



## Ruskin Community High School

### Leadership, Management & Environment Committee

17<sup>th</sup> June 2025 at 4:00pm

Venue - School

### MINUTES – PART ONE

<b>Present:</b>	Dean Postlethwaite (HT) John Rhodes (JR) (Chair) Denise McCumskey (DM) Emma Szymura (ES) Peter Storey (PS) Peter Thorpe (PT) Marion McKenzie (MM) Margo Veitch (MV)	<b>Headteacher</b> <b>Co-opted Governor - Chair of Committee</b> <b>Co-opted Governor</b> <b>Co-opted Governor</b> <b>Co-opted Governor</b> <b>Co-opted Governor</b> <b>Staff Governor</b> <b>Co-opted Governor</b>
<b>Apologies:</b>	William Ollier (WO) Don Higgs (DH) Debbie Jones (DJ)	<b>Co-opted Governor</b> <b>Co-opted Governor</b> <b>Co-opted Governor</b>
<b>In attendance:</b>	Hazel Goodwin (SBM) Natalie Burke (NB) Sarah Robson (SR) Jo Rankin (JRa) Natalie Cross (NC) Cheryl Jackson (Clerk)	<b>School Business Manager</b> <b>Assistant Headteacher</b> <b>Assistant Headteacher</b> <b>Assistant Headteacher</b> <b>SENDCO</b> <b>Clerk</b>

<b>AGENDA ITEM 1</b>	<b>WELCOME AND APOLOGIES</b>
<b>Discussion:</b>	The Chair welcomed everyone to the meeting Governors agreed to accept apologies from DH & DJ. Following the meeting apologies were also accepted from WO as he was unable to access the meeting online.

<b>AGENDA ITEM 2</b>	<b>CONFLICTS OF INTEREST, (PECUNIARY OR OTHERWISE)</b>
<b>Discussion:</b>	There were no declarations of interest declared with the business of the meeting.



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AGENDA ITEM 3	AOB
<b>Discussion:</b>	The following item of AOB was agreed : <ul style="list-style-type: none"><li>• School Net Capacity (HT)</li></ul>

AGENDA ITEM 4	APPROVAL OF THE PART 1 MINUTES FROM THE PREVIOUS MEETING
<b>Discussion:</b>	Governors approved the minutes from the meeting on 18.03.25 as a correct record and the Clerk was asked to send the minutes to be signed virtually by the Chair.
<b>Decision:</b>	Governors resolved to approve the minutes of the above meeting.
<b>Action:</b>	The Chair to sign a copy of the minutes and provide for school for retention.

AGENDA ITEM 5	MATTERS ARISING
<b>Discussion:</b>	Governors reviewed the Governors' Action Log.  Governors noted the next site inspection from Cheshire is 10 <sup>th</sup> July , at which 'disability access' will be discussed.  There were no other outstanding actions.

AGENDA ITEM 6	LINK GOVERNOR REPORTS – HEALTH & SAFETY
<b>Discussion:</b>	The Health & Safety Link Governor (PT) visited the School on 13.06.25 , the Visit Report was circulated on Governor Hub prior to the meeting.  PT drew Governors attention to the 'Lablogger' which is a system being used by the Science department for risk assessments and the production of hazard sheet. He noted that this is a robust way of delivering health and safety information for every lesson.  The Design Technology and Food Technology departments are also planning to use the system in the future.

AGENDA ITEM 7	SITE & BUILDINGS REPORT



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<b>Discussion:</b>	<p>The Site and Buildings Update June 2025 was available on Governor Hub prior to the meeting.</p> <p>The SBM then drew Governors' attention to the following:</p> <ul style="list-style-type: none"><li>• <b>Decarbonisation Project</b> - The Heat Source Pump project in Sports Hall should be completed by October half term with the heating being connected.</li></ul> <p>The main building heat pump is still outstanding with groundwork only commencing in the summer, this will mean the old boiler will be needed this winter. Governors noted that this is a risk due to the age of the boiler.</p> <ul style="list-style-type: none"><li>• <b>CAD /CAM Room</b> - The work to create a new room for computer aided design is in progress.</li><li>• <b>Extension To Inclusion Centre</b> – The School are currently getting new quotes for the work as the original contractor has withdrawn. The build is still on track to start prior to the planning permission expires on 19.07.25.</li></ul> <p>Governors agreed that the Chair will approve the appointment of the new contractor using Chair's Action. There will be an update at the next FGB.</p> <ul style="list-style-type: none"><li>• <b>IT Strategy</b> – This project is being supported by DB (Co-opted Governor) who has provided expert advice on the purchasing of the new server and laptop replacements (total cost approx. £100K). The HT noted that the laptops are being purchased due to licences expiring in October.</li><li>• <b>Fire Doors</b> – The Site Team have started work on the high priority fire doors following on from Fire Door Audit. The School are in contact with CE over funding for other doors.</li><li>• <b>EV Charging</b> – Completed.</li></ul>
<b>Actions</b>	The SBM to provide an update on the contract for the extension to the Inclusion Centre.

