



SUMMER TERM 2024 MEETING OF THE FINANCE, PREMISES, HEALTH & SAFETY COMMITTEE	
MINUTES	
Date	Wednesday 26 th June 2024
Time	18.30
Place	Boardroom, HGSS

PRESENT: Steve Pilgrim (SP) (Chair) Mr E Hillyard (EH) (Headteacher)
 Tony Green (TG) Jeremy Hunt (JH)

IN ATTENDANCE: Lynda Jackson (LJ) Director of Finance, HR and Resources
 Sara Lary (SL) Deputy Headteacher
 Jenny Knight (JK) Clerk

APOLOGIES: Liliana Minton, Roy Kamp

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. Apologies were accepted from Liliana Minton and Roy Kamp. 	
2	Notification of Any Other Business None	
3	Declarations of Interest There were no declarations of interest, either new or against items on this agenda.	
4	Minutes The minutes of the meeting held on 6 th March 2024 and the additional meeting of 26 th March 2024, having been circulated, were both approved. Actions and Matters Arising <ul style="list-style-type: none"> Actions and policy updates were complete. Annual Governor Report to be available for 10th July FGB. Skills audit outcome to be considered at 10th July FGB. Lettings: Private groups are no longer able to hire the facilities; only established groups with liability insurance in case of damage. 	

Item	Discussions and Decisions Made	Actions
AUDIT		
5	<p>Internal Audit Reports Two internal scrutiny reports had been circulated. One further report is due in September.</p> <p>SEN Funding Report An action plan has been created to deal with recommendations from the report.</p> <p>EH commented:</p> <ul style="list-style-type: none"> • P.12 – Intervention plans are in place. • P.13 – APDR cycle is in process for reviewing support. • P.14 – Parental perspective is being dealt with. A form will go to parents in July with four boxes to complete and a requirement to acknowledge receipt and understanding. This is about getting parental voice. <p>Q – Was the scrutiny process reasonable and thorough? A – They spoke to the SENCO and looked at lots of documentation. It was thorough. Development items were given and all have been included on the action plan.</p> <p>Q – Item 3 says there is no evidence of parent/carer involvement in reviewing progress. Why is this? A – This is happening, there is just no paperwork to evidence this due to staff absence.</p> <p>Q – Is it normal for the SENCO to be on the SLT? A – Yes, it is best practice but it is unusual for the HT to line manage; this would normally be an AHT. However, this is advisory not statutory.</p> <p>Q – What is the impact of changes happening next year (Laura leaving)? A – There has been a long transition period with the existing Deputy SENCO taking over, so it shouldn't be a problem. The new SENCO will still not be on the SLT but they will continue to have an hour-long meeting weekly with the Headteacher and they produce a termly report to SLT.</p> <p>Q – Should the SENCO attend the SLT meetings? A – They do. They produce a report and attend for that item, but not the rest of the meeting.</p> <p>LJ to add this reasoning, about why SENCO should remain not part of the SLT, to the document.</p> <p>Governors approved the report.</p>	LJ

Item	Discussions and Decisions Made	Actions
	<p>Payroll Report</p> <p>There was only one development point here, regarding publishing of employees earning over £100k. This is done already, but not as a separate document. LJ has already separated out the document.</p> <p>Governors approved the report.</p>	
FINANCE		
6.1	<p>Provisional Year End 2023-24</p> <p>LJ had circulated the spreadsheet and commentary and highlighted:</p> <ul style="list-style-type: none"> • School has been promised £166k for the Teachers Pension Grant, but this amount has not yet been received. The year end figures include this amount. • Assuming the £166k is paid, the in-year surplus will be £257k, which now includes the pension surplus for those who haven't signed up to the pension scheme. • Reserves will rise to £1.155m after all reception works are completed. 	
6.2	<p>Budget Approval 2024-25</p> <p>LJ had circulated the figures and highlighted:</p> <ul style="list-style-type: none"> • Small in-year deficit predicted of £28,417k but the likelihood is that savings will once again be made if staff don't opt into the pension scheme; so a reasonable position for next year is expected. • 3% pay increase has been budgeted for both teachers and support staff. • A good number of applications have been received for Sixth Form but there have been a couple of key staff resignations which will affect the school's ability to deliver Year 12 courses in criminology, business and sociology. These are big areas of interest for potential Sixth Formers, so some candidates will be lost as a result. • Criminology is considered a vocational subject and therefore won't contribute to the league tables in terms of L3VA figures, so it doesn't work in school's favour in this respect. <p>Q – Are any large projects proposed for next year?</p> <p>A – Development of the Learning Resource Centre (LRC) and solar panel installation. A CIF bid is proposed (see later discussion). Looking ahead there are thoughts about building a lecture theatre-style area, where two classes could be brought together if necessary, with one teacher. LEDs and motion sensors on lights are being considered to help make energy savings. However, nothing will be decided until the impact of the election is known.</p>	

