

# JORDANHILL SCHOOL

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**MINUTES OF THE BOARD OF MANAGERS MEETING** held on Tuesday 14 March 2023 in the school conference room.

**PRESENT**

Mr Anthony Daye  
Mrs Heather Hamilton  
Mr Kenny Hastie  
Mrs Deborah Hughes  
Ms Giuliana Ifarate  
Ms Margaret Orr  
Mr Kelvin Scobie  
Mr Graham Short  
Mr Gerry Sludden  
Mr Andrew Tinkler  
Mr Ewen White

**ATTENDING**

Mr John Anderson  
Mr Dougie Brown  
Mr Richard Buchan  
Miss Wendy Grant

**VISITING**

Mrs Jill Robinson

**34/22/2023 WELCOME, APOLOGIES AND CONFLICTS OF INTERESTS**

Mr Hastie welcomed everyone and introduced Mrs Robinson, Director of Development. Mrs Emma Miller and Mr Russell Davidson offered apologies and there were no conflicts of interest.

**35/22/2023 PRESENTATION FROM MRS ROBINSON – DEVELOPMENT AND FUNDRAISING**

Mrs Robinson, Jordanhill School's Director of Development offered an informative presentation on the work of the function since her arrival in August 2022. She shared highlights of relationships, tasks, meetings, communications, and projects that had taken place or were a work in progress. Mrs Robinson shared her excitement about the playground project and shared the steps taken so far ready for the launch of this £250k fundraiser. She explained actions that were being taken to data cleanse information held on alumni, working with new software and support from various colleagues in school. She also shared a new giving platform in the making ready for launch of the playground fundraiser.

Mrs Robinson talked about meetings she had already had and planned to have with parents and staff during her journey in post. She also shared a new Alumni engagement project ('Portraits') that will launch later in the year.

Board members enjoyed hearing the positive progress already being made in development and offered their support to Mrs Robinson.

Mr Hastie thanked Mrs Robinson for her attendance, and she left the meeting.

### **36/22/2023 PREVIOUS MEETINGS**

The minutes from the board meeting on 17 January 2023 were approved. The work plan was noted, and future themes highlighted. No actions appeared on the action grid.

### **37/22/2023 MATTERS ARISING**

No matters were arising.

### **38/22/2023 RECTOR AND CONVENOR UPDATE**

#### **Curriculum and Staffing**

Mr Anderson offered an update on the increasing subject options for pupils as they enter and progress through subject choice as detailed below:

- Health and Food Technology (Year 2)
- PE (Year 2)
- Drama (Year 1)
- Modern Studies (Year 1)
- National 5 Chemistry, Biology and Geography (Year 1)
- Review of 5F
- Primary: masterclasses and project leadership

He also shared recruitment activity underway in school for:

- Primary DHT
- Principal Teacher of Health & Food Tech
- Teacher of Business
- Teacher of Mathematics
- Teacher of Chemistry (0.8)
- Primary maternity (x2)
- Probationer teacher (Primary)

#### **Scottish Government Meeting**

Mr Anderson and Miss Grant attended a meeting on 31 January with Scottish Government colleagues focussing on the school's budget projection for 2023-24, which as a result of inflation, teacher pay increases and energy costs is currently showing a deficit in excess of £900,000. In addition to this the school has requested a capital grant of £250,000 to help maintain the estate and address areas of need. Scottish Government colleagues confirmed that following their attendance at the January board meeting, the school will be contacted in due course by government surveyors and the Scottish Futures Trust regarding the recent review of the condition of the estate.

Some discussions about access to the Scotland Excel energy contract that local authorities have access to was shared and whilst Jordanhill School is unable to access this at present, it may be a possibility in the foreseeable future and will help alleviate such energy price surges.

A further meeting on 15 March was held to discuss instrumental instruction funding and it has been agreed that Jordanhill School will be offered similar funding to 2022-23 for music instruction, which is a stronger outcome for Jordanhill than had seemed likely, and does protect a uniquely high level music instruction at the school compared to the national picture. It will mean continued tough decisions for the music team, but it allows us to make a sustainable plan for the coming year.

Ongoing communications and a further meeting will be held early into the new financial year and the rector and bursar agreed to share further at the next board meeting as information evolves and grant settlements for 2023-24 are offered.

### **General School Updates**

Mr Anderson shared some headlines around schools reducing numbers of days and job cuts as a result of the very challenging financial budget cuts that have been applied to local authorities. He summarised Jordanhill School's teaching hours and learning time in primary and secondary and the benchmark expectation for pupils in both sectors. He advised that Scottish Government are carrying out a survey of all local authorities to gain an accurate picture of learning time in Scottish schools. Mr Anderson has shared the Jordanhill figures with Scottish Government. Mr Anderson also advised that the 21 hour teaching contract has yet to be implemented.

