



**Open Minutes of the Harborne Academy  
Full Governing Body  
held on Wednesday 3<sup>rd</sup> April 2019  
at 5.00pm in the Head Teacher's Office**

Present:	Apologies:
Michelle Cradock (Sponsor Governor) (MC)	Helen Land (Sponsor Governor) (HL)
Anthony Dennant (Chairman)	Zakia Shah (Sponsor Governor) (ZS)
Jessie Elbaz (Head Teacher)	
Tim Jones (External Governor) (TJ)	
Wendy Stevens (Sponsor Governor) (WS)	
Lydie Suana (Staff Governor) (LS)	
Sue Woodward (Sponsor Governor) (SW)	
In Attendance:	
Catherine Bennett (Company Secretary)	
Tony Lewis (Assistant Head Teacher) (TL) – Item 9 only	
Debbie Smyth (Business Manager)	

**Key:** Ch = Challenge    SP = Support    FI = Further Information    Im = Impact

**Declarations of Interest**

There were none save for those already declared in the Register of Interests.

**Item 1 – Open and Confidential Minutes of the Meeting held on Friday 25<sup>th</sup> January 2019**

The Chairman led the FGB through the above minutes. It was agreed that they were a true and accurate record of the meeting and could be signed by the Chairman.

**Matters Arising – Actions Log**

The Chairman led the FGB through the Management Actions Log which was updated accordingly.

**Item 2 – Report from the Chairman of the Finance and Resources Committee – Meeting held prior to FGB on 3<sup>rd</sup> April 2019**

**(i) Verbal Update following Committee meeting held on 3<sup>rd</sup> April 2019**

- 2.1 The Chairman provided the FGB with an update on Estates, Health and Safety, Staffing and Academy Finances.

2.2 **Ch** – in terms of Estates and Health & Safety, FGB members asked various questions relating to ongoing water testing and the Business Manager and Head Teacher provided detail with regards to the ongoing checking process.

**(ii) Management Accounts to 28 February 2019**

2.3 The Chairman reported to the FGB that there were still some coding issues with the production of management accounts following the installation of the new finance to accounts would be circulated to Committee members once these issues had been rectified. Further, he informed the FGB that as link governor for this area, he would meet with the Business Manager to go through the outstanding issues.

**Action: Management Accounts to 28 February 2019 to be circulated to Committee members once outstanding migration issues resolved – Business Manager and Company Secretary.**

**(iii) Revised Budget 2018-19**

2.4 The Chairman reported that there had been similar issues with the new system and reviewing the revised budget and therefore it was agreed that this be re-visited and the Chairman meet with the Business Manager to discuss what issues remain outstanding and how to move forward.

2.5 **Ch** – FGB members asked for additional information relating to the budget set aside for interventions work. The Business Manager agreed to provide this.

**Action – Business Manager to provide information on budget provided for interventions work – as soon as possible**

2.6 The Chairman also reported the excellent news that the Academy had been provided with additional government funding relating to its increase in student numbers without the need for lag learner numbers needing to catch up. The Head Teacher reported that a plan was being devised as to how the additional funding would be spent and that this would be brought to governors. All agreed this was excellent news.

2.7 The Chairman reported that despite the obstacles in place, the Business Manager had made some excellent progress with the new systems and was confident that any outstanding issues would be resolved swiftly.

**Item 3 – Report from the Chair of the Audit Committee**

**(i) Verbal Update following Audit Committee Meeting held on 14<sup>th</sup> March 2019**

3.1 WS as Chair of Audit Committee presented this item. She reported to the FGB that the Committee discussed the Risk Register and the Action Plan; were provided with a presentation by the Internal Audit Service on the GDPR Audit carried out in February 2019 as well as given an update on follow up actions relating to previous internal audits; and discussed the appointment of internal and external auditors and the continuation of the Audit Committee as an integral part of the Academy's governance structure.

3.2 **Ch** and **FI** - FGB members asked a number of questions as the above matters were discussed and the Chair and senior team provided detailed responses.

**APPROVED:**

- (i) The FGB approved the Risk Register;
- (ii) The FGB approved the process of carrying out a procurement process to appoint an external audit service with effect from September 2019 (commencing with the external audit for 2018-19);
- (iii) The FGB approved the continuation of RSM as IAS for 2019-20;
- (iv) The FGB approved the continuation of the Audit Committee as a Committee of the Academy Governing Body.

3.3 The Chairman thanked WS and the senior team for the update.

#### **Item 4 – KPI Update (March 2019)**

- 4.1 The Head Teacher presented this item and led the FGB through the KPI report that set out data on academic targets, teaching and learning grades, Year 11 data, attendance, pupil numbers and behaviour.
- 4.2 FGB members discussed the report in detail. The Head Teacher reported that in terms of progress, it is a positive picture in terms of Year 11. The revision programme has already started and there are six weeks before exams commence. **Ch** – the Chairman asked how confidence can we be as governors that targets will be met? The Head Teacher reported that there always has to be a level of caution due to the variables outside of the Academy's control. However, in terms of what the Academy can do to assist the Year group to hit its target, every intervention and service possible has been put in place.
- 4.3 FGB members also discussed in detail to align support and academic staff performance policies where possible. This was agreed.
- 4.4 **SP** and **Ch** – WS emphasised the need to ensure that the Academy has a clear strategy and Impact Report in terms of K group and SEND. as it is a key area of observation for Ofsted. This was agreed.
- 4.5 The Chairman thanked the Head Teacher for the update and on behalf of the FGB passed on his thanks to all staff for their continued hard work.

#### **Item 5 – Academy Development Plan 2019-21**

- 5.1 The Head Teacher presented this item and led the FGB through the key points of the accompanying ADP that provides a framework of improvements discussed and agreed by governors, senior leaders and staff at the Academy as well as a vision for future developments for the Academy.
- 5.2 **Ch** – JP asked about key areas for expenditure and the Head Teacher responded that key areas include careers advice and STEM. Further points and issues were raised by FGB members to which management provided a detailed response.
- 5.3 The Chairman thanked the Head Teacher for the update.

#### **APPROVED:**

The FGB approved the Academy Development Plan 2019-21

#### **Item 6 – Academy Self-Evaluation Form (SEF) 2018-19**

- 6.1 The Head Teacher presented this item and led the FGB through the key points of the accompanying SEF. She reported that along with the ADP, the SEF (which is a live document) is produced and updated by SLT which judges the Academy's performance (by Ofsted measures) based on outcomes, student assessment data, teacher observations, scrutiny of marking and stakeholder voice activities.
- 6.2 **Ch** - FGB members asked a number of questions to which the Head Teacher provided a detailed response.
- 6.3 The Chairman thanked the Head Teacher for the update.

**APPROVED:**

**The FGB approved the SEF 2018-19**

**Item 7 – Governance Update**

- 7.1 The Company Secretary presented this item and led the FGB through the summary of changes to the DfE's Governance Handbook 2019 (as provided by the Key).
- 7.2 The Chairman thanked the Company Secretary for the update.

**Item 8 – Policies and Procedures**

- 8.1 The Chairman led the FGB through the list policies below, the changes to which were discussed in detail.

**Approved:**

**The FGB approved the following policies:**

- (i) Complaints Policy
- (ii) Maternity Leave Policy
- (iii) Paternity Leave Policy
- (iv) Adoption Leave Policy
- (v) Recruitment and Selection Policy

**Item 9 – Any Other Business**

There was none except for those items recorded as separate confidential matters.

Signed.....  ..... Date..... 17/9/19 .....

**Chairman of Full Governing Body**

**Date of Next Meeting: 10<sup>th</sup> July 2019**