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	<p>Q – The loss of potential Sixth Formers due to not teaching Criminology is a share. How are colleges able to run courses like this, based on the league table problems mentioned?</p> <p>A – Colleges are not held to account for L3VA figures as school sixth forms are. Unfortunately, we cannot guarantee good teaching & learning with as we cannot recruit suitably experienced staff, despite best efforts. Recruitment has been much harder this year and we have had to recruit some overseas teachers despite hoping not to. Inexperienced staff are being offered Head of Department positions elsewhere, which make the process even more difficult.</p> <p>Governors approved the budget for 2024-25.</p>	
6.3	<p>3-year Budget</p> <p>LJ had circulated three-year budget figures and highlighted:</p> <ul style="list-style-type: none"> • No growth in Sixth Form has been included (though it is hoped there will be some despite the above issues). • 2% increase on income (GAG and grants) assumed. • 3% increase on salaries assumed. • 5% increase on utility bills and cleaning costs assumed. • Much is unknown, especially with the impending election. • In terms of staff costs, more experienced staff are leaving, with less experienced (and therefore costly) staff joining. <p>Q – Do you know the headcount for September yet?</p> <p>A – Not until results are known and places confirmed for Sixth Form.</p> <p>Q – How are you reducing the numbers for Criminology; are you making the grade requirements stricter?</p> <p>A – We have advised that if students want to study Criminology as their no.1 choice, they should look elsewhere. Year 13 Criminology will be taught and completed, but there will be no Year 12 intake. Sixth form classes will be increased from 13 to 22-25. There will be a greater staff workload but it is done like this at Grammar schools. If Sixth Form numbers can be increased, it could start to contribute positively to the finances of the whole school. If all our students meet exam requirements we would be obliged to accommodate them.</p> <p>PAN is 25 external students. If we end up with higher number we would have to apply admissions criteria.</p> <p>Q – What has happened to the Ramsay partnership?</p> <p>A – Ramsay has become part of Insignis MAT. The new timetable is not compatible with HGSS's, so the partnership with them is winding down. Commitments to Year 13 will be honoured but no further commitments will be made.</p> <p>Governors approved the three-year budget.</p>	

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6.4	<p>SRMSAT Submission and Benchmarking</p> <p>LJ had circulated the submission and it was accepted by Governors.</p> <ul style="list-style-type: none"> • Spend on teaching staff is higher than average; school knows this but feels that high quality/experienced staff are crucial to success and without them you lose in different ways. The most important thing is quality of staff and fit with the school. • Agency costs have not been anything like as high as some schools, due to extra cover staff. 	
6.5	<p>School Fund Accounts</p> <p>LJ had circulated the accounts and highlighted:</p> <ul style="list-style-type: none"> • These have been audited and uploaded to the Charities Commission. <p>Governors approved the school fund accounts.</p>	
PREMISES, HEALTH & SAFETY		
7	Premises Report	
7.1	<p>Current Works</p> <p>LJ reported:</p> <ul style="list-style-type: none"> • CIF bid planned to be submitted in the autumn (boilers and pipework in the tower block and Tech area). 	
7.2	<p>Capital Improvements</p> <p>LJ reported:</p> <ul style="list-style-type: none"> • The new reception is complete and has made a big difference to the look of the school. It has also given it a much calmer feel, both the reception and also the foyer area. Parents are positive about it. • The plan of capital projects has been updated. 	
7.3	<p>Solar Project</p> <p>A presentation and headline figures were circulated to Governors for the solar panel project. Operating leases are changing in September, so it would be good to get these in before that.</p> <p>Q – Is there any capital expenditure involved?</p> <p>A – No. There are two options. School is recommending the option that involves no capital expenditure.</p> <p>Q – Will there be any costs at all?</p> <p>A - £900 in total over a ten year period. Maintenance costs come out of energy savings.</p> <p>Q – Is there a minimum saving that has to be made?</p>	

