

The Jubilee Academy Governing Body

Date: 05 December 2022

Time: 5 –6 pm

Venue: Zoom Meeting

Attended: Becky Cozens (BC) - Chair Sukhi Cooper (SC)
 John Reavley (JR) - HT Howard Freed (HF) – Vice
 Tommy Ittu (TI) Chair
 Sue Hammond (SH)
 Aaron Mordant (AM)

Apologies: Paul Gamble (PG), Fiona Carey (FC)

Other Attendees: Yasmeen Ibrahim (YI) – Business Manager, Mike Jarrett (MJ) –
 Head of School, Marlon Boothe (MB)

Governance Professional: Leena Hariharan

Distribution: All Governors and Headteachers of Member schools.

Agenda

Item	Title	Papers	Lead
1	Welcome		BC
2	Apologies		LH
3	Declarations of Interest		BC
4	Notes of previous meeting, 06/10/22: and 03/11/22 a) accuracy b) matters arising		BC
5	a) Site update 1. Governors to note - DSLs Completed: H M Government radicalisation Course 2 2. Governors to note - All staff completed Sexual Harassment and Sexual Violence: Child on Child training on 3/11/2022 3. Governors to note – All staff completed Anti Bullying on 14/11/2022 4. Governors to note – Safer Recruitment training completed by Head of school and SBMs. 5. Governors to note –Public Sector Equality Duty –	Y Y Y Y	SC

<p>the schools Equality Objectives updated.</p> <p>6. Governors to note – Lead DSL completed Developing an in-depth whole school approach senior mental health lead -Intermediate course.</p> <p>7. Governors to note – Mental Health Audit and action plan with Mental Health Governor report.</p> <p>8. Governors to approve - Social emotional Mental Health Policy.</p> <p>9. Governors to note - All staff Fire Safety training on 17/11/2021</p> <p>10. Governors to note - reinforced Autoclaved aerated concrete RAAC investigation in process.</p> <p>11. Governors to note – Annual catering report.</p> <p>12. Governors to approve- Lunch Tariff increase £2.34 to £2.41</p> <p>13. Governors to note –Procurements in progress.</p> <p>14. Governors to note –Annual general service and maintenance.</p> <p>15. Governors to note - 360 Safe Online Safety Mark renewal.</p> <p>16. Governors to note – Census review report.</p> <p>17. Governors to note – Secured Healthy Schools London Silver Award.</p> <p><u>Agenda Finance</u></p> <p>Michael Cooper-Davis and VaheUtudjian from Price Bailey will present the Audited Accounts.</p> <p>i)Governors to approve - the accounting policies, Governors report, the annual report and audited financial statements</p> <p>ii) Governors to approve - the management letter and responses</p> <p>iii) Governors to approve - the Internal Audit Report</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>YI</p>
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	<p>iv) Governors to approve - the Letter of Representation</p> <p>v) Governors to approve - the delegation of the signing of the Audit documents to BC and JR</p> <p>vi) Governors to approve - to submit last year's accounts via the Annual Accounts Return by 31 January</p> <p>vii) Governors to approve - Appointment of Price Bailey as the schools Auditors for 2022-23</p> <p>viii) FRS102</p> <p>ix) Governors to note - Budget monitoring report for October 2022</p> <p>x) Governors to note - Funding 2022/23</p> <p>xi) Governors to approve - Pay award decision for Teachers</p> <p>xii) Governors to approve - Pay award decision for Support Staff</p> <p>xiii) Governors to approve - Pay Policy</p> <p>xiv) Harpur v Brazel</p> <p>xv) HR & Payroll Tender</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	
6	Report of Executive Headteacher & Head of School	Y	MJ, JR
7	Chair's Report		BC
8	AoB (Chair to be notified by the start of the meeting)		BC
9	Audit Committee	Y	YI

Date of next meeting: Monday 6 March 2023

Minutes / Decisions / Actions

Item	Minutes	Who Action?	By When?
1	Welcome		
2	Apologies from PG & FC		
3	Declarations of Interest – There were no declarations of interest for this meeting.		
4	➤ The minutes of the previous meeting of 06/10/22 and Extraordinary meeting of 03/11/22 were agreed as a true and accurate record and signed accordingly.		
5	<p>a) Site update – General</p> <p>➤ Governors noted that the government has updated and redeveloped its resources for schools around Prevent Duty.</p> <p>➤ Governors noted that all staff have completed Prevent Duty training and</p> <p>➤ Governors noted that DSL Completed: H M Government radicalisation Course 2: How to make a Prevent referral that is both informed and with good intention.</p> <p>➤ Governors noted that the school is in the process of completing Prevent duty self-assessment tool for schools (DfE).</p> <p>➤ Governors noted that all staff and students have completed Child on child abuse in relation to Sexual Harassment and Sexual Violence training.</p> <p>➤ Governors noted all staff have completed Anti Bullying training.</p> <p>➤ Governors noted that the Head of School and SBMs have completed Safer Recruitment training.</p> <p>➤ Governors noted that in line with the school’s Public Sector Equality Duty – the schools Equality Objectives have been updated and can be found on website.⁷</p> <p>In terms of MENTAL HEALTH focus:</p> <p>➤ Governors noted that a mental health strategy as a school has been reviewed. As a result a mental health audit was conducted.</p> <p>➤ Governors noted that the Mental Health Governor</p>		

