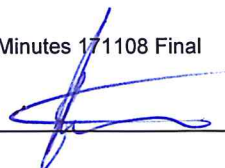


## Grace Academy – Governing Board – Minutes

|                           |  |   |
|---------------------------|--|---|
| <b>Time / Date:</b>       | 09.30-11.30, Wednesday 8 November 2017                               |   |
| <b>Location:</b>          | The Pavilion, Coleshill  |   |
| <b>Attendees/Members:</b> | (RNE) - <i>Sponsor Governor/Chair</i>                                | (GSp) - <i>Sponsor Governor</i>                         |
|                           | (TJE) - <i>Sponsor Governor</i>                                      | (TBo) - <i>Sponsor Governor</i>                         |
|                           | (AEd) - <i>Sponsor Governor</i>                                      | (SPC) - <i>Sponsor Governor</i>                         |
|                           | (IBa) - <i>Chair of Governors, GA Darlaston</i>                      | (CSt) - <i>Chair of AIB, Coventry</i>                   |
| <b>In-Attendance</b>      | (KHa) - <i>Clerk to the Governing Body</i>                           | (JCl) - <i>CEO</i>                                      |
|                           | (JBU) - <i>Chair of AIB, Solihull</i>                                | (MIs) - <i>Foundation Governor/ Director of Finance</i> |
|                           | (JWo) - <i>Foundation Governor/Director of Corporate Development</i> |   |
| <b>Part-Attendance</b>    | (HDr) - <i>Crowe Clark Whitehill LLP</i>                             |   |

| Item  | Action By                           | Due By      |
|---|-------------------------------------|-------------|
| <p>GSp took over responsibility for Chairing the meeting</p> <p><b>1. Board Meeting</b></p> <p><b>1.1 Apologies</b><br/>None.</p> <p><b>1.2 Declarations (Interests, Gifts, Hospitality &amp; Conflicts of Interest)</b><br/>No declarations.</p> <p><b>1.3 Actions approved between formal Board meetings by the Board members</b></p> <p>1.3.1 It was recorded that Board confirmed their agreement on the PAN of 175 for GAD (email trail dated 9 October 2017 at 07:19).</p> <p><b>1.4 Statutory Matters</b><br/>None.</p>  |                                     |             |
| <p><i>(JBU, MIs and JWo joined the Board Meeting)</i></p> <p><b>2. Minutes of the last Meeting (GA72)</b></p> <p>2.1 Minutes accepted as an accurate record of the last meeting.</p> <p>2.2 Only action recorded on last set of minutes to be carried over to next meeting.</p>   | GSp to arrange RNE meeting with CSa | Autumn term |
| <p><b>3. CEO Report</b></p> <p>Summary: CEO summarised the highlights from the previously circulated paper. CEO is awaiting a decision on the Kelvin Way application which is a brand new secondary school (11-18 as well as 6<sup>th</sup> form). Potentially, we will be called to interview and it's likely that 2-3 Trustees will be invited to attend interviews late November, early December 2017. The RSC makes the final decision. The RSC has confidence in us as a Trust to expand and take on this new school. We are modelling this school on GAD and replicating much of what has led to the significant improvement in outcomes. However, this is a competition and is likely to attract a strong field of applicants.</p> |                                     |             |



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The outturn budget at GAS has since reduced by around £50k following a meeting of the Finance Committee recently. This will be reflected in the October management accounts. The high budget deficit needs to come under control and there's a need to ensure we achieve efficiencies in the use of our limited resources as reserves decline. Both GAD and GAS have unfunded places and at GAD in particular, this presents a significant challenge – pupils need teachers but GAD does not receive the funding for these until the following year.

### 3.1 Examination results summary 2016/17

The Board reviewed the current progress data for Y11 student outcomes. Highlighted rows (in yellow) indicate headline measures as published by the DfE nationally – outcomes that MAT are held to account on. The target is what we are expecting at the end of the year. The most important progress measure is identified in the table top line P8 on page 1. The highlighted cells (in green) show a journey is needed to reach targets set. There's still a lot of work to do. Overall, the outcomes in terms of progress, show that GAD and GAS students made average progress according to DfE classification in 2017. In reality, the students at GAD made the strongest progress that was beyond the expected nationally. Progress at GAC was considerably lower than the target and is just short of being below floor.

