

The Jubilee Academy Governing Body - Minutes

Date: 7 December 2020
 Time: 5 - 7pm
 Venue: Via Zoom

Attended: Dewayne Artrey (DA) Fiona Carey (FC)
 Becky Cozens (BC) Howard Freed (HF) – Chair
 Sue Hammond (SH) Aaron Mordant (AM)
 John Reavley (JR) - HT

Apologies: Julia Beaumont (JB), Sukhi Cooper (SC), Paul Gamble (PG)
 Clerk: Shahanaz Gani (SG)
 Other attendees: Marlon boothe (MB), Yasmeen Ibrahim (YI), Mike Jarrett (MJ), Ian Phillips, Gary
 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, 8/10/20: a) accuracy b) matters arising		HF
5	Price Bailey's presentation and review of the Audited Accounts and Management Letter 2019-20	Y	IP
6	a) Site update i) New H&S Policy for Science department – to approve ii) All staff completed Prevent Duty training – to note iii) All staff completed Sexual Harassment and Sexual Violence training on 5/11/2020 - to note iv) All staff log to evidence all staff have read and understood Part 1 and Part 5 of KCSIE 2020 – to note v) All Governors log to evidence all staff have read and understood Part 1 and Part 5 of KCSIE 2020 – to note vi) Schools Opening RA for schools updated in line with government guidance – to note vii) Single Positive staff case – school notified 6/11/2020 – to note report viii) Single Positive student – school notified 26/11/2020 – to note report ix) Website checks completed to reflect DfE updates published on 12/11/20 - to note x) Inventory updated to reflect new student laptops completed by SBM and Governor November 2020 - to note xi) Online safety audit and SG issues arising from Covid by H&S Governor – 05/11/2020 - to note xii) School meeting Temporary Direction of Government Coronavirus Act 2020 Provision of Remote Education (England) to note xiii) Additional Staff and Student laptops to support Covid Pandemic implications - to note xiv) Goods and services contract register reviewed by SBM - to note xv) Annual service and maintenance checks conducted during October half term and Biannual legionella water risk assessment – to note		SC

	<p>xvi) Final Certificate of Completion of Making Good Defects (the "CCMGD") – Governors to note</p> <p>xvii) Covid 19 Catch up premium statement and our proposed spend plan is now on the website – to note</p> <p>b) Finance</p> <p>i) Approval of the accounting policies, Governors report, the annual report and audited financial statements</p> <p>ii) Approval of the management letter and responses</p> <p>iii) Approval of the Letter of Representation</p> <p>iv) Approval of the Internal Scrutiny Report</p> <p>v) Approve the delegation of the signing of the Audit documents to HF and JR</p> <p>vi) Approval to submit last year's accounts via the Annual Accounts Return by 31 January</p> <p>vii) Appointment of Price Bailey as the schools Auditors for 2020-21 - to approve</p> <p>viii) Budget monitoring report for October 2020 - to note</p> <p>ix) Virements – to approve</p> <p>x) Significant change to AFH, Accounting Officer not on payroll - to note</p> <p>xi) Scheme of delegation – to approve</p> <p>x) New finance system – Transfer to Access Education with effect from 1 December for preparation and live date 1 April 2021 – to approve</p>		YI
7	Report of Executive Headteacher & Head of School including MB's Safeguarding report	Y	MJ & JR
8	Chair's Report		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 & PG were absent, SC sent apologies.		
3	Declarations of interests – all Governors present have completed the Register of Interests for 2020/21. There were no declarations of interest for this meeting.		
4	The minutes of the meeting on 8 October 2020 were agreed as a true and accurate record and signed accordingly. Matters arising were dealt with. All Governors present have read KCSIE part 1 and Annex H. SG to follow up on absent Governors. MJ sent full SIP.	SG	By next meeting
5	<p>Gary Miller and Ian Phillips From Price Bailey presented the Audited Account to 31 August 2020 together with the Management Letter.</p> <p>The Management letter was shared in detail with the GB. Findings were low priority. There is only one adjustment to the accounts being the pension deficit.</p> <p>No areas of concern were identified, and the accounts show the school to be stable with healthy reserves and good cash balances. All Governors present authorised the accounts.</p>		

