

The Jubilee Academy Governing Body - Minutes

Date: 5 October 2017

Time: 5 - 6pm

Venue: The Jubilee Academy, 73-77 Lowlands Road, HA1 3AW

Attended: Becky Cozens (BC) Kerry Edens (KF)
Howard Freed (HF) – Chair Sue Hammond (SH)
John Reavley (JR) - HT Aaron Mordant (AM)

Apologies: Dewayne Artrey (DA), Julie Beaumont (JB), Paul Gamble (PG), Claire Spicer (CS)

Clerk: Shahanaz Gani (SG)

Other attendees: Sukhi Cooper (SC), Kerry Ford (KF), 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 & Annual Update of Register of Interests		HF
5	Notes of previous meeting, 29/06/17: a) accuracy b) matters arising		HF
6	Election of Chair		
7	Election of Vice Chair		
8	Other Governing Body roles		
9	Report of Executive Headteacher & Head of School to include examination results for 2017	Y	JR & MJ
10	a) Premises update i) Statutory and non statutory Policies checklist updates - to note ii) Health and Safety Policy - to approve iii) Risk Assessment Register - to note iv) FRA review – to note (v) All staff annual safeguarding and health and safety training - to note b) Finance i) Management accounts to 31 August 2017 - to note ii) Approval of the pay Policy - to approve iii) Appoint Pay committee/Body - to approve iv) School Teachers Pay review including TLRs and SEN allowance - to approve option 3 of EPM advice notes v) Approval of the Scheme of Delegation - to approve vi) Risk Register update - to note vii) Extended Assurance work plan - to note viii) Extended Assurance Report Summer 2017 ix) Governors waiver for the use of suppliers -to approve x) Academies Financial Handbook – to note		SC YI

11	Chair's Report including Review of GB		HF
12	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	JB, PG and CS sent apologies.		
3	Kerry Ford was appointed as new Community Governor. Kerry works as a Travel Planner for Harrow Council.		
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 29 June 2017 were agreed as a true and accurate record and signed accordingly. b) SIP changes were completed by MJ. A Community Governor has been selected. Safeguarding complete. Dropbox account set up for secure distribution of papers for meetings.		
6	HF re-elected as chair.		
7	BC elected as vice chair.		
8	Other governors appointed SEN and Link Governor: BC is Safeguarding and SEN governor.		
9	Report of Exec Head & Head of school MJ provided the following update: <ul style="list-style-type: none"> Some students not suitable for EBACC. The school has realigned the curriculum to ensure that all students in year 11 will meet the EBACC requirement, previously this was not the case. The new curriculum & qualifications for 2017-2018 school year is as follows: In Years 7 and 8, students experience a broad and balanced curriculum, meeting the needs of all students. In KS4, students are able to make decisions on elements of their curriculum. Students are able to select four option choices. All students have the opportunity to select at least three subjects that meet the EBACC requirements of the National Curriculum. 11 out of 12 (92%) of students achieved 3 GCSEs subjects at grade A*-G and 10 out of 12 achieved 4 A-G in their GCSE's. 10 of 12 (83%) achieved expected progress across 7/8 GCSE's up from 64% in 2016. On entry, assessment levels indicate that most students joined the school on average two grades below what they have achieved overall in 2017, including English & mathematics. 		

	<p>Other points to note:</p> <ul style="list-style-type: none"> • HF asked what is “accelerated progress”, MJ defined this as better than expected given students’ vulnerability and joining at different points in the year. • KF questioned how grades were awarded at the end of the year. MJ answered via teacher assessment and directed her to TJA’s assessment policy – accessible via school’s website. • HF asked whose assertion is that “school is operating in exceptional circumstances”. MJ explained that given the general profile of the students, the school is operating under exceptional circumstances to meet their needs. The school provides for a maximum capacity of up to 80 students with complex social, emotional and behavioural difficulties. The current cohort is comprised of students from 10 Harrow partner schools and 24 out of borough partner schools. All of these students have previously had negative experiences of school with the large majority having experienced one or more fixed term exclusions or been on the verge of permanent exclusion from the home school. • SH suggested looking at attainment 8 vs progress 8. SH suggest to gather P8 A8. It’s more informative. At next meeting. Action. • KF questioned science attainment. MJ answered that TJA had to drop core science due to Science teacher leaving and recruiting has not been easy. • HF thanked talented staff for their work and stressed the importance that Governors question things. <p>JR explained</p> <ul style="list-style-type: none"> • TJA have students from 35 schools. Numbers in strong position. Finances settlement are difficult. Attendance improved. Exclusions reduced. • Looking at SEF, Section 3. better than good. FT exclusions in decline. Section 4 judged to be good. • In the Harrow School Improvement Partnership (HSIP) review of Teaching & Learning, 75% lessons are judged to be good or better. Science lessons observed to be good. • Overall effectiveness is currently judged as a grade 2 to move from good (2) to outstanding (1). <p>HF commented based on improvements in past we should be able to envisage better than good. HF proud AP school is at least good.</p>	MJ	Next meeting.
10	<p>a) <u>Premises Update</u></p> <p>SC reported on Premises update – more detail in reports provided for meeting.</p> <ul style="list-style-type: none"> • All DHT are Level 3 Safeguarding trained. 		

