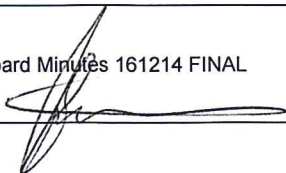


## GA69 Grace Academy Governing Board Minutes

<b>Time / Date:</b>	14.00-16.00, Wednesday 14 December 2016	
<b>Location:</b>	The Pavilion, Coleshill	
<b>Attendees/Members:</b>	RN Edmiston (RNE) - <i>Sponsor Governor/Chair</i>	G Spicer (GSp) – <i>Sponsor Governor</i>
	TJ Edmiston (TJE) - <i>Sponsor Governor</i>	TGK Boxall (TBo) - <i>Sponsor Governor</i>
	C Staley (CSt) – <i>Sponsor Governor</i>	SP Chase (SPC) – <i>Sponsor Governor</i>
	I Baker (IBa) – <i>Chair of Governors, GA Darlaston</i>	A Edmiston (AEd) – <i>Sponsor Governor</i>
<b>In-Attendance</b>	S Coughlan (SCo) – <i>Clerk to the Governing Board</i>	
<b>Part-Attendance</b>	J Clarke (JCl) - <i>CEO</i>	J Burton (JBU) – <i>Chair of AIB, Solihull</i>
	J Wood (JWo) – <i>Director of Corporate Development</i>	M Ison (MIs) - <i>Director of Finance</i>
	P Oxtoby (PAo) – <i>Partner, RSM UK Audit LLP</i>	

Item	Action By	Due By
<p><i>Chair passed responsibility for chairing the Board meeting to GSp.</i></p> <p><b>1. Board meeting</b></p> <p>1.1 Apologies None.</p> <p>1.2 Declarations (Interests, Gifts, Hospitality &amp; Conflicts of Interest) None.</p> <p>1.3 Actions approved between formal Board meetings by the Board members</p> <p>1.3.1 Pay &amp; Discretionary Awards for Senior Leaders Pay &amp; Discretionary Awards for Senior Leaders were agreed and implemented outside of the Board meeting as agreed by Board members.</p> <p>1.3.2 GAD PAN Reduction Proposal The Board agreed to the proposal for consultation on PAN reduction at GAD to an intake of 150. The Academy are in the consultation stage. If the change is agreed following consultation the Board will be asked for final approval. The reduction in PAN will be reviewed on an annual basis.</p> <p>1.4 Statutory Matters None.</p> <p><b>2. Review of Finance Committee Report 2015/2016</b> The Finance Committee annual report was circulated to governors prior to the Board meeting. The report details work during the year, how many times the Committee met, overseeing of finances and the work of internal and external auditors.</p> <p><b>3. Skills Audit</b> Governors considered whether there were any skills gaps on the Governing Board. The Board are satisfied that otherwise there is a range of expertise including financial, legal, educational, business, construction and management. GSp has links in the community as a pastor in Coventry. Governors are aware of the skills the Board has and are utilising these where needed.</p>		
<p><i>JCl, JBU, JWo, MIs joined the Board meeting</i></p> <p><b>4. Minutes of the last meeting (GA68)</b></p> <p>4.1 Minutes accepted as an accurate record of the meeting.</p> <p>4.2 Actions/Matters Arising:</p> <p>4.2.1 Review appointment of AEd: Governors considered appointment of AEd, IBa nominated, SPC seconded. AEd appointed to Grace Academy Governing Board.</p> <p>4.2.2 Review CEO's performance; action completed.</p> <p>4.2.3 GA Board Skills Audit; covered in item 3.</p>		



