



Enterprise Committee – Minutes

Meeting Date: Thursday 17th March 2022

Meeting Venue: via TEAMS

Meeting Time: 5:15pm

Governors: Julian Mace, *(JM), Chair of Governors*
Paul Amos, *(PA), Committee Vice Chair*
Glyn Freeman, *(GF)*
Michael Gietzen, *(MG)*
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: Trevor Scott, *(TS), Committee Chair*

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| Item | Discussion | Action |
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| 1. | <p>Welcome and apologies for absence</p> <ul style="list-style-type: none"> Chair of Governors (COG) welcomed Committee Governors & SLT. COG acknowledged and accepted apologies for absence from TS and lateness from PA and MT. | |
| 2. | <p>Declarations of Interests</p> <p>There were no declarations of interest made by Committee Members.</p> | |
| 3. | <p>Committee Business</p> <ul style="list-style-type: none"> Minutes of previous committee meeting on 13 January 2022 <p>Governors agreed the Minutes as an accurate record of the 13 January 2022 Enterprise Committee Meeting.</p> | |
| 4. | <p>Capital Improvements Working Group</p> <ul style="list-style-type: none"> Overview <p>In the absence of TS, COG asked HT for an update. HT advised that the Group had met twice. The first meeting was around the scope and potential stages of the working Group. General agreement was to await the findings of current school evaluation. Second meeting focused on fundraising and income generation to support works that will eventually happen.</p> <p>COG added that HT had asked him to contact chair of the parents association (FOGH) and hopes to meet next week to try and restart their fundraising. He will provide an update at the next FGB.</p> <p>COG asked if there is another meeting planned for Working Group. HT advised that aim is to get evaluation done and plans to be in place by July for start of next academic Year.</p> <p>MT joined meeting at 17:30</p> | COG |
| 5. | <p>Finance</p> <ul style="list-style-type: none"> Management Accounts <p>Chair thanked DFA for clear & concise format and narrative of Paper and invited her to talk through highlights.</p> <ul style="list-style-type: none"> DFA advised that since preparing the Paper there has been an additional £60K bonus not reflected in the accounts. There are likely to be additional Pupil Premium funds too. Tutoring Grant has been removed from Accounts as it's likely this money will go back. Support Staff Pay Awards have been agreed for April 2021 and will be backdated. Next set of accounts will reflect this increase. Negotiations for April 2022 will start soon. There will be an impact on 3 Year Plan as increase to date is more than anticipated. CIF - likely to be summer before we know outcome. Exams Fees rebate of £30k just received. Lift repairs nearly completed. Screen in Atrium needs to be replaced and being costed. <p>DFA went on to say that overall accounts in a healthy state.</p> <p>COG questioned the cost of the lift repairs. DFA advised that it will be approx. £18K due to additional items included to avoid further work next year such as electrical work and door seals.</p> <p>COG queried whether lift repairs have caused issues for students or staff with disabilities. DFA said that they have impacted a student with wheelchair who has had to use alternative lift further away.</p> | |

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| | <p>COG asked whether a full team in Estates had increased the lettings potential. DFA confirmed that cricket, dance and Austrian groups had been signed up. Due to a resignation, there will be a vacancy to fill in the Estates Team.</p> <p>Governor questioned what makes up the £48k in Capital Expenditure. DFA clarified that the sum was made up of smaller items such as Devonshire Level 2 refurbishment (redecorating, carpets & stairwells) and also some elements of fencing.</p> <p>Governor echoed COG's comments about the clear and concise Paper.</p> <ul style="list-style-type: none"> • General Finance Update <p>DFA referred to Paper and highlighted items.</p> <ul style="list-style-type: none"> ○ Uplift in funding however staff pay increases and National Insurance increases need to be adjusted in. ○ Increase in 6th Form funding but need to take into account extra 40 hrs per year allocated to each student. ○ Further one off National Insurance grant needs to be added in. <p>PA joined meeting at 17:46.</p> <p>HT added that we're currently looking at models to allocate the additional 40 hrs in 6th Form and DfE will require a report on how the funding has been spent. A wider evaluation of the school needs to take place but we are certain of 4 key priorities which are (1) Teaching & Learning (2) Safeguarding (3) Behavior & Attendance (4) Data Intelligence.</p> <p>DFA pointed out that 6th Form Funding is lagged funding. More students attending will increase funding showing next year. Although there is a full quota for Primary and Secondary admissions, 6th Form is unknown at this stage.</p> <ul style="list-style-type: none"> • Catering Contract Review <p>DFA outlined position so far. Framework information and company assisting us with tender sent to Governor (GF) and agreed. Services of company, which is a Government Procurement Service, will cost approx. £3k. DFA requested GF's assistance in the next stage of process which will be a meeting next week with all parties. GF agreed to attend.</p> <p>Governor requested that standard of portion sizes are part of the tender process. GF explained that as the customer it is up to us to choose who the panel of evaluators are and perhaps it would be useful to invite a couple of parents onto the panel. DFA added that students could also be included.</p> <p>VC queried timeline. DFA explained that new contract has to be in place by October. A timeline will be clearer after next week's meeting but hope to be signed off by May. There might be an element of capital cost due to equipment updates.</p> <p>Governor pointed out that we should expect the Caterer to meet those costs.</p> <p>VC requested full update at next Enterprise Meeting in June.</p> | <p>DFA/GF</p> <p>DFA</p> |
| 6. | <p>Health & Safety</p> <p>COG thanked DFA for the comprehensive report and invited DFA to highlight any points. DFA thanked Estates Team for their hard work in flushing and testing for legionella. COG asked DFA to pass on Committee's thanks to the Estates Team.</p> | <p>DFA</p> |
| 7. | <p>Audit</p> <p>COG explained that Price & Co have been carrying out our external audits for some time. The ESFA require schools to undergo a secondary audit which they've named an internal audit. DFA advised that this audit would take place in June/July. Invitations to bid have been sent to providers listed in Paper. This is not a large scale contract. Sign off will be needed by Chair of Enterprise Committee and COG.</p> | <p>Chair/COG</p> |