	HF expressed thanks to Price Bailey for their work. HF expressed thanks on behalf of all GB for YI's work.		
6	<p>a) Site update</p> <p>HF reported on behalf of SC:</p> <ul style="list-style-type: none"> • Governors approved the new H&S Policy for Science department • Governors noted <ul style="list-style-type: none"> ○ All staff completed Prevent Duty training ○ All staff completed Sexual Harassment and Sexual Violence training on 5/11/2020 ○ All staff log to evidence all staff have read and understood Part 1 and Part 5 of KCSIE 2020 ○ All Governors log to evidence all staff have read and understood Part 1 and Part 5 of KCSIE 2020 ○ Schools Opening RA for schools updated in line with government guidance ○ Single Positive staff case – school notified 6/11/2020 ○ Single Positive student – school notified 26/11/2020 ○ Website checks completed to reflect DfE updates published on 12/11/20 ○ Inventory updated to reflect new student laptops completed by SBM and Governor November 2020 ○ Online safety audit and SG issues arising from Covid by H&S Governor – 05/11/2020 ○ School meeting Temporary Direction of Government Coronavirus Act 2020 Provision of Remote Education (England) ○ Additional Staff and Student laptops to support Covid Pandemic implications ○ Goods and services contract register reviewed by SBM ○ Annual service and maintenance checks conducted during October half term and Biannual legionella water risk assessment ○ Final Certificate of Completion of Making Good Defects (the "CCMGD") ○ Covid 19 Catch up premium statement and our proposed spend plan is now on the website <p>b) Finance</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 the Internal Scrutiny Report</p> <p>iv) Approval of the signing of the letter of representation – formally approved by GB</p> <p>v) Approval of the delegation of the signing of the Audit documents to HF and JR - formally approved by the Governing Body.</p>		

- vi) Submission of the accounts to the DofE via the Accounts return – formally approved by the Governing Body.
- vii) Appointment of Price Bailey as the school’s Auditors for 2020-21 – formally approved by the Governing Body.
- viii) Budget monitoring

Management accounts to 30 October 2020 show income of £255k and expenditure of £281k. Net deficit excluding depreciation stands at £7,306. This deficit does not include Teacher’s performance management increases and pay increment. These have now been paid in November and backdated to September.

On behalf of the GB, HF sees the management accounts each month and has the opportunity to ask questions.

We have invoiced for 118 students compared to 115 in the budget submission for 20/21. Projected commission income being £6k over budget. Noted

- ix) Virement for P3 November 2020 – Purchase of additional laptops for staff to work remotely when needed. Virement from Sport Centre charges as Cedars is not currently being used for PE.

Virement for P4 December 2020 from Contingency to Cleaning to cover additional covid cleaning for Spring Term. Approved

- x) Significant change to AFH – Accounting Officer not on school’s payroll.

ESFA have approved a deviation from the AFH whereby the new requirement that Accounting Officer needs to be on the school’s payroll. For information, JR is seconded from the Tithe Academy and payment is made by invoice quarterly to Tithe. Noted

- xi) Changes made to the Scheme of Delegation and backdated to September 2020. Additional approval line of Head of School added. Approved

- x) New Finance system – following a full tender process in conjunction with other Harrow schools, Access Education has been selected by the Harrow school to replace Civica with effect from March 2021. Due to Covid, Access staff are working from home and requested that the transition work date be moved from Jan 2021 to November 2020. Following consultation with Governors in October, Chair’s approval was obtained to sign the framework agreement. Approved.

Comments and questions:

HF expressed thanks to SC & YI on behalf of GB for the comprehensive and thoroughness of excellent work leading business side of TJA.

JR commended the financial accounting systems in place at TJA and the collaboration between Harrow schools, as praised by Gary from Price Bailey. HF mentioned the business managers close working relationships is reflected in excellent work.

