



<b>SPRING TERM 2024 MEETING OF THE FINANCE, PREMISES, HEALTH &amp; SAFETY COMMITTEE</b>	
<b>MINUTES</b>	
Date	Wednesday 6 <sup>th</sup> March 2024
Time	18.30
Place	Boardroom, HGSS

- PRESENT:** Steve Pilgrim (SP) (Chair) Mr R Kamp (RK)  
 Tony Green (TG) Mr E Hillyard (EH) (Headteacher)  
 Jeremy Hunt (JH)
- IN ATTENDANCE:** Lynda Jackson (LJ) Director of Finance, HR and Resources  
 Sara Lary (SL) Deputy Headteacher  
 Jenny Knight (JK) Clerk
- GOVERNOR**
- APOLOGIES:** Liliana Minton
- NOT PRESENT:** None

**Action Support Challenge**

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

Item	Discussions and Decisions Made	Actions
1	<p><b>Welcome and Apologies for Absence</b></p> <ul style="list-style-type: none"> <li>SP welcomed everyone to the meeting, especially RK who has just joined the Committee.</li> <li>Apologies were accepted from Liliana Minton.</li> </ul>	
2	<p><b>Notification of Any Other Business</b></p> <p>None</p>	
3	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest, either new or against items on this agenda.</p>	
4	<p><b>Minutes</b></p> <p>The Minutes of the meeting held on 22<sup>nd</sup> November 2023, having been circulated, were approved.</p> <p><b>Meta data on minutes to be updated.</b></p> <p><b>Actions and Matters Arising</b></p> <ul style="list-style-type: none"> <li>All actions and policy updates were complete.</li> <li>No response from the auditors about the management</li> </ul>	JK

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	responses to the audit report. <b>LJ to follow up on this.</b>	<b>LJ</b>
<b>AUDIT</b>		
<b>5</b>	<p><b>Update on Governance Internal Scrutiny</b></p> <ul style="list-style-type: none"> <li>• LJ had circulated an Action Plan.</li> <li>• A schedule has been agreed with the NGA consultant who will be conducting the Governance Review.</li> <li>• <b>LJ will prepare the documentation requested by the consultant.</b></li> <li>• JK is mid-way through the induction programme for new Governors and <b>will distribute the NGA model skills audit for Governors to complete by April.</b></li> <li>• Governors were happy with the proposed schedule and action plan.</li> </ul>	<p><b>LJ</b></p> <p><b>JK</b></p>
<b>FINANCE</b>		
<b>6.1</b>	<p><b>Income &amp; Expenditure 2023-24</b></p> <p>LJ had circulated a spreadsheet and commentary and ran through the commentary with Governors.</p> <ul style="list-style-type: none"> <li>• £1,303,468 reserves.</li> <li>• Income <ul style="list-style-type: none"> <li>○ A few items received not originally budgeted, such as CLA student funding (though also some additional expenditure here)</li> <li>○ Additional funding for Ukrainian students which was not expected.</li> <li>○ £40k for The Bridge – though this will not continue beyond this academic year.</li> <li>○ The Student Supplementary Grant (SSG) has now finished.</li> </ul> </li> <li>• Expenditure <ul style="list-style-type: none"> <li>○ 5% increase in teacher salaries.</li> <li>○ Support staff salary rises are in consultation for a £3k flat rate for next academic year. This is a significant % rise for those at the bottom end and will add £36,977 to costs without additional funding (based on pro rata for part time/term time staff. This is the Bucks Pay proposal, not national.</li> <li>○ Agency costs have come down, with a third member of the cover team employed. This has worked well.</li> <li>○ Bought-in curriculum costs have risen as support was needed in Science, Economics and IT in KS5 due to issues with staffing.</li> </ul> </li> </ul> <p><b>Q – Regarding the damage to the sports hall, should the third party</b></p>	

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	<p><b>lettings agency have liability cover for this? Was there much damage?</b></p> <p>A – The damage was quite significant but was caused by a wheelchair with marking wheels. It was a small, private group and we want to support such organisations. Larger groups have their own insurance which would cover footwear marking. The lettings company are just booking agents; they don't have responsibility for damage. Our insurance covered the cost of repair except for the excess, which was paid by the group using the hall, so there was no net cost to the school.</p> <p><b>LJ to look into adding non-damage as a condition of hire to the lettings agency terms.</b></p> <ul style="list-style-type: none"> <li>○ Challenge Partners: EH reported that HGSS has been paired with two schools, one in Rugby and one in Hornchurch, to work together to improve and challenge. There has been a £2k cost for a SEND review here. The first session was held yesterday in Rugby.</li> </ul> <p><b>Q – How are the partner schools selected?</b></p> <p>A – They are selected following interview with CP and schools matched based on synergies.</p> <ul style="list-style-type: none"> <li>○ Anti-Legionella works are needed on a water tank and toilets in the tower block.</li> <li>○ Computer rooms need maintenance work (new keyboards etc) due to temporary staffing arrangements.</li> </ul> <p><b>Q – Is this not covered by existing computer maintenance contract?</b></p> <p>A – No, because the contract includes term time only work and this extensive work to whole rooms of computers can only be undertaken in the holidays.</p> <ul style="list-style-type: none"> <li>○ Alternative provision costs have risen recently. These are hard to predict as the issues are not known in advance. Aspire has been full when needed, so alternative provision in Slough has had to be used and taxis funded to remove any barriers to attendance. Orchard House (used for mental health and medical reasons) is also full and the local authority is now advising home tuition and reduced timetables for those who struggle with school.</li> </ul> <p><b>Q – Does School have to pay for home tuition?</b></p> <p>A – Yes, if it is due to mental health or illness issues, but it should be</p>	<p><b>LJ</b></p>

