Surplus includes £100k of pension savings which can't be assumed until the end of the year.</li> </ul> <p><b>Q – Are reserves reaching a level that is too high?</b></p> <p>A – No, we nowhere near that line.</p>	
<b>6.2</b>	<p><b>Budget Approval 2023-24</b></p> <p>LJ had circulated the budget and commented:</p> <p>Income:</p> <ul style="list-style-type: none"> <li>GAG Funding: School is now at capacity in Years 7-11 so there is no further growth apart from Sixth Form.</li> <li>AWPU: 5.3% increase (Sixth Form 1.85%)</li> <li>Teacher Pay and Pensions for Years 7-11 has now been rolled into GAG Funding.</li> </ul> <p>Expenditure:</p> <ul style="list-style-type: none"> <li>Staff capacity in Maths department.</li> <li>91% of GAG Funding to be spent on Staffing.</li> <li>5% pay increase for teaching and support staff budgeted. This may turn out to be 6.5% but this will not be confirmed until after the end of term, or whether any funding is attached to it (likely not). Unfunded increases at this level will cripple some schools.</li> <li>Oil and gas prices have stabilised. School is now with Npower</li> </ul>	

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	<p>for gas and the previous, delayed, invoices have been paid.</p> <ul style="list-style-type: none"> <li>Assumption always made that all staff will pay into the pension scheme, but if not there could be an additional £100k saving.</li> <li>IT Support budget and Exams budgets are up, based on increased numbers of students in Y11 and Y13.</li> <li>There is a 5% increase in cleaning budget.</li> </ul> <p>Overall:</p> <ul style="list-style-type: none"> <li>A small in-year deficit is budgeted, but hopefully this will not be the case at year end, with contingency built in.</li> <li>Consequently, School is in a good position to go ahead with the Reception area refurbishment.</li> </ul> <p>Governors approved the Budget for 2023-24.</p>	
6.3	<p><b>3-year Budget</b></p> <p>LJ had circulated the 3-year Budget figures and commented:</p> <ul style="list-style-type: none"> <li>No assumed increase in GAG funding.</li> <li>Predicted deficit in three years is depressing, but anything could change in that time.</li> </ul> <p>EH commented:</p> <ul style="list-style-type: none"> <li>What happens with Sixth Form is key. It is hoped that numbers will increase, but the changes to vocational course funding will influence this. Only one Applied course may be taken, with the remaining courses being A-Levels. The intention is to move to T-Levels via Sixth Form Colleges. Henley College and BCA are the biggest threat to numbers here.</li> </ul> <p>Governors approved the 3-Year Budget and thanked LJ for her good financial management.</p>	
6.4	<p><b>SRMSAT 2023</b></p> <p>LJ had circulated the SRMSAT document and commented:</p> <ul style="list-style-type: none"> <li>One action to be completed at Question 4: The Headteacher has to be the Accounting Officer, so EH is taking a Level 7 course in order to full understand signing off budgets. Once this is complete (1.5 years) Question 4 will be marked 'Yes'.</li> </ul> <p><b>Q – Should a 5-Year Budget be prepared?</b></p> <p>A – Neither the 3-Year nor a 5-Year budget has to be sent to anyone and so little is known about the future, especially 5 years ahead, that this seems an unnecessary exercise.</p> <p>Governors approved the SRMSAT submission.</p>	

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<b>PREMISES, HEALTH &amp; SAFETY</b>		
<b>7.1</b>	<b>Current Works Update</b> LJ reported: <ul style="list-style-type: none"> <li>The Art block roof is now finished. Flooring will be improved over the summer holidays now the building is watertight (using the Repairs &amp; Maintenance contingency budget).</li> <li>Reception refurbishment is now a priority but progress with the Planning department is slow. Hopefully this will be sorted out over the summer.</li> <li>Decarbonisation funding: A meeting will be held next week with the installers of the new boilers, who are diversifying into Solar PV, about increasing solar panels from 73 to 500.</li> </ul>	
<b>7.2</b>	<b>Expansion Plan Update</b> LJ reported: <ul style="list-style-type: none"> <li>Final bits of snagging are almost complete.</li> <li>Solar gain analysis is being done on the new block.</li> <li>Bucks has agreed to pay for callout costs on the walk-in freezer. Gas tests will be done over the summer holiday to see if there is a leak as the temperature has been increasing. Food must be kept at -18 degrees.</li> <li>Sports seed was not used on the field, just normal grass – however, this the landscaping work is still within the rectification period.</li> <li>Two brand new Rationale ovens are being funded by Bucks. The extraction fan is now working but the control system is complicated. This will be switched to local control so that it can be better managed to run only when needed.</li> <li>Problems with the sports hall roof: confirmation has been received in writing that the guarantee will not be affected.</li> <li>Railings put in around the courtyard have made it much safer.</li> <li>Security lights have been installed and are working effectively.</li> <li>Bucks will replace 3 internal kitchen doors with inspection panels in the summer holidays.</li> <li>Nothing further will be done about the Air Dome until after the Reception refurbishment is complete.</li> </ul> <p><b>Governors thanked LJ for her tenacity in dealing with all these issues.</b></p> <p><b>Q – Are the two broadband lines now both working successfully?</b>  A – They have been tested and a report has been supplied (read out in the meeting and supplied afterwards via email):</p> <ul style="list-style-type: none"> <li>The 2 Firewalls are configured Active/Passive.</li> <li>The 2 Internet links are configured Active/Active, and it attempts to load balance the traffic equally across them</li> </ul>	

