



Enterprise Committee – Minutes

Meeting Date: Thursday 24th November 2022

Meeting Venue: via TEAMS

Meeting Time: 5:15pm

Governors: Trevor Scott, *(TS)*, Committee Chair
Firle Beckley, *(FB)*
Glyn Freeman, *(GF)*
Julian Mace, *(JM)*, Chair of Governors
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
Jemma Graffham, *(DSF)*, Director of Sixth Form & *(DSL)*

Clerk to Governors: Rif Aslam *(RA)*

Apologies: Paul Amos, *(PA)*, Committee Vice Chair
Athanasios Lamprakis, *(AL)*

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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. • Chair welcomed new Parent Governor, FB. Members introduced themselves. • Chair accepted apologies for absence from PA & AL and noted GF need to leave by 7pm. 	
2.	<p>Declarations of Interests There were no declarations of interest made by Committee Members.</p>	
3.	<p>Committee Business</p> <ul style="list-style-type: none"> • Chair noted new Governors to committee were AL (absent) & FB (introduced in Item 1). 	
4.	<p>Risk Register</p> <ul style="list-style-type: none"> • Update - HT gave a summary of the key changes. <ul style="list-style-type: none"> ○ Risk relating to covid pandemic has gone down. Risk to staff from health & safety perspective has reduced although there is still some related absence. ○ Teaching, Learning & Behaviour are areas of focus for us. ○ He also highlighted Finance as an issue due to unfunded pay rises as well as 6th Form. <p>Chair noted risk increase under Professional Standards. HT explained that as Teaching & Learning needs improvement, the rise is a recognition that Performance Management is linked to it.</p> <p>COG asked if there were any updates following the GDPR Audit. HT advised that report was received on Monday and did not raise any significant concerns. Minor adjustments need to be made to Risk Register for next term.</p> <ul style="list-style-type: none"> • GDPR Compliance – COG gave a summary of the recent meeting with external DPO. Due to carry out training for Board next summer. Paper describes the UK GDPR regulations which supersede the EU ones. GDPR needs to be made an annual agenda item at FGB. 	Clerk/COG
5.	<p>Staffing, Pay and Progression</p> <ul style="list-style-type: none"> • HT explained the 2 parts of the Paper. Appointment of new HR Director highlighted that process of completing performance management differed across the school. New processes are therefore being examined with a digital platform to support performance management. Aim for this to occur earlier in the year rather than November. He also suggested a Governor Pay & Progression Panel. From a payroll perspective there have been pay increases to deal with on top of the Pay & Progression increases. Clear targets set out and outlined across school aligned with School Development Plan. Paper outlines measures which have been put in place to support monitoring and evaluating prior to a performance management review. These include exam analysis meetings, new marking and assessment feedback cycles, and departmental review cycles. SLT have targets linked to SDP trackers. <p>Chair thanked HT for summary and invited questions. Reassuring to hear of changes being made.</p> <p>COG expressed concern for lack of robustness of past procedures.</p> <p>COG noted number of staff who have not yet finalised their reviews.</p> <p>COG asked whether reviews take place at fixed points in the year. HT advised all are calendared.</p> <p>COG requested an update in Spring about the progress of review cycles. HT confirmed that a summary will be provided to the Educational Committee.</p> <p>Chair queried when Performance Management Reviews will be completed by all staff. HT confirmed that it was close to being completed. Issue was the process was unclear.</p>	HT

	<p>DFA outlined rolling programme of PAC Testing, Legionella, Water Testing. Generally compliance is up to date. Fire drills taken place. Inventory System will be updated to latest app to allow for live updates.</p> <p>Lead Governor for H&S requested meeting and going forward monthly updates. DFA agreed.</p> <p>Chair suggested meetings take place prior to Enterprise Committee dates allowing Lead Governor to provide feedback.</p> <p>GF left meeting at 18:45</p>	DFA/GF
9.	<p>Internal Audit</p> <ul style="list-style-type: none"> Internal Audit Report – Chair referring to Paper noted positive comments from the Internal Auditors. Recommendations are only on low-risk items. DFA confirmed that low risk items have already been dealt with. <p>Chair on behalf of governors congratulated DFA and all those involved.</p>	
10.	<p>Premises</p> <ul style="list-style-type: none"> CIF Bid Updates – DFA confirmed that update has already been provided under Item 6. 	
11.	<p>School Development Plan</p> <ul style="list-style-type: none"> SEF Update – HT advised that SEF was completed yesterday. A huge piece of work with Senior colleagues whom he thanked. Written from scratch and tells an important story of where we are now. It will be presented to Governors at FGB. <p>Chair congratulated HT for its completion and looked forward to seeing the document and asked for it to be circulated prior to FGB.</p> <ul style="list-style-type: none"> ICT Strategy update – HT explained that Martin Lulham from MTech has put us in touch with an external company specialising in this work. Initial meeting has taken place. Cost a few thousand. DFA confirmed that cost will be within the ICT Support Contract budget. Masters House & Oasis update – development of Oasis into a multimedia centre and library to support Literacy across the school. Tenders for work will begin in New Year. 	HT
12.	<p>HT & SLT left meeting at 18:50</p> <p>Head Teacher Appraisal PINK PAPER</p>	
13.	<p>HT & SLT re-joined meeting at 18:59</p> <p>Monitoring Visits</p> <p>COG thanked HT for providing contacts for visits. Schedule for year has been fixed. Some have started already. Governors will be emailed Schedule shortly. HT requested email for SLT too.</p>	JM/GM
14.	<p>Any other urgent business</p> <p>COG requested notice of EGM on 6th December be sent out urgently.</p>	Clerk
15.	<p>Confirmation of future Governor Meeting Dates for 2022/2023</p> <p>Extraordinary General Meeting: 6th December 2022</p> <p>FULL GOVERNING BOARD: 12th January 2023 27th April 2023 6th July 2023</p> <p>EDUCATION COMMITTEE: 9th February 2023</p>	

	18 th May 2023 ENTERPRISE COMMITTEE: 16 th March 2023 15 th June 2023	
	Meeting Closed Chair thanked SLT and governors and closed the meeting at 19:02.	