



Enterprise Committee – Minutes

Meeting Date: Thursday 16th March 2023

Meeting Venue: via TEAMS

Meeting Time: 5:15pm

Governors: Trevor Scott, *(TS)*, Committee Chair
Glyn Freeman, *(GF)*
Athanasios Lamprakis, *(AL)*
Julian Mace, *(JM)*, *Chair of Governors*

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*
Sue Evans, *(DHR)*, *Director of Human Resources*

Clerk to Governors: Rif Aslam *(RA)*

Apologies: Martyn Ashley Taylor, *(MT)*
Firle Beckley, *(FB)*

Enterprise Committee – Minutes 16th March 2023

Item	Discussion	Action
1.	<p>Welcome and apologies for absence</p> <ul style="list-style-type: none"> • Chair welcomed Committee Governors & SLT. • Chair welcomes DHR to meeting. Governors introduced themselves. • Chair accepted apologies for absence from MT & FB. 	
2.	<p>Declarations of Interests There were no declarations of interest made by Committee Members.</p>	
3.	<p>Minutes of previous Education Committee Meeting Chair confirmed that previous Committee Minutes were signed off in January FGB.</p>	
4.	<p>Committee Business Chair advised that with the resignation of PA, the role of Committee Vice Chair is vacant. Chair and governors agreed to discuss role offline.</p>	
5.	<p>HR</p> <ul style="list-style-type: none"> • Update – DHR referred to Paper and highlighted 3 areas. <ul style="list-style-type: none"> ○ Absence Management – 4 members of staff on long term absence. Between Dec 2021 and DHR’s appointment in Sept 2022 there has only been 1 member of staff in HR thus affecting capacity to address these long term absences. Conscious that absences mean a reliance on supply staff. <p><u>Governor expressed concern</u> for cost to school. Both DHR and HT assured committee that processes are being followed with guidance from ESCC and an external specialist.</p> <p><u>Governor questioned</u> whether any of the 4 absences are work related stress. HR advised that one has raised that as an issue. All 4 cases are due to be finalised by the end of academic year. Long term supply staff in place to ease burden on our existing staff. We are reviewing our policies and tightening up processes, sticking to timelines and assisting managers with back to work meetings. This will see causal absences diminish. By sticking to timelines in Policy we should not have absences going beyond the 26 week Absence Management process.</p> <ul style="list-style-type: none"> ○ HR Policies – some are overdue for review and update. Seeking to address this with external help. We are focusing on Pay Policy to make it more in line with national by examining model policies. Seeking to revert to 2016 where staff apply formally to cross threshold of pay. <p><u>Governor suggested</u> that an interview should be part of this process. DHR explained that HT has introduced exam analysis, subject reviews etc. which will contribute to his understanding of staff members’ capabilities.</p> <p><u>Chair pointed</u> out that the original starting point of school was to pay a bit more than national to attract the best teachers. DHR advised that our shorter school year effectively means more pay. Leadership allowances at GH are also unusual and may be examined for the future.</p> <ul style="list-style-type: none"> ○ Wellbeing & Staff Voice – free counselling available. Positive feedback from this especially the bereavement element. Staff Survey has revealed request for more feedback. HT has arranged a coaching programme for middle managers to enable them to be more comfortable in providing feedback. Exit interviews have revealed lack of Induction and this has therefore been more formalised and structured. <p><u>Chair thanked</u> DHR and invited questions.</p> <p><u>COG and Governors thanked</u> DHR for her work and expressed appreciation of HR Team.</p>	

	DHR left meeting at 17:46	
6.	<p>Finance</p> <ul style="list-style-type: none"> Management Accounts – DFA gave an overall summary of Paper. Key item in expenditure which is awaiting the outcome of 4 long term absences. Slow recruitment in some areas has offset costs in those absences. DFA highlighted that some building maintenance work will arise due to age of pipework and lighting. Likely costs in region of £46K. This is an extraordinary expense therefore not included in Management Accounts. Currently building running on one boiler. Work on this aspect of CIF bid due to start in Easter. <p><u>Chair thanked</u> DFA for comprehensive paper.</p>	
7.	<p>Premises</p> <ul style="list-style-type: none"> CIF Bid Works Update – DFA gave a summary of progress. <ul style="list-style-type: none"> Roof - work complete. We are now in the retention period before the final sign off. Boiler- Due to start in April with completion in Summer. Solar Panels – discussions underway and revised pricing for energy costs to be reflected for next year. <p><u>Governor queried</u> retention period on roof works. DFA thought it was 12 Months but will check. <u>Chair requested</u> that DFA email answer after meeting.</p>	DFA
8.	<p>Health & Safety</p> <ul style="list-style-type: none"> Update - Chair invited DFA to highlight any items. <ul style="list-style-type: none"> Fixed Wiring Testing completed. Fire Risk Assessment coming up. Issue with Lift is being resolved. <p><u>Lead Governor for H&S apologised</u> for not being able to attend meeting with DFA due to his accident and looked forward to rearranging a future date. DFA suggested after next school holiday. <ul style="list-style-type: none"> Development of Work Permit for external contractors being explored. <u>Chair suggested</u> arranging an external audit of our H&S procedures to ensure they are robust. DFA explained that external audit already takes place as part of the Safeguarding Reviews. <u>Chair commented</u> that it may be worth pursuing this as a separate issue too. DFA & HT agreed.</p>	DFA/GF DFA/HT
9.	<p>Audit</p> <ul style="list-style-type: none"> Update – Next Audit will be at the end of the year and therefore there is nothing to report. 	
10.	<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 professional standards see change as an acknowledgement of where we are with issues outlined by HR paper. Finance acknowledges change due to 6th Form closure. 3.1 improvement in data management. 3.3 reflects concerns around results this coming summer. <p><u>Chair thanked</u> HT for update. <u>Chair thanked</u> AHT-A&C for his attendance. AHT-A&C left meeting at 18:11</p>	
11.	<ul style="list-style-type: none"> Staffing PINK PAPER <p><u>Committee approved proposal</u></p>	

12.	<p>Any other urgent business COG thanked everyone and particularly TS for chairing committee and the expertise he brings to it. He reflected that more members would be of benefit.</p>	
13.	<p>Confirmation of future Governor Meeting Dates for 2022/2023</p> <p>FULL GOVERNING BOARD: 27th April 2023 6th July 2023</p> <p>EDUCATION COMMITTEE: 18th May 2023</p> <p>ENTERPRISE COMMITTEE: 15th June 2023</p> <p>TRAINING: 25TH March 2023</p>	
	<p>Meeting Closed Chair thanked governors, HT & DFA and closed the meeting at 18:28</p>	