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	<p>(based on the source machine, as opposed to the amount of traffic), it also deploys a level of quality of service where if the latency (time delay) becomes high on either line it prioritises traffic over the other line.</p> <ul style="list-style-type: none"> <li>• In the event of a failure in the Primary Firewall, it fails over to the secondary one automatically within about 10 seconds.</li> <li>• In the event that the primary firewall becomes available again, it resumes automatically as the primary with only around 10 seconds of down time.</li> <li>• In the event of the TalkStraight Internet Line failing, it re-routes any sessions that were using it within about 10 seconds to use the TalkTalk Line.</li> <li>• In the event of the TalkTalk Internet Line failing, it re-routes any sessions that were using it within about 10 seconds to use the TalkStraight Line.</li> </ul> <p>JH suggested that students be directed to one line and staff to the other, so that neither line is overburdened.</p> <p><b>Q – The phone system will only use one of the lines. If that one is lost, what happens?</b>  <b>LJ to investigate load balance and check the bandwidth report and firewall.</b></p> <p><b>Q – Have the new smart screens been installed?</b>  A – They have been installed in MFL and are working well. 7 more will be installed this summer in Science. The invoice will hopefully be split over two financial years as teacher laptops have already been replaced this year. All Priority 1s will be done over the summer then Priority 2s will be done in October half term. <b>LJ to update on this at the next meeting.</b></p>	<p><b>LJ</b></p> <p><b>LJ</b></p>
<b>7.3</b>	<b>CIF Bids</b> Covered above.	
<b>7.4</b>	<b>Capital Improvements</b> Covered above.	
<b>8</b>	<b>Health &amp; Safety</b>	
<b>8.1</b>	<b>Termly Visit</b> <ul style="list-style-type: none"> <li>• TG did a H&amp;S walkabout and had circulated his report.</li> <li>• Logs were checked, including: Catering Accidents, Fire and Legionella.</li> <li>• Some 'urgent' items are now complete and will be removed from the list.</li> </ul>	

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8.2	<b>H&amp;S Audit Update</b> Audit to take place in July. LJ to inform the Committee of the date and report back at the September meeting.	LJ
<b>OTHER MATTERS</b>		
9	<b>Policy Reviews</b>	
9.1	<b>Power Outage Plan</b> <ul style="list-style-type: none"> <li>Changes requested at the last meeting had been made and the policy re-circulated.</li> <li>The policy was approved.</li> </ul>	
9.2	<b>GDPR</b> <ul style="list-style-type: none"> <li>Changes requested at the last meeting had been made and the policy re-circulated.</li> <li>The policy was approved.</li> </ul>	
9.3	<b>GDPR Breach</b> <ul style="list-style-type: none"> <li>Changes requested at the last meeting had been made and the policy re-circulated.</li> <li>The policy was approved.</li> </ul>	
9.4	<b>ICT Acceptable Use</b> <ul style="list-style-type: none"> <li>The policy had been circulated.</li> <li>JH to supply some small wording changes to LJ (not material).</li> <li>JH questioned why it was being reviewed again as it was last reviewed in September 2022. LJ to check with Liz Plascott.</li> <li>The policy was approved subject to the above.</li> </ul>	LJ
9.5	<b>Health &amp; Safety</b> <ul style="list-style-type: none"> <li>The policy had been circulated.</li> <li>LJ to make sure the Site Manager job title (not name) is used throughout the policy for consistency.</li> <li>The policy was approved subject to the above.</li> </ul>	LJ
9.6	<b>Whistleblowing</b> <ul style="list-style-type: none"> <li>The policy had been circulated.</li> <li>Review date to be amended.</li> <li>The policy was approved subject to the above.</li> </ul>	LJ
9.7	<b>Risk Register</b> <ul style="list-style-type: none"> <li>The policy had been circulated.</li> <li>There were no comments and the policy was approved.</li> </ul>	
9.8	<b>CCTV</b> <ul style="list-style-type: none"> <li>The policy had been circulated.</li> </ul>	