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	<p>only for a finite amount of time; not a long-term fix. There is work ongoing about getting this written into EHCPs, otherwise it won't be supported. It all adds to the costs. Different year groups have different need profiles, e.g. Aspire is mainly being used by Year 10 whereas home tuition mostly applies currently to Year 9 and Year 11. Pastoral are trying to do early work (at transition) to avoid EBSA issues.</p> <ul style="list-style-type: none"> <li>○ Overall the prediction is for an in-year deficit of £110,376. However, £128k is expecting in savings on the pension scheme. This could change if staff decide to join the pension scheme, but is not expected to. This leaves a potential surplus for the year of £17k.</li> <li>○ Reserves are expected to settle at £820,816 at year end after reception works complete. This is a sensible reduction in reserves.</li> </ul> <p><b>Q – Is the £40k from the LA built into this?</b>  A – Yes. It also includes a reasonable contingency, which – it is hoped – will not all be used.</p> <p><b>Provisional Budget 2024-25</b>  LJ updated Governors on figures released since the papers were circulated (<b>LJ to forward updated figures to JK for distribution</b>):</p> <ul style="list-style-type: none"> <li>● GAG funding has now been confirmed and is £110,321 more than our estimate – good news.</li> <li>● Deprivation funding will be between 1.6-2.2% (1.4% was budgeted).</li> <li>● AWPU was estimated at 2% but actual is 5%.</li> <li>● There is a 16% increase in Ever 6 funding.</li> <li>● Total increase in funding is £348k next year.</li> <li>● School is funded for 7 spaces in the ARP which are currently unoccupied. This may be cut if they are not used. There were previously 26 places; this went down to 23. School could fill the spaces but it has to be agreed with Bucks.</li> <li>● Teacher pension costs will increase from 1 April 2024. There is no information yet about how this will be funded, but funding is expected so the increase has been kept out of the budget.</li> </ul> <p><b>Q – Has the impact been modelled in case there is no funding?</b>  A – It would be a 6% increase.</p> <ul style="list-style-type: none"> <li>● 3% budgeted for teaching and support staff pay rises.</li> <li>● Training has been increased to £18k (up from £16k) as there is a growing staffing body.</li> </ul>	<p style="text-align: center;">LJ</p>

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	<ul style="list-style-type: none"> <li>• Gas and electricity budget remains as current year. Contracts are up in October and it is hard to predict what costs may be – but it is hoped things will be less volatile.</li> <li>• FSM budget has been increased due to increased number of students qualifying for FSM. Universal credit changes have driven this.</li> <li>• The revised budget deficit for the year 2024-25 is £298,928.</li> </ul> <p>EH reported:</p> <ul style="list-style-type: none"> <li>• One salary has been paid for a member of staff not currently teaching. There is hope that this will shortly be resolved due to developments with this case.</li> <li>• PAN for September is 210 with an aim to achieve 220 to allow for movement over time. Retention of the extra 10 helps income. Y11 is currently on 210.</li> <li>• There has been a good level of interest in Sixth Form for next year, with 250 applications for the new Y12. Funding for this is lagged. However, there is a balance to be achieved with staffing for a larger Sixth Form as recruitment needs to happen soon for September, whereas results/places are not confirmed until August. There is reputational damage at stake if quality staffing is not available.</li> </ul>	
<b>PREMISES, HEALTH &amp; SAFETY</b>		
<b>7</b>	<p><b>Premises Report</b></p> <p>LJ reported:</p> <ul style="list-style-type: none"> <li>• Reception build is 4 weeks behind due to asbestos removal, weather, a different connection needed to existing drainage etc. However, School has been pleased with the builders and it is hoped some of this time will be made up. Steels arrive on Friday and work should progress fast after this.</li> </ul> <p><b>Q – Should Legionella appear in the Risk Register?</b></p> <p>A – School has commissioned a company to take responsibility for Legionella testing as the site is now too big for this to be done internally. There are no specific issues or identified risks at this stage, so there is no need to add it to the risk register.</p> <p><b>Q – New CCTV is being installed. Is the signage in place?</b></p> <p>A – Yes, this has been done.</p> <p><b>Q – Does the RPA insurance cover cyber attacks?</b></p> <p>A – They have given us a list of requirements which we comply with. The Misbourne was attacked just before half term and they reported how supportive RPA were during this incident. They had not complied</p>	

