

The Jubilee Academy Governing Body - Minutes

Date: 3 December 2018
 Time: 5 - 6pm
 Venue: The Jubilee Academy, 73-77 Lowlands Road, HA1 3AW

Attended: Dewayne Artrey (DA) Julia Beaumont (JB)
 Becky Cozens (BC) Howard Freed (HF) – Chair
 Paul Gamble (PG) Aaron Mordant (AM)
 John Reavley (JR) - HT

Apologies: Kerry Ford (KF), David Gosling (DG)

Clerk: Shahanaz Gani (SG)
 Other attendees: Marlon Booth (MB) – Deputy Head, Sukhi Cooper (SC), Yasmeen Ibrahim (YI), Mike Jarrett (MJ), Darren Sutherland (DS) – Deputy Head
 Distribution: All Governors and Headteachers of Member schools

Agenda

Item	Title	Papers	Lead
1	Welcome		HF
2	Apologies		
3	Declarations of Interest		HF
4	Notes of previous meeting, 11/9/18: a) accuracy b) matters arising		HF
5	a) Site update i) Safeguarding including Child protection policy updated - Governors to approve ii) Catering tender shortlistees - Governors to note iii) Data Protection - Judicium is the newly assigned school's DPO - Governors to note b) Finance Stephen Meredith - Alliotts review of 2017-18 accounts i) Approval of the accounting policies, Governors report, the annual report and audited financial statements ii) Approval of the management letter and responses iii) Approval of the Letter of Representation iv) Approve the delegation of the signing of the Audit Plan, Terms of Business and Letter of Engagement to HF & JR v) Appointment of Alliotts as the schools Auditors for 2018-19 vi) Approval to submit last year's accounts via the Annual Accounts Return by 31 December vii) Budget monitoring report for October 2018 - to note viii) NJC support staff pay scales 2019-20	Y Y Y Y Y	SC YI
6	Report of Executive Headteacher & Head of School	Y	MJ & JR
7	Chair's Report		HF
8	AoB (Chair to be notified by the start of the meeting)		HF

Minutes / Decisions / Actions

Item	minutes	Who action?	By when?
1	No actions / decisions.		
2	DG sent apologies, KF is on maternity leave and will return in March 2019.		
3	Declarations of interests – all Governors present have completed the Register of Interests for 2018/19.		
4	The minutes of the meeting on 11 October 2018 were agreed as a true and accurate record and signed accordingly. JR mentioned new police officer is keeping contact with a cluster of Harrow schools regarding police matters.		
5	<p>a) Site update</p> <p>SC reported:</p> <ul style="list-style-type: none"> ➤ Premises update – detail in report noted. ➤ Approval of Safeguarding including Child protection policy has been updated and checked by safeguarding Governor. ➤ BC signed off DfE KCSIE (Keeping Children Safe in Education) ➤ Four catering contractors have been shortlisted. Decision will be made shortly with all other Consortium academies. ➤ New cleaning contract will start from 1/2/19. ➤ HF thanked SC for continued hard work. <p>b) Finance</p> <p>Stephen Meredith presented the Audited Account to 31 August 2018 together with the Management Report.</p> <p>No areas of concern were identified and the accounts show the school to be stable with healthy reserves. The pension deficit and capital ICT Grant were discussed but again no concern. Financial management is sound with no new findings.</p> <p>The Management Report for 2017-18 was also discussed. It states that Alliotts have reviewed the accounting policies and practices selected by the academy and are satisfied that the academy operates acceptable accounting policies and practices. In addition, the school has robust operating and management controls.</p> <p>i) Accounting policies, Governors' report, annual and audited financials – formally approved by the Governing Body.</p> <p>ii) Approval of the management letter and responses – formally approved by the Governing Body.</p> <p>iii) Approval of letter of representation – formally approved by GB</p>		