	<ul style="list-style-type: none"> • All staff have signed a Safer Working Agreement to evidence that all staff have read Part 1: Safeguarding Information for all staff. • All staff training records are up to date • Full Health & Safety Audit due 16th October 2017 • Governors approved the Health & Safety Policy • Governors noted: <ul style="list-style-type: none"> ➤ All staff level 2 safeguarding, Health & Safety and Code of Conduct training completed – 1 Sep 2017 ➤ All Policies with delegation to Head of School have been reviewed as per the TJA statutory and Non statutory policies and document checklist ➤ All risk assessments reviewed and updated as per the risk register ➤ Annual review of FRA <p>HF asked about data protection and new GDPR legislation. JR to find out how schools to deal with this at next Harrow Heads meeting.</p> <p>b) Finance</p> <p>Budget Monitoring Report P12 August 2017</p> <p>Management accounts for August 2017 (P12) presented. These show income of £1.4m against expenditure of £1.76m. This gives a net deficit of £212K. The expenditure includes capital expenditure under the EFA grant. If this is stripped out, the accounts show a deficit of £5k compared favourably to the approved budget deficit of £54,800. Draft accounts received yesterday show a reserve position of £530k. Cash balances are £631k</p> <p>Student numbers at the end of the year was 74.</p> <p>Period 1 for 2017-18 has closed and shows a surplus of £5k due to teachers increments not being passed on yet.</p> <p>For 2017-18, our approved budget has a deficit of £50k. Through recruitment of lower grade support staff and changes to secondment agreements, a further saving of £30k has been made. School will continue to make savings where possible and promote the school to attract new commissioners and resurrect dormant ones. Harefield Academy and Pinner High are new commissioners this year 98 places were invoiced in September. A shadow budget has been prepared and budget scenarios to address shortfalls this year and next are being looked at.</p> <p>Place funding for 2018-19 has been confirmed at £10k per student. We are currently putting together a report for the EFSA to secure funding for 2018-19 and have projected for this year. NOTED</p>	JR	Next GB Meeting
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	<p>2. Pay policy</p> <p>Minor changes and updated pay scales. Policy is in line with other Harrow Academies. Approve</p> <p>3. Appointment of Pay committee</p> <p>As there are only 2 changes in grades through performance management, HF has taken chairs action and approved them. APPROVED</p> <p>4. School Teachers Pay Review 2017-18</p> <p>Reference was made to the EPM advice notes September 2017. Affordability and recruitment and retention of teachers has been considered as well as Government advice and unions expectations.</p> <p>Option 3 was proposed – 2% increase for main spine points and 1% for Upper, unqualified, leadership and allowances. APPROVED</p> <p>5. Scheme of Delegation</p> <p>Final version has committee’s roles removed as the school does not have these in the structure due to the size of the GB. APPROVED</p> <p>6. Risk Register</p> <p>Updated NOTED</p> <p>7. Extended Assurance work plan.</p> <p>3 visits agreed for 2017-18 as per the work plan NOTED</p> <p>8. Extended Assurance reports</p> <p>We had a visit from Alliotts in July to look at Governance. One Grade 3 finding. No concerns identified. NOTED</p> <p>9. Waiver for the use of suppliers APPROVED</p> <p>10. Academies Financial Handbook</p> <p>This was available at the end of July. A summary of key points was provided. There is emphasis on the GB to consider the contents of letters from the EFSA accounting officer. Letters of June 2017 and 25 September 2017 attached. NOTED</p>		
12	Chair’s Report		

	<ul style="list-style-type: none"> • Annual review of GB: <ul style="list-style-type: none"> ➤ Scores for the clerk were mainly 3 and 4, it was recommended that SG obtain training when next available. ➤ The GB has plans in place to ensure effective succession, including leadership succession for the GB – this had a mix of scores. ➤ Bruce Wooding as Safeguarding Governor not replaced. ➤ Importance of attendance at meetings was emphasised. ➤ JR to look at student view. ➤ MJ to have senior leaders present at GB meetings. ➤ AM and DA as staff governors recommended to provide students' view point. 	JR MJ	Next Meeting
13	Aob – none		

The meeting closed at 6.30pm.
Next meeting on 4 December 2017 at 5pm.