

	<p>xiv) Online policy with supporting appendices with summary of changes – to approve xv) Behaviour policy updates – to approve xvi) DHT T&L report on curriculum changes and subsequent Curriculum policy review – to approve xvii) Assessment, Recording and Reporting Policy reviewed - to approve xviii) Census review report – to note</p> <p>b) Finance 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) Approval of the Internal Audit Report v) Approve the delegation of the signing of the Audit documents to BC and JR vi) Approval to submit last year's accounts via the Annual Accounts Return by 31 January vii) Appointment of Price Bailey as the schools Auditors for 2021-22 - to approve viii) Budget monitoring report for October 2021 - to note ix) Funding 2022/23 – to note x) Scheme of delegation – approve xi) Financial Regulations – approve xii) Pay award decision for Teachers – approve xiii) Pay Policy – approve</p>	Y	YI
7	Report of Executive Headteacher & Head of School including Curriculum Update		MJ, JR, NH
8	<p>Chair's Report</p> <p>i) Appointment of Executive Head for September 2022 – Process to be discussed in January ii) Appointment of Audit Committee Chair</p>		BC
9	AoB (Chair to be notified by the start of the meeting)		BC

Minutes / Decisions / Actions

Item	minutes	Who action?	By when?
1	No actions / decisions.		
2	Apologies from FC and PG.		
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	<ul style="list-style-type: none"> ➤ The minutes of the meeting on 7 October 2021 were agreed as a true and accurate record and signed accordingly. ➤ Tommy Ittu was appointed as Safeguarding, Health & Safety, Pupil premium and SEN link Governor. 		

5	<p>Gary Miller discussed the Audited Account to 31 August 2021 and gave a full presentation of the Management Letter. The accounts show the school to be stable with healthy reserves and good cash balances.</p>		
6	<p>a) Site update</p> <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> ➤ Governors noted the following staff training has been completed since the last GB meeting: <ul style="list-style-type: none"> ○ Prevent Duty training ○ reporting allegations and low-level concerns ○ Sexual Harassment and Sexual Violence training ○ FGM ➤ Governors noted that staff and governors have signed safer working agreements confirming they have read and understood Part 1 and Part 5 of KCSIE 2021. ➤ Governors noted the request to complete the training survey to evidence completed safeguarding training. If a particular training module has not been completed the survey signposts where to go to complete. The is usually a module from The Key. ➤ Governors noted the Lead DSL has been enrolled on Developing an in-depth whole school approach senior mental health lead -Intermediate course – funded by DfE ➤ Governors noted an External safeguarding audit conducted on 18th November 2021 by Tommy Iltu - Vice Principal of Capital City Academy. The Summary of Findings concludes that as an academy TJA is fully compliant in 23 (85%) out of 27 areas of the audit. All but one of the actions have been completed – the final action being to invite Tommy as our co-opted/link Governor responsible for Safeguarding, Health & Safety, Pupil premium and SEN to conduct a regular audit of the CP files in the future. <p><u>Health & Safety</u></p> <ul style="list-style-type: none"> ➤ Governors noted the following all staff training has been completed: <ul style="list-style-type: none"> ○ Accident and Incident reporting and Investigation ○ In house Positive handling ➤ Due to resignation of Houseparent – key duties for catering, f and medical have been assimilated as additional duties among support staff, who have completed all associated training to s them in their new roles. <p><u>Covid Health and Safety</u></p> <ul style="list-style-type: none"> ➤ 28 positives cases of Covid to date but only one since the beginning this academic year. TJA continue to offer twice weekly lateral flow testing at school and provide staff with home test kits. All students that have consented will be tested on first day back after Christmas break. Until 		

yesterday TJA have conducted 1,011 rapid flow tests – 3 of which have been recorded positive.

- Governors noted the school COVID-19 Risk assessment has recently been updated to include the vaccination programme which took place on 4th November and that the Covid 19 risk assessment also reflects the new contingency measures announced on 28/11/21 in light of spread of the Omicron Variant. Wearing of masks has become mandatory in all communal areas in the school

Contracts

- Governors noted The Goods and Services contract register reviewed by SBM.
- Governors noted the 2-year extension for cleaning though principally agreed by all schools is still confirmation of increases due to national living wage increases and increases in cleaning product costs.
- Governors noted the 2-year extension for cleaning though principally agreed by all schools however awaiting confirmation of increases due to national living wage increase and increases associated to sourcing and delivery of products.

