

The Jubilee Academy Governing Body

Date 06 March 2023
 Time 5 - 7pm
 Venue The Jubilee Academy, 73-77 Lowlands Road, HA1 3AW

Governors invited: Fiona Carey (FC) Sukhi Cooper (SC)
 Becky Cozens (BC) – Chair Howard Freed (HF) – Vice Chair
 Paul Gamble (PG) Sue Hammond (SH)
 Tommy Ittu (TI) 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, Linten Grant and Darren Sutherland.

Distribution as above.

Agenda

Item	Title	Papers	Lead
1	Welcome		BC
2	Apologies		LH
3	Declarations of Interest		BC
4	Notes of previous meeting, 5/12/22: a) accuracy b) matters arising		BC
5	a) Site update - 1.Governors to note – All staff completed FGM training 1/12/2022. 2.Governors to approve – Self Harm Policy 3.Governors to note - All staff completed emotional and mental health training on 05/01/2023. 4.Governors to note – online safety month plan delivery. 5.Governors to note – All staff completed pool of Cyber Security training. 6.Governors to note - SIMS migration onto the SIMS connected platform.	Y Y Y Y Y	SC

6	Report of Executive Headteacher & Head of School Attendance Report to be noted – Governors to note.	Y	MJ, JR MJ
7	Chair's Report		BC
8	AoB (Chair to be notified by the start of the meeting)		BC
9	Audit Committee- 1. Internal Scrutiny report – Governors to note. 2. Risk Register – Governors to note.	Y Y	YI

Date of next meeting: Thursday 4 May 2023 at 5pm

Minutes / Decisions / Actions

Item	Minutes	Who Action?	By When?
1	Welcome		
2	Apologies from PG.		
3	Declarations of Interest – There were no declarations of interest for this meeting.		
4	➤ The minutes of the previous meeting of 05/12/22 were agreed as a true and accurate record and signed accordingly.		
5	<p>a) Site update – General</p> <p>➤ Governors noted - All staff have completed FGM training on 1/12/2022.</p> <p>➤ The DSL delivered a session on inset day back on 05/01/2023 reminding staff of the changes to KCSIE Part 1 and domestic violence.</p> <p>➤ Governors noted that the DSL'S have completed safer recruitment training.</p> <p>➤ Governors noted that the DSL and I completed Managing Allegations Against Staff and Volunteers (LADO) training on 28th February 2023.</p> <p>➤ Governors approved Self-Harm Policy created due to concerns relating to some of our students.</p>		

	<p>➤ Governors noted SENCO delivered SEND – securing the next outcomes for pupils on 02/03/2023.</p> <p>UPDATE ON MENTAL HEALTH</p> <p>➤ Governors noted-That DSL delivered emotional and mental health training to all staff at last inset day on 05/01/2023</p> <p>➤ That DSL has completed the DfE funded Senior Mental Health Lead course and the SENCO, Attendance and Pastoral Officer and Pastoral Support Officer have completed the Place to be Mental Health Champions Foundation course</p> <p>➤ The school has also signed up to the Education Wellbeing Charter in partnership with Ofsted and the DfE.</p> <p>➤ And introduced a new Staff initiative access to Headspace to promote mindfulness.</p> <p>➤ Finally all students took part in the Borough driven How Are You (HAY) Harrow – Pupil Health & Well-Being survey 2022.</p> <p>UPDATE ON ONLINE SAFETY</p> <p>➤ Governors noted there has been a huge drive this half term focusing on Online safety to promote Healthy Teenage Relationships both online and offline as per the Online Safety Month Plan which kicked off with the DSL delivering Online safety training to all staff on inset day. Reminding staff of the</p> <ul style="list-style-type: none"> - 4 C's - Keeping children safe from algorithms - Far right and 'incel' content is also easily accessible on sites such as Reddit, Instagram, TikTok, Discord and Twitch. <p>➤ Leading on from this we are updating our monitoring system Net support DNA to pick up terms associated with the Incel Subculture.</p> <p>➤ Other activities included-</p> <ul style="list-style-type: none"> - Student voice signing National youth charter setting out children and young people's agenda and the changes they want to see in how they are supported online. - Third party agencies coming in to deliver assemblies on the law, consequences and staying safe. 		
--	---	--	--

- A number for assemblies and PSHRE lessons using Project Evolve strands, themes and resources.

