



**Enterprise Committee – Minutes**

**Meeting Date:** Thursday 13<sup>th</sup> January 2022

**Meeting Venue:** via TEAMS

**Meeting Time:** 5:15pm

**Governors:** Trevor Scott, *(TS)*, Committee Chair  
Glyn Freeman, *(GF)*  
Michael Gietzen, *(MG)*  
Julian Mace, *(JM)*  
Joel Newman *(JN)*  
Martyn Ashley Taylor, *(MT)*

**Ex officio:** Craig Bull, *(CBu)*, Head Teacher

**Also in attendance:** Janice Logan, *(DFA)*, Director of Finance & Administration  
James Towner, *(AHT-A&C)*, Assistant HT – Assessment & Curriculum

**Clerk to Governors:** Rif Aslam *(RA)*

**Apologies:** Paul Amos, *(PA)* Committee Vice Chair

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## Enterprise Committee – Minutes 13 January 2022

Item	Discussion	Action
1.	<p><b>Welcome and apologies for absence</b></p> <ul style="list-style-type: none"> <li>Chair welcomed Committee Governors &amp; SLT to this Enterprise Committee.</li> <li>Chair welcomed CBU to his first meeting in his role as HT.</li> <li>Introductions made by each Governor for the benefit of new HT.</li> <li>Chair acknowledged and accepted PA's apologies for absence.</li> </ul>	
2.	<p><b>Declarations of Interests</b> There were no declarations of interest made by Committee Members.</p>	
3.	<p><b>Committee Business</b></p> <ul style="list-style-type: none"> <li>Capital Improvements Working Group</li> </ul> <p>Chair referred to Paper which sets Terms of Reference for Group to look at key Capital Projects suggested at FGB. Group comprises of 3 Governors (Chair, GF &amp; MG). Chair invited SLT to contribute support to Group. HT will liaise with SLT and offer volunteers.</p> <p>Chair proposed that Group meets up monthly. Initially to discuss Terms of Reference and roles in more detail. Group to provide an update at next Enterprise Committee meeting.</p> <p><b>Governor requested</b> background information on ongoing Projects such as Masters House &amp; Oasis prior to first meeting.</p> <p>DFA agreed to supply papers/reports done in the past and the most recent by Hunt Commercial.</p> <ul style="list-style-type: none"> <li>Minutes of previous committee meeting</li> </ul> <p>Chair confirmed that minutes had been approved at 9<sup>th</sup> Dec 2021 FGB.</p>	DFA
4.	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Covid Update</li> </ul> <p><b>Chair asked</b> HT how Business Continuity arrangements in terms of Covid are progressing. HT confirmed that a final draft was completed today along with the Covid 19 Risk Assessment. However, the latter needs to be revised to reflect the very recent new Govt guidelines. The outstanding action on the Risk Assessment is the CO2 Monitors which still haven't been received from DfE. Majority of our classrooms are well ventilated but we need monitors for the few that are not. Contingency Plan has been completed using the ESCC template as a base.</p> <p><b>COG queried</b> status of staff sickness and cover.</p> <p>AHT-A&amp;C outlined situation. As mentioned in the last FGB, some classes were combined in the dining hall. At our worst week we had 255 lessons that required cover. AHT-A&amp;C paid tribute to staff for tackling the challenges of sickness combined with lack of agency supply teacher availability. Situation does fluctuate. This week, positive attendance rates have enabled us to cover shortfalls in house. We are prepared if things change and with wellbeing of staff in mind, we've obtained supply teacher resource in advance.</p> <p>HT added that the last week of term before Christmas saw classes taken in the dining hall. They were seated in separate Groups. Our Risk Assessment contains this process. This also follows DfE guidance.</p> <p><b>Chair raised concern</b> about Anti Vaxxers targeting schools with legal papers. HT confirmed that ESCC have warned schools today of this potential threat.</p> <ul style="list-style-type: none"> <li>Management Accounts</li> </ul> <p>DFA referred to Paper. Accounts for past 3 months. She went on to highlight additional income and some areas of concern.</p>	

