

## The Jubilee Academy Governing Body - Minutes

Date: 06 October 2022

Time: 5 – 6.30 pm

Venue: The Jubilee Academy, 73 – 77 Lowlands Road, HA1 3AW

Attended: Sukhi Cooper (SC)                      Becky Cozens (BC)  
John Reavley (JR)                              Paul Gamble (PG)  
Aaron Mordant (AM)                      Tommy Ittu (TI) Via Teams  
Fiona Carey (FC) 30 minutes late

Other

Attendees: Yasmeen Ibrahim (YI), Mike Jarrett (MJ) Dwayne Artery (DA)

Apologies: Sue Hammond (SH) and Howard Freed (HF)

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, 23/06/22: a) accuracy b) matters arising		BC
5	a) Site update  i) Safeguarding including Child Protection Policy - <b>Governors to approve</b> ii) All staff Level 2 Safeguarding, Health and Safety, Code of Conduct, and whistleblowing training completed: 1 <sup>st</sup> September 2022 - <b>Governors to note</b> iii) L3 DSL training - <b>Governors to note</b> iv) Safer recruitment training - <b>Governors to note</b> v) External Safeguarding audit report completed by Lead Governor for Safeguarding, Health & Safety, Pupil Premium and SEN - <b>Governors to note</b> vi) Behaviour policy updated to reflect DfE has changes in behaviour guidance - <b>Governors to note</b>	  y      y  y	SC

vii)	SEND policy reviewed and updated to reflect New KCSIE 2022 guidance <b>- Governors to note</b>		
viii)	Attendance policy reviewed updated to reflect Working together to improve school attendance <b>- Governors to note</b>		
ix)	Updated in line with KCSIE 2022– Safeguarding procedures for external parties <b>- Governors to note</b>		
x)	TJA Equality Log End of Year summary 21/22 <b>- Governors to note</b>		
xi)	Health and safety (H&S) Policy <b>- Governors to approve</b>	y	
xii)	Supporting pupils with Medical Conditions inc. Administration of Medicines Policy updated to include Children with health needs who cannot attend School <b>- Governors to note</b>	y	
xiii)	All Policies with delegation to Head of School have been reviewed as per the TJA statutory and Non-statutory Policies and document checklist <b>- Governors to note</b>	y	
xiv)	Preaudit assessment and Full Health and Safety Audit conducted 13 <sup>th</sup> September 2022. <b>- Governors to note</b>	y	
xv)	Annual management of health and safety inspection conducted by H&S Governor on conducted 9 <sup>th</sup> September 2021 and reviewed by Carstens on 22/09/2022 <b>- Governors to note</b>	y	
xvi)	The Jubilee Fire Risk Assessment reviewed by Carstens on 13/09/2022 <b>- Governors to note</b>	y	
xvii)	All Risk Assessments reviewed and updated as per the risk register <b>- Governors to note</b>	y	
xviii)	Annual accident/incident and year on year report analysis conducted <b>- Governors to note</b>		
xix)	TJA Incident Restraint Log summary 21/22 <b>- Governors to note</b>		
xx)	Provider Access policy updated to reflect updated carers guidance and access for education Sept 2022 <b>- Governors to note</b>		
xxi)	TJA Registered for funded provider led training for any Early Careers Teachers through UCL <b>- Governors to note</b>		
xxii)	Annual Data subject Access year on year report analysis conducted <b>- Governors to note</b>		
xxiii)	Inventory updated and checks completed by SBM and Governor September 2022 <b>- Governors to note</b>		
xxiv)	All staff have completed NCSC Cyber Security training <b>- Governors to note</b>		
xxv)	Online safety Policy and supporting appendices reviewed and updated in line with KCSIE 2022 <b>- Governors to note</b>		
xxvi)	Online safety Log Report 2021/ 22 <b>- Governors to note</b>		
xxvii)	Cyber Security Risk Assessment created and Online Safety RA updated <b>- Governors to note</b>	y	
xxviii)	360 Online Safety Reassessment application submitted – Action plan report <b>- Governors to note</b>		
xxix)	Penetration Testing completed <b>- Governors to note</b>		
b) Finance update –			
i)	Management Accounts to 31 August 2022 – <b>- Governors to note</b>		Y
ii)	Governors’s waiver for the use of suppliers 2022-23 – <b>- Governors to approve</b>		Y
iii)	Academy Trust Handbook and changes – <b>- Governors to note</b>		Y

