

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 4 December 2017 were agreed as a true and accurate record and signed accordingly.		
5	Safeguarding and Health & Safety update: Health & Safety: BC explained phenomenal work carried out by SC which is ongoing. HF agreed evidence is strong for H&S and Safeguarding and thanked BC for continuing hard work.		
6	<p>a) Site update SC reported on Premises update – more detail in reports provided for meeting.</p> <p>➤ Governors noted</p> <ul style="list-style-type: none"> ○ Health & Safety Report, BC (H&S Governor) conducted a walk around of school ○ New Provider Access Policy statement published on website in line with statutory requirements published by Government for 2 Jan 2018 ○ Business Continuity Plan has been reviewed and updated with RTO and RPO for ICT critical services, ○ ICT Internal check of Inventory completed by ICT Technician and SBM, this has been signed off by JR. ○ Outstanding ICT Capital expenditure £51,403 to be spent by May 2018 of which most will be spent to upgrade hardware and purchase new software ○ TJA is part of Harrow Catering Tender ○ SLA review conducted ○ TJA Harrow Cleaning Tender timetable ○ Making Good on Defects certificate issued 12/12/17 ○ Autumn Mock Evaluation Report ○ GDPR action plan created support school meet GDPR requirements ○ DPO has to know school system therefore propose this is the SBM's role until external input similar to Carsten & Robinson. In the meantime, proposed that SBM'S review each other. <p>➤ Governors approved to buy back service from Harrow Council for following services:</p> <ul style="list-style-type: none"> ○ Multi Agency Safeguarding Hub ○ Energy ○ Personal Hygiene ○ Cleaning ○ Refuse Collection ○ Pest Control 		

	<p>b) Finance</p> <p>i) YI presented the management accounts January 2018. Income £610k, Expenditure £671k. Net surplus excluding depreciation £6.8k. Variances are due to savings in staffing costs following a reduction in secondment staff and savings through the recruitment of support staff.</p> <p>Number on roll this week should reach 75 and 98 places invoiced out of a planned 103.</p> <p>Cash balances stand at £645k.</p> <p>Management Accounts noted.</p> <p>ii) Funding 2017-18. On 8th February, we received confirmation that the ESFA would be funding us for 115 places. The additional £150k will go towards a current projected deficit of £100k for 2018-19</p> <p>A revised staffing budget for 2018-19 and 2019-20 will now be produced pending receipt of the final GAG statement.</p> <p>A number of messages of congratulations have been received from schools and messages reinforcing the importance of the provision.</p> <p>iii) Virements P5 January 2018 - approved</p> <p>iv) Extended Assurance report - Alliotts visited to carry out review work on the schools budgetary procedures. They considered all areas to be good. Noted.</p> <p>v) Risk Register - reviewed and additional entry made to cover GDPR. - Noted</p> <p>vi) EPM review. It was decided amongst the Harrow Heads and SBMs that given the fact that schools were happy with the service and felt they received value for money, a review would be conducted instead of a formal tender process. A review of HR and payroll was conducted by a group of SBMs Areas of concern were discussed, suggestions for improvements and new developments at EPM.</p> <p>vii) Letter to accounting Offers from ESFA Accounting Officer - 17 November and 13 December. November letter focused on Governance and Assurance. December letter focused on timely submission of returns.</p>		
7	<p>Report of Exec Head & Head of school</p> <p>MJ reported</p> <ul style="list-style-type: none"> ➤ Key priorities: 1. To enhance behaviour and attitudes for learning is good ➤ Key priority 2: to enhance the quality of teaching and learning is good. ➤ Commissioners are working highly effectively with the RTI (Referral, transition an induction) policy. Relevant forms 		

