

Actions / issues / decisions

Item	Notes / Decisions	Who action?	By when?
1	No actions / decisions.		
2	All present.		
3	Declarations of interests – all Governors present have completed the Register of Interests for 2017/18. None declared at the meeting.		
4	The minutes of the meeting on 10 February 2018 were agreed as a true and accurate record and signed accordingly. Nimet to come back and MJ future report to include Impact. YI updated that the parent election for governor will take place in October as the requirement is to have up to 2 parents governors, we already have one on GB.		
5	<p>a) Site update SC reported on Premises update – more detail in reports provided for meeting.</p> <ul style="list-style-type: none"> ➤ New ICT website. Windows 10 will be rolled out. ➤ School travel plan. Certificate displayed in reception. Focus for Summer term 2 is submission for gold accreditation. ➤ Catering and cleaning tender in progress. Expressions of interest for both have started to be submitted. ➤ Exams for Yr 11 GCSE is from 14/5 – 20/6. ➤ Governors noted <ul style="list-style-type: none"> ○ Energy Benchmarking report card issued by DfE. ○ Incident Analysis – benchmarking comparison for Spring term. ○ TJA Cyber Crime & Security review conducted in line with DfE checklist published in Mar 2018. ○ GDPR information. <ul style="list-style-type: none"> ❖ DfE Data protection toolkit published on 23/4. ❖ Updating data protection policy and Contracts partnership agreement. ❖ Procure advice from DPO – SC doing that now. ➤ HF asked re GDPR if TJA working with other high schools. SC answered that the schools have agreed they will use The Key template and adapt if necessary to fit the school's provision. ➤ HF asked about Harrow council cleaning service, feedback was it is not good. JR will mention at future Harrow Heads meeting. ➤ Draft budget – HF & YI will meet 24/5 and feedback at next GB meeting. <p>b) Finance i)YI presented the management accounts to the end of March 2018. Income £853k, Expenditure £926k. Net surplus excluding depreciation £22k. Reserves stand at £552k.</p> <p>Variances are due to savings in staffing costs following a reduction in secondment staff, savings through the</p>	JR	Next GB Meeting

	<p>recruitment of support staff and resignation of Deputy Headteacher.</p> <p>Number on roll this week should reach 70 and 104 places invoiced out of a planned 103.</p> <p>Management Accounts noted.</p> <p>The Budget Forecast Outturn return has been completed and submitted prior to the deadline of 21 May. The projected outturn to August 2018 is a surplus of £3k and projected reserves of £534k compared to a submitted budget which showed a deficit of £50k.</p> <p>ii) The draft budget is in course as final support staff pay awards were awaited. Initial projections show staffing costs have been contained and currently stand at 75% of income. This takes into account the support staff rises and allows for 2% increase in teachers' pay. Non staff costs appear to only have inflationary increases. A balanced budget is proposed. Approval to meet with Chair of GB on 24 May to review the draft budget. Approved.</p> <p>iii) Given the increase funding due for September and a balanced budget, it is proposed that commissioner fees will be held for 2018/19. Approved.</p> <p>iv) Virements P9 May 2018 – approved</p> <p>v) Approval sought to adopt the pay award agreed by the JCC of 2% (higher for lower grades) for 2018 & 2019 including SPM grades. Approved</p> <p>vi) Full staff survey was conducted in March in association with the Education Support Partnership. The full extensive report is available for Governors to read.</p> <p>Headlines - very positive. 8 areas tested. TJA overall rating is 4.04 compared to a national figure of 3.62. The school is in the top 10% of satisfaction. Noted</p> <p>vii) Extended Assurance report - Alliotts visited to carry out review work on the schools Fraud procedures. They identified sound processes in Fraud prevention and policies and procedures to be of a high standard. Few findings mainly grade 3 which have been noted and will look to implement and adopt. One grade 2 areas was the risk register. This will be reviewed and more detail added and will be presented to GB at the June meeting.</p>		
7	<p>Report of Exec Head & Head of school</p> <p>MJ reported</p> <ul style="list-style-type: none"> ➤ Fully staffed, since Sandra Bennett has left, MB has taken over. Cover supervisor and science teacher have been appointed. Congratulations were expressed to MB. Key 		

	<p>area for meeting is Yr 11. SC mentioned exam preparation will take place week commencing 14/5.</p> <ul style="list-style-type: none"> ➤ HF asked about standards and behaviour missing as a heading from the school improvement plan, MJ answered the key priorities for the school improvement plan will be amended and shared with governors at the next GB meeting in June. <p>MB reported:</p> <ul style="list-style-type: none"> ➤ Following Yr 11 mock exam students struggled to answer questions. MB put strategies in place to help reduce the high number of students who were working significantly below. This was done by working with teachers closely. Nimet monitored progress and worked on emphasising longer mark questions. After school booster classes were arranged too. Evidence of teachers used monitoring 100%. At the end, students felt they were more confident. ➤ 18 students are currently in Yr11. BC asked about no show students. 3 students have action plan drafted. ➤ Impact of intervention was to monitor Yr 11s. Following mock 2, significantly better results were achieved. ➤ DG asked when Mock 1 took place, MB answered Jan. In future MB will ensure mock exams take place earlier in December. ➤ HF mentioned typos in table 3 – 10 not 17 for Science achieving grades 9-1. And also asked why weren't teachers doing this before Mock 1 as opposed to after Mock 1 and also why intervention needed in first place. MB answered that this process helps in figuring out whether the teaching method was effective in delivering the desired educational results. Through this process teachers were better able to improve planning, and the allocation of resources to better meet the needs of the learners. ➤ HF asked if quality of teaching changed, MJ answered there is a strong indication that at the point of mock 1 all topics were not yet covered in the course. In addition, the results showed that the strategies implemented after mock 1 were more effective in meeting individual students' needs, abilities and goals. ➤ HF suggested a pedagogical change. How to embed change – fewer interventions needed if improvements embedded in learning. MB said going forward Nimet will ensure teachers will embed. <p>JR reported:</p> <ul style="list-style-type: none"> ➤ Ofsted has duty to look at KS2 – KS3 learning improvements seen in Yr10. School has to have accurate baseline, preparation for this will need to done. ➤ In terms of numbers, thanking YI for nailing DfE. 175 children have gone through DfE funded 150 Ft children, committed potential children. ➤ 115 in funding 150K budget. Difficult position most in. Significantly increase in Yr7/8 accessing TJA. Yr 7 is challenging. Respite basis for Yr7 and 8 short term places. They are usually referred for 6 weeks and extended if needed. Short term in AP then re-integrate into 	MJ	Next GB Meeting
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	<p>mainstream school. However, there may be an issue brewing in 4-5 years in TJA. JR suggested one approach is to use Yr6 interventions. Cost per day in PRU is £96 a day, easily costing thousands.</p> <p>➤ HF mentioned that JR, MJ and colleagues could make provisions for lower years going forward. HF mentioned if there is something about provision Yr 7 trend, thinking of other avenues. EFC plan. Can TJA provide specific help, issue stronger support earlier if there is an issue brewing, keep us updated on demand.</p> <p>Other points to note:</p> <p>➤ MJ showcased new inform, GB all happy.</p>		
8	HF will meet with YI to discuss budget. Also reminded governors, who are not staff members at TJA, are welcome to visit TJA at any time.		
9	Aob – none.		

The meeting closed at 6pm.

Next meeting on 25 June 2018 at 5pm.