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	<p>A – There is comfortable enough leverage after costs for this not to be an issue.</p> <p>Q – Where are the panels made? A – They are probably made in China.</p> <p>Q – Could real life examples of the project be used in the curriculum, e.g. Maths, Science and Geography? A – Smart meters will give readings that departments can use to weave into the curriculum.</p> <p>Q – Would school be able to benefit from a FIT if they were reintroduced? A – Yes, this is an agreement with the energy provider.</p> <p>Q – When do the solar panels become the property of the school? A – After ten years. They have a 25 year life expectancy. Maintenance is down the to the school after the ten year period.</p> <p>Q – The operating lease table lists 13 years. Which is correct? A – LJ to check: <ul style="list-style-type: none"> • Whether lease is for 10 or 13 years • What the asterisks in the document relate to • Clarity on the warranty period and cover </p> <p>Q – Are the inverters ground or roof mounted? A – Roof mounted</p> <p>Q – What happens about disposal of the panels at the end? A – LJ to find out. They will be in school’s ownership by then. No cleaning will be required however, as they are ‘self cleaning’.</p> <p>LJ to get answers to all the above questions and send by email to governors. A Teams call may be necessary for approval.</p>	LJ
8	Health & Safety	
8.1	<p>Termly Visit</p> <p>TG had attended a health & safety site visit on 12th June 2024 and a report had been circulated:</p> <ul style="list-style-type: none"> • A fire door audit has been completed. 2 doors will be replaced to be compliant for September. This is a rolling programme. • Reception roof drainage issue is complete and was paid for by Bucks. The render will also be re-done over the summer and Wilmott Dixon have agreed to sort out this aspect. 	

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8.2	<p>H&S Audit Update</p> <p>A third party has been brought in to do Legionella testing. This took place on 11th June and a report was circulated:</p> <ul style="list-style-type: none"> Concerns are brought up by the external partner and dealt with in house. The tank above the kitchen mezzanine is over 2000l capacity but only feeds a small sink, therefore it can't flush through in 24 hours. This is a big issue. <p>Q – Is there a Legionella logbook?</p> <p>A – It was suggested that we have a specific logbook, like a fire checklist. We now have this. When TG comes in for his health & safety visit he can check internal logs too.</p> <p>Q – Should Legionella be included on the risk register?</p> <p>A – A plan, based on the Legionella external review, will come to FPH&S in the autumn.</p> <p>LJ to add a general H&S section in the risk register to cover such things as Legionella, asbestos etc.</p>	LJ
8.3	<p>Risk Register</p> <p>LJ had circulated the risk register. There were no changes and Governors were happy with the document (subject to the addition in 8.2 above).</p>	
OTHER MATTERS		
9	Policy Reviews & Approvals	
9.1	<p>Information, IT & Cyber Security</p> <p>The policy had been circulated and was approved subject to one minor change ('standard' to 'students') on page 4.</p>	
9.2	<p>GDPR Breach</p> <p>The policy had been circulated and was approved.</p>	
9.3	<p>GDPR</p> <p>The policy had been circulated. RK had supplied questions to LJ by email which have been addressed in the policy.</p> <p>LJ to arrange for the privacy notice on the website to be better signposted.</p> <p>LJ to check whether the DPO should be listed in the privacy notice.</p> <p>The policy was approved.</p>	LJ LJ
9.4	<p>GDPR Subject Access Request</p> <p>The policy had been circulated and was approved.</p>	
9.5	Acceptable Use Policy	

Item	Discussions and Decisions Made	Actions
	<p>The policy had been circulated.</p> <p>LJ to amend footers with correct review dates and minor amendments on page 4.</p> <p>The policy was approved subject to these changes.</p>	LJ
9.6	<p>Best Value Statement</p> <p>The document had been circulated and was approved.</p>	
9.7	<p>Whistleblowing</p> <p>The policy had been circulated.</p> <p>Review dates and metadata to be amended by LJ.</p> <p>The policy was approved subject to these changes.</p>	LJ
10	<p>Support Staff Appraisal</p> <p>The support staff appraisal report had been circulated to Governors.</p> <p>Q – There are four staff at the top of their salary scale. Are they likely to leave?</p> <p>A – We can review their job description and consider whether there are options for them to access a different pay band. There may be additional roles in school that they could take on.</p>	
11	<p>Any Other Business</p> <p>None</p>	
12	<p>Date and Time of Next Meeting</p> <p>Wednesday 25th September 2024 at 6.30pm</p>	
13	<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 8.33pm</p>	

Signed Date

CHAIR