

The Jubilee Academy Governing Body - Minutes

Date: 4 March 2019
 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
 Aaron Mordant (AM) John Reavley (JR) - HT

Apologies: Kerry Ford (KF), Paul Gamble (PG), David Gosling (DG), Sue Hammond

Clerk: Shahanaz Gani (SG)
 Other attendees: Sukhi Cooper (SC), Yasmeen Ibrahim (YI), Mike Jarrett (MJ)
 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, 3/12/18: a) accuracy b) matters arising		HF
5	a) Site update i) H&S and Safeguarding report by Safeguarding Governor – to note ii) Business Continuity Plan reviewed and updated – to note iii) Inventory checks sign off by Governor – to note iv) Chairs action sort on behalf of Governors to approve the award of the three year (+ 2year extension option) for the Harrow High Schools consortium catering services contract to ISS with effect from 1st April 2019 – to note v) Chairs action sort on behalf of Governors to approve the award of the three-year the Harrow High Schools consortium cleaning services contract to Evergreen facilities Ltd with effect from 1st February 2019 – to note vi) Data Protection Audit conducted 31st January by Judicium plus actions completed – to note b) Finance i) Budget monitoring report for January 2019 - to note ii) Funding – to approve iii) Virements - to approve iv) Autumn Term Assurance - to note v) Risk Register - to note vi) Finance policies - to approve vii) HR Suite of policies update - to approve viii) Reserves policy - to note	Y Y Y Y Y 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, PG & SH sent apologies, KF is on maternity leave and will return in June 2019.		
3	Declarations of interests – all Governors present have completed the Register of Interests for 2018/19.		
4	The minutes of the meeting on 3 December 2018 were agreed as a true and accurate record and signed accordingly.		
5	<p>a) Site update</p> <p>BC completed visits as Health & Safety, Safeguarding & SEN Governor:</p> <ul style="list-style-type: none"> ➤ H&S procedures are in place. Following Incident Management Training, contingency plans have been discussed and form part of the Business Contingency Plan. Data protection audit has been completed. All staff are up to date with GDPR training. ➤ Students have been informed about E Safety and the link with the Borough's Safer Schools Team is strong. BC recommended Safeguarding Team members to complete L3 SG Training. ➤ After an introduction with the SENCO, BC will meet again for end of year update. <p>SC reported:</p> <ul style="list-style-type: none"> ➤ Premises update – detail in report noted. ➤ Governors noted: <ul style="list-style-type: none"> ○ H&S and Safeguarding report by Safeguarding Governor ○ Business Continuity Plan reviewed and updated ○ Inventory checks sign off by Governor ○ Chairs action sort on behalf of Governors to approve the award of the three year (+ 2year extension option) for the Harrow High Schools consortium catering services contract to ISS with effect from 1st April 2019 ○ Data Protection Audit conducted 31st January by Judicium plus actions completed ➤ HF approved, on behalf of Governors, the award of the three-year the Harrow High Schools consortium cleaning services contract to Evergreen facilities Ltd with effect from 1st February 2019 <p>Actions:</p> <ul style="list-style-type: none"> ➤ BC to report on when L3 safeguarding is complete by staff ➤ BC, SC & MJ to report on external safeguarding review 	<p>BC BC, SC & MJ</p>	<p>Next meeting</p>

	<p>b) Finance</p> <p>i) YI presented the management accounts January 2019. Income £706k, Expenditure £685k. Net surplus excluding depreciation £21k.</p> <p>Variances are due to savings in staffing costs and additional commissioner’s income.</p> <p>Number on roll this week is 68 and 112 places invoiced. UPDATE BEFORE MEETING</p> <p>Cash balances stand at £850k.</p> <p>Management Accounts noted.</p> <p>ii) Funding 2019-20. On 4th February, we received confirmation that the ESFA would be funding us for 115 places as requested. In light of this, it is proposed that current commissioning prices remain the same for 2019-20. Approved</p> <p>A revised staffing budget and draft budget for 2019-20 and 2020-21 will now be produced.</p> <p>iii) Virements P7 March 2019 – approved</p> <p>iv) Extended Assurance report - Alliotts visited to carry out review work on the schools Asset Management. They considered all areas to be good. Noted.</p> <p>v) Risk Register - reviewed. No changes required. – Noted</p> <p>vi) Finance policies – Debtors and Debt Recovery Policy, Fraud avoidance policy and Investment Policy. Fraud avoidance has been amended in accordance with recommendations from Alliotts following a Fraud assurance visit. The other two have no changes. To approve</p> <p>vii) HR Suite of policies have been updated and a summary provided in the papers. No significant changes. To approve</p> <p>viii) Reserves policy – as a matter arising from the last meeting. The report recommends a change of wording in paragraph 3 of the reserves policy in the audited accounts. Approved</p> <p>The report also looks at scenarios of the effect of a reduction in ESFA funding which is based on an annual evaluation by them.</p>		
6	<p>Report of Exec Head & Head of school</p> <p>MJ reported:</p> <ul style="list-style-type: none"> ➤ Key priority is to enhance behaviour and attitudes for learning in KS3 and KS4. 		

	<ul style="list-style-type: none"> ➤ Commissioners are working highly effectively with the RTI (Referral, transition and induction) Policy. Relevant forms and requests for information are being provided promptly and in line with the procedure. Admission decisions are communicated in writing to Headteachers within 24-48 hours following the referral meeting. ➤ TJA is fully staffed. <p>DA reported on Post 16 and Careers:</p> <ul style="list-style-type: none"> ➤ To date 85% of students have completed at least one college application. 5% of students have started but not completed an application. ➤ PFO (Preparing for Future Opportunities) Day is on March 20. ➤ External agencies will continue to provide support during PSHRE to offer additional support in key areas around; post 16 expectations, CV writing and interview skills. ➤ Year 10 will have work experience week during 10-14 June. <p>HF said the post 16 update was very positive and this information should be visually displayed in TJA reception area.</p> <p>JR reported:</p> <ul style="list-style-type: none"> ➤ Roles and staff very stable ➤ Confident that the school is going in the right direction. ➤ That focus should be on baseline and destination information. 	MJ	June Meeting
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	Aob – none.		

The meeting closed at 5.40pm.
Next meeting on 13 June 2019 at 5pm.