

The Swanage School

MINUTES OF THE MEETING OF THE STAFFING, FINANCE & PREMISES COMMITTEE

Held on Wednesday 7th February 2024, 5.30pm

Present: Tanya Hamilton-Fletcher (Chair), Jenny Maraspin (Headteacher), Isobel Tooley, Claire Barnes, Dan Parker

In Attendance: Andrew Thomas (Business Manager), Margarett Corben (Clerk)

| Item | | Action | Lead |
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| SFP 3.1 | Apologies for Absence Apologies were sent from Tim Marcus, William Knight, and Amanda Rowley | | |
| SFP 3.2 | Declarations of Interest There were no declarations of interest | | |
| SFP 3.3 | Minutes of the Last Meeting The minutes and confidential minutes of the meeting held on 30 th November 2023 were Approved. | | |
| SFP 3.4 | Matters Arising & Actions PAN – Spoke with Dorset council and has now been actioned. Confirmed. The admissions policy is to be updated SEN funding update – MB and AT went to Swanage Primary to see how they have received funding. AT and MB will be meeting with the operational team after half term and will update the committee. Temperature Check, staff wellbeing – JM to update the committee at the next meeting | SF/AT JM | Updating admissions policy Update committee / staff survey |
| | PREMISES & INFRASTRUCTURE IT Road Map – Quostar (TSS IT Partner) | | |

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| <p>SFP 3.5</p> | <p>A presentation was given to the committee from Quostar - Overview by Jodie O'Reilly & Andrew Forder</p> <ol style="list-style-type: none"> 1. Architecture and Solutions 2. Pricing going forward 3. Budget, including risks. 4. Service Plan Quostar are a managed service provider and Escalation service 24hours. A reactive service. Issues with reactive service. Timebank: Pay as you go model. <p>ARCHITECTURE</p> <p>3 Key areas – Infrastructure, Support and Security</p> <p>SAN (Storage Area Network)</p> <p>Standard Microsoft directory, Internal servers.</p> <p>The Current infrastructure not over complex and is over 8 years old, typically lifespan is 5 years, due to performance degradation.</p> <ul style="list-style-type: none"> • Warranties are typically 3-5years, not sure if TSS has any warranties left but doubt they will. • Software versions out of date • Citrix 6.2 unsupported • Active directory is unsupported • There are no future releases expected and security won't be included. • Increased Risks • Single Firewall security system • Redstore works well • High level of support • Currently JL works 9am-3pm, Low level as very busy and not an IT manager, currently the 1st line of defence for infrastructure • Quostar 2nd and 3rd Line of support • Vendor specific maintenance schemes <p>Security Profile</p> <p>Core features were discussed</p> <ul style="list-style-type: none"> • Firewall Security system particularly good – Unified protection | | |
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- Multifactorial Authentication (MFA). staff have MFA but not students
- Different avenues of gaining access, which is impractical.
- Conditional access, creating rules which includes location on local domain and Wi-Fi
- School laptop can be locked down by their Mac address for students.
- Impossible travel – conditional access
- Email threat protection – Currently standard protection, recommends Mindcast.
- Quarantine particular email threats and hackers.
- EDR (Endpoint Detect and Response)– antivirus for data and viruses, looks at suspicious behaviours
- XDR – Extended detect and response. Key security product currently, some insurance providers requesting.
- Academic Licenses
- Device management – Microsoft, Intune for servers for latest security.

Currently the school is secure but security is multifactual

There are 7 Phases starting with a new Infrastructure

Build a security profile

Hybrid model. Servers are more powerful. Core N+1. Only 2 would be required instead of 4. Significant hardware investment.

Desktop strategy

- Extend current life of chrome books so is a dumb terminal and put Citrix.
- Or replace with new devices

Management Tools

- Security Patches
- File storage, optional
- Microsoft Cloud
- New Hardware

Baseline Security

- Conditional Access. Switching students and staff across all servers
- Microsoft defender
- 2nd smoothwall

A governor enquired as to the timeline for the phases for the plan being rolled out. It will be more cost effective as a single project.

The governor also asked if it would cause a lot of disruption and how long it would take.

The company is 24hours a day so work could be done out of school hours. They could migrate services across in parallel with existing infrastructure. Once it was running and tested, they would remove legacy products. Timing from start to finish would be around 4 weeks. Upgrading and enhancing what TSS already has.

Microsoft EDR Tools

It is good tool, but you need a security engineer to maintain and service the system. LAN refresh – Update switches, creates more barriers.

Support Service

Infrastructure would all be looked after by Quostar
Internal IT presence
Options at each level

Key Message

Peace of mind
Latest firmware, all secure for a 5year refresh cycle.
Adaptative for security as it is constantly changing.
Investment and cost to implement the new roadmap? Quostar to get back to the committee / AT.

The committee thanked Quostar for their presentation.
The committee would like to meet with additional governors and will be in touch.

Clerk

Link with Audit committee

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| | <p>Quostar are currently an advisor but also a commercial provider. AT has received 6 quotes, and they were the most comprehensive and cheapest. They also already know the school's infrastructure.</p> <p>Risk balance, decisions are not required imminently but will need to be done sooner rather than later to avoid disruption due to security breaches or the IT not working correctly for staff and students. JM commented that the systems are slow, and some machines don't work there could be a cyber risk in the future. The school is very IT structure dependant.</p> <p>There are no capital grants it would come out of the capital reserves.</p> <p>The chair proposes to discuss further with TM in Friday's meeting.</p> | | |
| SFP 3.6 | <p>Building & Premises Strategic Sub Group Report and next steps (including lockdown & site security) The document has been tweaked</p> | | |
| | FINANCIAL MATTERS | | |
| SFP 3.7 | <p>Business Manager's Reports To include:</p> <ul style="list-style-type: none"> • This item was deemed confidential • The big capital item is Chromebooks for incoming year 7's. • Catering costs are overspending, but catering income is up. JM is concerned about breaktime foods and the impact on the student's health and is alarmed about single use plastics and how a healthier selection could be implemented. The kitchen needs to be viable and there are currently healthier choices, but the students tend to pick more unhealthy options. JM would like to put Healthy eating on the SDP. • Trip costs – Munich in March 2024. Learnt from previous years, but there are unavoidable issues that occur, always prone to loss but the biggest costs of the year are Challenge week. | AT | Breakdown on canteen costs/healthy eating |
| | STAFFING MATTERS | | |
| SFP 3.8 | <p>Staff Mental Health, Staff Survey Progress & Staff Movement – Verbal Update This item was deemed confidential, but the staff survey was very positive.</p> | | |

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| SFP 3.9 | <p>Policies To re-approve</p> <ol style="list-style-type: none"> 1. Early Careers Teaching policy – DD no changes 2. Staff Appraisal and Capability policy 3. Charging and Remissions policy 4. Cash Handling policy – Cash handling roles, do they still exist? Descriptions still exist but rebranded <p>All Approved with some minor changes to 4.</p> | AT | Change descriptions |
| SFP 3.10 | <p>Any Other Business New Clerk interviews have taken place and there was a very strong candidate for the position and can start straight away.</p> | | |
| SFP 3.11 | <p>Confidentiality Item 3.7 & 3.8 were deemed confidential</p> | | |
| | <p>The meeting closed at 7.05pm</p> <p>The next Meeting will be held on 20th March 2024</p> <p>Items moved to next meeting to allow for strategic IT presentation</p> <ul style="list-style-type: none"> • Canteen Pricing & Lettings To consider for 2023-24 • Data Protection DPO report • Health and Safety H&S Governor report | | |