Premises

Governors noted the majority of Annual service and maintenance checks were conducted during October half term. The refurbishment works are now in the 6th year and therefore these checks have identified key works that need to be addressed mainly for the Lift, Boilers and some Ac units

Online Safety

This next section is focused on Online safety, the content of which has been added and strengthened in line with Part one, Part two and Annex A of KCSIE 2021 to ensure online safety is clearly viewed by staff, DSLs and leaders as part of a school and college's statutory safeguarding responsibilities.

As part of these key requirements:

- Governors noted the DSL, Deputy DSL and SBM H&S have completed an Advanced certificate in Online Safety to evidence that we have accessed appropriate training to ensure the understanding of the unique risks associated with online safety
- Governors noted The Online Safety Group met earlier this month to consult and ensure the summary of changes to content and guidance on online safety is reflected in all key policies, especially in regards to the four areas of risk, online peer on peer abuse, relationships on social media, cybercrime and the use of mobile and smart technology.
- Governors approved the Online policy with supporting appendices and linked policies which include:

- Professional social media policy
- Provisioning privileged IT accounts policy
- Social media and networking policy
- Technical security policy
- Mobile Technologies Policy inc. BYOD and BYOT
- Governors approved the Behaviour policy has been updated to ensure:
 - Integration with online policy
 - that ALL incidents of cyber-bullying and harmful sexual behaviours inc. sexual violence and/or harassment are logged and dealt in line with processes set out in school behaviour policy

Cyber Crime

TJA is in the process of completing the Cyber Essentials assessment which assesses if the school is meeting the requirements under five technical control themes that include firewalls, secure configuration, user control, malware protection and security update management.

The assessment though almost completed could not be submitted due to delays in the user access quality checks after the completion of migration on to our new servers. This should be completed by end of week and allow for submission of the assessment in the early part of the new year. This is also why TJA has not migrated as a GB from using Dropbox to Teams as part of the security measures and hope to do so for next meeting.

Teaching and Learning

- Governors noted DHT T&L report on curriculum changes and subsequent
- Governors approved the Curriculum policy
- Governors approved the Assessment, Recording and Reporting Policy
- Governors to complete survey online about curriculum and assessment feedback

Lastly, governors noted the Census review report.

b) Finance

- 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 the Internal Scrutiny Report formally approved by the Governing Body
- iv) Approval of the signing of the letter of representation – formally approved by GB
- v) Approval of the delegation of the signing of the Audit documents to BC and JR - formally approved by the Governing Body.
- vi) Submission of the accounts to the DofE via the Accounts return – formally approved by the Governing Body.

	<p>vii) Appointment of Price Bailey as the school's External Auditors and Alliotts as the school's internal auditor for 2021-22 – formally approved by the Governing Body.</p> <p>viii) Budget monitoring Management accounts to 31 October 2021 show income of £242k and expenditure of £289k. Net deficit excluding depreciation stands at £18.6k. This deficit does not include Teacher's performance management increases and pay increment. These have now been paid in November and backdated to September.</p> <p>On behalf of the GB, BC sees the management accounts each month and has the opportunity to ask questions.</p> <p>TJA have invoiced for 116 students compared to 115 in the budget submission for 20/21. During November & December TJA have taken on 1 new commissioning school and 1 school has bought an additional place. Noted.</p> <p>ix) Funding 2022/23 ESFA have taken the decision to automatically roll over the agreed place numbers for 2021-22 to 2022-23. No further action is required by the school.</p> <p>x) Scheme of Delegation approval sought to amend the approval of in-budget virements to The Executive Headteacher. This is in line with some Harrow Academies. Approved</p> <p>xi) Financial Regulations – updated 19.5 following audit management letter - Approved</p> <p>xii) Pay award decision for Teachers – Approved paper and uplift of £250 for Unqualified 1-3.</p> <p>xiii) Pay policy – Following the approval of item xii, only change is the increase in Unqualified grades 1-3 by £250. Approved</p> <p>Comments and questions:</p> <ul style="list-style-type: none"> ➤ BC thanked SC and YI for their work. ➤ HF reminded GB that a new external person will be required to complete the Safeguarding audit as now Tommy Ittu is a Governor at TJA. 		
7	<p>Report of Exec Head & Head of School</p> <p>MJ reported:</p> <ul style="list-style-type: none"> ➤ Currently there are 58 students of which 24 are full time and 28 respite. There are 6 outreach students. ➤ With the exception of supply Spanish teacher currently covering maternity leave, TJA is fully staffed. ➤ Year 11 mock exams are underway. ➤ The Year 11 motivational conference took place on 11/11/21. It was a successful event held virtually. Guest speakers included key TJA staff members, external 		

