

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Minutes of a meeting of the FACILITIES & FINANCE COMMITTEE held at the School at 7.45am on Wednesday 6th March 2019

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| Present: | Richard Vass Peter Cook Nicole Chapman Duncan Stevens Mark Rowell Mary Argent | Chair Vice Chair Head Associate Member |
| In Attendance: | Melissa Mulgrew Wendy Newton | Business Manager Clerk to Governors |
| Apologies: | Richard Brown | |

1. The Chair opened the meeting by welcoming Melissa Mulgrew, the new School Business Manager, to her first Facilities & Finance Committee meeting.

ITEM 1 – APOLOGIES FOR ABSENCE

2. Apologies for absence were received and accepted from Richard Brown; he had no comment to make on the documents received.

ITEM 2 - DECLARATION OF INTERESTS

3. There were no declarations of interest further to those already stated on the Register of Business Interests for 2018 – 19.

ITEM 3 - MINUTES OF THE PREVIOUS MEETING

4. The minutes of the Facilities & Finance Committee meeting held on 21st November 2018 were approved as a true record.

ITEM 4 - MATTERS ARISING

5. Item 8.2, Para 25b – H&S Competency. As requested by the School auditors, verification of the competency of Southend Health & Safety Advisory Service had now been received and was noted by the Committee.

6. Item 10, Para 30b – Business Continuity Plan - Decision. The Head advised that SLT had not yet had a formal discussion on the items which could be checked practically in the Business Continuity Plan and that it would be undertaken in due course.

ITEM 5 – FINANCIAL REPORTS

7. Item 5.1 – Income and Expenditure Report. The 2018-19 year-to-date Income and Expenditure Report for Month 5 was received. The Business Manager advised that the report was largely as expected and showed a marginally favourable situation as a result of the additional DfE Teachers' Pay Grant which in the absence of any further DfE notification was currently assumed to be running for two years. The Head gave information on a recent staff issue which may result in additional staffing expenditure, Governors acknowledged the need to cover public examination classes with good quality teachers.

8. Item 5.2 – Cash Flow Forecast Report. The Cashflow Forecast Report for February to August 2019 was received and noted. SSEF funding had been excluded as full detailed information had not yet been received. It was noted that a large amount of School money had been placed into long-term deposit accounts and that deposit account interest rates had gone up recently.

ACTION

Head

9. **Decision.** The Business Manager agreed to investigate alternative deposit accounts.

ACTION
M Mulgrew

10. **Item 5.3 – School Fund – Year to Date Report.** Unrestricted Funds were in a healthy situation with the exception of small deficits extra-curricular Music tuition and Mandarin lessons, these were to be addressed by the School, either by raising fees or dropping the classes. The meeting discussed the situation and how the losses could be addressed.

11. **Decision.** It was agreed that the Business Manager would investigate the deficits in extra-curricular Music and Mandarin lessons and review possible lesson rates for 2019-20.

M Mulgrew

12. **Item 5.4 – Three Year Forecast.** The figures for GAG funding had only just been received and with the staffing and expansion changes which had occurred to the School recently, the Business Manager advised that the School was in the process of re-building the three-year forecast. The previously agreed deficit reduction strategies were now being re-considered and new assumptions prepared for inclusion in a totally new three-year forecast. It was reported that the GAG funding for 2019-20 had increased by around £100,000 as a result of increased pupil numbers. No formal information had been received on the increase in school contributions to Teachers' Pensions funding. The issue of lagged funding in relation to pupil expansion was still being pursued by the Head and was discussed by the Committee.

13. **Decision.** The Business Manager agreed to circulate the new three-year forecast to the Committee by email as soon as it had been prepared and in advance of the next meeting. Governors requested information on variances to the previous forecast figures to understand how the expansion was working, how the deficit reduction plans filtered into the forecast and their impact.

M Mulgrew

ITEM 6 – DEFICIT REDUCTION STRATEGY

14. Budget deficit reduction strategies were currently being reviewed by SLT and would be presented at the next meeting.

ITEM 7 – GENERAL DATA PROTECTION REGULATION (GDPR)

15. The Business Manager advised that there was still a lot of work to do in order for the School to be fully GDPR compliant. The Management Committee were due to receive a paper on recent GDPR actions and what is still required. A new over-arching ECC-model Privacy Notice had been prepared and was now on the School website. Details of a recent GDPR-related complaint from a parent was received for information. Governors asked if there were any major GDPR implementation issues, it was confirmed that there were a number of action plan findings which were still being addressed by the School and examples were received. There were no major issues but a number of good practice changes were still required.

ITEM 8 – HEALTH & SAFETY

16. **Item 8.1 - Fire Assessment Action Plan.** An updated version of the Fire Assessment Action Plan initiated in November 2018 was received. All urgent items had been completed and the remainder of issues were deemed minor or ongoing. Governors queried the decision to replace the Dining Hall doors with new fire-retardant doors when the adjoining glass walls were not fire rated.

17. **Decision.** The Business Manager agreed to investigate the decision to replace the Dining Hall doors (made before her arrival).

