



**Open Minutes of the Harborne Academy
Full Governing Body
held on Thursday 20th September 2018
at 4.15pm in Room 140**

| Present: | Apologies: |
|---|--|
| Anthony Dennant (Chairman) | Michelle Cradock (Sponsor Governor) (MC) |
| Jessie Elbaz (Head Teacher) (except Item 13) | Wendy Stevens (Sponsor Governor) (WS) |
| Kamran Hashmi (Parent Governor) (KH) | |
| Tim Jones (External Governor) (TJ) | |
| Helen Land (Sponsor Governor) | |
| Zakia Shah (Sponsor Governor) (ZS) | |
| Lydie Suana (Staff Governor) (LS) (except Item 13) | |
| Sue Woodward (Sponsor Governor) (SW) | |
| In Attendance: | |
| Catherine Bennett (Company Secretary) | Ravinder Singh (Assistant Head Teacher) |
| Gregory Caines (Assistant Head Teacher) (except Item 13) | |
| Matthew Fortune (Assistant Head Teacher) (except Item 13) | |
| Kevin Keelan (Assistant Head Teacher) (except Item 13) | |
| Remy Mal (Assistant Head Teacher) (except Item 13) | |
| Paul Movassaghi (Business Manager) (except Item 13) | |
| Sarah Ross (Deputy Head Teacher) (except Item 13) | |
| Bethany Wyr (Data Manager) (except Item 13) | |

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 – Appointment of the Chair and Deputy Chair

The Company Secretary presented this item.

APPROVED:

The FGB approved the appointment of Mr Anthony Dennant as Chairman and Mr Tim Jones as Deputy Chairman of the FGB for 2018-19.

Item 2 – Appointment of New Governor

- 2.1 The Company Secretary presented this item. She reported to the FGB that the Sponsor has appointed a new governor (Ms Michelle Cradock) with effect from today's date. The Chairman added that Ms Cradock has a banking and commercial background as well as a good understanding of secondary education.
- 2.2 The Company Secretary added that Ms Cradock will receive her induction in the next few weeks and has agreed to be a member of the Finance and Resources Committee.
- 2.3 The FGB noted Ms Cradock's appointment.

Item 3 – Summary of the Academy Inset Day Presentation to Staff and Staff Handbook.

- 3.1 The Head Teacher presented this item and provided the FGB with a summary of the presentation given to all staff at the beginning of term.
- 3.2 She informed the FGB that staff had been updated on a number of areas including outcomes 2017/18 (which would be discussed in more detail later in the meeting), the Academy vision and motto, the Academy Development Plan, schemes of work, updated policies (Staff Sickness Absence and Staff Code of Conduct), and selected Academy charities.
- 3.3 The Head Teacher reported that a key part of the Academy's vision is social cohesion and continuing to develop relationships with the local community, parents and families. She added that the Student Council had selected Mind, Birmingham Children's Hospital and Birmingham Food Bank as this year's charities.
- 3.4 The Chairman asked if staff see the Strategic Framework as devised by the FGB and SLT? The Head Teacher confirmed that it has been shared with all staff.
- 3.5 The Chairman added that it will be discussed in more detail later in the meeting but on behalf of the FGB, he wished to congratulate the Head Teacher and SLT on an excellent set of outcomes which exceeded expectations this year. He added that congratulations and thanks be passed on to all staff. The Head Teacher thanked the Chairman and agreed to share this with all staff.
- 3.6 The Chairman thanked the Head Teacher for the update.

Item 4 – Minutes of the Meeting held on 11th July 2018

- 4.1 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 actions Log which was reviewed and updated accordingly.

Item 5 – Academy Performance 2017-18

(i) Key Stage 4 (Year 11)

- 5.1 The Chairman commenced this item reporting that on behalf of the FGB he wished to thank and congratulate the Senior Leadership Team led by the Head Teacher with a very impressive set of results. The Chairman asked for the Head Teacher to forward on the FGB's praise to all staff for their hard work in supporting students to achieve these results.
- 5.2 The Head Teacher thanked the Chairman and along with the Data Manager led the FGB through the accompanying report. She stated that the outcomes are currently estimates and they will be confirmed in October 2018.
- 5.3 **Ch** – KH asked about grade boundaries and whether that explains the higher outcomes. This was discussed in detail about the wider national picture, external judgments and the recognition of the work that has taken place within the Academy.
- 5.4 The Data Manager led the FGB through the summary data, responding to questions as and when they arose. Again the Chairman reiterated his thanks to all staff. He added that the Chairman of the Sponsor had personally written to the Head Teacher commending the Academy in its achievement.

(ii) Key Stage 5 (Sixth Form)

Item 6 – Proposed Academy Targets 2018-19 – Verbal Update

- 5.5 AL presented this item and led the FGB through the relevant section of the outcomes report, reporting to the FGB that Year 13 achieved 100% pass rate across the board in the BTec subjects (Health & Social Care and Applied Science) and A Level Maths.
- 5.6 Further, AL provided information on Maths and English re-sits confirming that there was 100% pass rate with a significant number achieving the higher grades (particularly in English).

FI and Ch - Action: Governors asked for a further column to be added to data that sets out the actual number of key stage five students (and not solely percentages). This was agreed going forward – **AL and Data Manager - Ongoing.**

5.7 AL also shared with governors that he has asked last year's Year 13 to share with the Academy their destination information (which Employer / University they have moved onto).

