



Enterprise Committee – Minutes

Meeting Date: Thursday 16th June 2022

Meeting Venue: via TEAMS

Meeting Time: 5:15pm

Governors: Trevor Scott, *(TS)*, Committee Chair
Paul Amos, *(PA)*, Committee Vice Chair
Glyn Freeman, *(GF)*
Michael Gietzen, *(MG)*
Julian Mace, *(JM)*, Chair of Governors
Joel Newman, *(JN)*
Ollie Newman, *(ON)*
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: None received

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Item	Discussion	Action
1.	<p>Welcome and apologies for absence</p> <ul style="list-style-type: none"> Chair welcomed Committee Governors & SLT. 	
2.	<p>Declarations of Interests</p> <p>There were no declarations of interest made by Committee Members.</p>	
3.	<p>Minutes of previous Enterprise Committee Meeting</p> <ul style="list-style-type: none"> Chair confirmed that Minutes of previous committee meeting had been approved at the 28 April 2022 FGB. 	
4.	<p>School Evaluation Plan & School Development Plan</p> <ul style="list-style-type: none"> Update - HT explained that the recommendations in the Kingfisher Consultancy's School Evaluation have now been overlaid with actions. Those actions have already begun to be implemented. Underpinning this is developing the Ethos of the school by looking at our Vision, Mission & Values. To support the development a second Parent Workshop is due next Tuesday. 120 Parents signed up for this. 2 Staff Workshops have taken place, including student representation. It will also be discussed at Governors Away Day. Preliminary Draft Plan/Strategy has been presented to COG and SLT. More will be presented at Governors Away Day. <p>JN joined meeting at 17:18</p> <p>Chair questioned if discussions had taken place on the role of this Committee in monitoring Plan. HT confirmed a governing committee will be attached to each of the 6 strategic areas of the Plan.</p> <ul style="list-style-type: none"> ICT Strategy Update – HT advised that Martin Lulham has been engaged to develop and commission Strategy and we are awaiting his feedback. <p>Governor offered to chase this during course of meeting.</p>	
5.	<p>Finance</p> <ul style="list-style-type: none"> Management Accounts – DFA outlined strong position and highlighted areas of note. A supplementary grant of £73K has been received but not yet reflected in accounts. Surplus does show the contingency element as spent. Additional costs in teaching lines reflect the increases in National Insurance contributions. Support Staff pay increase not yet agreed. Premises and Admin showing as underspent because of leavers and existing staff covering duties until recruitments in place. Savings of approx. £25K in each of the 2 budget lines despite overtime and acting up payments. Potentially underspend in Teaching budget too for the same reason. Work being costed on toilets and IT items (teachers' laptops & Ipads). DFA asked for permission to use contingency fund on these items. <p>Chair requested outline of items at FGB.</p> <p>Governor queried whether improved finances may lead to income from Govt being adjusted. DFA advised there was no hint of that. Additional Grants from Govt have to be spent on the educational outcomes they are for. DFA offered to provide a breakdown of these funds at FGB.</p> <p>Governor questioned who will carry out the additional work. DFA explained that quotes have been requested from contractors used previously. Minor alternations in Primary and Secondary toilets have already been carried out. We are seeking to alter design of toilets to deter future vandalism. Quotes indicate £25k cost.</p> <p>Governor asked for breakdown of planned expenditure at FGB.</p> <p>Chair noted underspend on teaching and expressed concern for educational outcomes. DFA explained that underspend was not by design but due to recruiting. Recent national benchmarking indicated that our Teaching costs are high and our pupil to staff ratio is also high in comparison to</p>	<p>DFA</p> <p>DFA</p> <p>DFA</p>