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| | <p>COG agreed that Governors should instruct the auditors and expressed the hope of using a local company wherever possible.</p> <p>VC echoed hopes of using a local company and noted that the closing date is imminent.</p> | |
| 8. | <p>Premises</p> <ul style="list-style-type: none"> Estates Management Plan <p>DFA referred to attached Paper. As a start she has created a Policy using DfE website and examples used by other schools. The strategic plan is to work with ESCC Estates Department and get some external expertise involved. We're aware of issues such as the roof and boiler but other areas are showing wear and tear.</p> <p>VC pointed out that although it's good to have a Policy, we need to know what the actual impact will be in terms of costs.</p> <p>DFA agreed and advised that we need relevant engineers to assess what needs to be done so that it can be costed and prioritised.</p> | |
| 9.. | <p>Risk Register</p> <p>DFA referred to Paper and highlighted that the Safeguarding Risk has been adjusted from low to medium. HT advised that there may be other adjustments in future as we develop the SEF.</p> <p>COG requested a more significant update from HT at the meeting in June.</p> | HT |
| 10. | <p>Staffing</p> <p>HT explained that that 6th Form Plan had impact on staffing depending on whether courses ran or not. There is a net zero impact on 6th Form structure. In Secondary there is a vacancy in English. There are 2 resignations in place. School needs to go on a journey of improvement. Process of evaluation will need increase in monitoring to bring about improvement.</p> <p>COG questioned whether position of HR Manager had been filled. HT advised that post has been advertised again but salary appears to be an issue. Meeting with previous HR Manager to understand challenges of role.</p> <p>COG queried how HR Assistant is coping. HT advised that he himself has dealt with a significant number of HR issues. He is aware of the increased pressure placed on the HR Assistant by the vacancy. He acknowledged the support of JLo & KLa and whole team of staff in getting us through this period without a HR Manager.</p> <p>Governor asked how school is coping with rising levels of Covid. HT has advised staff to remain at home whilst positive. We've noted a surge in cases mid-term and struggling to cope with absences.</p> <p>COG expressed concern about impact of absences on morale and wellbeing. HT advised that we do have 2 staff off work or reduced hours on work related stress.</p> <p>Governor pointed out that GPs can recommend reduced hours but they can't define them.</p> <p>VC concurred that GP's can offer guidance but that does not necessarily have to be followed.</p> <p>HT commented that there is some work that needs to be done around culture of school which will support wellbeing and mental health.</p> | |
| 11. | <p>School Development Plan</p> <ul style="list-style-type: none"> Middle and Phase Leaders Plan <p>AHT-A&C advised that initial meeting with HT had taken place to work on development, upskilling and looking at structure and accountabilities. Follow up meeting due in May. Progress has also been made in development of Data in both Primary & Secondary. Analysis sheet has been formulated to look at how students are doing. This will highlight areas where students are under performing and highlight those who are doing well. Important to celebrate achievements. This has been modelled on Yrs 11-13. Currently analysing the data. Easter and Summer data will illustrate trends, the interventions that have taken place and how effective they've been. Primary look at each subject and judge performance of students at 3 key points in year. They can monitor progress, identify areas of need and any training that is required for staff to meet the need.</p> | |

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| | <p>COG queried reaction of Middle Leaders. AHT-A&C admitted that it was guarded at first but is now positive especially around data. HT echoed comments.</p> <ul style="list-style-type: none"> 6th Form Numbers HT explained that a significant amount of work has been done to maximise the number of students who arrive in September. A-level subject blocking exercise was to ensure we offer to as many students as possible. Paper was put together by Director and Head of 6th Form. <p>COG shared comments made at New Schools Network Meeting where it was suggested that partnerships, collaborations and relationships with other schools were how to improve intake numbers. Also create a relationship with other post 16 provisions.</p> <ul style="list-style-type: none"> ICT Strategy DFA referred to Paper where updates are provided by MTEC. Highlighted that MFA in place to manage risk to school. IT strategy to be developed by HT with MTEC support to streamline items outlined in Papers. | |
| 12. | <p>Any other urgent business Chair encouraged Governors to complete the skills audit. Governor requested tour of school for those who started during Covid. HT agreed to organise. DFA requested that Financial Regs and Reserves Policy be added to next Committee Agenda.</p> | DFA/Clerk |
| 13. | <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>FULL GOVERNING BOARD: 28th April 2022 7th July 2022</p> <p>EDUCATION COMMITTEE: 19th May 2022</p> <p>ENTERPRISE COMMITTEE: 16th June 2022</p> | |
| | <p>Meeting Closed COG thanked SLT and governors and closed the meeting at 18:53</p> | |