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	<p><b>Q – In the event of an appeal by the parents, would this policy cover use of CCTV as evidence?</b></p> <p>A – Other students must be blurred out, which can be done on site. Stills can be taken from the footage and other students blurred out this way. Legally, if someone requests to see the footage, school must try to provide it. However, it is problematic if others are involved. Therefore, CCTV is avoided as evidence e.g. in PEXs where possible. In any case, it is difficult to gauge 'intent' from silent CCTV footage. To make CCTV readily available would be hugely problematic, so a parent must ask for a specific date, time, camera etc and the circumstances taken into consideration. The resource cost of blurring out images is also huge, so written statements are preferred as evidence.</p> <p>CCTV cameras cannot be put everywhere. A Data Protection Impact Assessment (DPIA) is needed each time a new camera is installed and the cost is high.</p> <ul style="list-style-type: none"> <li>The policy was approved.</li> </ul>	
9.9	<p><b>Educational Visits</b></p> <ul style="list-style-type: none"> <li>The policy had been circulated.</li> <li>P.2: 'per year group' to be added to the criteria for educational trips.</li> <li>P.4: Mobile phone/social media paragraph to be removed.</li> <li>'Carers' to be added to 2<sup>nd</sup> paragraph of Emergency Procedures section.</li> <li>The policy was approved subject to the above changes.</li> </ul>	<p>U</p> <p>U</p> <p>U</p>
10	<p><b>Support Staff Appraisal</b></p> <ul style="list-style-type: none"> <li>The report had been circulated.</li> <li>Change April 2022 to April 2023.</li> <li>LJ confirmed that all support staff appraisals were positive this year.</li> <li>The 5% pay rise for support staff was approved.</li> </ul>	<p>U</p>
11	<p><b>Microsoft Update</b></p> <p>SL reported:</p> <ul style="list-style-type: none"> <li>HGSS is applying to become a Microsoft Showcase School (Incubator scheme up to now). The evidence presentation being prepared for MS was shown to Governors.</li> <li>There is a good chance of achieving Showcase status; all six areas must be hit to show leading practice. Evidence is being gathered in these 6 areas. However, some areas are still 'advancing'. If these prevent School achieving Showcase status, another attempt can be made in 6 months.</li> </ul>	



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	<ul style="list-style-type: none"> <li>Everyone (students and staff) has a 'learn profile'.</li> <li>Teams usage is not consistent over the year, but is improving.</li> <li>Improving inclusive practices is an important area; lots of work has been taking place with immersive reader and student reflections using Teams.</li> <li>Videos were shown off staff and students using different aspects of MS.</li> <li>There have been many positives in the increased use of MS via laptops.</li> </ul> <p><b>Q – Is there any financial incentive for doing this? Do we know what MS are doing with our data? Is it wrong to train all the students on one package – are we advancing MS's monopoly?</b></p> <p>A – There is no money involved and no free software, though MS Student licences are free while students are at the school. Training was all free, at MS HQ in Reading. We do use Google too, so it's not exclusively MS. We wouldn't have been able to empower the students so greatly without this scheme. Governors concerns about a monopoly are understood; however, students will likely be using MS suite in their jobs. The skill of using spreadsheets, word processors, presentation packages etc is easily transferable to other providers. To achieve Showcase status would give HGSS a USP as no other local schools currently have this.</p> <p><b>Q – Is any internet security training given?</b></p> <p>A -There are free courses available on MS Learn.</p> <p><b>Q – How many staff have been involved in this?</b></p> <p>A – There was a working party which grew. There are now about 15 people involved. HoDs are all trained and are cascading their training. Staff are excited about the scheme. Parents have been asked to invest in laptops for their children so the scheme makes sure their investment is fully utilised.</p> <p>Governors thanked SL for her work on this.</p>	
12	<p><b>Cyber Security Healthcheck Action Plan</b></p> <ul style="list-style-type: none"> <li>The plan had been circulated.</li> <li>There will be a high level of cyber security cover to try to avoid attack. The weakest point is the staff. Phishing campaigns always catch a few out. The message is, 'if in doubt, delete'.</li> <li>There were no further comments and the plan was approved.</li> </ul>	
13	<p><b>Any Other Business</b></p> <p>None</p>	

Item	Discussions and Decisions Made	Actions
14	<b>Date and Time of Next Meeting</b> Wednesday 27 <sup>th</sup> September 2023 at 6.30pm	
15	<b>Evaluation of Meeting</b> Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions.  The meeting closed at 8.25pm	

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

CHAIR