<p>other schools. Benchmarking is telling us that our staff are expensive and we don't have enough of them.</p> <p>HT commented that underspend was a symptom of long and short term absences, departures and Covid. AHT-A&C added that larger class sizes are also a result of decisions made several years ago to try and improve our financial position. Whilst staff would like smaller class sizes, we need to address the quality of provision.</p> <p>Chair asked for plans for spending surplus. HT outlined areas that need investment such as outside spaces for dining, play equipment and covered spaces. Work currently being carried out to develop whole school curriculum may highlight areas of need.</p> <p>Chair requested a list of options for spending contingency & surplus fund to discuss at FGB.</p> <ul style="list-style-type: none"> • 3 Year Budget – DFA highlighted that Support Staff cost of living & inflation increases are not normally funded by govt. Figures have been arrived at by looking at Govt recommendations, FD Forum and other schools. Student numbers have been flat lined and will be revised in November. Supplementary 1 year grant has a further payment for 2022-23 which is not reflected in the forecast. Catering tender may include outdoor dining area. Vision, mission and values discussions may lead to additional staffing costs. IT strategy yet to be finalised. Income may be higher for Year 3. Plan does include additional Pastoral Assistant and Assistant SENCO, and mid-day supervisors. 	<p>HT/DFA</p>
<p>GF joined meeting at 17:52 with apologies for lateness.</p> <p>Governor enquired whether there was a Capital Expenditure Schedule. DFA advised that annual accounts showing schedule need to be adjusted to reflect outcome of CIF bids and that they require us to meet 30% of costs over 10 years.</p> <p>Governor insisted that a more detailed Capital Works Plan needs to be provided. DFA acknowledged that a more detailed plan needs to be done with the changes.</p> <p>HT echoed need for mid-day supervisors to free up SLT and teaching staff who can then offer lunch time clubs to add to co-curricular offer. Staffing costs need to be examined from a school improvement perspective once strategy is in place. This may require external help.</p> <p>Governor questioned whether school has considered taking on a long term contractor to carry out day to day fixes. DFA explained that to do so tends to be at a very high cost. We obtain 3 quotes for individual jobs.</p> <p>Chair observed that a more detailed discussion is better placed outside of this meeting. HT, DFA & governor agreed.</p> <p>Chair noted that benchmarking data is missing in Papers. DFA agreed to provide it at FGB.</p>	<p>DFA/GF/HT</p> <p>DFA</p>
<p>MT joined the meeting at 18:03 and apologised for lateness.</p> <p>HT asked for approval of 3 Year Budget with the additional posts.</p> <p>Governors approved 3 Year Budget with the posts.</p> <ul style="list-style-type: none"> • Financial Regulations – DFA explained that as the Procurement Policy needs to be attached to the Regulations, it has been provided in Papers for approval. Policy has been created using The Key. DFA invited any questions. <p>Chair queried whether policy should also include low value purchases as it only mentions medium and high. DFA agreed to adjust the wording.</p> <p>Governors approved Policy subject to amendments.</p> <p>Governor questioned why policy does not require a Purchase Order for items under £1K. DFA clarified that there will be other documentation in place to support an invoice.</p> <p>Governor insisted that Purchase Orders allow better tracking of spending with each supplier. DFA assured that all payments are put on the system.</p>	<p>DFA</p>

