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| | xvi) E safety Log Report 2020/21 with comparison statistics - to note xvii) Cyber Essentials for governors Final sign off of ICT Service Provider contract - to note xviii) TJA tutoring Programme 21/22 - to note b) Finance i) Management accounts to 31 August 2021 – to note ii) Virement P1 September 2021 – to approve iii) Agree pay Review Panel – to approve iv) Final Scheme of Delegation – to approve v) Academies Financial Handbook summary of changes – to note vi) Financial regulations and Procedures updated – to approve vii) Risk Register – to note viii) Schedule of Internal Audit visits by Alliotts – to note ix) Governor’s waiver for the use of suppliers 2021-22 – to approve x) Pension Fund FRS102 – to note xi) ESFA Letter to academy trusts dated July 2021 – to note xii) Appointment of Whistleblowing Governor – to approve | | |
| 6 | Report of Executive Headteacher & Head of School including Safeguarding and Well being | | MJ, JR |
| 7 | Chair’s Report | | HF |
| 8 | AoB (Chair to be notified by the start of the meeting) | | HF |
| 9 | Audit Committee | Y | YI |

Minutes / Decisions / Actions

| Item | minutes | Who action? | By when? |
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| 1 | No actions / decisions. | | |
| 2 | Apologies from FC, HF, SH and AN. | | |
| 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 24 June 2021 were agreed as a true and accurate record and signed accordingly. ➤ New parent governor has been appointed as Abinaya Nadarajah. | | |
| 5 | Election roles were finalised: ➤ BC elected as Chair ➤ HF elected as Vice Chair ➤ FC re-elected as Mental Health link Governor ➤ PG re-elected as Careers link Governor ➤ HF re-elected as GDPR link Governor ➤ SH re-elected as Whistleblowing link Governor ➤ Tommy Ittu from Ark Elvin Academy has put himself forward as a co-opted/link Governor and if elected will be responsible for Safeguarding, Health & Safety, Pupil premium and SEN | SC/SG/YI | By next GB meeting |
| 6 | a) Site update | | |

Safeguarding:

- TJA's Safeguarding including Child Protection Policy has been updated in accordance with New KCSIE 2021 guidance issued which came into effect 1ST Sept 2021. Updates in the policy have been clearly recorded against a substantive changes checklist which has been checked by Safeguarding Governor, Becky Cozens, and signed by Head of School and Chair of Governors
- Governors noted that all staff received Level 2 safeguarding training as well as annual Health and Safety, Code of Conduct and whistleblowing training on 1st September 2021
- Governors signed The Governors Safer working Agreement and ICT Acceptable user agreement which confirms
 - Complete the Level 2 Safeguarding training delivered by a Designated Safeguarding Lead.
 - Read Part 1 of 'Keeping Children Safe in Education' published in September 2021
 - Report any safeguarding concerns including and not limited to reporting: harmful sexual behaviours, peer on peer abuse, child criminal exploitation and child sexual exploitation
 - Aware of the unique risks associated with online safety and follow the Staff ICT User Agreement
- Governors noted Lead DSL, Deputy DSL, and Head of School have completed DSL refresher training
- Governors noted the school's Behaviour policy has been updated to include reference to Part 5 KCSIE
 - Which includes An explanation of the school's zero-tolerance approach to sexual harassment and violence
 - An overview of how the school will manage incidents of peer-on-peer abuse, including sexual harassment and violence
 - The sanctions that may be given
 - How the school will handle malicious allegations
- Governors noted the school's Safeguarding procedures for managing external parties
- Governors noted external safeguarding audit arranged for 18th Nov 2021 to be conducted by Vice principal for Ark Elvin – Tommy Ittu.
- Governors noted End of Year TJA Equality Log – Summary for 2021

General Health and Safety

- Governors noted the school's Health and safety (H&S) Policy has been updated and reviewed by Carstens, checked by Safeguarding Governor, Becky Cozens and signed by Head of School and Chair of Governors.
- Governors approved the new contractors' policy, risk assessment policy and procedures; and updated Science Health and Safety Policy – which support the main Health and safety policy.
- Governors noted that all Policies with delegation to Head of School and Governors have been reviewed as per the TJA statutory and Non-statutory Policies and document checklist.
- Governors noted that both the Preaudit H&S assessment and Full Health and Safety Audit were conducted by Carstens on 13th September 2021 with Overall rating Good. The highest rating a school can be awarded.
- Governors noted the Annual Management of Health and Safety Inspection which was conducted by BC on 9/9/21 and reviewed by Carstens on 16/09/2021.