7	<p>Report of Exec Head & Head of school</p> <p>MJ reported:</p> <ul style="list-style-type: none"> ➤ Covid has affected TJA staff, in the last 24 hours three staff members have tested positive, four staff members are isolating as being in close contact, and an additional four staff members are showing symptoms. Students affected are isolating at home. Two students tested positively for Covid in November and staff members and students self isolated in accordingly. ➤ Students numbers fluctuate due to respite placements ending and students leaving for a variety of reasons but on the whole numbers are increasing. Currently 24 full time, 28 respite and 6 outreach. ➤ TJA is fully staffed, despite the current situation. ➤ GCSE Mock exams have been disrupted due to covid and will continue now in spring term. ➤ Year 11 virtual motivational conference took place on 18/11. The aim of the session was to motivate and empower Year 11 students to make positive ad more informed decisions about their education, well being and lifestyle choices. The session was delivered using a range of guest speakers including TJA staff members, external agencies and past students, who shared crucial information about post 16 progression and destinations. ➤ Behaviour across the school is improving compared with previous years. This has been judged as securely good. TJA is currently recording a ratio of 6:1 AP vs BP, this figure is exceeding the school's expectations set at the beginning of the year. ➤ Exclusions is currently down by 50% compared to the same period last year and also compared with local and national statistics over the last 3 years. Darren Sutherland will attend the March meeting to discuss student behaviour in detail. <p>Comments and questions:</p> <ul style="list-style-type: none"> ➤ HF asked if school is open while staff members are not present. MJ replied blended learning provided by staff has been in operation. If staff are well enough, they provide online lessons to support students. The situation currently is difficult but manageable. ➤ FC asked about positive exclusions data, what has been the reason for it. MJ reported this has been due to a good internal system and mentoring tailored to the specific needs of the students. <p>JR reported:</p> <ul style="list-style-type: none"> ➤ YI has successfully explained to EFA about numbers at TJA which can be complicated by not having whole numbers to work with. ➤ Student exclusions has been positive, behaviour has been excellent and expressed thanks to staff for their tremendous care towards students. 		
---	--	--	--

MB reported:

- Year 11 motivational conference was most successful this year. The quality of past students, where they are now and how they got there has been inspirational. Two students at university, one at Kingston and one at Southampton. This was extremely empowering. One student is at college and one student in full time employment. This provided a broad and balanced spectrum of post 16 achievement. Students had lots of questions for the guest speakers given the current situation with Covid.
- Of the current 46 students, 28 have a current and historic safeguarding status. 20 students have a current active status, of which 3 are registered as CP and 5 as CIN. 9 students of those 20 are on the SEN register, which is a significant number. The ratios of boys to girls is in line with the school representation of gender.
- For the first time, there are more respite students on the safeguarding register than full time students, usually it is the other way around.
- There are 11 students representing serious concerns, 4 have been referred to the MASH team and 7 have had social workers assigned.
- A higher number of referrals have been made to Safer Schools officer for serious and complex cases, around substance misuse and anti terrorism PREVENT from usage of computers systems at school. Adam, the IT technician, is doing a great job for picking these up from systems in place and responding swiftly.
- There are 19 students on the SEND register. Majority are from year 10 and 11. At the moment no one is on an EHC plan. 2 students are ADHD and 9 are SEMH. More respite have SEN needs than Full time.
- 87% of students are receiving at least 1 intervention.
- Mentoring and support from external agencies have had a positive impact on students' outcome across the school.
- Student well being has had a positive impact due to exclusions. Achievement has improved. As well as attendance. Pastoral team have reported student engagement has improved. Close monitoring has been effective. Staff are more secure in terms of how to respond to students needs due to early intervention

Comments and questions:

- HF commended MB on an excellent conference. MB mentioned meeting online helped attendance of past students, unlike the previous year.
- BC asked of the MASH referrals what are the main concerns. MB answered Prevent, substance misuse and sexual exploitation. Outcome for these referrals has been via support in schools and additional services by external providers.
- BC commended MB and team for keeping commissioning schools informed given increase in respite cases.
- FC asked about PREVENT referrals – if there was a strategy meeting. MB answered one required strategy meeting and other one stayed with a guidance Safer schools meeting which was deemed sufficient.

	<ul style="list-style-type: none"> ➤ HF expressed thanks to MB and team for comprehensive report on safeguarding, student well being and SEN work. Thanks to BC for being link governor and MJ for managing TJA. 		
8	<p>Chair's report</p> <ul style="list-style-type: none"> ➤ HF thanked all staff including MJ, JR and Senior leaders for their work being on the frontline being continually supportive during these challenging times. ➤ HF thanked all governors for their support and being challenging in their commitment towards TJA. 		
9	AoB – none.		

The meeting closed at 6.20pm. Next meeting is at 5pm on 1st March 2021.