



## Enterprise Committee – Minutes

**Meeting Date:** Thursday 18<sup>th</sup> March 2021  
**Meeting Venue:** TEAMS Meeting - Gildredge House  
**Meeting Time:** 5:15pm

**Governors:** Trevor Scott, *(TS)*, Committee Chair  
Paul Amos, *(PA)*, Committee Vice Chair  
Glyn Freeman, *(GF)*  
Julian Mace, *(JM)*  
Joel Newman, *(JN)*  
Ollie Newman *(ON)*  
Martyn Ashley Taylor, *(MT)*

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

**Clerk to Governors:** Julia Jenkins (JJ)

**Apologies:** Stuart Reeves

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## Enterprise Committee – Minutes

Item	Discussion	Action
1.	<b>Welcome and apologies for absence</b> The Chair opened the meeting by thanking AHT-A&C for standing in for Stuart Reeves whose apologies were acknowledged and accepted. The Chair also formally welcomed Ollie Newman to the Committee.	
2.	<b>Declarations of Interests</b> There were no declarations of interest made by Committee Members	
3.	<b>Management Accounts</b> The DFA expressed her disappointment that she hadn't been able to produce the required papers for Governors. The delay was due to the IT issues in terms of school network which was then exacerbated by technical issues with the new finance software. PSF were looking at the setup as certain items had not been pulling through. The DFA said that Management accounts could be sent through next week and a further paper could be included in next FGB. DFA assured Governors that the budget is being regularly monitored.  <u>Chair expressed concern</u> that the accounts weren't able to be delivered on time. Chair requested papers be sent out to all Committee members next week. Governors also expressed disappointment that they hadn't had <i>any</i> papers and the DFA explained that she hadn't wanted to circulate inaccurate papers to the Governors.	DFA

	<p>JTO also reassured Governors that finances were in check and that they would be able to see this from the Report in due course.</p> <p>Governors said they would raise queries via Chair once papers had been circulated on Monday. If there meeting. <b>Governors queried</b> why a backup system could not be used but DFA explained that once the data had been pulled across, old data would not be updated.</p> <p><b>Governors also queried</b> whether the school were running a dual system or an archive. DFA confirmed the old system was an archive and not the backup for the other.</p> <p>DFA explained again that she had been very forensic with the new system and wanted to make sure that everything was correct before sharing information with Governors.</p> <p>JMA and MAT joined the meeting.</p> <p><b>Chair expressed a concern</b> that they were lacking in confidence but were looking forward to the paperwork being received next week.</p> <p>DFA again reassured Governors that the school was in a good financial position. Governors queried the outcome of the meeting the DFA had arranged with the IT Consultant. DFA said she had just finalized the meeting and identified to Governors that IT was going to be an expense.</p>	
4.	<p><b>Admission Arrangements</b> <b>Pink Paper</b></p>	JMA
5.	<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Compliance Report</li> </ul> <p>DFA talked Governors through the Compliance Report Highlighting that inroads had been made into the Legionella and fixed wiring aspects. Investigations were underway in relation to the Sports corridor but it had been established that there was no risk to anyone. A large quantity of specialist batteries have been purchased to support the emergency lighting used for backup.</p> <p>Lifts, boilers, air conditioning, PAT Testing were all on a rolling programme. There had been an issue with lighting conductors which have now been replaced with new due to vandalism.</p> <p><b>Governors queried</b> whether there were any areas of unexpected costs likely to be incurred. The DFA responded that she was not aware of any anything imminent.</p>	
6.	<p><b>C19 Catchup Premium</b></p> <ul style="list-style-type: none"> <li>• Expenditure</li> <li>• Priorities</li> <li>• How premium links to SIP</li> <li>• How premium is being used to support PP/SEN/Vulnerable students</li> </ul> <p>AHT A&amp;C advised Governors that he was spending this with CGE across whole school. Challenge is to spend the money but limited as to what can be offered.</p> <p>One focus is on students undergoing transition Y6, Y11 and Y13. Original plan was for one numeracy co-ordinator but now looking at two who will have different focus – one to work with students with transition.</p>	DFA