UPDATE ON CYBER SECURITY

- **Governors noted** that a Cyber safety training sessions was delivered by a representative from Cyber Crime Unit completed to all staff on inset day and IT technician delivery Net support Schools monitoring training as a twilight session 09/02/2023.
- **Governors noted** we have RPA Conditions of Cyber Cover Have offline backups – cloud-based solution in place -
- all staff completed NCSC Cyber Security eLearning modules, and this is including as part of induction programme for all staff.
- Register with Police Cyber Alarm.
- Have a cyber response plan in place.
- **Governors noted** filtering system tests conducted on Fortinet.

UPDATE ON GENERAL ICT

- **Governors noted** the successful SIMS migration onto the SIMS connected platform took place during Feb half term, which means SIMs can be accessed from a variety of internet connected devices was completed during Feb half term. Also, to confirm Judicium confirmed no DPIA required.
- Implementation planning meeting on 16th March to discuss year 2 ICT capital works scheduled for May half term to upgrade switches.
- **Governors noted** IT Technician and Researcher has left and SBM is supporting as per the IT Contingency plan until model of IT support agreed.

UPDATE ON Business Continuity Planning and Incident management.

- **Governors noted** An Exercise in a box focus session was conducted on our Emergency Policy and Procedures on 07/02/2022. Here we –
 - Reviewed fire evacuation procedure and fire evacuation support responsibilities.
 - Also Introduced a new blue emergency Alert procedures Emergency Alerts is a new service from the UK government. which warns you if there's a danger to life nearby!

- Also Planning on whole school testing of Silver Alert in July 2023 – Intruder

As a result:

- **Governors approved** Emergency Policy and Procedures Policy updated and reviewed.

-Which has been read through and endorsed by Jon Robinson – Carstens & Robinson - who cited it was ‘very detailed and clear’.

- **Governors noted.** BCP Reviewed and updated with a separate incident log Feb 2023

IN TERMS OF DATA PROTECTION

- **Governors noted** that the Data Protection suite of Policies and Notices have been reviewed.

And we are now preparing, our Data protection audit scheduled on Wednesday 29th March 2023.

IN TERMS OF HEALTH AND SAFETY

- **Governors noted** **TJA Primary Cause Benchmark report for** Autumn 2022

This is the first report where we have included first aid log records within the reports This has increased the number of incidents recorded significantly which improves the usefulness of results as they are drawn from a much larger pool.

- **Governors noted** **The school has completed DfE questionnaire on** reinforced autoclaved aerated concrete (RAAC) a lightweight form of concrete and much weaker. RAAC was used in schools building construction from the 1950s until the mid-1990s. Technology House was built in the 1970’s.

DfE Estates guidance was issued in Dec 2022, and we have enrolled the support of the landlord in seeking specialist advice to assess it and how to develop management plans.

- Our new Site Manager and Pastoral Support Officer have completed First Aid at Work training.

- It has been Confirmed the school will be receiving a defibrillator under new government scheme.

IN TERMS OF KEY TENDERS

- **Governors approved** Print Management Services procurement outcome for 3-year contract to remain with Kyocera.

➤ **Governors noted** that it was agreed that the Harrow consortium schools that signed up to Pest Control Contract will exercise 2-year extension to contract will March 2025 which include TJA.

➤ **Governors Approved** as per the Recommendations from the respective cleaning and catering subgroups for the Harrow Consortium of Schools, which is to procure the services of Litmus manage tender and appointment process for the main cleaning tender and Catering tender which will start in April 2023.

MISCELLANEOUS ITEMS

➤ **Governors noted** the Spring Census completed Jan 2022 as per census review report–

➤ **Governors noted** Year 11 Winter Mock analysis.

Careers

➤ The ‘access to schools for education and training providers’ section has been revised following changes made through the Skills and Post-16 Education Act 2022, these changes will come into effect on 1 January 2023. Changes to the provider access legislation includes the minimum requirement to provide six encounters during year 8-13.

➤ The government also announced that Ofsted will be conducting a thematic review of careers guidance in schools, special schools and **AP** this year and you can find out more guidance.

➤ **Governors noted** Careers lead has conducted a Careers Guidance and Provider Access Audit.

➤ **Governors approved.** Provider Access policy.

➤ SH queried about the Fire alarms.

➤ HF wanted to know if the present set up could be run past the fire service to do a review. SC would give an update.

➤ BC thanked SC for her report.

b) Finance –

i) Budget monitoring reports for December 2022 and January 2023 presented. Management accounts to 31 January 2023 show income of £670k and expenditure of £777k. Net deficit excluding depreciation stands at £59k.