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	<p>with the full list. We are encouraged by this. A cyber attack is a major risk and we are trying to make sure we are not the weakest link school here by putting as many barriers in place. There is staff training a phishing testing campaign. We are also aware of any third party access to systems. It is usually about human error.</p> <p><b>Q – The Misbourne had to send students home for 7 days and couldn't home school due to lack of computer access. What are HGSS's contingencies for this sort of situation?</b></p> <p>A – It depends what is taken out. Break and lunch times are difficult to operate without computers due to top-up cards being used to pay for food. Registers can be printed on paper, but only if we can access SIMS. Teaching is not the problem: there are white boards in classrooms. The only subject that is truly electronic is MFL. All teachers could continue to teach; it's the administration around them that would suffer.</p> <p><b>Q – What about the fire alarm system?</b></p> <p>A – Yes, this would be a problem. We could work without CCTV. We do have two different exchanges/lines which should help. We have done a lot of work in this area and have put in a great deal of extra security. We have done some scenario planning and will be running a test situation in the summer.</p>	
7.1	<p><b>Current Works</b></p> <ul style="list-style-type: none"> <li>• LJ had circulated a report on the reception build with pictures.</li> <li>• Side walls are in place, ready for steels next week.</li> </ul>	
7.2	<p><b>Capital Improvements</b></p> <p>LJ had circulated a plan of capital projects.</p> <p><b>Q – For item 10, is £30k the right amount for an immersive room?</b></p> <p>A – This project is on hold while VR headsets are being investigated. This was first considered before Covid but there was no room in school so a separate room would have had to be built. Then VR software improved and it was thought that headsets could be used in any space in school rather than building a new space. The suggestion is to start with 8 headsets, then build up. Time is being taken as VR headset demos so far have not been convincing. <b>LJ to amend dates on this spreadsheet.</b></p>	LJ
8	<b>Health &amp; Safety</b>	
8.1	<p><b>Termly Visit</b></p> <p>TG attended a H&amp;S walkabout on 17 January and a report had been circulated.</p>	

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	<p><b>Q – What is the urgency with the reception roof (marked red)?</b>  A – With high rainfall there is a lot of water pooling on the roof. Drainage from this roof has been compromised during the music room build. The suggestion is to re-route the water to a different roof which shouldn't be costly. LJ is trying to get Bucks to pay as this was their builders' error. A quote is expected imminently and the work should be completed before Easter.</p>	
8.2	<p><b>H&amp;S Audit Update</b>  As above.</p>	
8.3	<p><b>ICT – Cyber Security Update</b>  LJ had shared a cyber incident response plan and a security presentation from EAC.</p> <p><b>Q – What is the EAC reaction time when a detection is made?</b>  A – There is a team onsite and a team at the main office. There is also one staff member in Australia, who can be emailed overnight - so effectively there is 24/7 monitoring.</p>	
8.4	<p><b>Risk Register</b>  LJ had circulated the risk register, revised with increased cyber security risk on page 11.</p> <p>EH also referred to the outcome of a recent court case involving a member of staff. The staff member was acquitted of all charges. It is hoped this has reduced the reputational risk to the school.</p>	
<b>OTHER MATTERS</b>		
9	<p><b>Pupil Premium Strategy Update</b></p> <ul style="list-style-type: none"> <li>• EH had circulated the strategy statement to demonstrate where PP monies have been spent.</li> <li>• 23/24 attainment data is based on current grades (no coursework) and as a whole are not dissimilar to this time last year. However, grades are better for this year's disadvantaged students – so progress appears to be being made on narrowing the gap. If this group continues to work in this way the P8 figure for disadvantaged students should be better than last year's -1.14.</li> <li>• There were 141 PP students this year, for whom School was allocated £115k in additional funding.</li> </ul> <p><b>Q – Are there any projected results?</b>  A – They each have predicted grades. School is also running an Easter revision course at which PP students have reserved places. Enhanced</p>	

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	tracking is also in place for this group.	
<b>10</b>	<b>Policy Reviews &amp; Approvals</b>	
<b>10.1</b>	<b>Charging &amp; Remissions</b> <ul style="list-style-type: none"> <li>LJ had circulated the policy. There were no changes.</li> <li>Governors approved the policy.</li> </ul>	
<b>10.2</b>	<b>Flexible Working Policy</b> <ul style="list-style-type: none"> <li>LJ had circulated the policy, which had been amended in response to changes in legislation. A chart had been circulated to outline the changes.</li> <li>LJ to remove 4(d) as redundant.</li> <li>Governors approved the policy.</li> </ul>	<b>LJ</b>
<b>10.3 – 10.6</b>	<b>GDPR and Cyber policies</b> RK to consolidate comments onto reviewed document and re-present to FPH&S Committee for June meeting.	<b>RK</b>
<b>11</b>	<b>Any Other Business</b> None	
<b>12</b>	<b>Date and Time of Next Meeting</b> Wednesday 26 <sup>th</sup> June 2024 at 6.30pm	
<b>13</b>	<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 8.07pm.	

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

CHAIR