



<b>AUTUMN TERM 2023 MEETING OF THE FINANCE, PREMISES, HEALTH &amp; SAFETY COMMITTEE</b>	
<b>MINUTES</b>	
Date	Wednesday 27 <sup>th</sup> September 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>Appointment of Chair and Vice Chair</b> <ul style="list-style-type: none"> <li>SP was willing to continue as Chair of the Committee. Proposed: TG. Seconded: JH. All in favour. SP duly elected as Chair for a period of one year.</li> <li>JH was willing to stand as Vice Chair of the Committee. Proposed: SP. Seconded: TG. All in favour. JH duly elected as Vice Chair for a period of one year.</li> </ul>	
4	<b>Declarations of Interest</b> <ul style="list-style-type: none"> <li>TG is a Member of Buckinghamshire Council.</li> </ul>	
5	<b>Minutes</b> The Minutes of the meeting held on 21 <sup>st</sup> June 2023, having been circulated, were approved.	

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	<p><b>Actions and Matters Arising</b></p> <ul style="list-style-type: none"> <li>• There is now an audit trail for student files. The new process is much better/safer and information is less likely to get lost. You can see who has input information and there is a log of sent/received files. You cannot see who has accessed files.</li> <li>• LJ is now receiving a bandwidth balance report.</li> <li>• The new smart screens have been installed (first phase). The next set is now being looked at (Humanities, Business, Social Sciences).</li> <li>• Policy amendments are all complete.</li> </ul> <p><b>Q – Are student devices using one broadband line and staff the other, to spread the load?</b> A – No, but the capacity is fine. School is using a lot more bandwidth but not getting anywhere near the max.</p>	
6	<p><b>Terms of Reference</b></p> <ul style="list-style-type: none"> <li>• No changes had been made to the document.</li> <li>• The document was approved.</li> </ul>	
7	<p><b>AFH 2023 – Musts and Changes</b></p> <ul style="list-style-type: none"> <li>• LJ had circulated and ran through the list of changes and a list of ‘musts’ for Governors and reported that all requirements were covered.</li> <li>• Related Party Transactions: HGSS doesn’t have any of these apart from the School Fund. If there was any arrangement with a third party £40k+ would have to be reported, but none of these arrangements exist.</li> <li>• LJ to send JK a link to the AFH for all Governors on the FGB to read alongside the FGB papers.</li> </ul>	LJ
8	<p><b>Scheme of Delegation</b> The document had been circulated and had not changed.</p> <p><b>Q – Who is the ‘budget holder’?</b> A – These are mainly Heads of Department for curriculum budgets. LJ oversees the Premises budget and ICT. EH sees all invoices and anything over £20k can only be signed off by EH. Each invoice is seen by at least 3 people.</p> <p>The document was approved by Governors.</p>	
<b>AUDIT</b>		
9.1	<p><b>Audit Firm – Letter of Engagement</b></p> <ul style="list-style-type: none"> <li>• LJ reported that the Audit Firm (Landau Baker) had been taken</li> </ul>	

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	<p>over by BKL Group.</p> <ul style="list-style-type: none"> <li>• So far there have been no changes to the service or personnel working with HGSS.</li> <li>• Landau Baker have been employed for the audit for about 5 years.</li> </ul> <p><b>Q – How do the Auditor’s charges compare? Will fees go up?</b></p> <p>A – They represent good value in comparison with others. Fees will go up in December and we can go back to them if they are excessive.</p> <ul style="list-style-type: none"> <li>• The letter of engagement was approved by Governors.</li> </ul>	
9.2	<p><b>Interim Audit Report</b></p> <ul style="list-style-type: none"> <li>• LJ had circulated the Audit Findings Interim Report.</li> <li>• Some items lacked detail and will be discussed when the audit take place next week.</li> <li>• Website items listed as missing were actually present.</li> <li>• The fixed asset register is being taken over by LJ; Landau Baker have previously held this.</li> </ul>	
9.3	<p><b>Internal Scrutiny</b></p> <ul style="list-style-type: none"> <li>• The internal audit report on pupil attendance had been circulated and contained a lot of red sections.</li> <li>• The recommendations section is annotated with notes commenting on what has been/is being done to action items.</li> <li>• Use of ‘Satchel’ caused a lot of attendance recording issues. This has now been changed (back) to Sims, which should make a significant difference.</li> <li>• An Assistant Headteacher is now responsible for attendance and the Attendance Officer is now in her second year and developing in the role. This should also help.</li> <li>• The Attendance Officer will be working on parent contracts for the 10% of those that need it.</li> <li>• The first round of attendance letters is shortly going out, earlier than usual.</li> <li>• Attendance is a major national problem, with much in the media about fining parents not being the way forward.</li> <li>• Governors were presented with a list of possible areas for next year’s internal scrutiny. Governors referred to the risk register and considered which areas have not been looked at for some time. It was agreed that items 11 (SEN Funding Review), 14 (Payroll) and 16 (HR Management) from the list would be commissioned.</li> </ul>	