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<p>4.2.4 Liaise with CV and IM re: digital marketing and social media; action completed. JWo confirmed that an apprentice has been appointed to work on digital marketing and social media. CV were involved in the interview process and the apprentice will work with CV and IM.</p> <p>4.2.5 Meet with new RSC; covered in item 5.1.</p> <p>4.2.6 Send updated LGB and Finance Committee terms of reference for approval; action completed.</p> <p>4.2.7 Upload declarations of interest to GA website; action completed.</p> <p><b>5. Executive Reports:</b></p> <p>5.1 CEO Report</p> <p>5.1.1 <b>Regional Schools Commissioner:</b> JCI was unable to meet with RSC as yet as detailed in CEO report.</p> <p>5.1.2 <b>Progress data:</b> This data is based on information from October/November on work up until October. A discussion took place regarding the data and difficulties in measuring compared to last year. A second set of data is due this week which JCI will be reviewing in detail against the first data point. Governors discussed the changes to exams this year and how it will be harder for students to access them this year.</p> <p>5.1.3 <b>Destinations:</b> Academies and schools are also measured on this data and it is published nationally. The current figures are out of date therefore JWo is working on destinations with her team and will report current data at the next meeting.</p> <p>5.1.4 <b>GAC monitoring inspection:</b> The letter from HMI says GAC are not making reasonable progress and this was expected by the ALT. The report however is incredibly positive and the HMI was supportive and positive during the visit.</p> <p>5.1.5 <b>Finance:</b> It was noted that two Academies haven't received the number of students that their funding has been based on. The Finance Committee will be considering this at their meeting tomorrow and decide whether any remedial action should be taken now to address the shortfall.</p> <p>5.1.6 <b>Leadership:</b> DGe is Executive Principal across GAC and GAS for the rest of the year. A discussion took place regarding how this will be managed going forward. Governors challenged how sustainable the current model of leadership is at GAS and GAC and how capacity can be addressed. JCI proposed trying to appoint either a Principal or Head of Academy for Sept 2017 for GAC and leaving the Executive Principal in place. Governors agreed to the proposal; JCI to begin process of recruiting and to extend the Exec Principal arrangements.</p>	<p>JWo</p> <p>JCI</p>	<p>22/03/17</p> <p>22/03/17</p>
<p><b>6. Committee Reports:</b></p> <p>6.1 GAS AIB</p> <p>The Head of Academy at GAC visited GAS to attend QA meetings. Attendance review meetings have been taking place and Solihull LA conducted a full safeguarding review. The recent open evening was a success with lots of new families attending and good comments received. GAS are proposing an intake of 180 for September 2018 and this figure was officially noted by Board. JBu attended the Principal's appraisal with the CEO. AIB have a standing item for safeguarding and vulnerable pupils. Curriculum planning is being reviewed, MFL is being introduced next year. JBu attended three permanent exclusion meetings. There are two staff issues that are both in stages of resolution. A catering tender meeting has taken place to review the catering provision. There is a proposed solution for roof that has been put in place whilst students are in the Academy to prevent any more leaks.</p> <p>6.2 GAC AIB</p> <p>One of the governors of the AIB have resigned which means there are now two governors at GAC. SCo is approaching several organisation and linking with the business team to try to</p>		