	iv) Final Scheme of Delegation – <b>- Governors to approve</b> v) Final financial Regulations & Procedures – <b>- Governors to approve</b> vi) Risk register – <b>- Governors to note</b> vii) Reappointment of Alliotts as Internal Auditors and Schedule of Internal Audit visits – <b>- Governors to approve</b> viii) FRS102 – <b>- Governors to note</b>  ix) Agree Pay Review Panel- <b>- Governors to approve</b> x) Appointment of Whistle blowing Governor – <b>- Governors to approve</b> xi) Pay Policy - <b>Governors to approve</b>	Y Y Y Y-to follow N N Y	
6	Report of Executive Headteacher & Head of School		MJ, JR
7	Chair's Report		BC
8	AoB (Chair to be notified by the start of the meeting)		BC
9	Audit Committee	NA	YI

## Minutes / Decisions / Actions

Item	minutes	Who action?	By when?
1	No actions / decisions.		
2	Apologies from HF and SH.		
3	Declarations of Interest – Has been received and updated by YI for 2022 -23 from all Governors.	YI	
4	➤ The minutes of the meeting on 23 June 2022 were agreed as a true and accurate record and signed accordingly.		
5	➤ Election roles were finalised: ➤ BC elected as Chair ➤ HF elected as Vice Chair ➤ FC re-elected as Mental Health link Governor ➤ PG re-elected as Careers link Governor ➤ HF re-elected as GDPR link Governor ➤ SH re-elected as Whistleblowing link Governor ➤ Tommy Ittu re-elected as Governor for Safeguarding, Health & Safety, Pupil premium and SEN	BC/SC/PG/AM	By next GB meeting

6	<p>Site update</p> <p><u>Safeguarding -</u></p> <ul style="list-style-type: none"> <li>➤ Governors approved New KCSIE 2022 <b>Safeguarding including Child Protection Policy</b> that has been updated and came into effect 1<sup>ST</sup> Sept 2022. Audited &amp; checked by TI.</li> <li>➤ Governors noted that all staff have received Level 2 safeguarding training as well as annual Health and Safety, Code of Conduct and whistleblowing training on 1<sup>st</sup> September 2022.</li> <li>➤ Governors noted that all staff have signed requisite training papers.</li> <li>➤ Governors noted that Lead DSL, Deputy DSL, and Head of School have completed DSL training as has the L3 Lead Governor for Safeguarding, Health &amp; Safety, Pupil Premium and SEN.</li> <li>➤ Governors noted that an identifiable list of staff who have completed safer recruitment training is available.</li> <li>➤ Governors signed The Governors Safer Working Agreement and ICT Acceptable user agreement which confirms they have completed all mandatory checks and training. TI sent his agreement via email.</li> <li>➤ Governors noted that Chair of Governors should also have training on handling allegations against staff. TI has done an audit and noted that a certification of training should be obtained by Chair of Governors in handling allegations against staff.</li> <li>➤ BC and JR to be updated on what needs to be done.</li> <li>➤ Governors noted that External Safeguarding audit report from Lead Governor for Safeguarding, Health &amp; Safety, Pupil Premium and SEN External Safeguarding audit on Thursday 22<sup>nd</sup> September 2022 is effective.</li> <li>➤ Governors noted that the schools Behaviour policy has been updated in accordance with DfE overhauled behaviour guidance.</li> <li>➤ Governors noted that SEND policy has been reviewed and updated to reflect New KCSIE 2022 guidance</li> </ul>	SC	
---	---	----	--

