



**Open Minutes of the Harborne Academy
Full Governing Body
held on Friday 25th January 2019
at 1.00pm in Room 141**

Present:	Apologies:
Michelle Cradock (Sponsor Governor) (MC)	Tim Jones (External Governor) (Deputy Chairman)
Anthony Dennant (Chairman)	Nafisa Sajid (Parent Governor)
Jessie Elbaz (Head Teacher) (except Item 13)	Sue Woodward (Sponsor Governor) (SW)
Tim Graylen (External Governor)	
Helen Land (Sponsor Governor) (HL)	
Jeanette Prole (Sponsor Governor) (JP)	
Zakia Shah (Sponsor Governor) (ZS)	
Wendy Stevens (Sponsor Governor) (WS)	
Lydie Suana (Staff Governor) (LS)	
In Attendance:	
Catherine Bennett (Company Secretary)	
Debbie Smyth (Business Manager)	

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

Welcome

The Chairman welcomed and introduced TG to the FGB meeting for those that had not met him at the previous KIT session. All present introduced themselves.

Declarations of Interest

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

Item 1 – Open and Confidential Minutes held on 12th December 2018

- 1.1 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

All actions were updated on the actions log as required.

Item 2 – KPI Report (February 2019)

- 2.1 The Head Teacher presented this item and led the FGB through the Half Termly KPI Report to February 2019.
- 2.2 The Head Teacher stated that she was delighted to report that the Progress 8 score for 2017-18 data had now been officially validated and had doubled from what was originally calculated to +0.13 which was excellent. She added that the Academy remained third in the Oaks Collegiate which was a great achievement.

- 2.3 **SP** – on behalf of the FGB, the Chairman congratulated and thanked staff for all of their commitment and hard work and requested that the Head Teacher forward the FGB's praise to all staff which was agreed.
- 2.4 The Head Teacher then continued to lead the FGB through the KPI report which included details on targets, teaching and learning (98% good and above teaching), data for each year group, attendance, pupil numbers and behaviour information.
- 2.5 **Ch** – governors asked questions in relation to English. The Head Teacher reported that the department is particularly cautious when predicting grades and it will be a further year before it is clear what the numbered grades look like. She added however that the department is still working on achieving the target set by the FGB and all required interventions are in place. It was agreed that the Head Teacher would discuss predictions v targets with the English department.

Action: Head Teacher to discuss predictions and targets with English Department – update to FGB at its meeting in March 2019.

- 2.6 LS added that with target setting generally, it is difficult to pitch at the beginning of the year until the full content of the course has been taught.
- 2.7 The Head Teacher stated that she was delighted to report that the bid to the local authority for extra funding had been successful. Further, she wished to formally express thanks to Mrs Jain for submitting the bid.
- 2.8 **SP** – Governors commented that it is pleasing to see that progress is moving in the right direction and that the Academy's development is exceeding that of local outstanding schools.
- 2.9 The Chairman added that a local Councillor visited the Academy recently and whilst she had a negative view of the Academy on arrival, following her visit she was extremely impressed with its development and was contacting the local MP to visit.
- 2.10 The Chairman thanked the Head Teacher for the update.

Item 3 – Academy Year 11 Targets – By Subject – 2018-19

- 3.1 The Head Teacher presented this item and led the FGB through the accompanying report that provided information on Year 11 target grades for all other subjects. The Head Teacher explained that targets have already been set and that the cycle of subject target setting (beyond core subject targets) needs to be looked at as at the point of setting targets, data is not validated.
- 3.2 The Head Teacher led the FGB through the subject table and explained that teachers are held to account on expected progress in each subject area. Anything above and beyond that is considered as part of staff performance management under the incremental system.
- 3.3 **FI** - JP asked the Head Teacher what outstanding currently looks like in terms of Progress 8 score? The Head Teacher stated that anything close to 0.4 is likely to be considered outstanding but it is important to be aware of the changes to the framework being addressed in the next item.
- 3.4 The Chairman thanked the Head Teacher for the update.

