

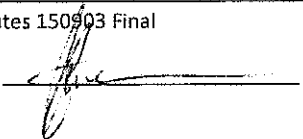
GA64 Grace Academy Governing Board

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| Time / Date: | 14.00-1600, Thursday 3 September 2015 | |
| Location: | The Pavilion, Coleshill | |
| Attendees/Members: | RN Edmiston (RNE) - <i>Sponsor Governor/Chair</i> | G Spicer (GSp) – Sponsor Governor |
| | TJ Edmiston (TJE) - <i>Sponsor Governor</i> | TGK Boxall (TBo) - <i>Sponsor Governor</i> |
| | I Baker (IBa) – <i>Chair of Governors, GA Darlaston</i> | SP Chase (SPC) – Sponsor Governor |
| In-Attendance | S Coughlan (SCo) – Clerk to the Governing Body | |
| Part-Attendance | J Clarke (JCl) - CEO | C Staley (CSt) – <i>Chair of AIB, Coventry</i> |
| | J Burton (JBu) – <i>Chair of AIB, Solihull</i> | J Wood (JWo) – <i>Foundation Governor/Director of Corporate Development</i> |
| | M Ison (MIs) - <i>Foundation Governor/ Director of Finance</i> | |

| Item | Action By | Due By |
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| <p><i>The Chair passed responsibility of chairing the meeting to GSp.</i></p> <p>1. Board Meeting:</p> <p>1.1 Apologies No apologies received.</p> <p>1.2 Declarations (Interests, Gifts, Hospitality & Conflicts of Interest) All Board members have updated their Declarations of Interests register prior to the meeting.</p> <p>1.3 Actions approved between formal Board meetings by the Board members</p> <ul style="list-style-type: none"> - Combination of Audit & Finance Committee in response to changes to the Academies Financial Handbook for 2015 <p>A decision has been taken to combine the Audit and Finance Committee in response to changes to the Academies Financial Handbook for 2015. Audit issues will be covered within Finance Committee and IBa has now been appointed to the Finance Committee.</p> <p>1.4 Statutory matters</p> <ul style="list-style-type: none"> - Re-appointment of TBo, Sponsor Governor <p>TJE voted for TBo re-appointed as a member of the Board, IBa seconded. TBo re-appointed to GA Governing Board as Trustee.</p> <p>1.5 Safeguarding training for Board Members TJE, SPC and RNE are due to receive refresher Safeguarding training. SCo to forward details of online Safeguarding for Trustees to complete.</p> | SCo | 30/09/15 |
| <p><i>(CSt, JCl, JBu, JWo & MIs welcomed to join the Board meeting)</i></p> <p>2. Minutes of the last meeting & Matters Arising (GA63)</p> <p>2.1 Minutes of the last meeting</p> <ul style="list-style-type: none"> 2.1.1 Amendment to deficits total to £842k. 2.1.2 Minutes accepted as an accurate record. <p>3. Matters Arising</p> <p>3.1 Matters Arising/Actions:</p> <ul style="list-style-type: none"> 3.1.1 Share Risk Review with ALT's: meetings have been scheduled with Chair's and Principal's, ALT are not involved at this stage; no further action required. 3.1.2 Link with FD forums regarding national figures: action carried forward. MIs is waiting to see if there are any reports coming out in September. GA is a relatively small MAT so MIs is unable to compare to other Academies from the governments | MIs | 10/12/15 |

