



## Enterprise Committee – Minutes

**Meeting Date:** Thursday 10<sup>th</sup> December 2020  
**Meeting Venue:** TEAMS Meeting - Gildredge House  
**Meeting Time:** 5:15pm

**Governors:** Trevor Scott, *(TS)*, Committee Chair (left at 6.35pm)  
Paul Amos, *(PA)*, Committee Vice Chair  
Glyn Freeman, *(GF)*  
Julian Mace, *(JM)*  
Joel Newman, *(JN)* (*joined at 5.30pm*)

**Ex officio:** Stuart Reeves, *(SRV)*, Head Teacher

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

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

**Apologies:** Selene Edwards, *(SE)*  
Martyn Ashley Taylor, *(MT)*

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## Enterprise Committee Meeting – Thursday 10<sup>th</sup> December 2020

Item	Discussion	Action
1.	<p><b>Welcome and apologies for absence</b>  <b>Chair welcomed</b> Governors to this ‘virtual’ Enterprise Committee Meeting via Zoom and noted the apologies of SE, MT and other SLT Members</p>	
2.	<p><b>Declarations of Interests</b>  <b>Governors declared</b> no interests</p>	
3.	<p><b>Committee Business</b>  <b>The Chair informed</b> the Committee that the School’s HR Manager will routinely approach any Governors whose DBS has not been renewed within the last 4 years. Chair will ask HR Manager to chase as normal</p>	Chair
4.	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• <b>(a) 19/20 August Management Report</b>  DFA talked the Committee through the contents of the Management Report and highlighted the positive and negative aspects that had resulted from the COVID Lockdown. Income had accrued as resources had not been needed during lockdown but increased costs had been incurred on building maintenance which had taken place during lockdown.</li> <li>• <b>(b) Annual Report and audited accounts 2019/20</b>  DFA said that due to Lockdown, DfE had extended normal submission date of 31<sup>st</sup> December and permitted an extension due to Covid situation. Accounts will be presented to FGB on Thursday 14<sup>th</sup> January 2021</li> <li>• <b>(c) Covid catch up premium</b>  DFA advised Committee that all grants that were available to schools had been applied for and this had contributed to increased funds.</li> </ul> <p><b>Chair asked</b> how much of the money is a one off and DFA said the majority of the increased income is a one off although there is a possibility to Pupil Premium will increase. Prudence is still required with money and a reserve retained.</p> <p>DFA explained the Covid catchup funding that the DfE has estimated will be available to the school. School had identified items which were highest priority and work has already started. Safeguarding Team has looked a ‘The Place to Be’ – two counsellors, two personnel to support students. Looking to start March/April time. Building will need to be adjusted to accommodate this provision. Literacy and Numeracy coordinators to be engaged. No further plans as awaiting final details on funding. SRV advised Governors that SLT had thought long and hard about the priorities. DFA explained that the DfE had gifted laptops – the cost to the school was licenses etc., DFA said the situation with regard to need was ongoing due to changes in family financial circumstances.</p> <p>AHT-A&amp;C explained that a survey had been undertaken of students with regard to ICT resources available. Students were being very resourceful although it shouldn’t be missed that some students had made a choice not to respond, possibly with a view to getting out of lessons.</p>	

	<ul style="list-style-type: none"> <li>• <b>(d) 3 year plan and notes from meeting</b></li> </ul> <p><b>Chair reminded committee</b> that a meeting had taken place previously and overall everything looked like a positive picture.</p> <p>DFA informed the committee that she would shortly be working with an IT Consultant to create a strategic 3yr or 5yr plan. IT and Buildings are big items going forward. She also highlighted that the school must keep an eye on Pupil Numbers. <b>Governors asked</b> how the school went about choosing consultants that we use. SRV explained that depending on cost, this was either agreed by SRV and DFA or above £10,000 would be Governors. <b>Governors queried</b> whether anything over £10,000 went out to tender – DFA agreed this was the procedure.</p> <p>DFA discussed contents of 3yr plan, which she commented was already out of date, needs to be reviewed in New Year. Rates in document come from DfE and the plan had been worked out on that basis. However, she was expecting changes to Teachers Pay. DFA expressed concern about numbers for Sixth Form which currently stand at 70/70. Governors agreed that these should be reviewed.</p> <p><b>Chair felt</b> that the 3yr plan should be an annual occurrence and should only need to be adjusted on an annual basis and not quarterly. SRV suggested March and DFA agreed that this would be better done in June.</p> <p>SRV would like to introduce a Reserves Policy for ICT and General Fund. <b>Governors agreed</b> this moving forward.</p> <p><b>Governors queried</b> an enquiry received regarding a Nursery being set up in a surplus building. DFA said that the school could generate an interest to see if this could be worked out. Various options have previously been considered. <b>Chair reminded</b> the committee that this action had already been passed and DFA was looking in to this. <b>Governors commented</b> that if the building was to be let out then consideration would have to be given to what type of business would generate the best income.</p> <p><b>Chair commented</b> on the hard work that had been undertaken overall with the finances which had resulted in the school having a brighter future.</p>	DFA
5.	<p><b>Health &amp; Safety</b></p> <p>Due to time restraints this Agenda item wasn't discussed and will be carried forward to the next Enterprise Committee Meeting</p>	GF/Clerk
6.	<p><b>Audit - Plans for Internal Audit</b></p> <p>DFA explained that due to recommendations published in the Academy Finance Handbook, Schools now need to implement different arrangements with regard to internal and external audits.</p> <p><b>Governors and DFA discussed</b> the options available for Internal Audit, these included:</p> <ul style="list-style-type: none"> <li>• employing an in-house internal auditor</li> <li>• a bought-in internal audit service from a firm, other organisation or individual with professional indemnity insurance,</li> <li>• the appointment of a non-employed trustee,</li> <li>• a peer review performed by the CFO, from another academy trust.</li> </ul> <p>DFA was of the opinion that an employed internal auditor was not independent enough. DFA suggested that the non-employed Trustee came at no cost and was her preferred option.</p>	

