

	i) Risk register ii) Fraud avoidance policy iii) Internal Scrutiny report – Risk Assessment iv) Teachers Pension report		
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Minutes / Decisions / Actions

Item	minutes	Who action?	By when?
1	No actions / decisions.		
2	Apologies from FC, HF, PG & AN.		
3	There were no declarations of interest for this meeting.		
4	<ul style="list-style-type: none"> ➤ The minutes of the meeting on 5 May 2022 were agreed as a true and accurate record and signed accordingly. ➤ AN has resigned as parent governor. There are now 2 vacancies for parent governor. ➤ Governors to watch NCSC Cyber safety Video, TJA Staff will be trained on inset day on return in September. 	SC	Next GB meeting
5	<ul style="list-style-type: none"> ➤ Site update <u>Covid Health & Safety</u> ➤ There were 63 positive cases of covid up till June. This is the last covid update. <u>General Health & Safety</u> ➤ SBM H&S has completed an array of Willis Towers and Watson DfE training. ➤ Site Manager has completed First Aid and Work course ➤ Governors noted the report from the Lead Governor for Safeguarding, Health and Safety, pupil premium and SEN review of health and Safety policies, procedures and protocols on 12/05/2022. <u>Safeguarding</u> ➤ Lead Governor for Safeguarding, Health and Safety, pupil premium and SEN safeguarding audit on 12/05/2022 Governors noted line of enquiry and associated safeguarding report. ➤ Governors noted a new version of Keeping Children Safe in Education comes into force on 1 September 2022 ➤ Governors noted all staff training in Child Sexual Exploitation and Child Criminal Exploitation – 26/05/2022 <u>Online Safety and Cyber Security</u> ➤ Governors noted that support staff have completed Self Learn National Cyber Security training on 19/04/22 <u>ICT</u> ➤ Governors noted <ul style="list-style-type: none"> ○ Inventory checks conducted ○ Website check using LGFL template ○ the Internet Filter checks conducted – using Internet Filter testing for schools that ensures children are 		

safe from terrorist and extremist material when accessing the internet in school, including by establishing appropriate levels of filtering.

Healthy Schools

- Governors noted that TJA has secured asthma friendly school status

Administration

- Governors noted the Summer Census has been completed

b) Finance

- i) Budget monitoring report for May 2022 presented together with an updated outturn to 31 August 2022. This shows income of £1.14m and expenditure of £1.375m. Net deficit excluding depreciation stands at £152k compared to a projected year to date deficit of £213k. This reduction is due to additional commissioning income, mass testing funding, transition funding and non replacement of 3 support staff. We have invoiced for 125 students compared to 115 in the budget submission for 21/22.

The outturn report as at P9 shows a reduced year end deficit to £193k and projected reserves as at 31 August 2022 of £505k.

Management accounts noted

Correction to 5 May minutes – Ipads. Approval was sought for the disposal/donation/sale of 35 iPads. It transpires that we actually received 56 iPads. Total cost £23,450. These are all 9 years old and not fit for purpose. Approval sought for the increased amount. Approved.

- ii) Final Budget 2022/23

Draft and final budget for 2022/23 have been reviewed by Chair, Executive Head and Head of School. Also projections for 2023/24 and 2024/25 have been prepared in accordance with ESFA guidelines. As agreed by the Governors in March 2021, the 3 year budget includes plans for a balanced budget by 2024 through increased commissioning income and reduction in staffing costs.

Budget for 2022/23, 3 year plan and submission of the Budget Forecast return to ESFA approved.

iii) Related Parties 2022-23 – Approve the schools continuing membership to HCA, consortium membership for services and payment to Park High for Harrow legal fees. Also reappointment of Emma Stabler as Finance Reviewer.

We are currently awaiting approval from ESFA for the 2 year secondment arrangement for 2022-2024. All documentation has been sent and follow up questions addressed.

