



SPRING TERM 2023 MEETING OF THE FINANCE, PREMISES, HEALTH & SAFETY COMMITTEE

MINUTES

Date Wednesday 8th March 2023
Time 18.30
Place Zoom

PRESENT: Mr S Pilgrim (SP) (Chair) Mr J Hunt (JH)
Mr T Green (TG) Mrs L Minton (LM)
Mr E Hillyard (EH) (Headteacher)

IN ATTENDANCE: Mrs L Jackson (LJ) Director of Finance, HR and Resources
Mrs S Lary (SL) Deputy Headteacher

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, which was held on Zoom due to adverse weather conditions.As the Clerk was not present, the meeting was recorded for the Minutes to be written afterwards.There were no apologies.	
2	Notification of Any Other Business None	
3	Declarations of Interest <ul style="list-style-type: none">TG is a Member of Buckinghamshire Council.	
4	Minutes The Minutes of the meeting held on 23 rd November 2022, having been circulated, were approved. Actions and Matters Arising <ul style="list-style-type: none">Footpath: EH followed up on Holmer Green Village Society emails following solicitor advice. The path is the School's responsibility. Another letter has been received since, which has been responded to with the same message. There is a scheme to try to turn the path into a public right of way.Other actions either complete or on the agenda.	

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AUDIT		
5	<p>Internal Audit Report 1 – File Retention</p> <p>The report had been circulated. LJ highlighted:</p> <ul style="list-style-type: none"> • Page 4 list of actions: Some work to be done to be fully covered, e.g. digital continuity statement. • Management response added to the report to explain the process for completing these elements. • School has moved to an electronic process for student files. This week School has moved to an electronic version of taking student incident reports. Streamlining is rapidly happening. • Information risk register will be included on the overall risk register rather than creating a separate document. <p>Q – In the management response it doesn't detail timeframes for remediation?</p> <p>A – LJ: We must do this within this academic year. Plan is to resolve by the next FPH&S meeting.</p> <p>Q – What is the School's Data Protection Officer's response to this report? They charge for their service and this report has left you with more oranges than greens.</p> <p>A – LJ: Not yet sent to the DPO. They advise as and when advice is needed. They do not come into School so they do not oversee processes.</p>	
FINANCE		
6.1	<p>Income & Expenditure 2022-23</p> <p>The spreadsheet and commentary had been circulated. LJ ran through the commentary with Governors.</p> <ul style="list-style-type: none"> • Started the academic year with reserves of just over £1m. • Initially budgeted for 2% support staff pay increase and 3% for teaching staff. However, teaching staff received a 5% increase and a consultation is out for support staff to receive a 5% increase as well (5 months' impact on this year's budget). • Additional Capital Funding for energy saving/carbon emission reductions. Contractor is looking to upgrade LED lighting in high traffic areas where a significant saving could be made in energy usage. • ARP funding: 20 places were funded; now an additional 3 places agreed. • Pension savings: Likely to see £100k in savings. This will be banked once there is year end clarity. • Utilities: Waiting to see impact of lower Government discount for second six months. Lots of meter issues with new meter but currently running better than forecast so there may be a 	

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	<p>saving here.</p> <ul style="list-style-type: none"> Gas fixed rate contract has shielded us from price increases. Run rate on gas is lower than expected so there could be savings here too. New boilers: expecting savings but need to see a couple of years through to understand savings here. 12 students taking SWR courses, which costs £9k but it means the students are retained on roll at HGSS. OTH line: Aspire PRU cost has increased due to more students using the service this year. Overall a good position is expected at year end. <p>Provisional budget 2023-24 LJ reported:</p> <ul style="list-style-type: none"> Actual funding figures have come in today, which changes the circulated figures for the better. Estimated GAG funding has increased by £300k. However, there is an assumption that the teachers pay and pension grant for sixth form will be rolled into this GAG figure – though this has not yet been confirmed. This would reduce the additional £300k by about £30k. SSG has been added to the GAG. It is unknown whether this will continue, so clarification has been requested. Mainstream schools additional grant: Expecting £120k outside GAG figure; confirmation of this has been requested. More information at the June meeting. Overall effect could be a balanced budget rather than a deficit figure if the above funding amounts continue. 5% increase for teachers and support staff assumed, but this is a worst case scenario. Energy: Figures correspond to run rate for this year. May need adjustment. IT Support: Negotiated increase down to 7.5% (10% in budget) Exams: Difficult to predict. Larger Y11 and Y13, so scaled up to a worst case scenario. Overall picture is better than expected. <p>Q – New phone line costs are forecasted at £4k. How does this compare to last year?</p> <p>A – Last year it was £6k. Hoping it will be significantly less this year. Telephone costs are fairly consistent across the year. Costs have reduced from c.£300 to c.£100 per month with the new system. There haven't been any complaints about the new system.</p> <p>Q – IT Support: Are they delivering against their service level</p>	