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| <p>information. Firms of accountants complete audit reports so MIs will try and use GA numbers and has already completed benchmarking for the Finance Committee. It was agreed that each Academy would be considered individually proportionate to GA's top slice apportionment.</p> <p>3.1.3 Adjust scheme of delegation and clarify terms of reference regarding LGB/AIB financial delegation: JCI has met with LGB's and AIB's and clarified their financial responsibilities. The Scheme of Delegation has not been altered as it is currently fit for purpose, JCI will review over this term and if any changes are required they will be brought to the Board for ratification.</p> <p>3.1.4 Lead on changes to support and operational staff appraisal cycle: ongoing.</p> <p>3.1.5 Add new Trust Accountant to accounts: the Trust Accountant has now left therefore action superseded.</p> <p>3.1.6 Personnel Committee terms of reference: in process of being written as it needs reference new HR and Payroll service provider; action to be carried forward.</p> <p>3.1.7 Upload accompanying papers with sub-committee minutes: action completed.</p> <p>3.1.8 Send Board area of Portal link to Trustees: action completed.</p> <p>3.1.9 Investigate alerts for Board area for Portal: ICT are going through a period of transition so this action is to be revisited at a later date.</p> <p>4. Executive Reports</p> <p>4.1 CEO Report</p> <p>- Results 2014/2015</p> <p>JCI circulated results report prior to Board and there have been no material changes since. IGCSE has been a big issue for GA and other schools/academies because the grade boundaries have changed. Papers sent to the examining board have not been remarked and sent back as yet. Most schools/academies that were previously using IGCSE have seen a decrease in their results the same as GAD and GAC.</p> <p>GAS have hit their 50% target and made very good progress. GAD have dropped from last year to 35%. English has decreased to 48%, Maths has improved. GAC achieved 44% and have seen steady improvement in SACEM, Maths has made good progress and English has held up to the national average. Governors queried why GAC did not reach their target of 50% SACEM. JCI explained that too many got either English or maths but not both and that some students did not achieve the 5th GCSE and certain subject areas did not perform as well as predicted.</p> <p>GAS: At GAS Maths results increased significantly and English has done remarkably well hitting 45% 4 LOP, this is likely to put GAS in the top 5% nationally; JCI noted that this is a remarkable achievement. The Board sent their congratulations to GAS and noted that they are also the most financially challenged of the Academies. The AIB continues in its work and has been effective. The Principal is pleased with current numbers, there are 158 in Y7 and 76 Y12. It was discussed that the Academy will receive an extra 2.5% funding due to the numbers. JBU advised that staff and pupils have responded well to the senior team challenging poor behaviour and the behaviour of students has improved greatly. There has been a change of perception in the local area and a whole class has been added to the intake. The first open evening for this academic year will be taking place on 29th September.</p> <p>GAC: GAC is still in measures and will receive their fifth and final monitoring visit from HMI this term. It is likely English is above or close to the national average. IGCSE has been hit hard and this has had an effect on students getting both English and Maths and achieving the 5th GCSE. Maths has made good improvements but too many D grades still. There are challenges in Science even though it has improved on last year. Students got more A* and A grades at GAC than ever before. Stretch and challenge has worked with higher ability students but not those with middle ability. The Board queried what analysis is being carried out to ensure figures are improved next year. CST advised that staffing is a key issue at GAC and big groups are being taught by teachers, teachers need to focus on borderline students. GAC has only 1 supply teacher left, they now need to maintain that stability and give the new leaders a chance to move forward. Trustees challenged the accuracy of the data as the predictions were not correct and how they would be able to have confidence in future data presented to the Board. JCI replied that data is reasonably accurate at GAC and there has been a lot of external moderation, the 50% would have been achievable without the aforementioned issues. GAC also set their target at national figures and although this has ramifications it builds expectation, students should be hitting national targets. It was suggested that a predicted target column could go alongside the actual target in order to demonstrate where the Academy is aiming for and the national percentages. Trustees queried if GAC have a strategy for the borderline 5th subject students. JCI advised that he met with leaders yesterday and they will be undertaking this work in October. The</p> | <p>JWo/JCI</p> | <p>10/12/15</p> |
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 Date: 6/01/16

