

The Jubilee Academy Governing Body

Date 04 May 2023
 Time 5 – 6 pm
 Venue The Jubilee Academy, 73-77 Lowlands Road, HA1 3AW

Governors invited: Becky Cozens (BC) – Chair
 Paul Gamble (PG)
 Fiona Carey (FC)
 Tommy Ittu

Sukhi Cooper (SC)
 Howard Freed (HF) – Vice Chair
 Sue Hammond (SH)
 Aaron Mordant (AM)
 John Reavley (JR) – HT

Governance Leena Hariharan (LH)
 Professional
 Other attendees Yasmeen Ibrahim (YI) – Business Manager, Mike Jarrett (MJ) – Head of School, Nimet Hirani (NH), Marlon Boothe (MB)

Distribution as above.

Agenda

Item	Title	Papers	Lead
1	Welcome		BC
2	Apologies		LH
3	Declarations of Interest		BC
4	Notes of previous meeting 6/03/2023: a) accuracy b) matters arising		BC
5	a) Site update – 1. Incident summary for Spring 2023 – TJA Primary Cause Benchmark report – Governors to note. 2. The London Fire Commissioner Safety Inspection conducted on 14/04/202. – Governors to note. Certified school as broadly complaint. 3. Managing allegations against staff (LADO) completed by Chair of Governors, Designated Safeguarding Lead, SBM. – Governors to note. 4. All staff completed Child Sexual Exploitation and Child Criminal Exploitation delivered by DSL on 09/03/2023 – Governors to note. 5. Safeguarding Summer update delivered by DSL on 17/04/2023 – Governors to note.	Y	SC

	<p>6. TJA Allergy Management and Anaphylaxis policy created to support those with allergies – Governors to approve.</p> <p>7. Spring Mock and Ext Jan/Feb External exam analysis completed - Governors to note.</p> <p>8. Data Management Audit conducted by Judicium 29/03/2023 Governors to Note.</p> <p>b) Finance Update –</p> <p>1. Budget monitoring report March 2023- Governors to note.</p> <p>2. Commissioners fees for 2023 -24 – Governors to approve.</p> <p>3. Draft Budget and 3 year plan – Governors to approve.</p> <p>4. Finance and HR Update – Governors to note.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>N</p>	<p>YI</p>
6	<p>Report of Executive Headteacher & Head of School</p> <p>Head of School’s Report –</p> <p>1. Student well-being and intervention summary report.</p> <p>2. April 2023</p> <p>3. Heads Report May 2023</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>MJ, JR</p> <p>MJ</p>
7	<p>Chair’s Report –</p> <p>1. Parent / Carer Governor (JR not present).</p> <p>2. MAT exploration</p>	<p>Y</p> <p>Y</p>	<p>BC</p>
8	AoB (Chair to be notified by the start of the meeting)		BC
9	<p>Audit Committee –</p> <p>1. Internal Scrutiny Report. Governors to note.</p> <p>2. Fraud, investment and Debt Recovery Policies – Governors to approve.</p>	<p>Y</p> <p>Y</p>	<p>YI</p>

Date of next meeting: Thursday 22 June 2023 at 5pm

Minutes / Decisions / Actions

Item	Minutes	Who Action?	By When?
1	Welcome		
2	Apologies from PG, HF and AM		
3	Declarations of Interest – There were no declarations of interest for this meeting.		
4	➤ The minutes of the previous meeting of 06/03/23 were agreed as a true and accurate record and signed accordingly.		
5	<p>a) Site update –</p> <p>HEALTH AND SAFETY IN GENERAL:</p> <ul style="list-style-type: none"> ➤ Governors noted - Incident summary for Spring 2023 – TJA Primary Cause Benchmark report. ➤ Governors noted - The London Fire Commissioner Safety conducted an Inspection as requested by the Governors on 14/04/202. ➤ They conducted a complete 360 of the school and were happy and not phased by the double knock emergency evacuation system we had implemented. ➤ The school has been Certified as broadly complaint. ➤ I can confirm that no significant failure to comply with the Regulatory Reform (Fire Safety) Order 2005 (as amended) was noted in the parts of the premises or relevant documents viewed. ➤ Subsequently All staff received full Fire Safety Training delivered by me on inset day when we came back from the Easter holidays. ➤ All Risk Assessments mid-year review completed. <p>SAFEGUARDING IN GENERAL:</p> <ul style="list-style-type: none"> ➤ Governors noted- Chair of Governors, Designated Safeguarding Lead, SBM have completed Managing allegations against staff (LADO). ➤ The Equality Log IS updated and this was checked by Ofsted ➤ Governors noted - All staff completed Child Sexual Exploitation and Child Criminal Exploitation delivered by DSL 		

➤ **Governors noted** -Safeguarding Summer update delivered by DSL on 17/04/2023. Material covered included:

- A refresher on the main changes to KCSIE
- Warning signs and language to look out for
- Groups that may be particularly vulnerable
- Keeping pupils safe from online misogyny

ONLINE SAFETY AND CYBER SECURITY:

➤ The Online safety incident log up to date and was checked by Ofsted.

➤ **Governors noted** - Filter test conducted on 26/04/2023 and to confirm we are meeting the filtering and monitoring standards for schools updated 23 March 2023.

Premises

➤ Easter holiday maintenance works completed.

➤ Preparation for Summer 23 programme to include general decorative works.