5.8 The Chairman thanked AL for the update.

Item 6 – Proposed Academy Targets 2018-19

- 6.1 The Head Teacher presented this item and reported that at this stage, only a verbal update is available as the data is still being processed. She reported that what is clear, from last year's outcomes, is that the intervention strategies are working.
- 6.2 **Ch** – the Chairman asked the question about how we know what really has the impact on student outcomes. The Head Teacher reported that it is a combination of factors and impact can be seen by comparing ourselves locally (e.g. with the Oaks

Collegiate – where the Academy came third in outcomes for 2017-18 and was the highest co-ed Academy in the Collegiate). She added that the Academy will be benchmarked nationally later in the Autumn.

- 6.3 The Deputy Head Teacher reported that a further important factor is ensuring a level playing field for disadvantaged and pupil premium pupils. **FI** and **Ch** - KH asked for further clarification on the terminology in relation to "Pupil Premium" and "Disadvantaged Students". The Deputy Head Teacher explained the difference and emphasised that whilst these are two separate streams of funding, the Academy is there to help everyone.
- 6.4 A detailed discussion took place and the Chairman reminded all present on questioning style and responses in meetings.
- 6.5 The Head Teacher reported that further data will be available in terms of target setting at the next meeting in October 2018.

Item 7 – Pupil Premium Impact Report 2017-18 and Strategy 2018-19

- 7.1 The Data Manager and Head Teacher led the FGB through the Pupil Premium Annual Impact Report 2017-18 and Strategy 2018-19.
- 7.2 The Head Teacher reported that as indicated earlier and in the outcomes paper, the Academy was confident that it was applying the right strategies and outcomes are illustrative of this. She added that the Impact Report emphasises the achievements with pupil premium students highlights that the right strategies are in place.
- 7.3 **Ch** and **FI** – governors asked for cost amounts relating to the previous year to be added to the pupil premium strategy document. This was agreed.

Action: Cost amounts relating to the previous year to be added to the pupil premium strategy document – Business Manager – as soon as possible.

- 7.4 The FGB discussed the Impact Report and Strategy in detail.

APPROVED:

The FGB approved the Pupil Premium Impact Report 2017-18 and Strategy 2018-19.

Item 8 – Update on Academy Admissions

- 8.1 MF presented this item and led the FGB through the accompanying report that provided information on admission choices (HA as 1st, 2nd or 3rd choice) and the increase in 1st and 2nd choices over time, catchment areas and postcodes as well as student numbers.
- 8.2 A detailed discussion took place around who the Academy is looking to appeal to – local postcodes and / or postcodes more further afield. It was agreed that this is an area that the Strategy Working Group could explore in November 2018.

Action: The Academy to provide a percentage breakdown of all postcodes for pupils joining HA – to be presented to the Strategy Working Group on 14 November 2018 – MF.

Item 9 – Policies & Procedures

(i) Safeguarding Policy

9.1 The Deputy Head Teacher presented this item and the FGB discussed the amendments in detail.

APPROVED:

The FGB approved the Safeguarding Policy

(ii) Attendance Policy

9.2 The Deputy Head Teacher presented this item and the FGB discussed the amendments in detail.

APPROVED:

The FGB approved the Attendance Policy

(iii) Medical Treatment of Students Policy

9.3 The Deputy Head Teacher presented this item and the FGB discussed the amendments in detail.

APPROVED:

The FGB approved the Medical Treatment of Students Policy

(iv) Staff Sickness Absence Policy

9.4 The Head Teacher presented this item and the FGB discussed the amendments in detail.

APPROVED:

The FGB approved the Staff Sickness Absence Policy

(v) Pay Policy

9.5 The Head Teacher presented this item and the FGB discussed the amendments in detail.

APPROVED:

The FGB approved the Pay Policy

(vi) Public Sector Equality Duty Policy

9.6 KK presented this item and the FGB discussed the amendments in detail.

APPROVED:

The FGB approved the Public Sector Equality Duty Policy.

(vii) Health & Safety Policy

9.7 The Business Manager presented this item and the FGB discussed the amendments in detail.

9.8 Further the Business Manager explained that a bigger document sits behind this policy.

APPROVED:

The FGB approved the Health & Safety Policy.

Item 10 – Governance Update:

10.1 The Company Secretary led the FGB through the accompanying report and provided an update on the governance matters listed below. The FGB discussed all governance matters in detail:

- (i) Meetings Calendar 2018-19
- (ii) Link Governor Scheme 2018-19
- (iii) KIT Session Programme
- (iv) Away Afternoon
- (v) Full Governing Body Membership
- (vi) Strategy Working Group Terms of Reference
- (vii) BCC Model Code of Conduct 2018-19

APPROVED:

The FGB approved the meetings calendar 2018, the Strategy Working Group Terms of Reference and the BCC Model Code of Conduct 2018-19.

Item 11 – Harborne Academy Calendar 2018-19

11.1 The Head Teacher presented this item and led the FGB through key dates in the Academy Calendar that may be of interest. The Company Secretary agreed to circulate as outlook appointments relevant dates to all governors.

Item 12 – Any Other Business

This has been recorded as a separate confidential minute.

Item 13 – Confidential Item

This item has been recorded as a separate confidential minute.

Signed.....*ADennant*.....Date.....*25/10/18*.....

Anthony Dennant
Chairman of the Full Governing Body