- Governors noted All Risk Assessments have reviewed and updated as per the risk register
- Governors noted the Annual accident/incident and year on year report analysis conducted. Which shows a decline in no of incidents and in line with the range and type of incidences in comparison to other AP's

Covid Health and Safety

28 positives cases of Covid to date but only one since the beginning this academic year. Up to 5/10/21 TJA have conducted 829 rapid flow tests – 3 of which have been recorded positive

Governors noted the school has a COVID-19 Risk assessment that supports full School operation from September 2021 v1.1(CR148) – and which has recently been updated to include the vaccination programme which will take place on 4th November

Governors noted that in response to The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity (No.2) Direction the school has a

- School Closure Contingency plan guidance in case of outbreaks or self-isolation incl. of remote learning
- Remote Learning Policy

Data Protection

- Governors noted the Annual SAR and FOI report 2020/21 which is an increase of 30 requests – 157% increase – due to covid.

General ICT

- Governors noted the E safety Log Report 2020/21 with comparison statistics which shows a decline of incidences. breaches across the year fell into a variety of categories including: Attempted access to Adult Content; Violent Content; Potential PVE; and attempted access to drug related content.

Cyber Security

- Changes highlighted in the most recently published Academy Trust Handbook that includes new requirements around: Cybercrime risk. As an academy TJA must:
 - Put in place proportionate controls
 - Take appropriate action where a cyber security incident has occurred
 - Get permission from the Education and Skills Funding Agency (ESFA) to pay any cyber ransom demands
- Further to this The Governors handbook references cyber security, stating: "A school or academy trust's security policy or plan should also include an assessment of cyber security risk.
- TJA is part of the DfE pilot Cyber Essentials accreditation programme in partnership with NCSC and working through the technical security requirements to secure certification and cyber insurance to support the school in case we are compromised by a cyber-attack.
- It is important to note TJA's RPA (risk protection arrangement) the government public sector scheme as an alternative to commercial insurance does not include cyber insurance.
- Governors noted the Cyber Essentials for governors' paper.

- Governors noted After implementation meetings chairs action was required to cover additional costs in year 1 to replace the Cisco firewall with Fortinet and final sign off for ICT Service Provider contract.
- There is a vast storage capacity via Microsoft 365 which offers much greater storage security for the school. As a result, we are migrating as many files as possible across to Teams before our servers are upgraded this Oct half term.
- In TJA's migration scope exercise Dropbox was assessed to be a vulnerability for the following reasons:
 - Dropbox is entirely controlled by an external company we don't have full control of what happens with the data
 - Should the account be compromised, we cannot be sure that we would ever be able to retrieve any files lost
 - We may also have no way of knowing what data was accessed
 MS teams for communication and storage has been suggested for of all Governing body activities. Governors agreed MS Teams provides greater cyber security. Accounts are easy to set up.

The school led tutoring fund

- Cost per pupil of school led tutoring is estimated to be £270 (or £18 per 15 hours of tutoring). £203 (75% DFE funded) and £67 (25% school funded mostly likely from recovery premium). £203 funding is only for 60% of pupil premium students.
- TJA tutoring Programme 21/22 - Governors noted the following
 - Appointed Bauhaus Education to lead school led tutoring
 - Target Group and groupings – currently targeting 13 x Year 11's
 - Safeguarding training and checks on tutors completed

➤ Finance

i) Budget monitoring

Management accounts to 31 August 2021 show income of £1.55m and expenditure of £1.79. Net deficit excluding depreciation stands at £140k against a budgeted deficit of £207k.

Reserves position at the end of the year is projected at £699k.
Noted

Price Bailey will be conducting the final audit week beginning 11 October.

ii) Virement

Additional £5k of spending was agreed by the Chair on 24th September. This is to replace the firewall and was not included in the original tender approval brought to Governors in June. Approval of a virement of £5k from other ICT budgets to cover the additional capital expense. Approved

iii) Pay review panel

Pay review panel will meet and make recommendations. Panel was agreed : PG and FO'S