	<p>came in for a visit to review the mental health audit and an action plan for embedding the schools trauma-based approach in supporting the school community has been put in place.</p> <p>➤Governors noted that the Lead DSL completed the - DfE Developing an in-depth whole school approach for senior mental health lead -Intermediate course.</p> <p>➤Governors noted that all pastoral staff have been enrolled to complete Mental Health First Aid (MHFA)-Level 2 Qualification.</p> <p>➤Governors approved newly created Social emotional Mental Health Policy</p> <p>In terms of H&S focus:</p> <p>➤Governors noted that all staff and students have completed Fire Safety training.</p> <p>➤Governors noted that above average intentional trigger of fire alarm this term had taken place in the school. As a result after acquiring advice from other schools who are having similar issues, a 3-minute delay on the fire bell sounding was being considered . This gives the school some time to find out if it is a false alarm and stop the bell before it actually sounds in the school.</p> <p>➤HF enquired if this was allowed by law and SH said she was concerned of the fire alarm not going off on time and suggested that the school be given extra time which was lost, so as no learning was cut short.</p> <p>➤MJ agreed on the importance of keeping the pupils safe and they would have to manage this level of disruption.</p> <p>➤SC said she would explore the matter and report back.</p> <p>➤Governors noted that the DFE has requested all responsible bodies to complete a questionnaire online to confirm if they suspect reinforced Autoclaved aerated concrete RAAC used in construction. This might be the case as the school was built between 1930 and mid-1990s. If there is RAAC then this will have to be managed and monitored by an RAAC specialist to ensure building remains safe. The school has completed</p>	<p>SC</p> <p>SC</p>	
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the questionnaire and has contacted the landlord.

➤SH sought some clarification on this matter.

In terms of Contracts-

➤Governors noted annual catering report. Evident Increase in FSM take up.

➤Governors approved Lunch Tariff increase £2.34 to £2.41 due to cost-of-living impact.

➤Governors noted that cleaning and catering tenders have begun at a consortium level.

In terms of Premises-

➤Governors noted that the majority of annual service and maintenance checks were conducted during October half term. The refurbishment works are now in the 7th year and therefore these checks have identified key works that need to be addressed

In terms of Online Safety & Cyber Security-

➤Governors noted that the school completed an Online Safety Mark Desktop Assessment and has secured renewal of this mark.

In terms of other matters-

➤Governors noted Census review report.

➤Governors noted that the school has secured the Healthy Schools London Silver Award and is working on the Gold award focused on Improving teenage healthy relationships both online and offline.

➤BC thanked SC for her report.

b) Finance

➤Michael Cooper Davis discussed the Audited Account to 31 August 2022 and gave a full presentation of the Management Letter.

➤The accounts show the school to be stable with healthy reserves and good cash balances.

➤ Final Accounts show...reserves of £507,495. The Management Letter shows 1 pension adjustment and 1 low level Priority 4 recommendation.

i) Accounting policies, Governors' report, annual and audited financials – formally approved by the Governing Body.

ii) Approval of the management letter and responses – formally approved by the Governing Body.

iii) Approval of the Internal Scrutiny Report formally approved by the Governing Body

iv) Approval of the signing of the letter of representation – formally approved by GB

v) Approval of the delegation of the signing of the Audit documents to BC and JR - formally approved by the Governing Body.

vi) Submission of the accounts to the DofE via the Accounts return – formally approved by the Governing Body.

vii) Appointment of Price Bailey as the school's External Auditors and Alliotts as the school's internal auditor for 2022-23 – formally approved by the Governing Body.

viii) Actuarial Valuation of LGPS for Accounting purposes to 31 August 2022 (FRS102)

This shows an improvement in the pension liability from £886k to £65k. Noted

ix) Budget monitoring

➤ Management accounts for P2 to 31 October 2022 shows income of £260k and expenditure of £288k. Net deficit excluding depreciation stands at £19.4k. This deficit does not include Teacher's performance management increases and pay increment. These will now be paid in December and backdated to September.

➤ Variances relate to underspend in staff costs due to pay awards not yet processed.

➤ Commission income is over budget due to 3 new schools buying places and some current commissioners taking new places. We have currently invoiced for 118 places, generating £409k income against a budget of £370k.

➤ An outturn has been produced which shows the effect of the Teachers and Support staff pay awards.