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<b>FINANCE</b>		
<b>10.1</b>	<p><b>Final Income/Expenditure 2022-23</b></p> <ul style="list-style-type: none"> <li>• LJ had circulated the I&amp;E figures and commentary and ran through it.</li> <li>• Reserves are currently sitting at £1,075,192.</li> <li>• Additional capital funding has been received for energy saving projects of £41,464.</li> <li>• The LED lighting project that it was hoped would take place over the summer has been delayed until half term, which has slightly skewed the accounts as the payment falls into this year rather than last. Communal areas are being targeted for LED lighting to make the biggest impact.</li> </ul> <p><b>Q – How long after there has been no movement in a room will the lights automatically turn off?</b> A – About 10 minutes.</p> <ul style="list-style-type: none"> <li>• SEN funding was confirmed at £341,756 There are now 26 students in the ARP.</li> <li>• PP funding cannot be confirmed until October when the payment for August/September/October is made.</li> <li>• The recovering premium will be paid again this year, then it will cease. This has been used to support the ARP.</li> <li>• Staffing % of GAG funding was budgeted at 92% but at year end this was 88%. This is still quite high, but is necessary in order to be fully staffed with quality people.</li> <li>• There are now three staff on the cover team, which should reduce agency costs. The increased cover team is working well.</li> </ul> <p><b>Q – Is additional cover still needed at all?</b> A – SLT are still needed for cover sometimes, as there is always absence for training, sickness etc. School tries to avoid using teaching staff for cover.</p> <ul style="list-style-type: none"> <li>• Aspire/Other AP costs were high last year; it is hoped this will reduce but post-Covid some students who have missed so much education are needing AP more than before. As a result of expansion there are more students than before and there are still likely to be bumps in the road.</li> <li>• £182k surplus is forecast but £41k of this will be spent on the building work held over from the summer, so it will be £140k.</li> </ul>	
<b>10.2</b>	<p><b>Budget 2023-24</b> LJ had circulated the early 23-24 forecast and highlighted:</p>	

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	<ul style="list-style-type: none"> <li>• Staffing cost budgeted at 91% of GAG funding.</li> <li>• Electricity and gas contracts are due for renewal. Negotiations over electricity contracts have resulted in a £140k reduction but gas will be an increase of £36k. However, the school was benefitting from a below-market two-year fixed rate previously.</li> <li>• Exam costs are higher due to increased numbers of students.</li> <li>• Forecast for 23-24 is a deficit of £42,263. However, pension contributions of up to £100k may not be taken up so there are likely to be savings here. With many new staff, some from overseas, the pension take-up will be better known by November.</li> <li>• The overall effect is no real change to forecast reserves.</li> </ul> <p><b>Q – How much does the Development Fund vary from year to year?</b>  A – It currently stands at £153,925, but Governors may wish to use some of this to fund the Reception refurbishment. Tender packs for the works will be considered and then a targeted email could be sent to parents to say what the development fund money will be spent on.</p>	
10.3	<p><b>Teachers Salary Review</b></p> <ul style="list-style-type: none"> <li>• Governors were asked for approval for the 6.5% teacher pay increase. The budget previously had 5% in it but 3% is funded so this is better than hoped.</li> <li>• Governors approved this increase.</li> </ul>	
<b>PREMISES, HEALTH &amp; SAFETY</b>		
11.1	<p><b>Current Works Update</b></p> <p>LJ had circulated the Premises Update and highlighted:</p> <ul style="list-style-type: none"> <li>• There are currently no suitable projects that fit in with the CIF criteria. School would rather use the contribution that would have to be put into a CIF project towards the Reception refurbishment (which wouldn't qualify for CIF).</li> <li>• Decarbonisation funding will be available but the amount and criteria are not known. A bid is being put together regardless, as it will reduce annual costs. If it isn't successful, the opportunity will come again in March with more of a steer. Savings will be made in any case, with better monitoring of energy usage.</li> <li>• Energy costs from the new supplier (SEFE) were presented to Governors, as discussed in the finance report above. Governors approved the move to SEFE. The flooring has been replaced in the Art block now that the roof has been fixed. This is a great improvement.</li> <li>• The Saturday drama school letting has been lost (representing</li> </ul>	