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	<p><i>agreement to justify the increase in their costs?</i></p> <p>A – Request to delay increase from May to September has been accepted. We are still happy with the contractor. The lead is on a development journey but is working hard on cyber security.</p> <p><i>Q – Some of the ‘fails’ from the ‘healthcheck’ one pager would be directly managed by the IT company. Does their skillset match what is on the contract that we are paying (increasingly) for?</i></p> <p>A – LJ: The level of protection that we already have in for cyber security is greater than many schools.</p> <p>A – EH: We have a new IT team in who are less experienced but do have the potential. Communication skills are a development area. Two phone lines are now coming into the school but with greater bandwidth there is heavier use of Teams/OneNote etc. Rollout of new laptops and the connection when moving from one building to another has been problematic; hence the favourable negotiations on price increases with the IT company. The service is not perfect, but it isn’t bad enough to move elsewhere.</p> <p>EH reported on SEND/Aspire expenditure:</p> <ul style="list-style-type: none"> • Currently 62 students with EHCPs on roll (nearly triple the national average). This puts much pressure on the school. • 8 students are either not attending or are going to Aspire for different reasons. EH has complained about this to Bucks Council. Extra funding wouldn’t help as the students aren’t coming into school. • Aspire costs have gone up significantly this year as a result but next year should reduce as there will be fewer students in this position. • A meeting is due to be held with the new SEN Head of Operations at Bucks to try to move forward with this as students are not necessarily in the right provision for them. 	
6.2	<p>School Fund Accounts 2021-22</p> <p>LJ had circulated the accounts and reported:</p> <ul style="list-style-type: none"> • Income comes from parents making regular donations to the school and has been accrued over a number of years. • Other monies relate to trip income and laptops, so are not available for school use. <p>EH added:</p> <ul style="list-style-type: none"> • School stalled on updating interactive whiteboards due to the projected deficit but now the overall figures look healthier, perhaps it is the time to go ahead with the ‘red’ priority section of the IT audit (13 boards, all interactive TVs – 	

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	<p>especially required by MFL and the older science rooms).</p> <ul style="list-style-type: none"> Governors agreed on this usage of the funds. 	
PREMISES, HEALTH & SAFETY		
7.1	<p>Current Works Update</p> <p>LJ had circulated pictures of the art block cladding and roofing and reported that the work is now complete and the building is dry. This has been an ongoing problem ever since LJ joined the school.</p> <p>Governors thanked LJ for her perseverance.</p>	
7.2	<p>Expansion Plan Update</p> <p>LJ reported:</p> <ul style="list-style-type: none"> Walk-in fridge freezer has been stable since December 2022. LJ has requested for an extension to the warranty to one year from that date. Waiting for an answer on this. Bucks has agreed that the ovens are not fit for purpose. School is waiting for Wilmott Dixon to upgrade the extraction fan at Easter. Bucks will upgrade the ovens after the extraction works are complete. The area behind the sports hall has new tarmac and drainage, resolving the problem of water pooling there. One of the new doors in the new block has been turned around to improve access and flow. Sports hall roof: Lights have been removed but the confirmation report and guarantee are still awaited. 	
7.3	<p>CIF Bids</p> <p>None this year.</p>	
7.4	<p>Capital Improvements</p> <ul style="list-style-type: none"> LJ is looking at projects suitable for the decarbonisation funding. One option is to bring batteries into the new block to store excess solar energy rather than selling back to the grid. Battery technology is expanding rapidly. If it can be made to work in one area, it could be rolled out elsewhere. Solar projects are also being considered where there is no up front capital outlay to schools. <p><i>Q – Could the batteries be used in the case of a power outage?</i> A – Yes, potentially.</p> <p><i>Q – What is the position with the solar panels on the new build?</i> A – We are now set up to sell back to the grid, though rates are not high as they were. Benefits will not be seen until better weather comes. They are working and producing power, but it's not clear if</p>	

