

Actions / issues / decisions

Item	Notes / Decisions	Who action?	By when?
1	No actions / decisions.		
2			
3	Declarations of interests – all Governors present have completed the Register of Interests for 2017/18. None declared at the meeting.		
4	The minutes of the meeting on 10 May 2018 were agreed as a true and accurate record and signed accordingly. JR reported large amount of concern about cleaning. Not good enough. SC will extend contract for another year whilst working out alternative options.		
5	<p>a) Site update SC reported on Premises update – more detail in reports provided for meeting.</p> <ul style="list-style-type: none"> ➤ H&S training for staff all up to date ➤ Governors noted <ul style="list-style-type: none"> ○ E safety Log report for Spring term ○ GDPR Compliant documentation and updates ○ 5 year overview of census data ○ Summer 2018 External Attendance Analysis ➤ Governors approved <ul style="list-style-type: none"> ○ Searching, screening and confiscation policy ○ Three year extension to ICT support policy ○ Data protection policy ○ Data security Breach policy ○ School management of records policy ➤ SH mentioned that too many papers are included for GB meetings for Governors to read, HF responded that we need to include comprehensive paperwork in order to keep governors fully informed. <p>b) Finance</p> <p>i) Budget monitoring</p> <p>Management accounts to P9 May 2018 presented. Income £1.1m and expenditure £1.2m. Net surplus excluding depreciation is £34,714.</p> <p>Reserves currently stand at £565k. Variances still relate to staff savings of £46k.</p> <p>As at 25 June, number on roll was 79. We have seen some dormant commissioning schools take places this term and commissioning income for the year is as projected. Forecast to 31 August shows a breakeven position. Management accounts noted.</p> <p>ii) Final Budget 2018/19</p>		

	<p>Detailed final budget for 2018/19 reviewed by the Heads and Chair. Also projections for 2019/20 & 2020/21 prepared in accordance with new ESFA guidelines.</p> <p>Projections are based on funding of 115 places. 110 places have now been secured and confirmed to schools by letter. The budget projections include assumptions about pay increases and inflation and have been produced conservatively. Additional risks have also been considered.</p> <p>Budget for 2018/19 and submission of the Budget Forecast return to ESFA approved.</p> <p>iii) Draft Scheme of Delegation</p> <p>No significant changes and in line with other Harrow Academies. The final version will be presented at the first meeting in the new year for approval.</p> <p>iv) Financial Regs & Procedures</p> <p>Following the release of the Academies Handbook 2018, a number of amendments have been made to the documents to incorporate the changes. Summary provided information. Approved</p> <p>v) Extended Assurance Report</p> <p>Financial Procedures examined. School Finance procedures deemed sound and procedures implemented. One finding on VAT recovery of £1.50. financial procedures amended to incorporate advice from Alliotts. Noted</p> <p>vi) Risk register</p> <p>Updated and more detailed following recommendation in last assurance visit. Noted</p> <p>vii) Virements Approved</p> <p>viii) ESFA Letter to Academies 5 March 2018</p> <p>Refers to Financial returns and deadlines and the need for 3 year forecasts which have been produced. Noted.</p>		
6	<p>Report of Exec Head & Head of school</p> <p>MJ reported</p> <ul style="list-style-type: none"> ➤ TJA is fully staffed for upcoming school year. ➤ SIP completed. Priorities listed, SG to send updated SIP – sent with minutes of this meeting. ➤ Graduation ceremony was successful ➤ Well prepared for September. Planning end of year activities. ➤ SC exam analysis. 10 exams missed by 2 students. 1 child with special consideration. Commissioning schools alerted regarding attendance. 	MJ/SG	Jul 2018

7	HF thanked SC & YI for their work. SG to send summary of 360 feedback with minutes of meeting. In September there will be overall review of 2017/18 GB meetings. Governors were informed to look at GB planner and dates for information. HF thanks TJA staff members for all their hard work and GB members.	SG	Jul 2018
8	Aob – none.		

The meeting closed at 6pm.
Next meeting on 11 October 2018 at 5pm.