Mr Anderson asked board members to note that Mandarin in Jordanhill School is made possible as a result of funding from the SWIRE foundation. As this funding expires in 2026, Mr Anderson intends to write to the Government in June 2023 to request additional funds to sustain Mandarin beyond 2026.

The rector confirmed that parental, staff and pupil surveys would be issued in May and June to allow the school to self-evaluate, and offer the leadership team useful insights into viewpoints which will help inform the school improvement plans. These surveys will be based on HMIE questions and commercial school survey questions that have been used before by Jordanhill School.

Mr Anderson discussed ideas to improve communication and a launch of new look mail stylers that will be implemented shortly to help streamline parental and staff comms.

Finally, Mr Anderson shared the school's plans for the S6's last day of school in April. It is hoped this will be a fun and memorable day and will help S6 pupils have a positive end to a great school experience.

### **39/22/2023 MAINSTREAMING REPORT 2023**

This mainstreaming report was presented by Mr Anderson and would be published on the school website [here](#) following approval by the board. It is a two-yearly report which the school is obliged to publish under equalities regulations. Mr Anderson offered some highlights and engaged in conversation with colleagues in the Board about some of the interesting statistics and findings.

Board colleagues engaged in feedback in response to Mr Anderson's presentation and approved the Mainstreaming Report for publication. Mr Anderson asked board members to note the recommendation for board training on equalities and that further details would follow prior to the April meeting.

#### **40/22/2023 EXPENSES POLICY**

Board members noted the expenses policy and Miss Grant highlighted a minor change made since last review in 2022. She confirmed the policy was HMRC compliant and agreed to review the document in relation to electrical vehicles to ensure these were fully captured.

#### **41/22/2023 HEALTH AND SAFETY**

The Board reviewed this policy. The school externally quality assures this policy every 5 years, the last review being 2019. Miss Grant (health and safety officer) offered information relating to the H&S committee in school, the very strong numbers of first aiders on site and the number and details of incidents/accidents that were reported year on year for the last 3 years.

Board members engaged in some questions around violent incidents, which are separately recorded and very rare in Jordanhill. Asbestos and its location were discussed, and the bursar confirmed the school is registering, monitoring and holding all appropriate records for asbestos management in school. Fire risk assessment, which is annually undertaken by an external professional, was also discussed and the school continues to act on any recommendations that follow from the risk assessment processes.

The Board were content with the update offered and continue to endorse the policy as it stands.

#### **42/22/2023 AUDIT 2022-23**

The bursar shared the auditor's letter of engagement and audit planning letter with board colleagues. Mr Hastie signed both documents and the board approved their content.

Audit fees were discussed, as a significant rise has been applied to 2022-23 audit. Miss Grant advised colleagues that Azets had been transparent about rising costs associated with the audit as a result of new updates to financial reporting standards which make the work much more detailed and lengthy. Further increases are expected for the final two years of the relationship with Azets, however it was agreed that a new tender exercise would not be wise in the current market and it was wise to remain with Azets to the end of the 5 year agreement.

The bursar thanked colleagues for return of the declaration of interests' forms.

#### **43/22/2023 MONTHLY FINANCE REVIEW 2022-23**

The bursar offered an update on the income and expenditure streams up to the end of February 2023 with an update on the 7% backdated pay award for teachers, which had been announced formally on 15 March 2023 and would be paid to our teachers in their March 2023 salary payment. She advised

that the change of energy contracts at the start of the calendar year, in January 2023, had been rather messy and many bills were yet to settle with actual readings and costs. She shared hope that these initial challenges would settle and more accurate bills may be forthcoming shortly. Miss Grant confirmed that the Scottish Government had offered additional funding to support the energy price rises in Q4 and had also, since agreed that this funding could be carried into 2023-24 should it not be fully expended in Q4.

The bursar confirmed the financial year end was approaching and the team were busy preparing for the audit in April.

**44/22/2023 BUDGET 2023-24**

This item was covered as part of the rector's oral update in **38/22/2023**.

**45/22/2023 DATE OF NEXT MEETING: Tuesday 25 April 2023**

**46/22/2023 OTHER BUSINESS**

Members are asked to advise the rector/convenor of any additional business in advance of meeting.

Convenor \_\_\_\_\_

Date \_\_\_\_\_