



AUTUMN TERM 2022 MEETING OF THE FINANCE, PREMISES, HEALTH & SAFETY COMMITTEE MINUTES	
Date	Wednesday 28 th September 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 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	Welcome and Apologies for Absence <ul style="list-style-type: none"> SP welcomed everyone to the meeting. There were no apologies. TG arrived at 18.50 	
2	Notification of Any Other Business <ul style="list-style-type: none"> None 	
3	Appointment of Chair and Vice Chair <ul style="list-style-type: none"> SP was willing to continue as Chair for a further year. TG nominated SP. JH seconded. All Governors were in agreement. There were no nominations for Vice Chair. 	
4	Declarations of Interest <ul style="list-style-type: none"> TG is a Member of Buckinghamshire Council. 	
5	Minutes The Minutes of the meeting held on 8 th June 2022, having been circulated, were approved. Actions and Matters Arising <ul style="list-style-type: none"> FGB Minutes are up to date on the website LJ is working on registering the charity account for Gift Aid. 	

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	<ul style="list-style-type: none"> • SL reported success being accepted onto the MS Incubator School programme. A new IT Strategy Plan is needed for this, so the changes requested at the last meeting will be incorporated into the new version. Feedback on the MS Incubator programme will come to the November FPH&S. • The second broadband line is now installed. There are two different exchanges being used, in case one has an outage. LJ to test both lines separately, out of hours. • The defibrillator will be sited in the new Reception area, when it is remodelled. Governors were satisfied with this plan. The defibrillator will not be for public use out of hours, apart from by those letting the facilities – who will need some training. • The grass has been cut on the playing field but there is only one maintenance visit in the contract. The field is not of a high standard and the Head of PE has been warned that usage this year will be reduced as a result. 	LJ
6	<p>Terms of Reference</p> <ul style="list-style-type: none"> • The Terms of Reference for the FPH&S Committee had been circulated and were approved with no changes. 	
7	<p>Academies Trust Handbook 2022</p> <ul style="list-style-type: none"> • The Academies Trust Handbook 2022 had been circulated. Updates and the list of ‘musts’ were highlighted. <p>Q – How do we know that we are compliant with this list of ‘musts’? A – There is no particular process to check this, but much of it is covered by external audit. However, this is a matter of Governor responsibility and Governors need to understand what challenges they should bring into meetings to check that the School has met its responsibilities. LJ to produce a checklist of musts with a column indicating where each is to be scrutinised. JK to add standing items to agendas as necessary.</p>	LJ/JK
8	<p>Scheme of Delegation</p> <ul style="list-style-type: none"> • The financial scheme of delegation had been circulated. There had been no major changes. <p>Q – Why is the FPH&S Committee not included as a column heading? A – Budgets are agreed and approved by the Governing Body, so payments are only authorised within this agreed budget. If something comes up that is significantly outside this (e.g. electricity payments) a separate meeting is arranged to discuss it.</p>	

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AUDIT		
9.1	Interim Audit Report LJ reported that this was underway and would be reported in the November FPH&S meeting.	
FINANCE		
10.1	Final Income/Expenditure 2021-22 The accounts had been circulated. LJ reported: <ul style="list-style-type: none"> • Reserves at 1 Sept 2021 were at £984,705 (16.39% of GAG) • Income: No major change since the last meeting. SSG money came in July and SEN funding was slightly higher than expected at £334,454. • Expenditure: <ul style="list-style-type: none"> ○ Savings on pension costs confirmed. ○ Salaries at 86% of GAG (needs monitoring) ○ Salaries: no change from forecast ○ Repairs & Maintenance: Higher due to Art boiler and out of scope items. However, these are not ongoing. ○ Gas: Still no invoices so an allowance is being made in the accounts. However it is a fixed price so there is some certainty here. The fix continues to October 2023. ○ Electricity: Problems finalising the new meter for the new build. An allowance of £70,840 has been made but this is likely to come down at year end. ○ The Government energy relief runs October to March. School is waiting to hear how much this will be. ○ Sixth Form Consortium: Retained 11 students who may not have stayed, so this seems beneficial. ○ FSM: Needs watching. Costs have gone up in the last two years and this will continue. More families are needing support but there won't be more funding as this is based on a formula. Last year School spent more on FSM than came in. ○ Agency costs are as expected. It has been a difficult year for long term sickness (one long Covid issue, otherwise circumstantial). Hopefully this won't continue. School is looking for a second staff cover supervisor. ○ The year end forecast shows a surplus of £73k (against a predicted deficit of £39k, so this is positive). ○ The Forecast Reserves figure at 31 August 2022 stood at £1,058,128 (15.9% of GAG). <p><i>Q – Will the expansion plan mean the catchment area widens to include students from other demographics? Could this affect the</i></p>	