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	<p>income of £8-9k per year). However, the school had to be heated and staffed over the weekend and often it wasn't left tidy for Monday morning. It is hoped other lettings will be found to replace this.</p> <p><b>Q – Can the Reception refurbishment take place over the course of the school year?</b></p> <p>A – Yes. It is creating a new building, so this can be constructed separately while operations continue as they currently are. There will be some disruption, but it will be manageable. No demolition needed.</p>	
<b>11.2</b>	<p><b>Expansion Plan Update</b></p> <p>LJ reported:</p> <ul style="list-style-type: none"> <li>• Solar gain on the new block is being monitored.</li> <li>• The fridge freezer was re-gassed over the summer.</li> <li>• Sports pitches need more work as the wrong grass was laid.</li> <li>• The new ovens are a big improvement.</li> <li>• A quote is awaited for the extractor fan.</li> <li>• The 12 month rectification period is now over, but other issues are appearing such as leaks in the boys' changing rooms.</li> <li>• Lunchtime arrangements have changed now that School is at capacity. There is a positive atmosphere as a result of this.</li> </ul>	
<b>12.1</b>	<p><b>H&amp;S Termly Visit</b></p> <p>Not yet taken place.</p>	
<b>12.2</b>	<p><b>H&amp;S Audit Update</b></p> <p>LJ reported:</p> <ul style="list-style-type: none"> <li>• Some fire doors have had the wrong glass installed. A quote is awaited for replacement. If School can find out who supplied them, this will be followed up as they are not compliant.</li> <li>• Most items on the audit have now been done.</li> <li>• A report circulated confirms that School has no RAAC. A note has gone out to parents about this.</li> </ul> <p><b>Q – Why did issues with doors only get noticed at audit?</b></p> <p>A – The site team does a termly audit. There are too many doors to be monitored all the time. Fire doors are a constant, rolling issue because they are so constantly used.</p>	
<b>OTHER MATTERS</b>		
<b>13</b>	<b>Policy Reviews</b>	
<b>13.1</b>	<p><b>Contingency and Business Continuity Plan</b></p> <p>The policy had been circulated.</p> <p>Footer to be added. Otherwise there were no comments and the</p>	<b>LJ</b>

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	policy was approved.	
13.2	<b>Administration of Medicines</b> The policy had been circulated. There were no comments and the policy was approved.	
13.3	<b>Anti-bribery and Corruption</b> The policy had been circulated. There were no comments and the policy was approved.	
13.4	<b>Capitalisation Policy</b> The policy had been circulated. There were no comments and the policy was approved.	
13.5	<b>Investment Policy</b> The policy had been circulated. There were no comments and the policy was approved.	
13.6	<b>Pay Policy</b> The policy had been circulated. <b>TLR structure to be updated.</b> The policy was approved subject to this.	<b>U</b>
14	<b>Any Other Business</b> <b>Microsoft Update</b> SL reported that School was successful in its bid to become a Microsoft Showcase School. This has helped with recruitment, including the new Head of IT and Innovation. <b>Governors congratulated SL and the team for all their work on this</b> and hoped the news would be positively spread.	
15	<b>Date and Time of Next Meeting</b> Wednesday 22 <sup>nd</sup> November 2023 at 6.30pm (Online)	
16	<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 8.15pm	

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

CHAIR