	<ul style="list-style-type: none"> <li>○ Lift – cost of repair 13.5K. Work scheduled for completion during Feb half term depending on parts. Lack of lift causing issues with moving Catering supplies. This will be reflected in March Forecast.</li> <li>○ Tutoring Grant – Funds may have to be returned to Govt as spend dependent on stringent conditions outside of our control.</li> <li>○ Recovery Premium - will provide further funds. Amount reflected in Pupil Premium Strategy on website. This will be included in the next accounts.</li> <li>○ Lettings – enquiries being received. Taking on cricket, dance clubs. Enquiries also about language school and internal &amp; external summer school. Summer School costs included in Pupil Premium Strategy.</li> <li>○ Catering – looks like we’ve underspent on budget but will be covered later in Agenda.</li> </ul> <p>Chair thanked DFA for thorough report.</p> <p><b>COG pointed out</b> that on general subject of Management Accounts, Governors need to receive a total 6 months of Management Accounts. Chair of Committee needs to receive monthly accounts. DFA agreed to provide this.</p> <p><b>Governor queried</b> cost of utilities. DFA advised that there has been a 20% rise in Gas and 25% in elec. A new 2yr contract has been negotiated. This will be reflected in March accounts.</p> <p><b>Governor questioned</b> whether an Energy Broker had been used. DFA confirmed that it had and would provide Governor with name.</p> <ul style="list-style-type: none"> <li>● General Finance</li> </ul> <p>Latest CIF bid has been submitted with approval of Chair &amp; COG. Outcome likely in Spring. DFA explained that there’s now a new CIF Bid criteria of a cost contribution from the school. The higher % the school contributes to costs the more points we obtain towards our CIF Bid.</p> <ul style="list-style-type: none"> <li>● Catering Contract Review</li> </ul> <p>Contract due to end in October. Tendering process to begin shortly. Govt keen for us to use their framework of which we are members.</p> <p><b>Governor disagreed</b> with just focusing on Govt framework. There are dozens of alternatives and we can select the one that suits us best. Governor happy to assist in the procurement process. Chair agreed that DFA and Governor to pursue this together.</p> <p><b>Governor suggested</b> review of current contractors’ performance in discussions.</p> <p><b>Chair asked</b> DFA and Governor for an update at next Enterprise Committee Meeting.</p> <ul style="list-style-type: none"> <li>● Admissions Update</li> </ul> <p><b>COG pointed out</b> that admissions are a major source of our income. We’re on target to fill both Primary and Secondary places. Although 6<sup>th</sup> Form will be covered in item 10, <b>COG requested</b> an update on numbers.</p> <p><b>COG expressed concern</b> about number of in-year leavers. Parents turning to home schooling is one of the reasons. HT concurred with COG and is also surprised at numbers leaving. Analysis underway to determine reasons, Including Heads of Year following up with leavers. Parents more confident with home schooling after their experience in lockdown. HT shared number of applicants for 6<sup>th</sup> Form so far.</p> <p>Chair thanked HT &amp; SLT for updates.</p>	<p>DFA</p> <p>DFA</p> <p>DFA/GF</p>
5.	<p><b>Health &amp; Safety</b></p> <p>Chair thanked DFA for informative Paper and invited her to highlight issues.</p> <ul style="list-style-type: none"> <li>● Compliance Report</li> </ul> <p>DFA referring to paper illustrating that we’re meeting compliance.</p> <ul style="list-style-type: none"> <li>○ Lateral Flow Test Centre successfully set up and run for January return to school thanks to COG, staff and volunteers.</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Water Testing for legionella due to be done soon.</li> <li>○ Contingency plan for emergency evacuation due to a bomb alert being planned.</li> </ul> <p><b>Governor asked</b> if Water Testing Contract due in July has been let. DFA advised that service from current company is good.</p> <p><b>Governor questioned</b> cost of contract. DFA did not have exact figure as each element broken down.</p> <p><b>Governor pressed</b> for figure. DFA advised that it is under 10K. In the past, it has been difficult to obtain quotes but this will be followed up. DFA &amp; Governor to discuss at their Catering meeting.</p>	DFA/GF
6.	<p><b>Audit Update</b> <b>Chair noted</b> Paper and that audit was covered in detail at Dec FGB. DFA advised that she is preparing paper for next Enterprise Committee on awarding contract for internal audit. Low value contract but can be discussed with Governor at Catering meeting. <b>COG pointed</b> out that there is a ruling to retender auditors every 5 years. DFA advised that she will look at the internal audit then an external year end audit and annual accounts. <b>Chair reiterated</b> comments made at FGB where the Auditors Price &amp; Co, praised the work of DFA and Finance Team. Chair was appreciative of the work that had gone on to reach that stage and extended his thanks to DFA and her Team.</p>	DFA
7.	<p><b>Premises</b> DFA advised that some aspects had already been covered. Item not covered was:-</p> <ul style="list-style-type: none"> <li>● Fencing – Primary and back of Sports Hall works complete.</li> </ul> <p><b>Governor asked</b> if there was a short, medium and long term plan regarding maintenance. DFA confirmed there was but it needs to be updated with new items. Currently working on an Estates Management Plan using DfE template. DFA will share this once complete. <b>Governor questioned</b> whether this will show capital expenditure obligations for year ahead. DFA advised that it will show life cycle plan as well as general maintenance. <b>Governor pointed out</b> that we need to know what we are looking to do and what we might have to do in the future. <b>Chair concurred and added</b> there's a need for Governors to understand aspirations of school. Although internal decoration has been completed, it is just to one floor. We would like to know the plan for the rest of the school.</p>	DFA
8.	<p><b>Risk Register</b> Chair referred to Paper and asked DFA to highlight any key changes.</p> <ul style="list-style-type: none"> <li>● Child Protection risk increased.</li> <li>● 2.3 added to reflect Pandemic.</li> <li>● 3.4 Student Behaviour links to Safeguarding.</li> </ul> <p>HT outlined ESCC Safeguarding Review just before Christmas which highlighted a gap in behaviour monitoring. The gaps are recognised and training in place for Middle Leadership and then whole school. Agreement in place for a full Safeguarding Review to take place with ESCC. This now reflected in the Risk Register.</p> <ul style="list-style-type: none"> <li>● Item 1.1 needs reduction as recruitment and transition complete with new HT in situ.</li> </ul> <p><b>Governors agreed</b> that risk now should be reduced.</p> <ul style="list-style-type: none"> <li>● Item 5.5 Cyber Security reduced with MFA, Cyber Attack CPD in place</li> </ul> <p><b>Governor queried</b> status of migrating Servers to Cloud. DFA confirmed we're partway through process but next part can now take place with new HT in role. <b>COG expressed concern</b> about delays and requested timeline. DFA reassured that protection in place. What's left to do is which systems to continue with. Will provide an update on this. <b>Chair noted</b> that Item 6.4 links in with 6<sup>th</sup> Form numbers <b>and highlighted</b> it as a key risk to watch.</p>	DFA