	<p>➤ Income is as set in June with the additional commissioning income.</p> <p>➤ Staffing costs include the pay award for teachers and support staff, backdated pay and savings made through the employment of 3 teachers at a lower grade than those they replaced.</p> <p>➤ At this early stage in the academic year, it has been assumed that all no-staff budgets will be fully spent.</p> <p>➤ This gives us a £7k overspend on the approved budget. We expect to receive additional commission income through the year and will continue to make savings particularly in non-staffspending where possible. Further reductions in staff in order to achieve a balanced budget by the end of 2022-23 will now be reviewed as we explore the options of joining a trust. Noted.</p> <p>➤ On behalf of the GB, BC sees the management accounts each month and has the opportunity to ask questions.</p> <p>x) Funding 2023/24 -</p> <p>➤ We have received an email from the ESFA to determine our place numbers for 2023-24.</p> <p>➤ We have requested provisional commitments from our commissioning schools and will have the full list by the end of the week. A report will be produced analysing our FTE take up last year together with a rationale on the effects of Covid on student numbers and a calculation on our FTE to date this year.</p> <p>➤ A funding protection for 2023 to 2024 academic year, to ensure schools do not receive a funding reduction of more than 10% to pre-16 places funded in 2022 to 2023, has been agreed. This would equate to 83 places for us as a worstcase scenario.</p> <p>➤ All documentation will be sent to the ESFA by mid-December in advance of the deadline of 13 January 2023.</p> <p>➤ HF asked if schools were committing to places in line with current year. YI stated that most schools have asked for the same number of places which was encouraging.</p> <p>xi) Pay award decision for Teachers -</p> <p>➤ Following the Governments approval of the Teachers pay award of 5% with additional award to main scale Teachers as per the STRB report, the agreed increases</p>		
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	<p>to be paid in December and backdated to September 2022. Approved.</p> <p>xii) Pay Award decision for Support Staff - ➤Following the Government’s approval and Unions agreement, Support staff will receive £2,229 on each grade with effect from April 22 and an additional day pay from April 2023. This additional day is being considered in conjunction with the Harpur v Brazel case. The agreed increase to be paid in December and backdated to April. Approved.</p> <p>xiii) Pay policy – Following the approval of item x) and xi), new pay rates have been included for all staff. Approved.</p> <p>xiv) Harpur v Brazel – The effects of this case are being extensively discussed amongst the Harrow schools and EPM. In line with most the Harrow schools, current, permanent support staff with service of less than 5 years will receive backdated pay to July 2020. The cost to the school for the underpaid weeks of 0.32 per year equates to £2,650 for the 2 years with oncosts. Approved.</p> <p>➤Going forward, an allowance will be considered for support staff and the effect of the extra day awarded as part of the pay award will need to be incorporated. This is still being explored and will be submitted for consideration and approval at the next GB meeting.</p> <p>xv) A group of 9 Harrow schools started an Hr and Payroll procurement in April 2022.</p> <p>➤Full report in papers recommended that we stay with EPM and enter into a 3year contract from April 2023 with an option of a 2year extension. Approved.</p>		
6	<p>Report of Head of School & Executive Head -</p> <p>➤MJ was pleased to report that the number of pupils in the school at this time of the year is significantly higher than last year.</p> <p>➤There are presently 56 students in school.</p> <p>➤There was a Motivational Conference for the whole school lead by MB who followed up with an update – MB provided an update on Safeguarding and SEND</p> <p>➤ Updated safeguarding policy to reflect new</p>		

	<p>guidelines.</p> <ul style="list-style-type: none"> ➤ New mental health policy and action plan created following mental health audit with support for staff and students. Currently 15 students on this register. ➤ All staff complete specific statutory safeguarding training such as online safety, FGM among others. ➤ All relevant data and information is provided in the papers included. ➤ BC wanted to know how many were on the Pastoral Team. ➤ SH was concerned about the double recording on CPOMS as this would show a weakness of the system. ➤ BC also wanted to know what sort of interventions were in place and what was the timescale for this. ➤ BC thanked MB for the report. ➤ JR reported that he was pleased about how positive everything has been and that the amount of work gone into this has been phenomenal. ➤ The Jubilee Academy will do well to join a bigger trust or school as this was the best way forward. ➤ Wants to see the Jubilee safe and secure and moving forward and now is the best time. ➤ Commissioning and flat rate and budget to be looked into to make sure they are in order. 		
7	<p>Chair's Report</p> <ul style="list-style-type: none"> ➤ BC thanked the whole team for their hard work and spoke about the next steps for the Jubilee. ➤ HF, JR and MB leave the meeting. ➤ BC proposed to set up a working party of YI, SC, PG and herself to further consolidate Jubilee's options of staying in a family of schools in Harrow. ➤ In agreement that all will start working towards that as soon as possible with David and his guidance. ➤ To have feedback by next GB meeting. 	SC, YI, PG, BC	Next GB meeting

The meeting closed at 6.23pm. Date of the next meeting: Monday 6 March 2023