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	<p><i>formula funding for FSM?</i> A – In fact the Y7 Distance Travelled to School figure has actually reduced, but this varies year on year.</p>	
<p>10.2</p>	<p>Budget 2022-23 The accounts had been circulated. LJ reported: Income:</p> <ul style="list-style-type: none"> • The Sixth Form has grown (155 this year vs 138 last year). This will bring an additional £77k of funding next year. However, School has to deliver more hours in the Sixth Form year on year. • Funding for the ARP is for 20 students but already there are 23. It is expected that the LA will pay for these. • £164,567 SSG funding is expected. This will be the last year. <p>Expenditure:</p> <ul style="list-style-type: none"> • Teaching salaries are likely to rise 5% (decision expected 14 October). This will be brought to the November meeting for approval (represents £88k additional expenditure which is currently unfunded). • Additional £18k of support staff costs for an estimated increase in salaries of 5% (only 2% budgeted for). • Harper Trust ruling: Some lower paid support staff will have to be paid for 5.6 weeks of holiday entitlement (up from 5.1) and this may have to be backdated two years. This represents £3.3k for this year and another c£7k if backdated. • Electricity: 100% was budgeted but School has now had to fix on a one year contract at 386% increase! Even this is better than some other schools. There will be some Government relief on this for the first six months. • 1% National Insurance may no longer be charged (TBC). • There is the potential for £81.5k pension savings, which won't be confirmed until the end of the year. • Salaries this year will reach 92% of GAG funding. Reserves will reduce to £580,102 due to salary rises and energy costs. This is a worrying and unsustainable figure (8.7% of GAG). However, funding is lagged and the School is slightly over-staffed for this year, so that the right staff will be in place when numbers increase next year. Current Y11 is the last 5-form entry year. In future, all years will be 7-form. This additional staffing is being used to create smaller classes for students with higher needs. • Governors to be aware of pupil numbers dropping through primary school which will start to impact secondaries from September 2024. However, HGSS is currently oversubscribed, with 219 in Y7 (210 PAN), though Y10 is down to 207 and Y9 at 	

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	<p>208. There has been a lot of movement in and out of the area.</p> <p>Q – Can anything be done to claim back for the problems with the Art block roof?</p> <p>A – No proper insulation was put in under the box cladding. There is no point making a claim as it will take too long and take up too much resource. School has received a grant to cover the cost. The upgraded composite cladding won't need maintenance and looks good.</p>	
10.3	<p>Academies with more than 20% Revenue Reserves</p> <p>LJ reported:</p> <ul style="list-style-type: none"> • ESFA were looking at schools with larger reserves. However, £650k of HGSS reserves have been put down to planned works (new Reception and LRC). • The reserves are dropping in any case, as above. 	
10.4	<p>Teachers Salary Review</p> <p>As above.</p>	
PREMISES, HEALTH & SAFETY		
11	Premises	
11.1	<p>Current Works Update</p> <p>LJ had circulated a report and highlighted:</p> <ul style="list-style-type: none"> • CIF works are going well. Most of the messy work has been done over the summer holiday but they have not yet finished (expected). Roofing work is affected by adverse weather but the cladding is now complete. 	
11.2	<p>Expansion Plan Update</p> <p>LJ reported:</p> <ul style="list-style-type: none"> • There is still some snagging to be completed. • Heating and water for the dining room has now been agreed, for which Bucks Council will pay £120k. • The walk-in freezer has broken again and the sub-contractors are in dispute. • The coffee lounge is complete and is starting to be used by Sixth Form. Additional staffing is being recruited by Innovate, which will allow the area to be used for break and lunch food for staff and Sixth Form. This will take pressure off the dining room. • Bucks Council have agreed to return the ovens to their original state. School is awaiting further action on this. <p>Q – Has there been any progress on energy consumption in the new block?</p>	

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	<p>A – It has been agreed that a consultant will be appointed to look into this properly as School has been unable to get to the bottom of the problem. The gas meter is showing usage on Saturdays and in the summer, when there should be no usage. The solar panels are also not working effectively. The rectification period for this is up on 31 October but the problem has already been notified. LJ to report back to the committee on timescale and cost of the consultant.</p> <p>Q – Is there any update on the air dome? A – No further update. TG to follow up (LJ to send last email). The Reception refurbishment will be done under permitted development.</p> <p>Q – How much did the new phone system cost? A - £7k. The current lines will be handed over at the end of the month, after which everything becomes digital.</p> <p>The plan of capital projects had been circulated and was agreed.</p>	<p style="text-align: center;">LJ</p> <p style="text-align: center;">TG/LJ</p>
12	Health & Safety	
12.1	<p>Termly Visit LJ/TG to put a date in for this term.</p>	LJ/TG
12.2	<p>H&S Audit Update This will be brought to the November meeting along with the report from the termly visit.</p>	
OTHER MATTERS		
13	Policy Reviews	
13.1	<p>Acceptable Use Policy The policy had been circulated.</p> <ul style="list-style-type: none"> • Typo on page 3 to be amended. • Governors approved the policy subject to this amend. <p>Q – For those students bringing in their own laptops, can School control what apps they use? A – They can be controlled when they are IN School but can't control what students can download when they are at home. Students are only allowed to use laptops in lesson time, not break time (exception is the Sixth Form). Software called 'Classroom Monitor' has been considered so that teachers can see what students are doing on their laptops in class. However, this is expensive. There are lots of controls (via the network) on what students can do on their laptops. It will be useful to see how other schools do this when part of the MS network.</p>	LJ

Item	Discussions and Decisions Made	Actions
14	Any Other Business None	
15	Date and Time of Next Meeting Wednesday 23 rd November 2022 at 18.30.	
16	Evaluation of Meeting 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 8.20pm	

Signed Date

CHAIR