Gildredge House

ASPIRE

**Enterprise Committee Meeting - Minutes**

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| **Meeting Date:** | **Thursday 11th June 2026** |
| **Meeting Venue:** | **via Teams** |
| **Meeting Time:** | **5:15pm** |
| **Governors:** | Richard Thornhill, *(RT), Chair of Governors*<br>Julian Mace, *(JM), Vice Chair of Governors*<br>Martyn Ashley Taylor, *(MT)* |
| **Ex officio:** | Craig Bull, *(EHT), Executive Head Teacher* |
| **Also in attendance:** | Sue Evans, *(DHR), Director of HR*<br>Vickie Jenkins, *(HOS), Head of Secondary*<br>Gemma Nesbit, *(DOF), Director of Finance*<br>Helen Punter-Bruce*, (HOP), Head of Primary*<br>Jemma Whittaker, *(EM), Estates Manager* |
| **Clerk to Governors:** | Rif Aslam *(RA)* |

**Apologies:** Lucy Haggis *(LH)*

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## Enterprise Committee – Minutes 11th June 2026

| Item | Discussion | Action |
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| 1. | **Welcome and apologies for absence**<br>• Chair welcomed Governors & SLT to meeting.<br>• Chair accepted apologies for absence from LH and lateness from JSe.<br>• Chair noted absence of LC. | |
| 2. | **Declarations of Interests**<br>There were no declarations of interest made. | |
| 3. | **Minutes of previous Governing Board Meetings**<br>Chair confirmed that previous Committee Minutes were signed off at the March FGB Meeting. | |
| 4. | **Committee Business**<br>Chair confirmed that recruitment of new governor is taking place to replace JSe. | |
| 5. | **HR Update**<br>• Staff Survey – DHR referred to paper and highlighted progress being made. Response rate of 2nd survey dropped due to mock exam marking so will adjust timings for next time. Trends moving upwards in all areas except workload.<br>Chair remarked that overall, he was encouraged by report.<br>• Training – DHR advised that move to new provider has reduced our costs. EHT has renegotiated offer with TES. National College provides broader training modules.<br>• Teaching Staff – DHR advised of 2 resignations and outlined progression of other staff. 2 Maternity covers will be recruited.<br>  ○ Primary TAs – interviews next week.<br>Governor commended report and EHT negotiation skills. EHT echoed comments about staff progression into new role.<br>• Well Being – DHR advised that we have bought into ESCC service and have a new provider for our Employee Assistance Programme.<br>Chair thanked DHR for report. | |
| 6. | **Estates**<br>• Estates Update – Referring to paper, EM highlighted activities during summer term.<br>  ○ Seating - EM advised that FOGH have agreed to provide this extra seating.<br>  ○ Planned maintenance will be a focus over the summer.<br>  ○ Digital Dashboard - DHR highlighted data from this. It illustrates our energy usage. Boiler issues have had impact on our usage.<br>• Health & Safety<br>  ○ Fire Risk Assessment carried out and minor remedial issues.<br>  ○ Annual Asbestos Survey revealed minor remedial issues which have been addressed.<br>  ○ Legionella & Water sampling will take place in June. We have a thorough flushing regime and don't expect any issues.<br>  ○ Lock Down Drill taken place and minor remedial issues addressed. EHT advised that Lockdown Policy will be rewritten considering new law and will become Security Policy.<br>• Sports Field Fence – EHT advised that a high quote has been received. Exploring options.<br>• CIF Update – EHT gave update on Boiler sign off. Hope this will be done soon. He commended Estates Team on the extra flushing they have had to do over the years to keep us compliant because of the boiler issues.<br>COG congratulated EM on impressive report. EHT congratulated EM for achieving her master's in estates management. | |

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| | Chair & Governors echoed comments.<br>Chair queried overspend in budget. DOF advised that the reason for overspend was a water bill which was whole of last year's usage. Estates budget overall managed well this year. EM added that additional flushing to remain compliant has had an impact on budget.<br>Chair thanked EM for report and her hard work.<br>DHR & EM left meeting at 17:44 | |
| 7. | **Finance**<br>• Internal Audit Report – DOF advised that visit highlighted strong controls in place. One minor issue. Overall positive report.<br>Chair praised DOF for installing controls. We can now see the achievement from that action.<br>• Management Accounts – DOF advised that she is confident that we will end the year where expected. Areas of overspend are explainable. Controls have helped in making smarter spending decisions. Looking at centralising subscription costs for a better oversight.<br>• Draft 3 Year Forecast – DOF advised that Year 1 is at breakeven point. Years 2 & 3 are a very high level estimate because of unknowns such as pay increases and how that will be funded. We are working on income generation. Looking at monitoring printing. Our costs have improved compared to last year.<br>Chair emphasised need to review 3 Year Budget settings on every agenda. EHT commended good work of Finance Team and SLT in making us more efficient.<br>HOS left meeting at 18:00<br>Chair echoed commendation.<br>VC asked if scenarios take into account temporary staff positions. DOF confirmed that they do.<br>Governor commended report and the advance notice it provides.<br>Governors approved 3 Year Budget.<br>• Admissions Update – EHT advised that numbers are known. He pointed out that in East Sussex there will be more places than children. It's a challenge for all schools. | |
| 8. | **IT**<br>• Data Protection and Cyber Security Executive Summary – DOF advised that paper written by KLa. DOF, KLa and our IT provider meet regularly. Audit highlighted areas which we already knew about and we're working on. Made big improvements this year. About to have penetration testing and rolling out education on phishing schemes. General discussion on how sophisticated and believable these phishing schemes now are. EHT pointed out SARs and the significant amount of Kla's time they consume. | |
| 9. | **Risk Register Update**<br>• EHT advised that there were no changes. Next year we are required to have an additional item on Allergy. | |
| 10. | **Any other urgent business**<br>Governor mentioned Companies House identity verification requirement. | |
| 11. | **Confirmation of future Governor Meeting Dates for 2025/2026**<br><br>**FULL GOVERNING BOARD:**<br>2nd July 2026 | |
| | **Meeting Closed**<br>Chair thanked SLT and governors and closed meeting at 18:21. | |