



## Enterprise Committee Meeting - Minutes

**Meeting Date:** Thursday 13<sup>th</sup> June 2024

**Meeting Venue:** via Teams

**Meeting Time:** 5:15pm

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

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

**Also in attendance:** Sue Evans, *(HRD)*, HR Director  
Vickie Jenkins, *(HOS)*, Head of Secondary  
Janice Logan, *(DFA)*, Director of Finance & Administration  
Helen Punter-Bruce, *(HOP)*, Head of Primary

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

**Apologies:** None received

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Item	Discussion	Action
1.	<p><b>Welcome and apologies for absence</b></p> <ul style="list-style-type: none"> <li>• Chair welcomed Governors &amp; SLT to meeting.</li> <li>• Chair noted 2 absences. Clerk confirmed the meeting was quorate</li> </ul>	
2.	<p><b>Declarations of Interests</b> There were no declarations of interest made.</p>	
3.	<p><b>Minutes of previous Governing Board Meetings</b> Chair confirmed that previous Committee Minutes were signed off at the March FGB Meeting.</p>	
4.	<p><b>Committee Business</b></p> <ul style="list-style-type: none"> <li>• Chair expressed regret at the loss of GF as a governor. He was a valuable member of the Board. Chair urged school to take up GF's offer of adhoc assistance on tendering and Health &amp; Safety. EHT echoed regret and assured that GF's skills will be utilised in the future. He also advised that he had met GF since his resignation, and he had passed on his thanks to Board and School for his gift.</li> <li>• Chair confirmed he is seeking replacements for vacant positions on Board.</li> </ul>	
5.	<p><b>HR</b></p> <ul style="list-style-type: none"> <li>• Staff Voice / Wellbeing – EHT introduced HRD to the Committee and invited her to highlight aspects of paper. <ul style="list-style-type: none"> <li>○ Staff Pulse Survey - HRD explained that a review of the results of the Survey show that scores have increased in staff confidence, motivation and engagement. Communication category has improved as well as the response rate. The latter increased since reminders and time has been allowed to complete surveys during CPD days. Largest response is from Primary.</li> <li>○ Staff Benefits - recent survey has indicated that Health Insurance was the most popular followed by employee discounts, gym membership and cycle to work scheme.</li> <li>○ Workload &amp; Wellbeing Working Party – this initiative is led by EHT to further develop support for staff. Next step is to cost various options. EHT added that Working Party was well attended with staff representation from all phases. Remit is to develop a framework on how we support wellbeing as a school and individually.</li> </ul> </li> <li>• Staffing <b>Pink Paper</b></li> </ul> <p>DHR left meeting at 17:42</p>	
6.	<p><b>Financial Strategy</b></p> <ul style="list-style-type: none"> <li>• CPD - EHT explained that a large chunk of finance was allocated to professional development. Discussions have taken place about SDP for next year and supporting professional development in line with SDP priorities. <ul style="list-style-type: none"> <li>○ Embedding Formative Assessment (EFA) – led by Education Endowment Foundation (EEF). This will allow all teaching staff access to resources to develop their subject pedagogy.</li> <li>○ Leader as Coach – senior and middle leaders being accredited as coaches.</li> <li>○ Primary Cover Supervisor – support quality of teaching &amp; learning and interventions.</li> <li>○ External Consultants – Maureen Roger to continue next year focusing on English. Andy Buck will support leadership. Peter Kent will support us with developing own Leadership Programme.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Staff Capacity <ul style="list-style-type: none"> <li>○ Associate Assistant Head to support student progress in Primary – HOP advised that appointment has been made. Candidate brings wide range of experience.</li> <li>○ Lead Practitioner Secondary – HOS advised that role has been given to an internal candidate and will support coaching and upskilling teachers in the classroom.</li> </ul> </li> <li>• Toilets – DFA advised that quotes have come in to upgrade the 3 remaining student toilets in secondary. Small surplus will allow further site improvements.</li> <li>• IT upgrade – DFA explained that this will be covered under a separate Agenda item.</li> <li>• Outdoor Play Area – HOP explained that Outdoor Play will install a multi surface area with robust all weather materials, floor markings and wall panels. Work will start in July.</li> <li>• Phase 2 Literacy – Year 2 of action plan and focus on Reading and Writing will continue.</li> <li>• Secondary Phase – HOS outlined the areas of spend: <ul style="list-style-type: none"> <li>○ Classrooms - classrooms being improved by clearing surfaces, removing old books.</li> <li>○ Corridors - improved with wall art and cladding.</li> <li>○ Outdoor Areas – students requested Chess equipment.</li> <li>○ Feedback Stickers – requested by teachers.</li> </ul> </li> <li>• Primary Phase – HOP outlined areas of spend: <ul style="list-style-type: none"> <li>○ Materials – currently teachers heavily resource these themselves.</li> <li>○ Furniture – storage units and tables &amp; chairs for shared areas. Bookcases for classroom reading corners.</li> <li>○ Primary Library – 2 areas have been amalgamated to create one big space.</li> <li>○ Office space – for Cover Supervisor.</li> <li>○ Staff Room – redone.</li> </ul> </li> </ul> <p><b>Governor asked</b> if consultation had occurred with staff prior to the spending. HOS confirmed that SLT and Middle Leaders &amp; teachers are all on board. HOP echoed comments.</p> <p><b>Governor questioned</b> if any of the new initiatives will feature in appraisal process with KPI targets. EHT advised that teaching staff will have the EFA as their Teaching &amp; Learning target and it will be linked to their appraisal. Senior and Middle Leaders target is Coaching Programme.</p> <p><b>Governor suggested</b> that measurement of impact will be the next question. EHT agreed. HOS added the short term impact is seen in the quality of assurance processes (learning walks, Book Looks, Feedback &amp; Questioning). Longer term impact will perhaps be measured in future student results.</p> <p><b>Governor emphasised</b> need to link impact with performance measurement targets.</p> <p><b>Chair queried</b> whether parents have been made aware of the improvements so far. HOP advised that parents have been told about the outdoor play area. EHT added that works will be added in the end of term newsletter. In September Partnership with Parent Events will also allow opportunity to update them too.</p> <p><b>Chair urged EHT</b> to ensure external consultant Peter Kent is asked to measure the impact of the CPD programme. EHT confirmed he would.</p>	
7.	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Management Accounts – DFA explained that accounts are for Period 6 and highlighted small overspend due to: <ul style="list-style-type: none"> <li>○ Staffing – more than expected due to recruitment of additional posts and cover for absences.</li> <li>○ Electricity – costs have gone up with new heating arrangement.</li> </ul> </li> </ul> <p><b>Chair stated</b> that he was comfortable with accounts. Ongoing dialogue will continue regarding Financial Strategy to consider unfunded costs which have been passed onto schools. DFA said that Auditors have been advised that our reserves will be utilised and there is a narrative around this.</p> <p><b>Governor pointed out</b> that this is a long term development plan for the school.</p> <p><b>Governor offered</b> to meet with DFA to examine future income revenues.</p>	DFA/JSe