	<p><b>Governors asked</b> - How we are identifying students most at need and how are we measuring the money to ensure that money is being spent appropriately?</p> <p>AHT-A&amp;C advised that with regard to Assessment data – last data capture point was Christmas. He is also looking at criteria ie Pupil Premium, and access to remote learning etc., Monitoring progress would be by way of interim assessment for those specific students – data will show how interventions have supported students moving forward.</p> <p>To identify counselling needs – they are looking at behavior reports, safeguarding – recognizing anxieties arising from student being home all the time and transition back to school. Recruited Councilor to work across whole school. DFE informed that the Councilor will be line managed by the Safeguarding Team.</p> <p>DFA highlighted that some budget lines are now not required (ie devices). <b>Governors queried</b> how the finances are now being managed in this regard and DFA informed Governors that priorities are being bumped up the list.</p>	
7.	<p><b>Premises</b></p> <ul style="list-style-type: none"> <li>• Update on SIF Bid for funding</li> <li>• SIP/SDP (Enterprise matters) – update on progress achieved towards objectives</li> </ul> <p>DFA advised Governors that SIF Bid sent in in January – deadline met – will find out in June. This related to Boiler replacement and flat roof replacement and repairs affecting Devonshire, Waterfield and original part of building above Years 5 and 6. This was submitted as two separate bids. Points based – no penalties and 15% contribution, by school, to overall costs. £484,000 for boiler (all expenses) 15% = £72,000. Roof £623,000 = 15% = £93,000 payable over 2 years. DFA highlighted that by being able to make a 15% contribution this gives the school additional points and DFA of opinion that we have strong bid. The external Team used is S2E and DFA worked with Project Team to ensure that everything was correct with the submission. <b>Governors asked</b> whether 15% had been factored into the budget – DFA said yes over the next 2 years.</p> <p><b>Chair queried</b> the robustness of the figures which had gone into the budgets. <b>Governors also queried</b> how confident DFA was with tender prices. DFA said the price quoted was the price to be paid although she recognized that there would likely be contingencies.</p> <p><b>Governors requested</b> something in writing from Consultants with regard to the 15% contribution.</p> <p><b>SIP/SDP –</b></p> <p>AHT – A&amp;C said that clearly things had been sidetracked with COVID. School focus is still on IT strategy. Significant inroads with appointment of AHT- SEND and the SEN Dept. now moved into Centre of school (Library) which raises profile.</p> <p>DFA added that with SEND moving into Library then this freed up the building at back of school which could be one of two proposals – Nursery Let or Sell for capital funds. DFA will be building costs into next year’s budget for legal advice regarding any potential sale and future use opportunities. <b>Governors suggested</b> a separate working party be formed to discuss the options regarding the building. Chair requested timeline for premises projects including Master’s House.</p> <p>AHT – A&amp;C said that SLT could put that together for the Governors. <b>Chair requested</b> timeline for next Committee Meeting.</p>	DFA

	<p>Governors shared some historic information with new Governors relating to:</p> <ul style="list-style-type: none"> <li>• Nursery – never went ahead</li> <li>• Master’s House – language schools</li> </ul> <p>DFA advised that the hole in car park has now been filled in. Consultants said no risk so filled in. Discussion needs to be had at future meeting with regard to car park. Will be monitored. Lighting issues to be reported back at next meeting.</p>	
<h2>Tea/Coffee Break</h2>		
8.	<p><b>Risk Register</b></p> <ul style="list-style-type: none"> <li>• Review</li> </ul> <p><b>Chair asked</b> whether there were any risks that had changed. GF said he couldn’t see any changes. Previous on-site visit had needed to be cancelled due to Covid situation</p>	DFA
9..	<p><b>ESFA – Other Grants</b></p> <ul style="list-style-type: none"> <li>• PP</li> <li>• Catch Premium Y7 Eng/Maths</li> <li>• Sports Grant</li> <li>• Covid Testing Funding</li> </ul> <p>DFA discussed paper with Governors and said that Head of Sports Dept. had done a lot of work on Sports Grant.</p> <p>School has secured 100 laptops during COVID thanks to DFA being on the ball.</p> <p>Covid Testing Fund linked to LFT – should be getting around £18,500 – spend against this hasn’t been high as Testing Centre mostly managed by Volunteers. Money will be spend on resources ie., screens, bins etc. DFA felt that, although this was finance related it also crossed with Education Committee. Cannot use grant funding in other areas of the school – restrictions apply.</p> <p><b>Chair queried</b> the impact on staffing in not utilising secondary PE teachers within Primary teaching – AHT – A&amp;C said that PE was still co-ordinated by the Secondary Team.</p>	
10.	<p><b>Sixth Form Work Programme</b></p> <ul style="list-style-type: none"> <li>• Update</li> </ul> <p><b>Governors suggested</b> that the reasons why the Steering Group had not taken off was maybe because perhaps one of the Governors was no longer in post. Governors highlighted that ‘brand’ was very important and AHT-A&amp;C advised Committee that other Governors may be able to offer their expertise with Marketing. DFA said that the Consultant had suggested that Sixth Form still looked too much like a ‘school’. JMA said that he had spoken to SRv and asked for Becky Roach to speak with DSF and others to get a marketing strategy in place.</p>	JMA/SRv/D SF
11.	<p><b>Monitoring Visits</b></p> <p>There are monitoring visits ongoing with other Committees and there will be one on Lateral Flow Test Testing Centre. Governors commented on a fantastic team of Volunteers and Governors offered congratulations to Estates Team and Janice Logan in particular. JMA said that the Volunteers had expressed their sadness now that the Centre had closed as they had enjoyed contributing to the school. ON said he could take any spare supplies to Gambia – charity.</p>	ON

12.	<p><b>Any other urgent business</b></p> <p>ON said that a Parent had approached him out of school as he had demo lighting equipment which he wanted to donate to school – parent said he would be speaking to SRv. Governors asked whether there was a forum in place to enable parents to donate? DFA said she would look at reinstating the forum on Website.</p>	DFA
13.	<p><b>Confirmation of future meeting dates:</b></p> <p><b>EDUCATION COMMITTEE DATES</b></p> <ul style="list-style-type: none"> <li>• Thursday 6<sup>th</sup> May 2021</li> </ul> <p><b>ENTERPRISE COMMITTEE DATES</b></p> <ul style="list-style-type: none"> <li>• Thursday 17<sup>th</sup> June 2021</li> </ul> <p><b>FGB DATES</b></p> <ul style="list-style-type: none"> <li>• Thursday 29<sup>th</sup> April 2021</li> <li>• Thursday 8<sup>th</sup> July 2021</li> </ul> <p><b>Governors Away-Day</b> <b>Governor Training Session</b></p>	Chair

**Chair closed meeting at 18.54**