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	<p>they are producing as much as they could. The quality of the cabling behind the solar panels is still being investigated.</p> <p>Air Dome LJ reported: the pre-app meeting has happened. Verbally it was encouraging but the written report is less so. The main argument is the look of the air dome so screening needs to be discussed in more depth, e.g. erection of a 'green wall' to completely screen it off.</p> <p>Dojo LJ reported: This is still on the cards but funds are not yet secured.</p> <p>3G Pitch On hold for the time being.</p> <p>Lettings LJ reported that lettings are busy.</p> <p>Q – Did the testing of the two internet lines ever take place fully? A – LJ: There is an intermittent problem on the internet. Changes were made yesterday and Microsoft was taken off the firewall (trusted status). Hopefully this will solve the problem. Once the issues are resolved the testing will take place.</p> <p>Cyber training for Governors Most Governors have completed this. LJ is reminding the remainder.</p> <p>Q – If the intruder alarm goes off, who is notified? A – LJ: It is an on-premises alarm but the site manager lives next door and can hear it from his house. Over the Christmas period the alarm was turned off as there was so much electrical wiring work going on across the school.</p> <p>Q – Is this acceptable to the insurance company? A – LJ to investigate the cost of adding a notification service to the intruder alarm system and report back to Governors.</p>	LJ
8	Health & Safety	
8.1	<p>Termly Visit TG had circulated a visit report.</p> <ul style="list-style-type: none"> • TG noticed that glazing panels on a canopy were out of line. These have now been repaired. • Art block stairwell: Walls are plasterboard and floor is chipboard so the handrail cannot be secured. 	

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8.2	H&S Audit Update Audit to follow in the summer term.	
OTHER MATTERS		
9	Policy Reviews	
9.1	Power Outage Plan The document had been circulated. Q – Does this rely on the property manager being on the premises? Would they know what/how/where to check? Should the policy include a table listing who is responsible for what? A – LJ: It would rely on the site team who would know how to do these checks. If it happens during the school day, it's not an issue. If it happens out of hours, LJ would contact EAC out-of-hours service. LJ to add a list of responsible parties to the policy. Q – Network service section: Phone and Wifi not mentioned, which are classed as an essential service. LJ to add this in. Q – Regarding the emergency workstation in reception: Is this now in place? A – LJ: Yes, but the backup battery still needs replacing. Policy to be updated by LJ and brought back to the next meeting.	LJ
9.2	Charging and Remissions The policy had been circulated for review without significant changes. There were no comments and the policy was approved by Governors.	
9.3	GDPR The policy had been circulated for review without significant changes, however the retention schedule now needs to be updated. Comments: Item 1.4: Employees' personal data is not protected under this policy, so where is it covered? A – This means their own personal data that they have saved onto the system, not the school's data held about employees. Item 3.1.2: DPIA – is this in place, or being put in? A – LJ: There are DPIAs of the large software products in school, however many different software products are being used now. The checking of these will come out of the information audit. Item 3.1.3: There will be an annual data protection compliance	