	<p><u>Governors expressed</u> approval of costs.</p> <ul style="list-style-type: none"> <li>3 Year Forecast – DFA referred to paper and highlighted figures which are likely to be funded and unfunded. Additional posts have been added. Figures will be redone in November once costs are known. 2024-25 surplus will be used up. Additional budget lines added including Alternative Provision and items that Primary teachers used to self-fund.</li> </ul> <p><u>Governor noted</u> Very high percentage staffing cost. DFA explained that figures reflect pay ranges of staff.</p> <p><u>Governors approved 3 Year Forecast.</u></p> <ul style="list-style-type: none"> <li>Financial Regulations – DFA explained that HOP and HOS were added as authorisers to enable payments to be made in the absence of EHT and herself. DFA would also update the change in job titles. Changes will be shown in paper at FGB.</li> </ul> <p><u>Governors approved changes.</u></p>	
8.	<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>Update - DFA referred to paper and pointed out grid showing injuries which is made up of scrapes, falls etc. Additional RIDDOR incident since report which involved a student injury whilst doing cartwheels on the field. Paper shows the rolling programme of compliance checks.</li> </ul> <p><u>Chair reiterated</u> GF's offer of assistance on an adhoc basis.</p>	
9.	<p><b>IT</b></p> <ul style="list-style-type: none"> <li>Infrastructure Items - DFA explained replacement of servers and switches, upgrading Wi-Fi and migration to the Cloud will take place during the summer.</li> <li>Hardware – currently awaiting quotes but DFA managed to limit this with investigating the support that Microsoft provides to schools with Windows. EHT highlighted savings made by DFA and praised her for her work.</li> </ul> <p><u>Chair added</u> his thanks on behalf of Board.</p>	
10.	<p><b>Premises</b></p> <ul style="list-style-type: none"> <li>Summer Works – DFA has confirmed that this has been covered in previous agenda items. An update on heating will be provided at FGB. All Primary classrooms and staff toilets will be painted and decorated.</li> </ul>	
11.	<p><b>Risk Register</b></p> <p>Chair invited EHT to highlight areas of movement.</p> <ul style="list-style-type: none"> <li>Teaching &amp; Learning - change reflects work done this year around SDP, predicted results look positive and good recruitment outcomes.</li> <li>HR – gone from 20 to 15. DFA explained that new HR system will help to improve overall.</li> <li>Performance Management Processes – reduced risk level. Pay Committee commended robustness of process.</li> <li>CIF Bid – Risk increased as heating is still not functional but ultimately the risk sits with the installer rather than the school.</li> <li>IT – slight shift due to the number of infrastructure items being replaced.</li> <li>6<sup>th</sup> Form – this item will be removed at the end of the year with the closure of 6<sup>th</sup> Form.</li> <li>Admissions – increase due to national issue regarding low birth rate.</li> </ul>	

	<p><b>Governor asked</b> what support is in place for the current 6<sup>th</sup> Form students on results day. EHT assured that students will be well supported right through to September. It is such a small cohort that they are known individually. HOS echoed comments.</p>	
12.	<p><b>Any other urgent business</b></p> <ul style="list-style-type: none"> <li>No issues raised.</li> </ul>	
13.	<p><b>Confirmation of future Governor Meeting Dates for 2023/2024</b></p> <p><b>FULL GOVERNING BOARD:</b> 4<sup>th</sup> July 2024</p>	
	<p><b>Meeting Closed</b> VCOG thanked SLT and governors as Chair lost Wi-Fi connection. VCOG closed the meeting at 18:51 hrs.</p>	