<b>AGENDA ITEM 8</b>	<b>FINANCE UPDATE</b>
<b>Discussion:</b>	<p>The Finance documents were circulated on Governor Hub prior to the meeting.</p> <p>The SBM gave a brief update:</p>



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**a)** The 2024-2025 budget v actuals as at the end of the year shows no significant variances. The SBM highlighted the carry forward of £238K approx. The School has earmarked £320k . The School are in a better position than expected.

**b)** The School uses Access budget and monitoring software to produce the 3 Year Plan

The figures show; Year 1 c/f of £266, Year 2 c/f -£110K , Year 3 c/f –674K.

The School noted their cautious approach when making assumptions particularly in relation to pay increases. The SBM noted that it is unlikely that the School will be in deficit in Year2 as additional funding is likely for SEND and the School has additional Devolved Formulae Capital (DFC) I funds available.

The HT informed Governors that although the 4% pay rise announced in the media as funded, the formula used by the DfE means that only approximately 50% is funded for Ruskin.

**Q – How much extra did the School have to fund?**

R – The School had to fund approximately 2.6% of the 4% which equates to around £20K overall.

**Q – What is the formula used?**

R – It is based on pupil weighting not worked out by the number of teachers.

The HT commented on the spending review and the increased funding for education which is about 1.7% increase over the next 3 years.

Governors noted that pupil numbers are very important.

**Q – Are academies in the same situation?**

R – Yes there are many different types of schools that cannot set a balanced budget and have had to make redundancies.

The Chair commented on the careful & cautious management of the finances by the School.

**c)** Governors reviewed the 2025-2026 final budget which was circulated on Governor Hub prior to the meeting. The SBM highlighted the increase in income since the last meeting.

**Governors approved the 2025/2026 final budget**



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	<p>d) The SBM commented that contracts are renewed and brought to Governors on an ongoing basis. She noted that during this year savings had been made from not renewing or reducing contracts for shredding, water dispensers, franking machine and school fund software.</p> <p>e) The SBM noted that the School was spending less money through ChESS as the Schools Office Services and Attendance were no longer available. They continue to purchase other services, including Clerking and HR/Payroll.</p> <p><b>Q – Has the School bought back those services from other suppliers?</b> R – All have been offset except for Attendance and Egress as they are no longer required.</p> <p>NB noted that the Attendance Service did not offer anything additional to the School and they have used the funding for additional internal resource.</p> <p><b>Governors approved the school ChESS purchases.</b></p> <p>f) Governors were informed about the changes to the Manual of Internal Financial Procedures (MIFP) relating to School Fund and the budget.</p> <p><b>Governors agreed the changes to the Manual of Internal Financial Procedures for recommendation to the FGB for approval.</b></p>
<b>Decisions</b>	<ul style="list-style-type: none"><li>• Governors approved the 2025/2026 final budget</li><li>• Governors approved the school ChESS purchases.</li><li>• Governors agreed the changes to the Manual of Internal Financial Procedures for recommendation to the FGB for approval.</li></ul>

AGENDA ITEM 9	DATA PROTECTION REPORT
<b>Discussion:</b>	<p>The Data Protection Officer (DPO) Report To Governors was circulated on Governor Hub prior to the meeting.</p> <p>The SBM talked through the report and noted that there had been 4 Subject Access Requests since March 2025.</p> <p>The Report also included strengths and weaknesses, a list of data breaches (all minor) and the next steps.</p> <p>The SBM has completed DPO training, and all staff have completed GDPR training.</p>



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	<p>The Clerk highlighted the role of Governors in GDPR and suggested that they completed the GDPR training.</p> <p><b>Q – Has the school carried out any further cyber security ‘test emails’?</b></p> <p>R – Novus manages this process. There were 17 fails following the last test and all individuals have been signposted to training.</p> <p>The HT noted that work has started in school relating to the impact of Artificial Intelligence (AI), the working party is being led by SR.</p>
<b>Actions:</b>	All Governors to complete GDPR and Data Protection for Governors training.

AGENDA ITEM 10	HEALTH & SAFETY REPORT
<b>Discussion:</b>	<p>The Health &amp; Safety Report and the Asbestos Management Plan were circulated on Governor Hub prior to the meeting.</p> <p>The SBM talked Governors through the reports and highlighted the following :</p> <ul style="list-style-type: none"><li>• Asbestos Management Plan is in place, the School are awaiting the final report following the survey.</li><li>• The RPA Audit has been updated to reflect progress.</li><li>• All Health &amp; Safety policies are up to date.</li><li>• The Risk Assessment database is being improved.</li><li>• All statutory training has been completed – Fire Appliance training is booked for 24.04.25.</li></ul> <p>The Health &amp; Safety Link Governor referred Governors to the visit report.</p> <p>The Chair thanked the SBM for the comprehensive report.</p>

