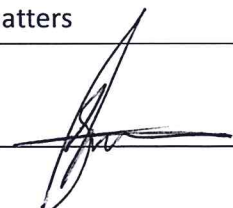


Grace Academy Governing Board Minutes

Time / Date:	09.30-11.30, Wednesday 14 June 2017	
Location:	The Pavilion, Coleshill	
Attendees/Members:	RN Edmiston (RNE) - <i>Sponsor Governor/Chair</i>	TJ Edmiston (TJE) - <i>Sponsor Governor</i>
	G Spicer (GSp) - <i>Sponsor Governor</i>	A Edmiston (AEd) – <i>Sponsor Governor</i>
	C Staley (CSt) – <i>Sponsor Governor</i>	I Baker (IBa) - <i>Chair of Local Governing Body, GAD</i>
	S Chase (SPC) – <i>Sponsor Governor</i>	
In-Attendance	S Coughlan (SCo) – <i>Clerk to the Governing Board</i>	
Part-Attendance	J Clarke (JCl) - <i>CEO</i>	J Wood (JWo) – <i>Foundation Governor/Director of Corporate Development</i>
	J Burton (JBu) – <i>Chair of AIB, Solihull</i>	M Ison (MIs) - <i>Foundation Governor/Director of Finance</i>
Apologies:	Tgk Boxall (TBo) - <i>Sponsor Governor</i>	

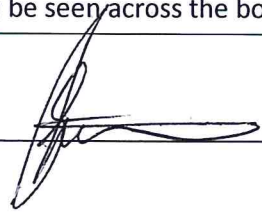
Item	Action By	Due By
<p>1. Board Meeting</p> <p>1.1 Apologies Apologies received from TBo.</p> <p>1.2 Declarations (Interests, Gifts, Hospitality & Conflicts of Interest) No declarations.</p> <p>1.3 Actions approved between formal Board meetings by the Board members</p> <p>1.3.1 Adjustment to working hours of the CEO Board members reluctantly agreed for JCl to reduce his hours. The Board noted the challenges in maintaining and improving the position of GAS and GAD whilst also improving at GAC. The Board agreed that the position will need to be monitored closely. Principals and Directors will be informed this week. RNE to meet with DGe and CSa. It was discussed that an Associate Principal has been appointed to start in September at GAC, this is a crucial role and leaders are confident in this appointment.</p> <p>1.3.2 GAS Roof IBa advised that he signed contracts for the roof work at GAS as TBo was away and the Finance Committee was authorised to sign. DGe continues to run the project from GAS, a consultant has been employed and there are lawyers acting on Grace Academy's behalf. The consultants will continue to represent Grace Academy throughout the project to completion. TBo, MIs, DGe and JCl are members of the roof project committee and were involved in the appointment process with Stone King.</p> <p>1.4 Statutory matters</p>	RNE	20/09/17



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None.		
<p>2. Minutes of the Last meeting (GA70)</p> <p>2.1 Minutes of the last meeting accepted as an accurate record.</p> <p>2.2 Matters Arising/Actions:</p> <p>2.2.1 Progress amendment to memorandum and articles; action completed. The special written resolution is with the EFSA for their finalisation. GA have already been given approval in regards to our facilities being used and are just waiting for sign off.</p> <p>2.2.2 GSp to respond on behalf of the Board to DJa and arrange meeting; action completed.</p> <p>2.2.3 Check mem and arts for information regarding maintaining business specialism; action completed. The mem and arts said specialism is specified in the funding agreement, the new funding agreement is silent on the specialism therefore there is no requirement.</p> <p>2.2.4 Pursue the DfE/LA regarding extra funding for rapid growth to support GAD; ongoing.</p>		
<p>3. Committee Reports</p> <p>2.1 CEO Report</p> <p>Getting to good at GAS and GAD is a remarkable achievement and JCI congratulated the Academies. GAC has been classified as a coasting school and have received a visit from an Educational Advisor (EA) from the DfE. The EA was very positive and GAC have now received the report. At GAS and GAD leaders are aware that they need to keep driving forward and working hard. A discussion took place regarding expansion and how this might be achieved. The Board noted the outstanding features at the Ofsted visit for ethos and RSE. Lots of work has taken place in embedding ethos into the curriculum with measurable outcomes that everyone recognises and staff clearly understand the vision. The Board congratulated IBa, JBu, JCI and the Principals in taking two of the Academies to good.</p> <p>GAC: The Academy will be better in September, it has been a demanding year but they have made huge progress. In September there will be a much stronger leadership team in place. Learning in lesson is much improved and this reassures JCI that the Academy is on track in progress in the longer term. Lessons are looking more consistently good, teaching is better and leaders knows what their priorities are. The DfE report states that the Academy are doing all the right things and the visit was conducted thoroughly by an experienced ex HMI; SCo to circulate the DfE report to the Board following the meeting. The result of the next Ofsted visit cannot be anticipated as it depends on outcomes this summer. Predictions look better overall compared to last year but no one can be certain until the results are released.</p> <p>Admission numbers: GAC intake will be 153 which is positive compared to the original lower numbers that were expected. GAS intake will be 180 and GAD will be 240. The Academies are planning on the basis of those numbers, however, managing the inflow will be an issue.</p> <p>Outcomes: Outcome predictions are as solid as they can be until results are received and improvements can be seen across the board. Board members noted that GAD</p>	SCo	16/06/17



