



**Open Minutes of the Harborne Academy
Full Governing Body
held on Thursday 25th October 2018
at 4.00pm in Room 141**

Present:	Apologies:
Michelle Cradock (Sponsor Governor) (MC)	Tim Jones (External Governor) (Deputy Chairman)
Anthony Dennant (Chairman)	Lydie Suana (Staff Governor) (LS)
Jessie Elbaz (Head Teacher) (except Item 13)	
Kamran Hashmi (Parent Governor) (KH)	
Helen Land (Sponsor Governor) (HL)	
Jeanette Prole (Sponsor Governor) (JP)	
Zakia Shah (Sponsor Governor) (ZS)	
Wendy Stevens (Sponsor Governor) (WS)	
Sue Woodward (Sponsor Governor) (SW)	
In Attendance:	
Catherine Bennett (Company Secretary)	
Remy Mal (Assistant Head Teacher) (items 2-4 only) (RM)	
Anthony Lewis (Assistant Head Teacher) (items 2-4 only) (AL)	
Paul Movassaghi (Business Manager) (except Item 8) (PM)	

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

Welcome

The Chairman welcomed and introduced MC to the FGB meeting for those that had not met her at the previous meeting. All present introduced themselves.

Declarations of Interest

The following was agreed:

- No staff (except for the Head Teacher and Business Manager) would be present for Item 1.
- KH would not be present for Item 6 (Examinations Policy).
- No staff present for part of Item 8 (Confidential - Any Other Business).

There were no further declarations of interest.

Item 1 – Confidential Item

This item has been recorded as a separate confidential minute.

Item 2 – Open and Confidential Minutes of the Meeting held on 20th September 2018

- 2.1 The Chairman led the FGB through the above open and confidential 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 updated accordingly.

Item 3 – Updated Academy Outcomes 2017-18

- 3.1 The Head Teacher presented this item and led the FGB through the accompanying report. The Head Teacher reported very pleasing outcomes for Key Stage 4 for 2017-18. The Head Teacher added that 11 out of 13 key performance areas are showing an improvement on the previous academic year.
- 3.2 Further, the Head Teacher reported that open progress will improve once all open results are available eg. BTec. She added that it is anticipated that open progress will be in line with the target figure.
- 3.3 **Ch** – Governors asked a number of questions about the open progress outcome. The Head Teacher provided additional information with regards to the position with Health & Social Care and IT, the impact this may have on any league table as well as explaining the actions put in place to rectify the matter.
- 3.4 The FGB discussed the EBacc qualification and home languages in detail and the SLT emphasised the positive accomplishments that home languages bring to the Academy.
- 3.5 The Chairman once again congratulated the Head Teacher and SLT on the excellent outcomes for 2017-18 and asked that this be passed on to all staff on behalf of the FGB.

Item 4 – Proposed Academy Targets 2018-19

- 4.1 The Head Teacher presented this report and led the FGB through the accompanying report that provided an update on Key Stage 4 (GCSE) targets based on the key benchmark measures now used and Key Stage 5 (Sixth Form) provisional targets for 2018-19.
- 4.2 The Head Teacher reported that the Academy is ensuring that all interventions are in place consistently across all subject areas to make sure that all pupils are able to reach their potential. Further, the Head Teacher added the areas of concern (namely Health & Social Care and IT BTEC as outlined in the previous item) as well as the fact that only 63% of students in the 2018-19 are in coverage. She added that despite this, a full intervention programme is in place to ensure that all pupils reach their full potential.
- 4.3 In terms of the Sixth Form, the Head Teacher reported that the bar has been set high with vocational provision and the Academy has to maintain the high momentum to ensure the highest of standards are met.

- 4.4 **Ch** - The FGB discussed the proposed key benchmark targets in detail and challenged the Head Teacher and SLT on those where it was considered that the proposal was not aspirational enough, particularly given the fact that it is now clearer what the new grading system looks like. The Head Teacher took on board the FGB's comments, but added that there are a number of factors that need to be taken into account in terms of getting the balance right with target setting and it cannot be ignored that the country as a whole underperformed in some subject areas last year which impacted on the lowering of grade boundaries. Further, the Head Teacher reported that staff involvement with examination bodies (including being examiners themselves) has proven successful and has informed the target process this year.
- 4.5 **Ch** – the FGB emphasised the need, as a point of process, for any key benchmark targets that are set by the Head Teacher and SLT with subject departments to first be discussed and approved by the FGB. A detailed discussion took place on each key benchmark figure in terms of getting the balance right. All agreed that the targets (as set out in the accompanying report) were pitched around the right level save for English 9-4 that was increased from 62% to 64% and Maths 9-5 that was increased from 50% to 51%.
- 4.6 Key Stage 5 targets were agreed as set out in the accompanying report. It was agreed that subject targets would be provided at the next FGB (Performance) meeting.

Action: Subject targets to be provided at the next FGB (Performance) meeting (7th March 2019) – Head Teacher and SLT

APPROVED:

The FGB approved the Key Stage 4 targets (save for the two changes referred to in para 4.5 above) and Key Stage 5 targets as set out in the accompanying report.

RM left the meeting at this stage.

Item 5 – Academy Risk Register

- 5.1 The Company Secretary reported that following the recent internal audit on governance and risk management, a recommendation coming out of the audit was that the FGB consider the risk register at the first meeting of the academic year.
- 5.2 **FI** – WS (a Chair of Audit Committee) requested that a copy of the draft internal audit report on governance and risk management be forwarded to her. This was agreed.

Action:

Company Secretary to forward to WS the internal audit report on governance and risk management as soon as possible.

- 5.3 **Ch** – governors challenged this decision and recommended that the internal audit report and risk register be taken to the Audit Committee first.
- 5.4 **Ch** - Governors reviewed the risk register and commented that SLT need to ensure that it is reviewed between audit committee meetings. The FGB suggested an

amendment to Risk 6 (namely to separate out the two separate risks relating to (i) reduction in Key Stage 4 funding and (ii) Sixth Form numbers. This was agreed.

Action: Business Manager to amend the risk register by separating Risk 6 into two separate risks as set out in 5.3 above – as soon as possible and by the next Audit Committee meeting.

5.5 The Chairman thanked the Company Secretary and Head Teacher for the update.

Item 7 – Any Other Business

(i) Admissions Policy

7.1 The Head Teacher presented this item and led the FGB through the accompanying report on the revised procedure. She reported that any changes relate to correcting the order in terms of siblings.

7.2 **Ch** and **FI** – governors asked for further clarification of the amendments being made. It was agreed that the amendments would be highlighted, the policy circulated to governors and any comments by governors to be provided by Friday 2nd November 2018.

Action:

Amendments to Admissions Policy to be highlighted by SLT and then the policy to be circulated to the FGB. FGB members to provide comments by 2nd November 2018.

APPROVED:

Subject to any comments made by the FGB by 2nd November 2018, the Admissions Policy was approved.

KH left the meeting at this stage.

Item 6 – Policies and Procedures

This item has been recorded as a separate confidential minute.

Signed..... Adenraut Date..... 12/12/18

Chairman of the Full Governing Body