IN TERMS OF HEALTHY SCHOOLS:

➤ Currently going through the process to ensure we have everything in place to meet the Asthma Friendly School' status

➤ We had the Annual whole school staff training Asthma, Epilepsy and anaphylaxis training on 17th April.

➤ **Governors approved** - TJA Allergy Management and Anaphylaxis policy

IN TERMS OF EXAMS

➤ **Governors noted** - Spring Mock and Ext Jan/Feb External exam analysis

➤ First written exam starts on Monday 15th May

IN TERMS OF DATA PROTECTION

➤ **Governors noted** – The Annual Data Management Audit WAS conducted by Judicium 29/03/2023

➤ **Pleased to report we are compliant in all areas and have been put forward for a Data Protection Award.**

SLAs and TENDERS

➤ Comparative exercise for all Facilities management contracts conducted.

➤ Orders created ready for September 2023.

➤ Comparative exercise for all ICT budget lines conducted.

➤ The tender monitoring schedule has been updated.

➤ **BC thanked SC for her report.**

b) Finance –

i) Budget monitoring reports for March 2023 presented.

➤ These show income of £932k and expenditure of £1.085m. Net deficit excluding depreciation stands at £85k. We have invoiced for 124 students generating income for the year of £440k against a budget of £370k.

➤ The current projected outturn for this year shows a £40k underspend, giving a deficit balance of £217k compared to £258k set budget.

➤ Additional Commissioning income of 72k has helped to absorb overbudget expenditure in invigilator pay, electricity and premises costs as well as staff pay awards over those budgeted. **Governors noted.**

ii) Commissioner fees 2023-24

➤ Following a reduction in GAG income for 2023-24, a review of commissioning fees has been undertaken.

➤ New fees proposed will be £6,600 for committed places at the start of the year and £7200 for ad hoc places taken through the year. This is more in line with student funding received by mainstream schools.

➤ An amount for free school meals will also be charged. Active commissioning school have been consulted and

	<p>place commitments received from most schools. Governors approved.</p> <p>➤JR said that an estimate had been arrived at and individual letters along with a complete report will be given to all schools with the hope of a positive outcome from them. Thank you to all who have supported this.</p> <p>iii) Draft Budget</p> <p>➤ Salary projections for the next 3 years have been produced. A draft budget has been compiled in conjunction with the Executive HT, Head of School and Governor for Finance.</p> <p>➤ The projections include the reduction in funding and increased income from Commissioners following a price increase.</p> <p>➤ The majority of our students are now FSM and so a charge for this has been included. Modelling has been undertaken to reduce staffing for 2024-25 and beyond.</p> <p>➤ Pay awards for Teachers and Support have been included. The budget has been prepared as a single school and does not include any effects of a MAT in 2024-25 and beyond.</p> <p>➤ The final budget which will be brought to the June meeting. Governors Approved.</p> <p>iv) Finance & HR updates –</p> <p>➤ Teachers Pension Audit. Unaudited submission to Teachers pension has been made prior to deadline and all paperwork has been submitted to Price Bailey for the auditing process. Governors Noted.</p> <p>➤ BC thanked YI for the report.</p>		
6.	<p>Report of Head of School & Executive Head -</p> <p>➤ MJ had MB report about Student well-being and intervention, and NH report about Teaching and Learning.</p> <p>➤ MJ gave an update about student numbers.</p> <p>➤ Ofsted Inspection – Section 5 on 26th and 27th of April when a rigorous inspection was conducted. Inspectors were good and fair. All documents were looked at and behaviour was discussed.</p>		

	<ul style="list-style-type: none"> ➤ Documents, teaching and learning were all good. ➤ Maths, History, Social care and Personal development were looked into. ➤ JR emphasized that this was not a final judgement and it would be a rigorous process of scrutiny before a conclusion was arrived at. ➤ BC was clear that whatever the outcome was, congratulations were in order to the whole team who were exceptional and deserved the best outcome. On that achievement the Governors would like to show their appreciation to say thank you. ➤ A Year 11 exam awareness session was held – to help students make informed decisions about further education and some exam techniques were provided to help them secure better results. ➤ MB reported that Intervention and support from the mentoring and External Agencies programme have had a positive impact on students. ➤ NH reported on Teaching and Learning, stating - ➤ Formal lesson observations have been conducted along with student work and marking scrutiny. ➤ Overall the quality of teaching and learning continues to be good and a high standard has been maintained. ➤ All teachers agreed that recent CPD session was extremely positive helping to develop their teaching practice. ➤ This will be ongoing to ensure consistently good teaching practice is maintained. ➤ All relevant data and information is provided in the papers included. ➤ TI wanted clarification on what length of experience the new teachers have. ➤ SH wanted to know how they arrived at outstanding or good conclusions, what was the criteria used. ➤ BC thanked all for the report. 		
7	<p>Chair's Report –</p> <ul style="list-style-type: none"> ➤ Parent/Carer Governor - <p>We have had an interest form submitted from a parent at Park High. Head at Park High has been consulted and is happy for us to proceed. Approved.</p>		

	<ul style="list-style-type: none">➤ MAT exploration – JR left the meeting.➤ We have had one letter of interest from Tithe Academy.➤ Approval to pursue a Due Diligence of Tithe Academy - Approved unanimously.➤ Due Diligence Template provided by David Groves for completion in papers.➤ Also in the papers is the Due Diligence document for Tithe Academy.➤ Approval of the papers with no changes - Approved unanimously.➤ Update at the next GB meeting.		
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The meeting closed at 5.54pm. Date of the next meeting: Thursday 22nd June, 2023