

# The Jubilee Academy Governing Body - Minutes

Date: 4 December 2017  
 Time: 5 - 6pm  
 Venue: The Jubilee Academy, 73-77 Lowlands Road, HA1 3AW

Attended: Dewayne Artrey (DA), Julie Beaumont (JB),  
 Becky Cozens (BC) Kerry Edens (KF)  
 Howard Freed (HF) – Chair Paul Gamble (PG),  
 Sue Hammond (SH) Aaron Mordant (AM)  
 John Reavley (JR) - HT Claire Spicer (CS)

Clerk: Shahanaz Gani (SG)  
 Other attendees: Sukhi Cooper (SC), David Gosling (DG),  
 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	Appointment of Community Governor		HF
4	Declarations of Interest		HF
5	Notes of previous meeting, 05/10/17: a) accuracy b) matters arising		HF
6	a) Finance Stephen Meredith - Alliotts review of 2016-17 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 and JR v) Appointment of Alliotts as the schools Auditors for 2017-18 vi) Approval to submit last year's accounts via the Annual Accounts Return by 31 December vii) Budget monitoring report for October 2017 - to note viii) Approval of virements ix) Future planning – Budget scenarios  b) Site update i) Health & Safety management review ii) Health & safety management review action plan iii) Science and Ionising radiation audit report – to note	Y     Y Y  Y Y  Y Y	SC       SM& YI
7	Report of Executive Headteacher & Head of School to include Darren Sutherland's report on standards of behaviour	Y	MJ, JR & DS
8	Chair's Report		HF
9	AoB (Chair to be notified by the start of the meeting)		HF

## Actions / issues / decisions

Item	Notes / Decisions	Who action?	By when?
1	No actions / decisions.		
2	All present.		
3	David Gosling was appointed as new Community Governor. David is Assistant Head at Haydon School.		
4	Declarations of interests – all Governors present have completed the Register of Interests for 2017/18. None declared at the meeting.		
5	a) The minutes of the meeting on 5 October 2017 were agreed as a true and accurate record and signed accordingly. b) MJ completed a comparison of A8 & P8. GDPR for TJA will be completed by two senior staff at Rooks Heath School. May 28 <sup>th</sup> is GDPR deadline. SC will provide exec summary. DS from SLT present at this meeting.		
6	a) Finance. Stephen Meredith presented the Audited Account to 31 August 2017 together with the Management Report. No areas of concern were identified and the accounts show the school to be stable with healthy reserves. The pension deficit and capitalisation of building works was discussed but again no concern. Financial management is sound with no new findings. The Management Report for 2016-17 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. Areas highlighted last year have been resolved and no new points raised.  i) Accounting policies, Governors' report, annual and audited financials – formally approved by the Governing Body. ii) Approval of the management letter and responses – formally approved by the Governing Body. iii) Approval of letter of representation – formally approved by GB iv) The Audit Plan, Terms of Business and Letter of Engagement to HF and JR - formally approved by the Governing Body. v) Alliotts were formally appointed as school auditors for 2017-18. vi) Submission of the accounts to the DofE via the Accounts return – formally approved by the Governing Body. vii) YI presented the management accounts for October 2017. Income £244k, Expenditure £273k. Net deficit excluding depreciation £3.5k mainly due to upfront costs at the start of the year. Variances are due to savings in staffing costs following a reduction in secondment staff and savings through the		

	<p>recruitment of support staff. Accounts to end of November show a surplus of £100  Number on roll was 51 and 98 places invoiced out of a planned 103.  Cash balances stand at £671k.  Management Accounts noted.</p> <p>viii) Approval of virements – approved P3 November 2017.  ix) Budget scenarios - Budget scenarios for 2018/19 have been produced and are being considered by the JR &amp; MJ. These will be discussed with the Chair prior to the next GB meeting.</p> <p>c) Site update  SC reported on Premises update – more detail in reports provided for meeting.</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety Management review conducted by Carstens &amp; Robinsons on 16/10/17.</li> <li>• Governors noted that priorities 1 &amp; 2 were completed in the H&amp;S Management Action Plan.</li> <li>• BC volunteered to be Health &amp; Safety Governor, will meet with SBM once a term as per priority 3 in H&amp;S Management Action Plan.</li> <li>• Governors noted Science and Ionising radiation audit report which was outstanding.</li> <li>• Website – safeguarding on there.</li> <li>• SLA up to date.</li> <li>• HF suggested GB to look at TJA website.</li> <li>• HF requested GDPR feedback at next GB meeting</li> </ul>		
7	<p>Report of Exec Head &amp; Head of school</p> <p>MJ provided the following update:</p> <ul style="list-style-type: none"> <li>• All areas good for school. School effectiveness is good as is teaching and learning. A comparison of Attainment 8 and Progress 8 was provided.</li> <li>• DS presented the Student Behaviour Report which was very positive. Clear behaviour policy and expectations are in place. These are measured by: <ul style="list-style-type: none"> <li>➢ SIMS report Identifies the behaviour policy is implemented consistently by staff</li> <li>➢ Students are accepting rewards with pride through reward system</li> <li>➢ Positive feedback from parents and commissioning schools</li> <li>➢ The number of incidents per week has reduced compared to last year</li> </ul> </li> </ul> <p>Questions asked:</p> <ul style="list-style-type: none"> <li>• KE asked how are reduced incidents monitored? DS answered this was monitored via SIMS and also passed onto DS. AM deals with low level and DS with high level. DS liaises with parents on any issues and monitors.</li> </ul>		

	<ul style="list-style-type: none"> <li>PG asked about effectiveness of intervention programmes, Marlon Booth will come to the next meeting to discuss.</li> <li>HF asked if intervention programmes related to all students permanent and temporary students? – answer yes.</li> <li>PG asked about attendance. MJ said the increase in attendance has been monitored by looking at past and present data.</li> </ul> <p>JR reported:</p> <ul style="list-style-type: none"> <li>Ofsted year currently. June is prediction. School so far advanced from past Ofsted. Standard of planning, strategic planning has improved in last 2-3 years. Staffing is good. Extremely talented associate staff. Numbers have increased.</li> <li>Funding for 110-120 children. GB is stable. Attendance is good.</li> <li>PG mentioned Progress 8 data looks negative. MJ mentioned point of entry data and exit data shows improvement. Also looking at KS2 – to now.</li> <li>JR inspector insisted on reporting KS2 to exit result. Rigorous testing is completed on entry to establish a baseline result for all students.</li> <li>PG asked about Post TJA progress for students– this is recorded.</li> <li>KE asked when secondary ASP (Analysing School Performance) report available – PG mentioned that ASP replaces RAISEonline and should be available in January 2018.</li> <li>JR hoping that current SEF will upgrade to 1 (outstanding), SEF is updated twice a year.</li> <li>PG observed closing the gap is key to good outcome for Ofsted.</li> <li>JR believes between last and next inspection progress has been good.</li> <li>KE would like to visit TJA to learn more about TJA, SC will arrange.</li> </ul>		
8	HF expressed thanks to all TJA staff and Governing Body. Noted where it was and where it has come. Appreciate hard work and commitment.		
9	<p>Aob</p> <ul style="list-style-type: none"> <li>MJ consulted students about Uniform change, more details in February report</li> </ul>		

The meeting closed at 6.30pm.  
Next meeting on 26 February 2017 at 5pm.