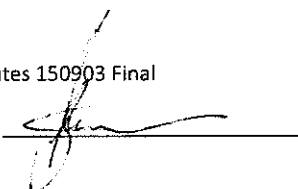
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| <p>curriculum needs to be reviewed and the GCSE English board carefully selected. The examining board cannot be changed for Y11 but can be for Y10. BTECs were hit badly at GAC as not all of the students were prepared enough for the exam, setting the curriculum right is key. The intake for GAC is 106 and was predicted at 120. GSp added that GAC needs to improve its image in the local community. There are a higher number of parental complaints to governors at GAC than the other Academies so they need to focus on improving relationships with parents.</p> <p>GAD: IBa noted his previous concern with GAD’s predictions. Maths have come out well and GAD were the strongest of the 3 Academies for 4 LOP in Maths, this demonstrates the low levels that students come into the Academy with. There is a new Head of Maths who did well to save Maths from where it was feared they might otherwise be. Although Maths is under target if the boundaries hadn’t changed they would have met the target. The 5th subject is not an issue at GAD, it is English that is the biggest challenge. Crossover is also a big issue. Forecasting results had been raised at AIMB in regards to sensitivities and the Academy were asked to see if marks change how they might be exposed but the action was not followed up. Sixth form Maths achieved well in A-Levels, the APS per entry and per student were high and above target. The general view is that teaching is reasonable but there is not enough focus on differentiation. Additionally overall middle leadership has not been strong but there are some good leaders. Science performed well. In Maths there was a large scale of intervention after the subject leader left they reset timetables to ensure students were with specialist teachers. Maths teachers also worked with students in form time and the work was promptly marked to assist with speedy intervention. At half term Maths were being forecast at around 30%. Student aspirations is a problem at GAD. A new programme of enrichments and a new reward approach is in place. Y11 are being taken out for a day to see an aspirational speaker. GAD receive less academic children in terms of KS2 and they achieve very low levels. GAD has many keen but inexperienced middle leaders and it needs more driving. The Board asked JCI if he will be focusing his attention on areas of inefficiency. JCI said his focus will be looking at areas that are falling behind, leaders will be focusing on deficiencies. It was noted that Y7 numbers have increased at GAD and parents are choosing GA over other Academies in the area. Progress is as expected, the students are less able so although the attainment might not be high the progress of students is much better.</p> <p>Sixth Form: Overall results were pleasing for sixth form. Two external students have been taken into GAS, although this is not a significant number it is an improvement because there were none before. Different subjects are being offered and better matched to students abilities as there is now a higher threshold to enter sixth form. Football Academy is starting at GAC and GAD this year which should increase numbers. The Board requested that JCI and GSp send a letter to the Academies on their behalf complimenting GAS on their achievement and reflecting the good points and challenges ahead for GAC and GAD.</p> | | |
| <p>5. Committee Reports: 5.1 Audit Committee (including Risk review) Covered by item 1.3.</p> | JCI/GSp | 30/09/15 |
| <p>5.2 Finance Committee July figures have been released and predict the possible outturn, these are not the final figures to August. The Board noted positivity in how the Academies have bought back the deficit in one year. Forecasts have been built on the predicted number of students. In December the projected income for next year based on actual numbers will be communicated. MIs will be examining those numbers for the first time in the September accounts. The deficit figure projected at the last meeting was just under £400k. MIs highlighted that the national funding formula is changing and this will negatively affect GAC but will not affect GAS or GAD positively. RNE requested that MIs identify and send the exact numbers to him. It was noted that at GAS a significant portion of the intake is from Birmingham, however, the Academy does not receive anywhere near the same funding. MIs to send figures of how many students from Birmingham attend GAS and the map of geographic boundaries for Solihull to the Board.</p> | MIs | 10/12/15 |
| <p>There are reserves that have been bought back centrally such as the GAD ICT reserve. MIs suggested now re-designating as a pooled reserve. A discussion took place in regards as to whether start up for GAD was meant to be kept for Darlaston. In principle the Board agrees that the funds can come back into pooled reserves, the detailed work will be actioned by the Finance Committee outside of the Board meeting.</p> <p>5.3 Personnel Committee</p> | MIs | 10/12/15 |

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| <p>CSa has reviewed the structure and has identified posts that should be part of a formal process, staffing reductions for this academic year have been discussed. Savings need to made because of money and restructuring. It is not clear at this stage if the other two Academies may need to reduce their staffing. The Board agreed for a staffing reduction to commence across the Academies for financial reasons or restructure. Personnel Committee to review reductions in more detail. The redundancy process has now been completed for last year.</p> | | |
| <p>A performance management review has taken place and meetings have commenced with staff and unions. It has been proposed that the support staff appraisal cycle is to be bought in line with teaching staff to enable more effective target setting.</p> | | |
| <p>5.4 GAS AIB Covered by item 4.</p> | | |
| <p>5.5 GAC AIB Covered by item 4.</p> | | |
| <p>5.6 GAD LGB Covered by item 4.</p> | | |
| <p>6. Policies review: 6.1 Financial Regulations Manual There is a reference to Audit Committee within the policy, wording to be altered. IBa has forwarded and email to MIs with some amendments, the changes are not substantive. Following amendments by MIs Financial Regulations Manual approved by Board.</p> | MIs | 11/09/15 |

| <u>Actions for GA Board:</u> | | |
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| Action: | Action By | Due By |
| Forward details of online Safeguarding for Trustees to complete | SCo | 30/09/15 |
| Link with FD forums re: national figures | MIs | 10/12/15 |
| Personnel Committee terms of reference | JWo/JCI | 10/12/15 |
| Send letters to the Academies on behalf of Board re: results | JCI/GSp | 30/09/15 |
| Send figures regarding the effect of the change to national funding formula | MIs | 10/12/15 |
| Send figures re: Birmingham students attending GAS with map | MIs | 10/12/15 |
| Amendments to Financial Regulations Manual | MIs | 11/09/15 |



6/01/16