	<p>iv) Draft Scheme of Delegation</p> <p>This was reviewed and amended slightly on December 2021. No further changes have been made. The final version will be presented at the first meeting in the new year for approval. Approved</p> <p>v) Financial Regs & Procedures</p> <p>These are in line with other Harrow Academies. Amendments had been made with reference to Access Financials and a new appendix 3 for new suppliers. These will be reviewed again once the Academy Trust Handbook has been released and will ensure any changes are adopted. Approved</p> <p>Questions and comments: ➤ BC thanked SC & YI for their work.</p>		
6	<p>Report of Exec Head & Head of School</p> <p>MJ reported:</p> <ul style="list-style-type: none"> ➤ Currently there are 71 students of which 43 are full time and 18 respite. Student numbers fluctuate due to respite placements ending and students leaving for a variety of different reasons but on the whole numbers are increasing. ➤ Recruitment continues for staff. ➤ Issue with BTEC Travel & Tourism, two students affected as teacher is leaving. Instead they will be studying Geography GCSE. ➤ Commissioners working highly effectively with referral, transition and induction process. TJA would like to thanks them for their close collaboration and partnership work with RTI process. ➤ Summer GCSE exams are going well. Year 11 leaving ceremony on 28 June 2022. <p>NH provided an update on Teaching & Learning for the academic year 2021-22:</p> <ul style="list-style-type: none"> ➤ After covid caused disruption, TJA have finally returned to former formal lesson observation schedule and protocols whereby all teachers have been formally observed for 20 minutes at any point given lessons, across a range of subjects, over the academic year. ➤ Lesson observations conducted in September 2021 have focussed on teaching core or main subjects across Key Stage 3 & 4. 77% of teaching was good or better (10 out of 13 teachers), 23% of which was outstanding. ➤ In April 2022, where teachers teach more than one subject, the focus of observations was second subjects; this applied to 6 of the 13 teachers observed. 83% of teaching was deemed to be good or better (11 of 13), 31% of which was outstanding. ➤ In the last 5 years, significant progress has been made in terms of proportion of lessons that have been deemed good or better. Currently, 92% of teachers (11 of 13) teach securely good or better in at least one subject and 25% (3 of 13) teachers are consistently outstanding. Based on this, 		

	<p>TJA feels the quality of teaching and learning continues to be good.</p> <ul style="list-style-type: none"> ➤ In terms of continuous professional development, feedback was collected at the start of June 2022 to ascertain teachers views of T&L training offered over the course of the year. All teachers agreed the training was relevant and valuable and also was a positive impact on their practice as well as pupil’s learning. ➤ Next steps will involve NH& AM continuing to work closely with teachers who need more help to achieve consistently secure in teaching. Sharing best practice will be incorporated with more emphasis on INSET days. DS to lead further training on managing challenging behaviour in the classroom. Deeper training on pedagogy will be delivered, NH to carry out individual teachers surveys on CPD, qualifications, targets and career aspirations. <p>Questions and comments:</p> <ul style="list-style-type: none"> ➤ SH asked why the newly Geography teacher cannot teach BTEC Travel & tourism? MJ answered as they are from abroad and not familiar with the course it’s not possible. ➤ BC asked if the teachers who require more help have had previous experience working in an AP school? NH answered that some have had supply experience but not consistently and from lesson observations it has been noted they will need to be supported to manage the needs of students. ➤ BC thanked NH for the report. <p>JR reported:</p> <ul style="list-style-type: none"> ➤ Budget for 92 full time places, £10K per placement. Commissioning schools are additional. Detailed explanations are provided every year for funding. ➤ There are 48 feeder schools. ➤ The school has excellent staff. Retention of staff is still very strong. ➤ Succession planning will take place next term. 		
7	<p>Chair’s report</p> <ul style="list-style-type: none"> ➤ Thanks to SG for serving as Clerk to GB for 8 years since 2014. Leena Hariharan will start in the new academic year 2022-23. 		

The meeting closed at 5.55pm. Next meeting is at 5pm on 6th October 2022.