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<p>recruit one or more new governors. Governors are attending data meetings and monitoring carefully. CSt updated the Board on teaching and learning. CSt highlighted the need to keep DGe at least part time for the next few years with strengthening from a Head of Academy. The new Ethos AP starts in January and they also teach so this should provide extra capacity to the ALT. GAC is working with GAS sharing good practice which is a strength. DGe has introduced rigorous data review sessions with middle leaders and they are working with more experienced staff at GAS.</p> <p><b>6.3 GAD LGB</b></p> <p>In Y7 the intake was 96 for September 2015 and 113 are indicating first choice for September 2018. There were 69 first choices for September 2016 which lead to an intake of 142 therefore some increase in future student numbers is expected. The prediction is that Y12 is likely to be smaller due to the change to exams, the Academy needs to be confident students will be able to achieve before taking them on in Y12. Students were previously encouraged to stay on in sixth form but are now going onto other provision which is more suited to their needs because careers guidance is better. Behaviour is good and the new head of sixth form is driving improvements. MIs is the link governor for teaching and learning and has been working with GAD. During his visit he noted that there aren't many extra staff carry out the additional interventions that are required. External support has assisted teaching improvement as well as cross pollination with the other Academies. Standardisation is ongoing and marking has decidedly improved. Community work is also taking priority.</p> <p><b>6.4 Finance Committee</b></p> <p>As in 5.1.5 the Finance Committee will be considering next year's forecast. If extra funds need to be saved staffing reductions may have to be considered. The Board agreed in principle for staffing reductions if they are deemed necessary by Finance Committee in order to achieve a balanced budget.</p> <p><b>6.5 Personnel Committee</b></p> <p>A large staff training day took place in October which had a focus on teaching staff meeting in their individual specialist areas and was well received generally. Personnel Committee are considering changing the format to differentiate to staff/departmental CPD requirements. The main focus of the last Personnel Committee meeting was staff performance and appraisals for teaching and support staff.</p> <p><b>7. Terms of Reference</b></p> <p><b>7.1 Governing Board</b></p> <p>The Board Terms of Reference have been updated; Board Terms of Reference approved by Board</p> <p><b>7.2 Finance Committee</b></p> <p>Finance Committee Terms of Reference have been updated; Finance Committee Terms of Reference approved by Board.</p> <p><b>7.3 GAD Local Governing Body</b></p> <p>Local Governing Body Terms of Reference have been updated; Local Governing Body Terms of Reference approved by Board.</p> <p><b>7.4 GAC Academy Improvement Board</b></p> <p>There are no changes to the GAC AIB Terms of Reference.</p> <p><b>7.5 GAS Academy Improvement Board</b></p> <p>There are no changes to the GAS AIB Terms of Reference.</p> <p><b>8. Memorandum and Articles</b></p> <p>MIs proposed the addition of sports facilities for use by communities to the Memorandum and Articles, this is to mitigate any corporation tax liability that may occur. The specific paragraph used was recommended by the EFA three years ago when this item was last reviewed. The Board approved the addition and four governors signed the agreement as required; MIs to progress.</p> <p><b>9. GAS PAN Review</b></p> <p>The Board are required to review the reduced PAN number at GAS annually. Governors approved reduced PAN of 180 for the coming year to be reviewed in September 2017.</p>	<p>MIs</p>	<p>22/03/17</p>
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<p><b>10. Policy Review:</b> 10.1SEND Policy</p> <p>SEND policy was updated and forwarded to Board. There are very few changes and most are additional roles that are now in the Academies that have been inserted; SEND Policy approved.</p> <p><b>11. Approval and Signing of Statutory Accounts (PAo to join the Board meeting)</b></p> <p>PAo explained how the format of the accounts has now changed and detailed how they are split by trustees report and governing statements. A discussion took place regarding the accounts and the Board raised various questions with PAo. JCl completed a statement as the accounting officer on page 15 re: regularity and probity. PAo advised a clear report and it was highlighted that GA have systems to recognise issues, the report confirms that there are no issues to raise with the EFA. It was discussed that the GAS Roof bid makes it appear as though GA has a higher income and distorts the overall picture. PAo raised reserves and noted that if these funds fall it will cause issues with cash flow and this will need to be managed at some point. Trustee's signed and approved the accounts.</p> <p><b>12. Trustee's Report</b> 12.1EFA Letter to Accounting Officers Letter circulated to governors for their information prior to the meeting.</p>		
<p><b>13. Any Other Business</b></p> <p>None.</p>		
<p><b>14. Future Meetings</b></p> <p><b>Board:</b> 22 March 2017 (09.30-11.30) <b>AIB:</b> GAS 04 January 2017/GAC 10 January 2017 <b>LGB:</b> GAD 31 January 2017</p>		

<u><b>Actions for GA Board:</b></u>	<u><b>Action By</b></u>	<u><b>Due By</b></u>
Report up to date destinations data	JWo	22/03/17
Start recruitment process for Head of Academy at GAC for September 2017	JCl	22/03/17
Progress amendment to memorandum and articles	MIs	22/03/17