M Mulgrew

18. The issue of fire compartmentalisation within the School was discussed. The Head confirmed that the increase in student numbers had not put any additional strain on fire drills but that there would be a need to review the issue in light of the future building work and possible pinch points in escape routes. The action point of creating a fire door register was explained to the Committee. The action plan was commended by the Committee and it was suggested that repeat visits by the Southend H&S specialist were likely in the future. The issue of risk assessments for school shows was raised and discussed, it was suggested that the event manager should be signing off the daily

risk assessment rather than the music technician, as currently happens.

19. **Decision.** It was agreed that SLT would review the risk assessment system for school shows.

20. **Item 8.2 – Health & Safety Committee - Decision.** The minutes of the H&S Committee meeting held on 28th February 2019 had not yet been received and would be sent to the Committee by email. The Business Manager summarised the discussions of the meeting, concerns had been raised about the design of the temporary fire escape for the Science Building.

ITEM 9 – IT UPDATE

21. An IT Update dated February 2019 was received for information and noted. The improvement in IT facilities within the School was commended. The Committee raised the issue of the use of IT within the curriculum and whether its benefits were still being considered by teachers. The Head advised that information on the use of various IT programme was regularly received by staff and that the opportunities for using IT within lessons was always considered judiciously alongside usual teaching methods. It was suggested that the likely improvement in School finances in the next few years may allow additional investment in IT facilities to allow a more open IT strategy within the curriculum. The need to have an additional IT suite in the new building expansion was noted.

22. It was suggested that IT provision and capacity in the future needed to be addressed. It was reported that the IT Manager was currently undertaking an analysis of server provision and that a report on the issue would be presented at the next meeting. The assistance of the IT Manager, Tony Cable, was also noted in relation to the required GDPR data analysis and Governors requested that their thanks be put on record and passed on to the IT Manager.

ITEM 10 – CAMPUS DEVELOPMENT

23. The meeting was advised that the SSEF campus development grant of £6.4million had been confirmed in December 2018 and that the first payment would be received in March 2019, very tight reporting of expenditure and impact was required by DfE. Peter Cook summarised recent actions relating to the expansion funding and the required procurement actions. It was reported that the size of the grant necessitates European procurement actions which would take about three months and which would affect the building start date. The alternative concept of using framework agreements was explained and it was stated that further information was currently being obtained. It was suggested that it may be possible to start enabling work such as building demolition (Bancroft) and ground work in advance of the start of the main building project whilst the procurement issue and planning consent was being sought. The overall aim was to minimise any delay in the building project.

24. The meeting discussed issues associated with the loss of the Bancroft Building including: the need for possible temporary buildings for locker space, the loss of the large drama classroom and the Sixth Form Study Room. It was suggested that with the growth of the School a review of vehicle routes around the School may be prudent and that a possible entrance/exit off the Chelmer Valley Road could be considered. The future of the swimming pool was also raised as groundwork issues may arise when the nearby building work begins. It was noted that long-term future of the swimming pool needed to be considered in relation to income and expenditure.

25. **Decision.** It was agreed that the Business Manager would prepare an income and expenditure analysis of the swimming pool as soon as possible for Governor consideration.

26. The need for a proper understanding of the full project costs at this stage was raised and there was a discussion on the concept of 'design and build' construction. It was suggested that there may be a need for a separate Governor sub-committee to oversee the expansion building project, the suggestion was to be raised at the next Management Committee meeting the following week. The Committee encouraged the concept of starting enabling work as soon as possible subject to the confirmation that the whole project was viable.

ACTION

Head

M Mulgrew

M Mulgrew

ITEM 11 – REVIEW OF PREMISES PROJECTS

ACTION

27. The Committee received a report of in house projects undertaken by the Site Team since October 2018 and commended the Site Team for their continuing hard work for the School. The Business Manager advised the meeting that the Site Team continued to be stretched by increasing workloads and this would need to be taken into consideration with the forthcoming expansion project. The Committee were informed of a recent car accident which had demolished part of the School exit gates and the consequences of what could have happened at a busier part of the School day were discussed. It was reported that the repair of the damaged entrance was now a priority. The Head also advised that ECC had recently put forward various options for easing the issue of coach parking around CCHS and KEGS, none of which seemed acceptable to the School. Damp-proofing work of the Quad walls was also to be undertaken during the Easter holiday.

28. **Decision.** The Head agreed to raise the issue of additional pedestrian safety barriers outside the School with ECC.

Head

ITEM 12 – RISK REGISTER

29. The Facilities & Finance section of the CCHS Risk Register was presented for termly review. It was noted that the new GDPR risk had been added (P5) and it was confirmed that the risk remained a medium risk despite the work undertaken by the School. A couple of queries were raised on current assessment levels and clarified. The Committee discussed the impact value of risk P7 relating to the likelihood of pupil and third party injury. It was stressed that the School should be aiming to reduce the probability of any accident to a minimum.

30. **Decision.** It was agreed that the impact score for Premises Risk P7 would be changed to read 1-4 and the Clerk agreed to amend the document.

Clerk

ITEM 13 – ANY OTHER BUSINESS

31. No other items of business were raised for discussion.

ITEM 14 – DATE OF NEXT MEETING

32. **Decision.** The date of the next meeting was agreed as 7.45am on Wednesday 1st May 2019 (changed from Friday 3rd May).

All

The meeting closed at 9.40am.

Agreed as a true record.

R Vass, Chair

1st May 2019