	<p>Governor queried whether value bands include VAT. DFA agreed to add exclusive of VAT.</p> <ul style="list-style-type: none"> • General Finance Update – DFA confirmed that this item has already been covered. • Catering Contract Update & Timeline – DFA summarised position. External procurement experts utilised to carry out initial work. DFA named the 3 companies who will be tendering. Selection panel will include 2 governors, 3 SLT. Some parents, staff, School Council & Eco Group will be included in testing with feedback sheets. Date set for 12 July. Contract will be in place after the October half term. Contract will be overseen by procurement expert for 5 years. 	DFA
6.	<p>Health & Safety</p> <p>DFA outlined testing on fixed wiring, legionella, emergency lighting. Alarm testing for Lockdown has been done but full lockdown practice not completed. Tree surgeons in today to deal with trees at back of school. Recovered cost of fallen tree at the front. Safeguarding Review examined H&S elements and were pleased with administration of medicines, site improvements (which allow visibility of front gate) and the Single Central Register.</p> <p>Chair queried date of Safeguarding Review. HT advised that it took place middle of May. Their Report back is positive and will be presented to Education Committee.</p> <p>Chair questioned if there were any aspects in report relating to this Committee’s duties. HT explained that students had expressed their unhappiness with the toilets but Review members did not raise it as an issue.</p>	HT
7.	<p>Audit</p> <ul style="list-style-type: none"> • Internal Audit - DFA outlined the process of tender and selection. Neil James were selected by COG & Chair. Internal Audit will be done in August. <p>COG happy to meet them after audit and advised that a local firm was selected in line with the wishes of this Committee.</p> <ul style="list-style-type: none"> • External Audit – DFA explained that this is normally done in October. She will carry out a similar process of tender and quotes and asked for agreement to send them to Chair & COG to select company. <p>Governors agreed the process.</p>	DFA/TS/JM
8.	<p>Premises</p> <ul style="list-style-type: none"> • CIF Bids - DFA shared the good news about the successful outcome of both bids, roof repairs and replacement boiler. Surveys have commenced. The boiler will be an air source heat pump which will reduce our carbon footprint significantly. Old boiler will need to be dismantled first. Works due to start in July. Roofing will require scaffolding at the back of the school. Majority of the work will be done over the summer holidays. As each section of the work is completed, overseen and agreed by a Project Team, invoice will be submitted as a grant claim to ESFA who will arrange payment. The CIF loan element (our percentage contribution) has to be paid back over 10 years and this will come out of our surplus. <p>HT expressed his gratitude for all of the hard work carried out by DFA to get to this stage. He went on to thank her for fantastic work and congratulated her on achievement.</p> <p>Chair and governors echoed gratitude and congratulations.</p> <p>Governor queried whether quotes for the work will be honoured despite the current volatile market. DFA confirmed that she has checked with contractor and was confident that work will be on budget.</p> <p>Governor questioned who will be project manage works. DFA advised that it will be S2E with 2 separate project teams with a third party company actually doing the works.</p> <p>Chair asked whether we know our current carbon footprint to then compare it to what it will be with an air source heat pump. General discussion ensued on how to obtain total carbon footprint of school including a new EPC and contacting the pump supplier.</p>	
9..	<p>Risk Register</p> <p>HT highlighted changes in risk and pointed out that they are linked to the Report which outlines</p>	

	<p>where we are from an educational perspective. Slight increases in risk relating to teaching and professional standards. There is a slight improvement in GAG funding and staffing costs.</p> <p>Chair questioned speed at which 3.1 will be tackled. HT explained that increase due to lack of tracking performance and intervention. This forms part of the Action Plan. Data is not being presented in the way we need. Data Consultant will be engaged to help us understand what we need. This has been costed in the 3 Year Budget.</p> <p>Chair pressed for timeline. HT advised that the consultant will start in September, therefore change expected by October half term.</p>	
10.	<p>Staffing</p> <p>HT outlined positions. He was pleased to say that a number of them have been internal which include Behaviour Co-ordinator, English Teacher, Head of History & Politics, qualified teacher working as a TA promoted to Primary Teacher. External appointments includes Spanish Teacher, 2 Primary Teachers, Admin Assistant, HR Director, and Assistant Head Teacher Primary SENCO. We still have vacancies for teachers of English and Science and also an Attendance Officer.</p> <p>Chair congratulated everyone involved in the recruitment process and appreciated that it was a time consuming exercise.</p>	
11.	<p>Any other urgent business</p> <p>Chair confirmed that all Committee Meetings will continue via Teams. FGB will be in person.</p> <p>Governor queried whether school will revive holiday camps as a means of generating income. DFA expressed wish to see return but lack of time hasn't made that possible so far.</p> <p>Governor expressed frustration at lack of offering and urged plan to be put in place for 2023.</p> <p>Governor provided update from Martin Lulham re ICT Strategy. Infrastructure element of project commenced 6 June and will take several weeks. Initial scope has been done. HT thanked governor.</p>	
12.	<p>Confirmation of future Governor Meeting Dates for 2021/2022 <i>Please note that Committee Meetings will continue via Teams until further notice.</i></p> <p>Governors Away Day: 2nd July 2022</p> <p>FULL GOVERNING BOARD: 7th July 2022</p>	
	<p>Meeting Closed</p> <p>Chair thanked SLT and governors and closed the meeting at 18:54.</p>	