	<p>We have invoiced for 121 students, giving an additional £51k of commissioning income.</p> <p>➤ Budget outturn at P4 in the report shows the additional commissioning income funding the unplanned pay awards and resulting in a £26k overspend to the end of the year. Increased electricity and building costs have contributed to this overspend. The projection does not include any additional commissioning income and assumed full spend of non-staff lines. Spending in non-staff costs has been reviewed and cuts made to ensure the budgeted deficit or better is achieved.</p> <p>➤ Budget outturn calculated at P6 shows a year end underspend of £12k.</p> <p>➤ We have now received formal confirmation of 83 place funding in line with last year.</p> <p>ii) Projections for 2023-24. Weekly meetings are held between JR/MJ/YI with updates provided to HF, to address the continuing deficit and to bring back a balanced budget. Commission fees are being reviewed as a way of generating additional income. Staffing scenarios in conjunction with a new timetable and reductions in non-staff costs are being considered. Proposals for changes will be brought to the May meeting.</p> <p>➤ A full draft budget will now be produced and presented to HF for discussion as well as the final budget which will be brought to the June meeting. Modelling will continue to take place with the aim of moving towards a balanced budget – Governors Noted.</p> <p>iii) During the Annual Accounts Return work, Price Bailey identified changes in the definition of related parties. As a result, our Financial Statement for 2021-22 was amended. The only change was to note 26 in the accounts. These have been resigned by AO and Chair. Governors Noted.</p> <p>iv) School Resource Management Self-Assessment tool checklist and report explaining areas highlighted on a self-assessment dashboard. Annual review for DfE has been completed and reviewed by BC. Approved by GB</p>		
--	---	--	--

	<p>for submission by deadline of 15th March 2023. Governors Approved</p> <p>v) Fixed Asset Disposal. Obsolete IT connectors and switches to be disposed of. These were part of our set up in 2013 and cost £5937 in total. They are fully depreciated. Governors approved in accordance with our financial regulations.</p> <p>vi) Parent Governor update – Appointment of Parent Governor proves difficult due to the turnaround of students. At the last members meeting, it was suggested that a letter be passed to the local high schools and if agreeable, sent out to their parents. This was completed on 23 February 2023 and we await any interest. Governors Noted.</p> <p>➤ JR, TI and HF observed that TJA as a commissioning school was relatively cheap and is value for money. But the budget has to be on track.</p> <p>➤ HF and SH sought more clarification on the appointment of Parent Governor.</p> <p>➤ BC thanked YI for the report.</p>		
6.	<p>Report of Head of School & Executive Head -</p> <p>➤ JR was emphatic in his statements that costings are key.</p> <p>➤ Behaviour is changing for the worse all over the student population and this is evident in TJA as well.</p> <p>➤ The TJA to expand into a trust.</p> <p>MJ had DS report about Behaviour and LS about Attendance-</p> <p>➤ MJ gave an update about staffing – secured the services of a science teacher who will also do Geography, checks were being made and this will be confirmed after the Easter holidays.</p> <p>➤ Expects increase in student numbers. Up to 60 students at present.</p> <p>➤ Curriculum is not being compromised on standard and is in line with the budget.</p> <p>➤ DS reports on Negative behaviour leading to increase in suspensions compared to last year.</p> <p>➤ Training and support for staff is ongoing. To practise Zero tolerance.</p>		

	<ul style="list-style-type: none"> ➤ Seeking external agencies to work with students. ➤ LG reported on the Attendance report stating - ➤ Many different reward strategies are being employed to improve attendance in the school. ➤ All relevant data and information is provided in the papers included. ➤ SH spoke about compromising standards in the Curriculum and MJ said they would have more information by the next GB. ➤ SH commented about intervention strategies used in other schools to improve attendance. ➤ BC suggested that the Attendance officer could join with the local authority and be a part of those conversations. ➤ BC thanked all for the report. 	MJ	
7	<p>Chair's Report</p> <ul style="list-style-type: none"> ➤ BC thanked the whole team for their work and spoke about the preparation to looking for another MAT for the Jubilee to join. ➤ BC said that a working party of YI, SC, PG and herself led by David Groves has been put together. ➤ A programme and tight timeline has been drawn up and they are in the exploration time at the moment. ➤ A letter has been drawn up which will be going out to the Head Teachers of local MAT's to express interest. ➤ Update at the next GB meeting. 	SC, YI, PG, BC	Next GB meeting

The meeting closed at 6.10pm. Date of the next meeting: Thursday 4 May 2023