	<ul style="list-style-type: none"> <li>➤ Governors noted that attendance policy has been reviewed and updated to reflect Working together to improve school attendance</li> <li>➤ Governors noted that the school’s Safeguarding procedures now reflect New KCSIE 2022 guidance.</li> <li>➤ Safeguarding has been effective and BC thanked everybody for a job well done.  IT joined meeting online at a later point and reported that the safeguarding procedures in the school are very strong and commended MJ and his team.</li> <li>➤ Governors noted end of Year TJA Equality Log – Summary for 2021- 2022.  <u>General Health and Safety</u></li> <li>➤ Governors approved Health and safety (H&amp;S) Policy which has been updated, reviewed, checked and signed by Head of School and Chair of Governors.</li> <li>➤ Governors noted that Supporting pupils with Medical Conditions inc. Administration of Medicines Policy has been updated to include Children with health needs who cannot attend School.</li> <li>➤ Governors noted that all Policies with delegation to Head of School and Governors have been reviewed as per the TJA statutory and Non-statutory Policies and document checklist.</li> <li>➤ Governors noted that both the Preaudit H&amp;S assessment and Full Health and Safety Audit findings were conducted by Carstens on 13<sup>th</sup> September 2022.</li> <li>➤ Governors noted that the Annual management of health and safety, Governor’s inspection findings conducted by Lead Governor for Safeguarding, Health &amp; Safety, Pupil Premium and SEN on 9<sup>th</sup> September 2022.</li> <li>➤ Governors noted that The Jubilee Fire Risk Assessment findings has been reviewed by Carstens on 13/09/2022.</li> <li>➤ Governors noted that all Risk Assessments have been reviewed and updated as per the risk register.</li> <li>➤ Governors noted that the Annual accident/incident year on year report analysis has been completed.</li> </ul>		
--	--	--	--

	<ul style="list-style-type: none"> <li>➤ Governors noted that TJA’s Incident restraint log report 21/22 has been updated.</li> </ul> <p><u>Covid Health &amp; Safety</u></p> <ul style="list-style-type: none"> <li>➤ No change in Government policy.</li> </ul> <p><u>Careers</u></p> <ul style="list-style-type: none"> <li>➤ Governors to note Careers guidance updated and checked by Careers Enterprise Institute and now makes reference to new Careers Act.</li> </ul> <p><u>Early Careers Teachers</u></p> <ul style="list-style-type: none"> <li>➤ Governors approved TJA registering for funded provider led training through UCL for ECT and NQT Policy.</li> </ul> <p><u>Data Protection</u></p> <ul style="list-style-type: none"> <li>➤ Governors noted that the Annual Data subject Access year on year report analysis has been conducted.</li> </ul> <p><u>General ICT</u></p> <ul style="list-style-type: none"> <li>➤ Governors noted that Inventory has been checked and updated. This has been signed off by CFO.</li> </ul> <p><u>Online Safety and Cyber Security</u></p> <ul style="list-style-type: none"> <li>➤ Governors noted that all staff have completed NCSC Cyber Security training and all mandatory requirements of the RPA Cyber security cover.</li> <li>➤ Governors noted that online safety policy and supporting appendices reviewed and updated in line with KCSIE 2022.</li> <li>➤ Governors noted that the Governing Body has to ensure that appropriate filters and monitoring systems are in place and regularly review their effectiveness.</li> <li>➤ Governors noted that the school now has an updated Cyber Security Risk Assessment and Online Safety RA.</li> <li>➤ Governors noted that the school has submitted a 360 Online Safety Reassessment application.</li> <li>➤ Governors noted Penetration Testing completed.</li> </ul>		
--	--	--	--

BC thanked SC on the comprehensive and diligent work completed.

b) Finance

i) Budget monitoring

Management accounts to 31 August 2022 show income of £1.51m and expenditure of £1.79. Net deficit excluding depreciation stands at £192k against a budgeted deficit of £280k. This is a saving of £88k which is in line with the outturn projected in May.

Reserves position at the end of the year is projected at £507k. Noted.

Price Bailey will be conducting the final audit beginning 13 October.

ii) Governor' waiver

Governors Waiver for the use of suppliers – approved

iii) Academy Trust Handbook Summary

This was released at the end of the summer term with minimal changes - Changes noted.

iv) Scheme of Delegation

Draft presented at last GB meeting in June. No change to the final version – Approved.

v) Financial Regulations and Procedures.

These were brought to the June meeting. No changes to the final version following the handbook changes – Approved.

vi) Risk Register

Reviewed. No changes - Noted.

vii) Appointment of Alliotts as Internal Auditors for 2022-23- Approved.