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and GAS received good judgements in their Ofsted visits but GAC grade results are amongst the best. Attainment at entry for students at GAC is broadly average. Attainment grades do not take into account the students starting points whereas P8 does. Governors noted that in the GAD Ofsted they mentioned the context. GAD had the best P8 score last year but didn't have the best attainment results.

GAS roof: There was a meeting last week and the GAS roof project sub-committee are confident that the roof will be ready for September. The new roof will also provide an extra four classes. The health and safety requirements to make them into classes are expensive but it's within budget and will work.

Staffing Reductions: There have been no compulsory redundancies at GAC and two compulsory redundancies at GAF. A number of staff have taken VR at GAC and this has assisted in avoiding compulsory redundancies.

2.2 Finance Committee – including approving the formal budget plan for 2017/2018

The current year is showing an outturn deficit of £236k in year, this is a £142k improvement on the budget agreed by the Board and savings have been made in year. The better position is largely due to GAC and GAD. The proposed budget for next year shows financial pressures and reduction in GAG income is largely down to lagged funding. There are also increased cost pressures beyond income which include increased pensions contributions, increased insurance costs, apprenticeship levy, inflation and increases in other costs. All of this means greater pressures and the most significant challenge is the unfunded places where there is rapid growth in student numbers. The shortfall in funding based on numbers in September is £1.2m, with an income of £15m this is substantial. Overspend on the revenue budget is predicted at £531k, JCI therefore requested a deficit budget in year. This figure demonstrates significant savings compared to the unfunded sum of £1.2m. The Finance Committee have worked very hard to drive down the budgets and the Trust has made as many cuts as possible. GAD and JCI will be approaching the LA for assistance in funding for the additional students and MIs will approach the DfE as discussed at the last meeting. GAD have consulted on and will be limiting the PAN to 150 next year as agreed by Board. This will help to maintain educational improvement and finances. There are many students who are disadvantaged who required intense support. The revenue reserves are £1.1m this year and the deficit of £531k will be deducted. The total reserves as at 31/08/17 with revenue and capital will be £1.9m. Budgets for 2017/2018 approved by the Governing Board.

2.3 Personnel Committee

Personnel Committee have been discussing the reductions process at GAC and GAF. Social Media analysis reports have been received to ensure the platforms are being used effectively to market the Academies to parents, students and the communities they serve. Strategies are in place to deal with any negative comments received. Personnel Committee have been working alongside Finance Committee on IR35 for contracted staff. The new laws coming in by May 2018 for data protection are being addressed. These laws will mean significant changes in how the Academies communicate with parents, staff, and students and how parents provide permissions. JWo is doing work on this so that the Trust can be ready to commence implementation early in September to ensure GA are prepared for when the new rules are implemented by law in May 2018.

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2.4 GAS AIB

The recent Ofsted report reflects on the hard work of staff and how students have responded. JBu met with DGe regarding introducing a shadow LGB. It has been decided that the AIB will continue in their current format, particularly as PLe has received permission from the Director of Childrens services to continue as a governor. JBu met with the PFTA and wants members to attend AIB meetings, different members will be invited to represent various aspects. The PFTA run events, newsletters and a whole other range of activities, they are well connected in the community and really enthused about the Academy. GGo delivered a good presentation on the current status in Y11 and there is a similar situation at this data point compared to last year in that the staff are confident in the predictions. The exams seem to have gone as expected although papers were harder than last year. Y10 are in a massively stronger position compared to where the current Y11 were last year. GAS will be fully staffed for September. The AIB reviewed risk registers and largely reflected on finances and the downgrading of standards as a risk following the recent inspection. There was an upgrade in compliance issues because of the roof. JBu met with subject leaders in QA meetings. Governance is strong at GAS and rapid progress is clear.