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| | <p>Pay policy for Harrow Schools is still in course due to the delay in the STPCD which was issued on 1 October. This will be brought to the December meeting.</p> <p>iv) Scheme of Delegation</p> <p>Draft presented at last GB meeting in June. No change to the final version . Approved</p> <p>v) Academies Financial Handbook Summary</p> <p>Changes noted.</p> <p>vi) Financial Regulations and Procedures</p> <p>These were brought to the June meeting and have now been updated with the handbook changes recommended. Approved</p> <p>vii) Risk Register</p> <p>Reviewed. No changes. Noted</p> <p>viii) Schedule of Internal Audit visits by Alliotts. Data Returns, Payroll and Risk Assessment - Noted</p> <p>ix) Governor' waiver</p> <p>Governors Waiver for the use of suppliers – approved</p> <p>xi) Pension Fund FRS 102 – deterioration seen in the pension fund of £326k giving a total deficit of £886k. Noted</p> <p>xi) ESFA Letter to Academies 14 July 2021</p> <p>References to the Academy Trust Handbook. The points mentioned are practiced and have been incorporated into this year's Financial Procedures.</p> <p>Covid support</p> <p>Academies Accounts Direction – changes to the Governance & Trustees Report in the accounts.</p> <p>Dates of Financial Returns for 2021/22. Noted</p> <p>xv) Whistleblowing Governor.</p> <p>As recommended in the Academies Financial Handbook, SH appointed for this role.</p> <p>Comments and questions:</p> <p>➤ BC thanked SC and YI for their work.</p> | | |
| 7 | <p>Report of Exec Head & Head of School</p> <p>MJ reported:</p> <ul style="list-style-type: none"> ➤ Currently there are 33 students of which 21 are full time and 12 respite. There are 8 outreach students. TJA is fully staffed. ➤ TJA has a trained Counsellor on site. ➤ 2021 Exam results were a great success, the centre QTAG were upheld by the examination awarding bodies. TJA very proud of achievements. These included: | | |

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| | <ul style="list-style-type: none"> ○ 5 GCSEs (A*-G/9-1) – 100% (11/11) ○ 5 GCSEs (A*- Low C/9-4) inc Eng & Maths – 18% (2/11) ○ 1 GCSE (A*-G/9-1) – 100% (11/11) ○ 1 GCSE (A*-C/9-5) – 27% (3/11) ○ Average Progress 8 Score is -0.17. <ul style="list-style-type: none"> ➤ Individual students achieved exceptionally well. Overall, 10 out of 11 students made accelerated progress across their GCSEs. Compared with National and London AP schools, TJA has performed above the average for most categories. ➤ The curriculum framework is being streamlined since changes have been introduced last inspections, a section 5 is due, as a result staff are being upskilled through CPD and lesson planning is being changed to align to new terminology. ➤ Teaching staff have completed performance management documentation and target setting for 2021/22. Governors will approve documentation. ➤ PG praised TJA's results and requested a presentation that would provide Governor's information about the key things TJA is doing to improve Teaching & Learning. This is so that Governors would be able to explain methodology in detail if required at an Ofsted Inspection. MJ suggested that Nimet Hirani will come to talk at a future GB meeting to discuss the details in the School development plan. <p>DA provided an update on post 16 destinations:</p> <ul style="list-style-type: none"> ➤ Despite 2020/21 being an unsettled year, 100% (10) of students left TJA with a confirmed Post-16 Pathway: <ul style="list-style-type: none"> ○ 6 (60%) students have applied for Level 1 courses ○ 2 (20%) students have applied for Level 2 courses ○ 2 (20%) students have applied for Level 3 courses ➤ Students have moved onto the following colleges – Stanmore, City of Westminster, Barnet & Southgate and Harrow. ➤ During lockdown students were still able to undertake a number of careers focussed workshops including Virtual Open Days and CV Writing. All students were assigned Academic Mentors supporting them through their journey. ➤ Financial management was included in their lockdown learning which was useful. ➤ DA arranged one to one virtual meetings to track progress. One challenge was planning a pathway, there was a lot more uncertainty. Ultimately a successful end result. ➤ DA contacted past unemployed students from 2020/21 to offer help with application for jobs, the offer has not yet been taken up but will be followed up. ➤ For 2018/19, of the seven students who are still in education, 3 are now at university. For 2017/18, the number at university is two, and for all other years dating back to 2013/14, there is at least one student who has graduated from university. ➤ At least 50% of students are contactable, which is really positive. <p>Questions and comments:</p> | MJ | By next GB meeting |
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| | <ul style="list-style-type: none"> ➤ BC asked why Stanmore was popular with students, DA answered they were proactive in helping to understand student's needs plus they have strong pastoral support as well as location being a factor. ➤ BC requested an email with details of past students and their success. ➤ JR suggested it will be nice to invite students back when TJA reaches the 10 Year anniversary in a year and half's time. ➤ BC thanked DA for hard work and commitment. <p>JR reported:</p> <ul style="list-style-type: none"> ➤ TJA has unique formula for calculating numbers on roll, which is different to the DFE expectation. TJA has a three stranded approach which adds up to full time equivalency. Every year YI has to provide a detailed explanation. Regular staff changes at EFA means this is explained every time as the calculation is not standard as mainstream schools. Interim checks needs to be done, the January census will be a good time to do this. Governors will be informed of this so they are aware. ➤ Thanks to HF for time being an exceptional Chair of TJA GB. A formal thank you will be arranged for Dec meeting. ➤ Praise for superb news of post 16 destinations and staff retention which reflects continuity and quality of TJA's work. 75% of staff still here. | | |
| 8 | AoB – none. | | |

The meeting closed at 6pm. Next meeting is at 5pm on 6th December 2021.