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	<p>audit. Is this done by the DPO? When?</p> <p>A – This is done in house and will be done in May with an annual refresher for staff. Now there are further requirements from the internal audit report. LJ to present this to Governors.</p> <p>Q – There is no mention when Governors should be informed if there is a data breach. When would this be escalated to Governors?</p> <p>A – LJ: Only one item has been reported to the ICO since 2018 and was only reported because a parent felt it should be reported. The ICO responded that it didn't need to be reported. If any other item needs to be reported to the ICO, it will be reported to Governors.</p> <p>P.17: The policy doesn't detail how items should be disposed of.</p> <p>LJ to update this, along with other items above and retention schedule and bring this back to the next meeting.</p>	<p>LJ</p> <p>LJ</p>
9.4	<p>GDPR Breach</p> <p>The policy had been circulated for review with no significant changes. Comments:</p> <ul style="list-style-type: none"> Names of people aren't aligning with names in GDPR policy. Item 3.1/3.11: Reference to 'high risk' but elsewhere it is listed as Level 1 and Level 2. No footer at the bottom of the page. Page 9, Annexe A, 1.3: Need to give an example of the type of device (not a definitive list)? PDAs no longer exist. Page 10: Form to fill in whenever there is a breach: Could this be included as an appendix to be lifted as required and with a field included on the form justifying the risk rating. <p>LJ to make amends and bring the policy back to the next meeting.</p>	LJ
9.5	<p>GDPR Subject Access Request</p> <p>The policy had been circulated for review with no significant changes.</p> <p>8.2: If a SAR is related to e.g. a Disciplinary do the timescales in the policies compete?</p> <p>A – If it was related to a Disciplinary, we would go by the timescales in the Disciplinary policy.</p> <p>Governors approved the policy.</p>	
10	Cyber Security	
10.1	<p>Cyber Policy Conditions – Implications for Governors</p> <ul style="list-style-type: none"> LJ has distributed the cyber security training for Governors. This is the only requirement for Governors in order to make school eligible for cyber cover. 	

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	<ul style="list-style-type: none"> Move to 2-factor authentication on the school email system. This is currently being done with a trial group of staff. Phone app to be downloaded to generate codes (or a USB key). <p><i>Q - Could text messages with authentication codes be used instead of downloading an app on a phone?</i></p> <p><i>Q - The system creates complications when using multiple Microsoft email accounts on a personal device. LJ to look into these questions.</i></p> <p><i>Q – Regarding the four conditions for cyber cover eligibility, does the fact that the Healthcheck failed school on its backups mean there is more to be done in order to be eligible?</i></p> <p>A – LJ will check the backup situation with the IT company who completed this, to ensure eligibility. All the other conditions have been met (once all Governors have completed their cyber training).</p> <p>Cyber Security Healthcheck to be turned into an action plan with timescales and visibility of ratings, to be presented at the next meeting (see also section 6.1 above). LJ to do benchmarking of third party costs for undertaking such a healthcheck independently.</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p>
10.2	<p>Cyber Response Plan</p> <p>The plan had been circulated with changes made after the last meeting.</p> <p>LJ to reconsider the forms to ensure they align with other forms in the GDPR/Cyber Security policies.</p>	<p></p> <p></p> <p></p>
11	<p>Academies Trust Handbook ‘Musts’ List</p> <p>The list had been circulated.</p> <p>LJ to highlight where there is a risk or concern.</p> <p>Governors were happy with the document otherwise.</p>	<p></p> <p></p> <p></p>
12	<p>Any Other Business</p> <p>SL reported on the Microsoft journey:</p> <ul style="list-style-type: none"> Staff training has taken place in the Microsoft Learn Platform. All staff to be accredited as Microsoft Educators (currently at 80% of teaching staff). Microsoft Advanced Educator (5 staff have achieved) Microsoft Innovative Educator (3 staff have achieved) T&L: More 21st century learning approach being introduced to make sure the right digital skills are being taught in school relevant to future workplaces. Departmental use of OneNote to reduce paper waste: big increase, especially in KS3. Balancing with need to maintain 	<p></p> <p></p> <p></p> <p></p> <p></p>

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	<p>written skills.</p> <ul style="list-style-type: none"> • Enhancement of tools to help those with SEN needs (changing fonts, colour of screens etc). • Working towards final application for Showcase status in July. • Microsoft update to be added as a standing item on future agendas; SL to present a written report at the next meeting. 	SL
13	Date and Time of Next Meeting Wednesday 21 st June 2023 at 6.30pm	
14	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 8.27pm	

Signed Date

CHAIR