Item 4 – the New Ofsted Framework

- 4.1 The Head Teacher presented this item and provided the FGB with additional information in relation to the proposed changes to the Common Inspection Framework.
- 4.2 The Head Teacher explained that schools have been asked to comment on the changes and that a combined response is being submitted by the Oaks Collegiate of which the Academy is part.
- 4.3 As part of this discussion, the FGB discussed the importance of a broad and balanced curriculum offer which the Head Teacher reported she would bring to a later meeting. It was agreed that the FGB would have an input into any changes to the current curriculum offer.
- 4.4 The Head Teacher reported that further information would be available on the changes to the Ofsted framework following a session she was attending on 28th January 2019. The Chairman thanked the Head Teacher for the update.

Item 5 – Risk Management

Risk Management Policy and Risk Register Template

- 5.1 The Chair of Audit presented this item and reported to the FGB that a thorough and helpful discussion took place at the recent KIT session. The Head Teacher reported that her and the Company Secretary had made a number of improvements to both documents following input from the Audit Committee and the wider group of governors.
- 5.2 The Chairman reported that the KIT session was a really useful session that provided much more clarity and understanding. Further, the Chair of Audit reported that as a result of the changes, risk management is a much more live process rather than solely being based around governance and audit.

APPROVED:

The FGB approved the Risk Management Policy and Risk Register Template and it was agreed that the current Risk Register would be updated in the new format.

Action – current risk register to be updated in the new format – Head Teacher – to be brought to the next Audit Committee meeting (March 2019).

Item 6 – Finance Update

(i) Management Accounts to 31 December 2018

- 6.1 The Business Manager presented this item and led the FGB through the Management Accounts to 31 December 2018. She reported that there are still a number of issues with errors and data codes (as a result of both previous human error and the new system).
- 6.2 The Chairman reported to the FGB that he has been kept up to date of the issues around this and that whilst coding is an issue, the bottom line is accurate.
- 6.3 It was agreed that the new style management accounts would be brought to the Finance and Resources Committee in March 2019. **Ch** - The FGB asked a number

of questions relating to the Management Accounts with regards to agency staff, Service Level Agreements and staff absence. The Business Manager provided full details on all queries raised.

APPROVED:

(ii) Three Year Financial Forecasts 2018-19 – 2021-22

6.4 The Business Manager presented this item and led the FGB through the accompanying three year financial forecasts. The Chairman reported that going forward with the new Finance System and Business Manager in place, the three year forecasts will be brought to the Finance & Resources Committee (and then for FGB approval) each Summer term.

6.5 The Business Manager and Chairman then led the FGB through the key points to note in respect of the forecasts. **Ch** – governors asked a number of questions around decreasing surpluses yet increasing numbers. The Business Manager reported that it is anticipated that funding per pupil will decrease over the next few years hence the decrease in surplus.

APPROVED:

The FGB approved the Three Year Financial Forecasts 2018-19 – 2021-22

Item 7 – Policies & Procedures

(i) Complaints Procedure

7.1 The Company Secretary presented this item and reported to the FGB that a revised improved Complaints Procedure is being proposed and led the FGB through the key updates and changes.

APPROVED:

The FGB approved the Complaints Procedure

(ii) Records Managements and Retention Policy

7.2 The Company Secretary led the FGB through the changes and updates to the Records and Retention Policy which were noted by the FGB.

APPROVED:

The FGB approved the Records Management and Retention Policy

Item 8 – Governors' Compliance Documentation

8.1 The Company Secretary requested that all governors complete the required compliance documentation (provided at the meeting) as part of the annual update and return it to her as soon as possible. This was agreed.

Item 9 – Any Other Business

9.1 The Chairman reported that he was due to leave the Sponsor College at the end of the month and JP had left the Sponsor College at the end of December 2018. He

reported that both he and JP have agreed to remain on the FGB for the foreseeable future and until terms of office are reviewed.

9.2 The Head Teacher reported that she was extremely grateful to them both and wished them well in their future career plans.

The meeting then ended.

Signed..... *A. Bennett* Date..... *7/2/19*

Chairman of the Full Governing Body

Date of Next Meeting: 7th February 2019