2.5 GAC AIB

A new governor has joined the AIB, he is an expert in safeguarding and will be taking over the safeguarding governor role from CSt. The AIB are monitoring safeguarding closely. Another potential governor attended the last AIB meeting as an observer and will be meeting with GSp so he may approve the appointment on behalf of the Trust. Leadership is key and will be strong in September but they are unable to recruit a Head of Maths, GBa will continue as Head of Maths until a replacement can be sought. CSt is going to work closely mentoring and supporting the new Associate Principal in the Autumn term. Although DGe has maintained a high level of visibility there needs to be a full time Principal therefore this appointment is important. Attendance has been a challenge and there has been a huge amount of effort on improving it this year. In order to maintain and improve attendance further another attendance appointment has been made. The DfE report was very positive and mentioned the data meetings and governors are more confident in the data this year. The EA who visited said the judgements on teaching are correct. GAC are working jointly with GAS on CPD and this is making a positive difference. Middle ability DS remains an issue, the gap is narrowing but CSt said she is not confident in the data in regards to these students. Lots of work on feedback, marking and assessment is taking place within the Academy.

2.6 GAD LGB

There is some nervousness around results due to the changes in exams. Students at GAD come in significantly below national averages and there are some concerns about resilience; although this year is the first year that none of the students have walked out of an exam. Ofsted recognised the steps taken in KS3 to embed literacy and resilience. There is a lot more staff turnover this year than usual. The LGB will be looking at how they are going to move forward strategically at the next meeting. DJa is going to be re-appointed to the LGB. JBu has recently been appointed but needs to resign now due to other commitments. JBu will remain on the Standards Committee and will still attend LGB periodically for key meetings. JCI will stay as a member of the Standards Committee but will resign from the LGB.

GSp

30/06/17

CSt

31/12/17

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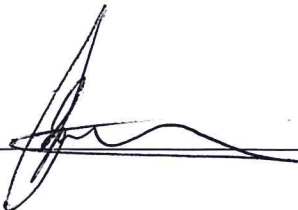
<p>4. Board Self-Evaluation</p> <p>Self-evaluation: JCI circulated the DfE model self-evaluation prior to the meeting. JCI has started work on this following discussions with IBa and GSp. JCI will share the self-evaluation with the DfE and have a discussion with them about where GA is now and whether this links into MAT growth. An improvement plan drawing on priorities will then be produced from the self-evaluation and sent to Board members and will be shared with local governing bodies so the Board can ensure they are working to it.</p>		
<p>5. External Audit Tender</p> <p>The Finance Committee are proposing that the Board formally appoint new auditors Crowe Clark Whitehall. This is following a tender process with Trustees involved and the decision was unanimous; the Board approved the appointment of Crowe Clark Whitehall as the new auditors for the Trust.</p>		
<p>6. Signing of Accounts</p> <p>Due to the Board meeting being bought forward from December to November this year there may be a potential issue in the signing of the accounts. Item to be carried forward to the next meeting as MIs will have a better idea of timescales, SCo to add as an item for the agenda.</p>	SCo	20/09/17
<p>7. Business and Enterprise Specialism</p> <p>The B&E team have been made redundant and one has already left. The two remaining staff finish on 31/08/17. JWo has been working closely with them on the handover with Business Partners. Principals are choosing to manage B&E differently at their Academies. CSa is advertising for a careers and business post who will also teach to assist with the increase in student numbers. The existing Business Facilitator was offered the position but declined. A meeting is scheduled for 29/06/17 with business partners and staff from the Academies who will be responsible for B&E in order to set very clear expectations of what the business partners and Academies want. At GAS and GAC they are planning for business partners to work with the business teachers. The B&E team are working hard on finishing well and handing over to enable Academies to start immediately in September. The reaction of business partners has been sadness and loss as they have very good working relationships with the B&E team. However the vast majority are very willing to take things forward with the Academies in a different format. B&E will look different at each Academy and JWo will continue to receive a report for Board regarding progress.</p>		
<p>8. Related Parties Review</p> <p>Related parties for 2017/2018: Grace Foundation gift of funds, CV for gift of premises, donation of DBo's time and admin expenses for the cost car scheme. The Board noted that there are no changes or additional related or connected parties.</p>		
<p>9. Any Other Business</p> <p>9.1 Reserves and Investment Policies</p> <p>The Board noted that the reserves and investment policies have not changed since they were agreed previously.</p> <p>9.2 Legal Cases</p> <p>JWo advised the Board that she is currently dealing with three big legal cases. These cases are on track and where appropriate the Trust are choosing to settle based on cost benefit analysis. The Trusts insurers are assisting on several legal situations.</p>		

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Date of the next meeting: 20 September 2017 (09.30am-11.30am)		
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<u>Actions for GA Board:</u>	<u>Action By</u>	<u>Due By</u>
Meet with DGe and CSa	RNE	20/09/17
Circulate DfE report	SCo	16/06/17
Meet with prospective governor	GSp	30/06/17
Mentor and support new Associate Principal	CSt	31/12/17
Signing of Accounts agenda item for the next meeting	SCo	20/09/17

Chair Signature: _____



Date: _____

26/10/17