	<p>agencies and past students. Crucial information about post 16 progression and destinations was shared.</p> <ul style="list-style-type: none"> ➤ Behaviour across the school is judged currently as being 'securely good.' TJA is currently recording a ratio of 6:1 Achievement points vs Behaviour points, this has exceeded the school's expectations set at the beginning of the year. Also compared to previous years this is an improvement. ➤ 97% of students are in positive conduct points compared with 94% for the same period last year. ➤ Exclusions are down by 50% in comparison to same period last year. When comparing the last three years exclusions data with other alternative provisions there is a downward trend in the number of exclusions being issued compared to local and national statistics. ➤ Early intervention and support from the behavioural team has had a positive impact on student outcomes across the school. More use of the internal seclusion room has reduced fixed term exclusions, staff consistently follow and apply the school's behaviour policy resulting in an increase in student engagement and achievement points awarded in lessons. DS will provide a more in-depth analysis at the March GB meeting <p>NH provided an update on curriculum:</p> <ul style="list-style-type: none"> ➤ Key findings from surveys on curriculum intent, implementation and impact have found: <ul style="list-style-type: none"> ○ 100% of teachers agree our curriculum is ambitious, broad and balanced and 90% agree our curriculum is appropriate for all ○ 100% of teachers and 80% of students agree the curriculum engages pupils in learning ○ 100% of teachers and 80% of students agree pupils are becoming independent learners ○ 100% of teachers and 85% of students agree pupils are making good progress and know what to do to get to the next stage. ➤ Teaching, learning and assessment: <ul style="list-style-type: none"> ○ Teachers of all subjects have created curriculum and assessment maps providing the year's overview of their subject. Within these long term plans key concepts, needed by pupils for subsequent understanding have also been identified. Medium term plans have been formulated to include links to SMSC and British Values, also termly summative assessment topics ○ Curriculum adjustments have been made using a subject-specific approach, with teachers and leaders looking carefully at their subject curriculums and prioritising what children must learn to move forward rapidly and where necessary making amendments to reflect changes to Key Stage 4 examinations ○ Targeted interventions include a combination of summative and formative assessment to identify students requiring additional support. Using diagnostic assessments teachers have been able to identify students are most behind. In this way 		
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	<p>JR reported:</p> <ul style="list-style-type: none"> ➤ TJA formula funding for 92 places is a real result. Funding is guaranteed for 2022/23. It is in line with what was forecasted. ➤ Thanks to TJA staff for continued support during lockdown and beyond. ➤ Standards are being maintained. ➤ TJA should be ready with documents like SEF should an Ofsted inspection take place in the near future. ➤ Plans to celebrate TJA's forthcoming 10-year anniversary will be shared as information becomes available. 		
8	<p>Chair's report</p> <ul style="list-style-type: none"> ➤ Executive head appointment will be discussed in Jan 2022 and GB will be updated at the next meeting. ➤ BC formally thanked HF on behalf of the GB for serving as Chair since TJA opened in 2013. This will be celebrated as part of the 10 year Anniversary. ➤ HF appointed as Chair of Audit committee 		

The meeting closed at 6.20pm. Next meeting is at 5pm on 7th March 2022.