Schedule of Internal Audit visits by Alliotts. Capital Projects, Asset Management & Income Process - Noted

viii) FRS102 – Not received. Will be brought to the December meeting.

ix) Pay Review Panel

	<p>Pay review panel will meet and make recommendations. Panel was agreed: PG and BC on 12<sup>th</sup> October at 3pm.</p> <p>x) Whistleblowing Governor -</p> <p>As recommended in the Academy Trust Handbook, SH appointed for this role.</p> <p>xi) Pay policy -</p> <p>No change to the narrative due to the delay in the STPCD being issued.</p> <p>Updated with the proposed Teacher pay scales for approval subject to Parliamentary approval and no changes.</p> <p>Revised policy will be brought to the December meeting once support staff pay award is confirmed.</p> <p>Questions and comments:</p> <p>PG – When will pay award be paid. YI responded depending on when approved, it will be in November or December payroll.</p> <p>BC thanked YI for her work.</p>		
7	<p>Report of Exec Head &amp; Head of School</p> <p>MJ reported:</p> <ul style="list-style-type: none"> <li>➤ Brilliant GCSE Exam results this year as good as mainstream and above national average. Grades of students and relevant data given with 4 students doing exceptionally well.</li> <li>➤ Career progression is massive and given in detail. TJA is still sitting in the good category moving towards outstanding.</li> <li>➤ FC wanted to know what was done to see improvement in some subjects with MJ reporting that the intervention strategy used has been useful.</li> <li>➤ Staffing was an issue due to shortage but now TJA is fully staffed including a French teacher.</li> <li>➤ JR concurred about the difficulty of finding staff but brought to the notice of all, that the backbone of the school since inception are still there. The model of outreach and respite is progressive for an AP school and hence the future looks very promising for TJA.</li> <li>➤ Currently there are 38 students present in school.</li> </ul>		



	<p>DA provided an update on Post 16 Destinations for the academic year 2021 – 22.</p> <ul style="list-style-type: none"> <li>➤ There were 24, year 11 students on the roll and 100% confirmed to Post 16 Pathways. This has been the best results so far, with 18 students going on to further education.</li> <li>➤ A number of different careers focused workshops were undertaken - Virtual Open Days, CV Writing workshops, All Students were assigned Academic mentors, PFO Day, Financial Money Management and One to One Virtual meetings.</li> <li>➤ Past Students - 2020-2021 - 10 year 11 students on roll. 100% of students left TJA with a confirmed Post 16 Pathway.</li> <li>➤ 2019 - 2020 - 19 Year 11 students finish TJA 2019-2020. 100% of Students have moved onto further education, employment, or training.</li> <li>➤ 2018 – 2019 - 17 Year 11 students finish TJA 2018-2019. 100% of Students have moved onto further education or employment.</li> <li>➤ 2017 – 2018 - 16 Year 11 students finish TJA 2017-2018. 93% of Students have moved onto further education or employment.</li> <li>➤ 2016 – 2017 - 13 Year 11 students finish TJA 2016-2017. 100% of students have a confirmed route into further education.</li> <li>➤ Those who have been unemployed are being invited back and offered additional support if required. This support is available to students going back to 5 years.</li> <li>➤ BC enquired if any of the students are in a position to come back and talk to the students in the school?</li> <li>➤ DA said that an aspirational conference is held in November and those who are employed are being invited to discuss and share their experiences with current students to motivate and provide inspiration.</li> <li>➤ Work experience has been provided for students, including roles within the building like reception etc.</li> <li>➤ Details and data have all been uploaded and will be available on the school website.</li> </ul>		
--	--	--	--

	<ul style="list-style-type: none"> <li>➤ Staff need to be reassured that the school is doing well and looking at a long-term future within the national context.</li> <li>➤ Two important issues are staff pay and conditions, and pensions which must be brought into perspective and sorted.</li> </ul> <p>Comments:</p> <p>BC thanked DA for the brilliant report.</p> <p>SC to give a heads up to staff that TJA was moving in the right direction and looking forward to a long - term future.</p> <p>YI advised that we have received approval for JR to continue as off payroll accounting officer.</p>		
8	<p>Chair's report</p> <ul style="list-style-type: none"> <li>➤ BC remarked on the superb outcome of the exam results and a thank you to the whole team.</li> <li>➤ In the context of long- term future of the Jubilee Academy, The Harrow Alternative Provision Academy Trust members, will be looking at MAT options at their next meeting on 11<sup>th</sup> Oct 2022.</li> <li>➤ JR said that he would not be part of the process of exploring and moving forward looking at the sustainability of TJA as it would be a conflict of interest.</li> </ul>		

The meeting closed at 6.15pm. Next meeting is at 5pm on 5<sup>th</sup> December 2022.