AGENDA ITEM 11	PUPIL PREMIUM
<b>Discussion:</b>	<p>NB provided the update.</p> <p>The Pupil Premium Strategy has been reviewed at the mid-year point and progress is being made in all areas.</p>



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	<p>The additional funding for attendance is having a positive impact and the School have contacted local business to provide prizes to rewards good attendance.</p> <p>The number of pupil premium pupils is approximately 34% and remains steady,</p> <p><b>Q – Has the PP Strategy had an impact?</b></p> <p>R – Yes the funding has allowed more pupils to access extra opportunities and go on trips and visits.</p> <p>NB noted that the document will be reviewed at the end of the year and feedback will be provided to Curriculum Leaders.</p>
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AGENDA ITEM 12	STAFF & STUDENTS WELLBEING & MENTAL HEALTH UPDATE
<b>Discussion:</b>	<p>NC talked through the Mental Health and Wellbeing Update which was circulated on Governor Hub prior to the meeting.</p> <p>NC highlighted the following key points:</p> <ul style="list-style-type: none"><li>• Mental Health Awareness Week in May, focussed on mindfulness and managing stress. The students were involved in a number of activities including wear it green on Friday, gratitude cards for staff and students and a digital detox day – the theme was community.</li><li>• Visyon are looking for funding to continue the service, so the School are not sure of their availability next year.</li><li>• The School have received support from the Educational Psychologist following a pupil bereavement.</li></ul>

AGENDA ITEM 13	POLICIES
<b>Discussion:</b>	<p>Governors reviewed and agreed the following statutory polices for approval at the next FGB on 02.07.25:</p> <ul style="list-style-type: none"><li>• Charging &amp; Remissions</li><li>• Provider Access</li></ul> <p>Governors noted that the following non-statutory policies had been reviewed and updated:</p> <ul style="list-style-type: none"><li>• Adoption Leave - Teachers</li><li>• Adoption Leave – Support staff</li><li>• Annual Leave</li><li>• Dress Code – Staff</li></ul>



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	<ul style="list-style-type: none"><li>• Lone Working</li><li>• Ordinary Parental Leave</li><li>• Maternity – Occupational</li><li>• Maternity – Teachers</li><li>• Maternity – Support Staff</li><li>• Menopause</li><li>• Paternity</li><li>• Sexual Harassment – NEW</li><li>• Social Media - NEW</li><li>• Staff Mental Health &amp; Wellbeing</li><li>• Shared Parental Leave</li></ul> <p>The Leave &amp; Time Off policy will be reviewed at the FGB.</p>
<b>Decisions:</b>	Governors agreed all statutory policies listed above.

AGENDA ITEM 14	DIRECTORS REPORT
<b>Discussion:</b>	The Clerk referred to the Directors Report Precis which was circulated on Governor at the start of May.  The Clerk highlighted several items and Governors noted the items: <ul style="list-style-type: none"><li>• CE Training</li><li>• Changes to the Governor Hub packages</li><li>• Martyn's Law – New DfE guidance available for self-assessment</li><li>• New HR policies.</li></ul>

AGENDA ITEM 15	DATE AND TIME OF NEXT MEETING
	The date and time of the next LME Committee Meeting will be confirmed at the FGB on 02.07.25.

AGENDA ITEM 16	AOB
<b>Discussion:</b>	<u>School Net Capacity (SNC)</u> The HT informed Governors that the SNC has been increased from 666 to 739 following a visit from the DfE. The School are currently operating at 735.



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	<p>The HT highlighted the link between SCN and discussions with the LA about admissions which led to the September intake being restricted and some students who applied to Ruskin having to find an alternative school.</p> <p>The HT commented that the LA had held back the development of Ruskin and denied parental choice, noting that an additional £30K per year for 6 pupils is significant.</p> <p>The HT informed Governors the School is considering increasing the PAN from 140 to 150. This will be discussed further at the FGB in October.</p>
<b>Actions:</b>	The Clerk to add - 'Increase In PAN' for discussion at the FGB meeting October.

AGENDA ITEM 17	STATEMENT OF IMPACT
<b>Discussion:</b>	Governors helped to move the school forward in this meeting by: <ul style="list-style-type: none"><li>• Being reassured that the School is setting a balanced budget for 2025/2026.</li><li>• Asking questions about the impact of the pay rises.</li><li>• Carrying out a Health &amp; Safety Link Governor visit and highlighting the benefits of the LabLogger system.</li><li>• Being informed about the planned building projects and making arrangements for approval .</li><li>• Supporting the School with the IT Strategy project.</li><li>• Being informed of the initiatives in school to support staff and pupil mental health and wellbeing.</li></ul>

**The meeting part 1 ended at 5.10 pm.**

**The meeting moved to part 2 agenda.**

**Chair.....**

**Date.....**