	<p><b>Chair requested</b> Paper for a future Meeting.</p> <ul style="list-style-type: none"> <li>Masters House &amp; Oasis Update</li> </ul> <p><b>Chair outlined</b> intention of Capital Improvements Working Group to look at this but invited any updates. DFA advised that Hunt Commercial had attended as well as a Governor contact.</p> <p><b>Governor confirmed</b> that he had received an email from his contact with his views and he would prepare a report for next meeting.</p>	MG
11.	<p><b>Monitoring Visits</b></p> <p>COG advised that this is a standing item, most of the Monitoring Visits relate to and feedback to Education Committee. Most of this Committee Monitoring tends to occur through Working Groups which are now being set up. He thanked Governor for looking at Tenders and those involved in Premises Group and others.</p> <p>AHT-A&amp;C advised that he has prepared a template for Monitoring visits and will share it with COG. COG advised that he had carried out a Monitoring Visit on PHSE &amp; RSE. He'd also, accompanied by a Parent Governor, met HOP &amp; AHT-B&amp;A to discuss Behaviours in Primary &amp; Secondary. COG also advised that the Chair of Education Committee had carried out several Primary visits.</p>	
12.	<p><b>Any other urgent business</b></p> <p>Chair queried whether aspiration of schools for Carbon Net Zero should be explored in Enterprise Committees or FGB.</p> <p>COG suggested an overview would be better placed at FGB.</p>	COG
13.	<p><b>Confirmation of future Governor Meeting Dates for 2021/2022</b> <i>Please note that Meetings will continue via Teams until further notice.</i></p> <p><b>FULL GOVERNING BOARD:</b> 28<sup>th</sup> April 2022 7<sup>th</sup> July 2022</p> <p><b>EDUCATION COMMITTEE:</b> 10<sup>th</sup> February 2022 19<sup>th</sup> May 2022</p> <p><b>ENTERPRISE COMMITTEE:</b> 17<sup>th</sup> March 2022 16<sup>th</sup> June 2022</p>	
	<p><b>Meeting Closed</b></p> <p>Chair thanked SLT, all staff and governors and closed the meeting at 18:53</p>	