



	xii) Governor's waiver for the use of suppliers 2019-20 – to approve xiii) Pension Fund FRS102 – to note xiv) ESFA Letter to academy trusts dated 19 July 2019 – to note		
7	Report of Executive Headteacher & Head of School including SEF, SIP and student post 16 destinations	Y	MJ & JR
8	Chair's Report a) TJA GB Code of Conduct b) TJA GB Self Evaluation 13/6/19 c) Changes in education 2019	Y N Y	HF
9	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	JB, FC, KF & PG sent apologies.		
3	Declarations of interests – all Governors present have completed the Register of Interests for 2019/20. SG to obtain completed forms from absent Governors.	SG	Asap
4	The minutes of the meeting on 13 June 2019 were agreed as a true and accurate record and signed accordingly.		
5	HF re-elected as Chair, BC re-elected as Vice Chair. BC is elected as Safeguarding, Health & Safety and SEN Governor.		
6	<p>a) Site update</p> <p>YI reported on behalf of SC:</p> <ul style="list-style-type: none"> <li>➤ Premises update – detail in report noted.</li> <li>➤ Governors noted: <ul style="list-style-type: none"> <li>○ Staff level 2 Safeguarding and H&amp;S Training completed</li> <li>○ Safeguarding audit report</li> <li>○ Full Health and Safety Audit</li> <li>○ TJA statutory and Non-statutory Policies</li> <li>○ Annual accident/incident report</li> <li>○ Online Safety Mark</li> <li>○ Website Checks completed</li> <li>○ E safety annual report</li> </ul> </li> <li>➤ Governors approved: <ul style="list-style-type: none"> <li>○ Safeguarding including Child Protection Policy</li> <li>○ Health and safety Policy</li> </ul> </li> </ul> <p>Comments from Governors:</p> <ul style="list-style-type: none"> <li>➤ BC asked for Safeguarding Audit report to be circulated.</li> <li>➤ HF pleased to hear about Carstens report. BC said it was an exceptional report thanks to SC and Adam Goodenough.</li> </ul>	MJ	Asap

<p>b) Finance</p> <p>i) Budget monitoring</p> <p>Management accounts to 31 August 2019 show income of £1.68m and expenditure of £1.67. Net surplus excluding depreciation stands at £115k.</p> <p>Note 8 of the management report shows the breakdown of savings made to achieve a surplus. Reserves position at the end of the year is projected at £708k. Draft accounts produced by Alliotts reflect the P12 Balance sheet.</p> <p>Since the report, an updated budget has been produced. We have invoiced for 124 students compared to 115 in the budget submission for 19/20. Projected commission income being £21k over budget. Pay increases have also been included, increasing the staff costs by £8k. We will monitor for the Government grant to cover. Noted</p> <p>ii) Virement</p> <p>Through an internal staff reorganisation and recruitment, we have managed to cover for maternity without using supply agency. Approved</p> <p>iii) School Teacher's pay review</p> <p>Government recommendations to uplift the various pay scales and apply the increase to all points in the pay ranges. This is in line with all other Harrow schools – approved</p> <p>iv) Pay Policy.</p> <p>Updated in line with other Harrow Academies – approved</p> <p>v) Pay review panel</p> <p>Pay review panel will meet and make recommendations. Panel was agreed: PG, HF and JR</p> <p>iv) Scheme of Delegation</p> <p>Draft presented at last GB meeting in June. Final version now submitted for approval. No changes</p> <p>vii) Academies Financial Handbook Summary</p> <p>Changes noted.</p> <p>viii) Whistleblowing Governor.</p> <p>As recommended in the Academies Financial Handbook, SH appointed for this role.</p> <p>ix) Financial Regulations and Procedures</p> <p>These were brought to the June meeting and have now been updated with the handbook recommendations. Approved</p> <p>x) Risk Register</p> <p>Reviewed. No changes. Noted</p>		
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	<p>xi) Extended Assurance Report Summer 2019</p> <p>Data returns were examined. No findings. Noted.</p> <p>xii) Governor' waiver</p> <p>Governors Waiver for the use of suppliers – approved</p> <p>xiii) Pension Fund FRS 102 – deterioration seen in the pension fund of £245k. Noted</p> <p>xiv) ESFA Letter to Academies 19 July 2019</p> <p>References to the Academies Financial Handbook. The points mentioned are practiced and have been incorporated into this year's Financial Procedures.</p> <p>Internal scrutiny sufficiently covered through assurance visits.</p> <p>Risk register maintained and updated quarterly</p> <p>Contact details of Governors updated and compliant</p> <p>SRMSAT – waiting for updated return and guidelines with view to submit within the 14 November deadline.</p> <p>Noted</p>		
7	<p>Report of Exec Head &amp; Head of school</p> <p>MJ reported:</p> <ul style="list-style-type: none"> <li>➤ TJA is celebrating it's best GCSE results for 6 years.</li> <li>➤ SH commended amazing work and asked about comparisons and whether there were any surprising or disappointing results. MJ answered science is of concern, not critical however needs focus. This will be achieved via analysis of target setting.</li> <li>➤ BC suggested to circulate TJA Aspire and Achieve brochure with other agencies such as Harrow's Early Help team, YOT and Children's services. Also social workers.</li> <li>➤ MJ to send brochure and The Parliamentary Review to Paul Hewitt, Director of Children's Services.</li> </ul> <p>DA reported on post 16 destinations:</p> <ul style="list-style-type: none"> <li>➤ 100% of students left TJA in summer 2019 with a confirmed post 16 pathway.</li> <li>➤ Success stories from over the years presented a positive picture.</li> <li>➤ SH suggested to capture past students' experiences at TJA and also graduate experience. This would be a welcome addition in the TJA's Aspire &amp; Achieve brochure.</li> <li>➤ HF thanked DA on behalf of all governors.</li> </ul> <p>JR reported that he was impressed with:</p> <ul style="list-style-type: none"> <li>➤ Staff retention at TJA is at 75% since first year. TJA now in 7<sup>th</sup> year.</li> <li>➤ Attendance at TJA is very good.</li> <li>➤ Succession planning has been of high standard.</li> </ul>	MJ	Next GB meeting
8	<p>Chair's report</p> <ul style="list-style-type: none"> <li>➤ GB code of conduct, HF recommended to adopt this as policy. Ethical leadership. TJA code of conduct adopted -</li> </ul>		

	<p>SG to check with absent Governors they have read and understood</p> <ul style="list-style-type: none"> <li>➤ Self evaluation 2018/19 of TJA GB show mostly green.</li> <li>➤ HF suggested to have evaluation of chair, to see what's going and even better ifs.</li> <li>➤ MJ and JR to come back item regarding parental engagement at TJA.</li> </ul>	MJ & JR	<p>Next GB meeting.</p> <p>Next GB meeting.</p>
9	Aob – none.		

The meeting closed at 6.10pm.  
Next meeting on 2 December 2019 at 5pm.