



# Gildredge House

## Enterprise Committee Meeting - Minutes

**Meeting Date:** Thursday 12<sup>th</sup> June 2025

**Meeting Venue:** via Teams

**Meeting Time:** 5:15pm

**Governors:** Richard Thornhill, *(RT), Chair of Governors & Committee Chair*  
Jonathan Searle, *(JSe)*  
Julian Mace, *(JM)*

**Ex officio:** Craig Bull, *(CBu), Executive Head Teacher*

**Also in attendance:** Sue Evans *(DHR), Director of HR*  
Vickie Jenkins, *(HOS), Head of Secondary*  
Gemma Nesbit, *(DOF), Director of Finance*  
Helen Punter-Bruce, *(HOP), Head of Primary*

**Clerk to Governors:** Rif Aslam *(RA)*

**Apologies:** Martyn Ashley Taylor *(MT)*

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Item	Discussion	Action
1.	<b>Welcome and apologies for absence</b> <ul style="list-style-type: none"> <li>Chair welcomed Governors &amp; SLT to meeting.</li> <li>Chair welcomed DOF to her first Committee Meeting.</li> <li>Chair accepted apologies for absence from MT.</li> </ul>	
2.	<b>Declarations of Interests</b> There were no declarations of interest made.	
3.	<b>Minutes of previous Governing Board Meetings</b> Chair confirmed that previous Committee Minutes were signed off at the March FGB Meeting.	
4.	<b>Committee Business</b> <ul style="list-style-type: none"> <li>Chair shared the good news that a new governor has been recruited. Len Callnon is a magistrate and has a background in HR and Estates. He will be a good fit for this committee. Hopefully introductions will take place at the FGB and Strategy Day.</li> </ul>	
5.	<b>Recruitment Pink Paper</b>  DHR left meeting at 17:37 hrs.	
6.	<b>Financial Strategy Update</b> <ul style="list-style-type: none"> <li>Primary Phase – HOP outlined spend:               <ul style="list-style-type: none"> <li>Associate Assistant Head Primary (AAH-P) – She has been looking at our curriculum development and student progress this year. With PIXL, we have clear gap analysis tools which are now being used by teachers. This has led to targeted intervention groups. Also, part of her role is to work on developing teachers' leadership on their curriculum subject. We will need to give teachers protected time to develop this.</li> <li>Teaching &amp; Learning Practitioner – this appointment will work closely with AAH-P and across both phases.</li> </ul> </li> </ul> <p><u>Chair suggested</u> that the issue of protected time be raised at the forthcoming Strategy Day.</p> <ul style="list-style-type: none"> <li>Secondary Phase – HOS outlined spend:               <ul style="list-style-type: none"> <li>Lead Practitioner – She has been central in us improving quality teaching and learning across the school. This has been through modelling high impact practice, mentoring colleagues. She designed and led teaching &amp; learning workshops which have fostered a culture of collaboration. Workshops have been practical based sessions resulting in improved engagement and more consistent use of questioning. Allowed us to create a shared language on what high quality teaching looks like and stronger sense of professional accountability. She has been tailoring support to teachers with one to one coaching sessions, structured observations and clear action plans for those who have needed them. Increased aspirational culture of teaching.</li> </ul> </li> </ul> <p><u>Chair asked</u> whether this role has contributed to people's enjoyment of work at GH. HOS felt that it had. HOS commended the person in the role. Staff feel listened to and supported. She felt that this role has been the most significant contribution to raising standards of teaching &amp; learning.</p>	HOP/EHT

	<p><u>Governor queried</u> how long there was funding for this role. HOS confirmed one more year left.</p> <p><u>Governor asked</u> about time allocated to the role. HOS advised 2 days per week.</p> <p><u>Governor observed</u> that the role involves having difficult discussions and wanted to know what support is in place for her. HOS advised that both she and DH-QE provide support.</p> <p><u>Governor enquired</u> how many staff are on support plans. HOS advised 3 on informal ones and described success story of a previous one.</p> <p><u>Chair thanked</u> SLT for papers.</p>	
7.	<p><b>Finance</b></p> <p>DOF explained that she worked alongside the previous DFA for a period before taking over the role a few weeks ago.</p> <p>DOF outlined what she would like to put in place by September to ensure we are more proactive in the way we work.</p> <p><b>Pink Paper</b></p> <p>Chair thanked DOF.</p>	
8.	<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>H&amp;S Compliance Report - EHT referred to paper and invited any questions.</li> </ul> <p><u>Governor asked</u> if the outstanding items have been done. EHT advised that they were done in May half term.</p> <p><u>Governor noted</u> the LOLER report is dated February 2025 and asked if the lift work has been done. EHT will double check.</p> <ul style="list-style-type: none"> <li>Monitoring Visit - Governor gave an overview of his visit. He commended the Estates Manager for her work. He pointed out the hard work the Estates Team undertake to keep compliant particularly on Legionella. He also advised that the Estates Manager will be meeting other schools to share best practice. She is also seeking ways to train her team to enable them to carry out tasks which are usually outsourced such as operating a cherry picker, installing fire doors. This is to hopefully reduce costs in future. He would like to meet students and staff at the Forest School during his next visit. Recommendations will be included in the written Monitoring Visit report.</li> </ul>	EHT
9.	<p><b>Estates</b></p> <ul style="list-style-type: none"> <li>Update – EHT advised that he has taken over line management of estates since JL retired in May. He went on to advise that GW is undertaking a Masters in Estates Management. She has visited a maintained school in London and they will visit ours to share best practice. He and GW will work on an estates strategy and life cycle budget to maintain school. A conditions report, plumbing report has been done. There is more work required in the Food Tech room. Some things could be done through CIF bids.</li> </ul>	
10.	<p><b>IT</b></p> <ul style="list-style-type: none"> <li>Update - EHT advised that project work is almost complete. We have seen improvements on issues, and we have raised other concerns. DOF is currently working with IT supplier on asset management.</li> </ul> <p><u>Chair pointed</u> out that IT is not cheap.</p> <p><u>Chair asked</u> if we are getting value for money. EHT advised yes with the service element with the service review meetings and KPI's . He didn't feel that way regarding the project element and that's why we received the compensation element. The work has now been done. We're on a 5 year rolling replacement but we are insisting that there must be a discussion about this first.</p>	

	<u>Chair emphasised</u> need for the Committee to keep a close watch on IT costs.	
11.	<b>Risk Register</b> <ul style="list-style-type: none"> <li>• Update – EHT highlighted the following: <ul style="list-style-type: none"> <li>○ Governance - score improved as we now have a new appointment.</li> <li>○ Boilers – improved score. A data logger will be put on the electricity supplies going into the heat source pump. It is suspected that our load is so high and could be causing the boilers to trip out.</li> <li>○ IT – improved to amber.</li> <li>○ Financial – improved as we now have DOF in post.</li> </ul> </li> </ul>	
12.	<b>Any other urgent business</b> <ul style="list-style-type: none"> <li>• Chair thanked DOF for her contribution to the meeting.</li> <li>• Chair reiterated the need for the Committee to be aware in future of unexpected consequences before we approve expenditure.</li> </ul>	
13.	<b>Confirmation of future Governor Meeting Dates for 2024/2025</b>  <b>FULL GOVERNING BOARD:</b> 3 <sup>rd</sup> July 2025  <b>STRATEGY AWAY DAY:</b> 5 <sup>th</sup> July 2025	
	<b>Meeting Closed</b> Chair thanked SLT and governors and closed meeting at 18:55 hrs.	