	<p>iv) The Audit Plan, Terms of Business and Letter of Engagement to HF and JR - formally approved by the Governing Body.</p> <p>v) Alliotts were formally appointed as school auditors for 2018-19.</p> <p>vi) Submission of the accounts to the DofE via the Accounts return – formally approved by the Governing Body.</p> <p>vii) YI presented the management accounts for October 2018. Income £272k, Expenditure £265k. Net surplus excluding depreciation £30k Variances are due to staffing costs following 2 resignations in September to be replaced in November & December and Performance Management pay still to be awarded.</p> <p>Number on roll was 57 and 108 places invoiced out of a planned 103.</p> <p>Cash balances stand at 823k</p> <p>Management Accounts noted.</p> <p>viii) A 2 year pay award was agreed by the unions in April 2018. The 2019-20 pay scales include new point scales and the assimilation is included in an EPM draft. Harrow academies propose to add these new points to the bottom of the existing H5, H6 and H7 grades. This would meet affordability and provide appropriately balanced pay scales. EPM to provide a short paper to all Harrow academies to consult.</p> <p>Other points to note:</p> <ul style="list-style-type: none"> ➤ HF thanked SM, JR and YI for finance work. ➤ PG asked about reserves policy, 40% of school turnover. <ul style="list-style-type: none"> 1. Are we confident that reserves policy covers us for that sum? 2. What would we do if we were challenged? <p>HF said this is an item for the next GB meeting.</p> <ul style="list-style-type: none"> ➤ SH asked about London living wage – YI answered all grades are above LLW and EPM have agreed salary with unions. Projections were provided in June 2018. 		
6	<p>Report of Exec Head & Head of school</p> <p>MJ reported</p> <ul style="list-style-type: none"> ➤ On going SIP evaluation is taking place. ➤ 57 NOR as of 1/12 and 59 on 3/12 <p>JR reported:</p> <ul style="list-style-type: none"> ➤ 59 FT places. New bid has been put on EFA. ➤ Last year 115 FT or equivalent to £10k. Commissioning schools figure is £350K. £95k for next year. ➤ Four new schools are joining including Nower Hill & Park High. 		

	<ul style="list-style-type: none"> ➤ Staffing is stable. ➤ Inspector on board is called Declan – strong inspector completed Rooks Ofsted 2005. ➤ Next GB will discuss external review and also potential to change structure to 3-19 including sixth form. <p>DS reported behaviour of TJA students:</p> <ul style="list-style-type: none"> ➤ School behaviour is securely good. ➤ TJA is currently recording a ratio of 5:1 achievement points (AP) vs behaviour points (BP). This figure is exceeding the school's expectations set at the beginning of the year. ➤ Comparison from 2017-2019 at this point last year AP vs BP was 4:1, compared to 2016 when it was 2:1 (in favour of BP). Therefore, behaviours across the school is improving. ➤ 94% of students are in positive conduct points vs 89% same period last year. ➤ Since 2015 till now, the trend is coming down for exclusions in line with national figures. ➤ A positive impact has resulted from more early intervention and support from the behavioural team. Thus, creating a calm environment and increased student engagement, ➤ PG applauded progress, shifting achievement and behaviour is hard, well done. <p>MB reported</p> <ul style="list-style-type: none"> ➤ Year 11 motivational conference took place on 15/11/18, six past students came and presented. It had a profound effect on current year 11 students to make positive and more informed decisions about their education, well-being and lifestyle choices. ➤ Range of interventions working well Good relationship with agencies. Students built on relationship. 27 students supported. ➤ Intervention and support from the mentoring programme has had a positive impact on students' outcomes across the school. Through mentoring and support the number of fixed term exclusions has reduced significantly. In addition, students engagement and achievement in lessons has improved significantly. ➤ AM completed student survey which had a positive outcome. ➤ MJ mentioned students' additional needs are met. ➤ BC asked if possible, to see internal figures. DA to bring to next meeting. ➤ PG asked if relationships services are good – Brooks & grieving. Good they were able to find local services. ➤ HF thanked DS and MB for their report and their work. Evidence of impact is clear. 		
7	<p>Chair's report</p> <ul style="list-style-type: none"> ➤ Thanks to JR & MJ- proud of TJA for ongoing work. BC's contribution is greatly appreciated. 		
8	<p>Aob – none.</p>		

The meeting closed at 6.15pm.
Next meeting on 4 March 2019 at 5pm.