	<p>and requests for information are being provided promptly and in line with the procedure. Admission decisions are communicated in writing to Headteachers within 24-48 hours following the referral meeting.</p> <ul style="list-style-type: none"> ➤ As of 9/2/18 there were 32 Full time students, 26 respite students and 9 outreach placements. ➤ Curriculum changes include Drama lessons, increase in ICT lessons and Creative Media. ➤ Governors approved amendments to existing school uniform policy, TJA will take into account the view of parents and pupils when making these changes. <p>NH presented on Teaching & Learning:</p> <ul style="list-style-type: none"> ➤ There are 13 teaching staff, 8 of whom teach across more than 1 subject. ➤ 92% are able to teach a lesson that is good or better in one subject ➤ Of the 8 teachers who teach more than one subject 65% teach good or better lessons across subjects ➤ 69% of teachers are consistently teaching good or better lessons. ➤ Overall the majority of students are making good progress over time and quality of T&L is securely good. ➤ There have been continued improvements in the quality of T&L since March 2017. This is supported by lesson observations, externally moderated reviews of T&L, Mocksted review and also positive feedback from student voice. ➤ Since March 2017, a robust intervention program combining rigorous monitoring with ongoing effective support to set high expectations and raise standards in T&L has been in place. This includes sharing of excellent practice, peer observations and peer mentors for staff not yet teaching consistently good lessons. Individualised QTPIP Program for two colleagues is also in place. ➤ Next steps include to focus on supporting delivery of second subjects to improve consistency, further intervention and consistent use of feedback and KS3 marking policy and all teachers to be teaching consistently securely good and better. <p>Questions/comments:</p> <p>BC asked about how marking & feedback was carried out. NH answered using the TJA Marking policy and also AM carries out book scrutiny.</p> <p>HF asked what is 'weak good'. MJ answered a weak good lesson is where the lesson borders or is on the cusp of require improvement and good- It is just good. Such lessons lack the ingredients of deeper learning and the learning is not secured. HF asked about 92% teachers, what does that mean? 9 are consistently good, 4 need help on their second subject.</p> <p>HF NH invited come back again to update. BC & HF agreed the report was positive.</p>	MJ	June Meeting
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	<p>MB reported on support agencies and mentoring:</p> <ul style="list-style-type: none"> ➤ TJA aims to support all students with a bespoke programme suited to individuals. ➤ TJA works with a range of external agencies to ensure a smooth and effective programme of support to minimise risk and vulnerability. ➤ Currently TJA is working with 7 external agencies, most are local. ➤ Students are referred via a range of methods including via their home school, the council, parents, and through exclusions. ➤ Support agencies include Compass, Counselling, Ignite girls, Ignite boys, Gang support, Mindfulness and educational psychologist. A total of 56 participants are receiving support from across these agencies. <ul style="list-style-type: none"> ○ Of these 36 are male and 20 are female. ○ 22 students (39%) have an SEN need ○ 9 students are Children in Need while 2 students have had a CP plan ○ 96% are at Key Stage 4. ➤ TJA has a bespoke in house mentoring service delivered by majority of teaching and non-teaching staff. ➤ All yr11 students are assigned mentors to support academic achievement as well as personal and social development. ➤ Of the 25 students on the mentoring programme, <ul style="list-style-type: none"> ○ 18 are male and 7 are female. ○ Majority are making significant progress with their behaviour ○ 21 students are on positive conduct points ○ 4 students are achieving below zero ➤ Next steps include <ul style="list-style-type: none"> ○ Continue to work with external agencies to support the diverse needs of students ○ Look at obtaining support from other agencies to support some key areas currently not being addressed <p>Questions/comments:</p> <p>HF suggested for future reports MB to include a final section impact of mentoring.</p> <p>HF mentioned The Thrive approach to Behaviour for Learning; something that TJA might take a look at in the future.</p> <p>DA presented a Careers report</p> <ul style="list-style-type: none"> ➤ Preparation has started for current yr 11 for post 16 ➤ There has been a number of different initiatives put in place to support our current cohort: <ul style="list-style-type: none"> ○ One to One Post 16 guidance support ○ Preparing for opportunities ○ National Careers Visit ➤ The current year 11's have now completed the first phase of guidance, which has resulted in 100% of students completing at least one college application and with some already received confirmed provisional placements. 	MJ/MB	June Meeting
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	<p>➤ Looking at past students from 2016 – 2017, of the 13 Year 11 students:</p> <ul style="list-style-type: none"> ○ 100% of students have a confirmed route into further education ○ 80% have moved onto college courses, 5% are on Apprenticeships ○ To date 100% are still in education employment or training <p>JR reported:</p> <p>➤ Big increase in Brent intake including Copland, Wembley High, Kingsbury, Queens Park and Claremont. Hillingdon have shown increase in intake as well.</p> <p>➤ TJA has improved in levels of teaching & learning, and also students behaviour.</p> <p>Other points to note:</p> <p>➤ HF encouraged Governors to applaud YI, JR, MJ, SC for continued hard work and for their proactive approach in making TJA success story.</p> <p>➤ MJ revealed Sandra Bennett to leave TJA.</p>		
8	HF expressed thanks to BC. Governors received letter from Lord Agnew which they should read.		
9	<p>Aob</p> <ul style="list-style-type: none"> • YI mentioned that up to 2 parents governors is required for GB. Parent governor still to be elected. 	YI	Ongoing

The meeting closed at 6.25pm.
Next meeting on 10 May 2018 at 5pm.