	<p><b>Governors were of the opinion</b> that peer to peer seemed the most appropriate option and that this should be explored. Governors queried who in the school had the capacity to carry out a peer to peer audit. DFE expressed concern with staff availability and how this responsibility would impact on the school? DFE was concerned that this was a big expectation of staff and Governors suggested that the – legal implications would need to be investigated.</p> <p><b>Governors commented</b> that it would be prudent to get some quotes to see how much the options would cost. SRV suggested that if peer to peer were agreed then there shouldn't be any less than three schools involved in the group.</p> <p><b>Governors requested</b> that the DFA explore all options in more detail and this would be an Agenda item at the next Enterprise meeting.</p>	DFA/Clerk
7.	<p><b>Premises - Update</b></p> <p>DFA advised the Committee that the SIF bid, which was well written by the Consultants, will be submitted before the end of term. This includes application for new roof above Y5 and Y6 classrooms</p> <p>DFA informed the Governors that denture casts had been used as hardcore under the tarmac of the Car Park. The engineers had also discovered that it had been built on a floodplain. DFA advised that the matter was with the engineers for further recommendation and she will report back further in due course.</p> <p>DFA highlighted that there had been issues with light fittings deteriorating due to age. She advised that an audit was in hand which would generate a rolling plan of replacement.</p> <p>DFA highlighted to Governors that there is general wear and tear of the building – paint/ carpets in poor condition. DFA identified this as a high priority and upgrading was needed.</p> <p>DFA highlighted that the dishwasher in the main kitchen was weak. <b>Governors commented</b> that catering should be at zero cost to the school and the responsibility to replace this resource should be that of the catering company.</p> <p>Furniture – elements are being replaced as needed.</p> <p>Fire Safety – good. All other key points were being addressed following assessments.</p> <p>Governors queried the timeline on the bid – DFA thought Jan/Feb but she will check. If approved work might start in Summer. DFA agreed to send bid on to clerk for onward transmission.</p>	DFA
8.	<p><b>Risk Register - Update</b></p> <p><b>Governors thanked</b> DFE for the work that she had done on this to date. Governors discussed the layout and content of the Risk Register and requested the DFA make some minor edits to the columns and format.</p> <p><b>Governors focused</b> on Teaching Standards 3.2 – which they highlighted was Amber and is SRV responsibility. SRV said he had left this as Amber as there was a possibility that exam results may be lower this year and he wanted this to remain as Amber despite Government assurances.</p> <p><b>Chair asked</b> if there was anything that could be done to mitigate the risk. SRV said all doing what they could including intervention sessions which are being planned for after school during next academic term. SRV said that he was expecting infection to increase post Christmas and decisions to increase</p>	DFA

	<p>interventions further will be made thereafter. <b>Chair asked</b> whether this scoring was appropriate in the circumstances. SRV explained that the School was utilizing all resources available to support students and staff during this unprecedented time. SRV said he was confident that the processes in place are sufficient but that it was difficult to anticipate changes that could prevail from week to week.</p> <p><b>Governors queried</b> whether all members were happy with the RAG ratings – all members agreed that they were.</p> <p><b>Chair queried</b> whether the Risk Register should be altered if there were mitigating factors that meant the SIF was not agreed. <b>All Governors</b> agreed the rating would remain until the outcome of the SIF</p> <p><b>Governors queried</b> whether Pensions Schemes should be included on the Risk Register but SRV said this was on the balance sheet so must be included in the Risk Register. Governors were of the opinion that this item should not be included on Risk Register but that this should be included within an 'Issues' tab instead – Governors agreed that this should be removed and SRV agreed with DFA to make those changes.</p> <p>SRV suggested they have a separate Safeguarding Risk Register at SLT Level – <b>Governors agreed.</b></p> <p><b>The Governors</b> requested that the Risk Register remain as a standing Agenda Item.</p>	Clerk
9.	<p><b>Staffing, Pay and progression - 2020 information</b> <b>Pink Paper</b></p>	SRV/DFA
10.	<p><b>6<sup>th</sup> Form Options Appraisal</b> <b>Pink Paper</b></p>	SRV
11.	<p><b>Monitoring Visits</b></p> <ul style="list-style-type: none"> <li>Lunch provision during Covid</li> </ul> <p><b>Governors</b> were invited to meet with SRV to witness lunch sessions at the school. <b>Governors commented</b> that this was a very interesting exercise. It was witnessed that Y7 and Y8 both had lunch over the same session but were split into two halves – this was very well stewarded by staff. Governors spoke to catering staff who were happy with the arrangements, and commented that the students were generally well behaved. Good and interesting session. Good comments from students, staff and catering team.</p> <p>SRV commented that it was likely that the two lunch sessions would remain as this arrangement was supporting behaviours – very likely to keep post COVID.</p> <p><b>Chair asked</b> whether students were being asked to eat packed lunch outside (Y7 &amp; Y8). AHT- A&amp;C said that students were encouraged to eat in both areas but there were a significant number eating outside. Boundaries will be softened due to cold weather but school needs to be mindful of capacity. <b>Chair expressed concern</b> that students may be outside during inclement weather and expressed concern re: Welfare. SRV said they would look at this in more detail.</p>	SRV
12.	<p><b>Any other urgent business</b></p> <ul style="list-style-type: none"> <li><i>None</i></li> </ul>	
	<p><b>Meeting closed at 7.35pm</b></p>	