### 3.2 Senior Appointments

AMo is now the Principal at GAC. It's likely that GAC will receive an Ofsted inspection during this term or next. DGe has returned to GAS as the Principal. Since the last meeting, the Principal at GAD has been asked to support the CEO in recruiting schools to our MAT. Assistant Principal at GAC, has secured a Senior Vice Principal post at a secondary school in Northamptonshire. His replacement has been appointed as acting vice principal from January 2018 or earlier if possible.

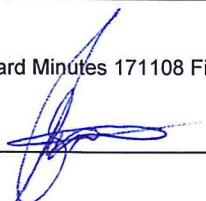
## 4. Committee Reports

### 4.1 GAS AIB

185 GAS intake in Year 7, with 2017 progress results coming in around zero. The problem is with remark in science as the exam board assessment did not match up with the final mark. Students achieved a lesser grade as the exam board will not do anything about it. The last four years' attainment trajectory is positive and on the up. GAS is receiving some positive feedback from Ofsted and we are attracting more students.

### 4.2 GAC AIB

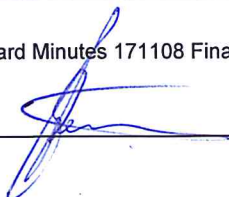
There was an additional AIB meeting held on 1st November 2017. There's lots of change at GAC with strategies being put in place to ensure it becomes more successful. There are still several staffing challenges to resolve, mostly in mathematics. GAC Principal is doing very positive work within the academy. GAC Chair of AIB, Coventry and GAC Principal visited local primaries and received some very positive responses from two local Primary Heads. The Open Evening went as well as expected but it was clear that relationships need rebuilding. Reviews of teaching and learning shows it has improved over the last year. GAC Chair of AIB, Coventry highlighted that staff morale is up and down and is hoping this will improve over time.



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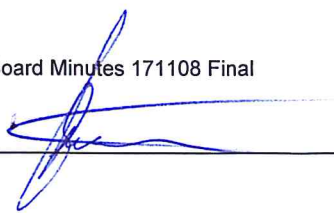
|  |       |      |
|--|-------|------|
| <p>An Ofsted inspection is expected during this term or the next. We will share the strengths and weaknesses of the school but the capacity for improvement is now looking strong, particularly from January 2018.</p> <p><b>4.3 GAD LGB</b><br/>Results not bad for GAD but English results were disappointing. Humanities is proving to be a bit of a challenge. GAD's real culture of change achieved with a real desire to do better.</p> <p><b>4.4 Finance Committee – including Audit and Risk</b><br/>The Audit Findings Reports was presented by CCW at the Finance Committee meeting on 2<sup>nd</sup> November 2017. It was noted that risk is well summarised in the report. Assurances were given to the Board that everything is being done to keep financial forecasts in line. Sponsor Governor/Chair asked what our reserve position is. Director of Finance replied with £750k at the end of August 2018. TBo advised the Board that all internal audit work was done by RTu. The Audit Findings Report also confirmed that no issues were identified during the year arising from the regulatory audit work. Sponsor Governor/Chair enquired about the national funding formula and CEO advised that funding had been published by the DfE and shows small increases on baseline figures.</p> <p><b>4.5 Personnel Committee</b><br/>Director of Corporate Development informed the Board that the last PC meeting focused on appraisals and pay increments which are being backdated to 1<sup>st</sup> September 2017. The Board were also updated on two legal cases, one at GAS and one at GAD with staff members. No concerns were raised with these cases.</p> |       |      |
| <p><b>5. PAN at GAC</b><br/>The Board approved the beginning of the process to reduce the PAN at GAC.</p>  |       |      |
| <p><b>6. MAT Growth</b><br/>Covered previously in point 3. CEO Report.</p>   |       |      |
| <p><b>7. Terms of Reference</b><br/> <b>7.1 Finance Committee</b><br/>None raised at this meeting.<br/> <b>7.2 LGB</b><br/>None raised at this meeting.</p>  |       |      |
| <p><b>8. Review declaration of business, pecuniary and related parties</b><br/>None raised at this meeting.</p>  |       |      |
| <p><b>9. Governing Board Year Planner</b><br/>A possible date change in June 2018 is being looked at – Clerk to confirm.</p>   | Clerk | ASAP |
| <p><b>10. Policies Review:</b><br/> <b>10.1. Safeguarding and Promoting Student Welfare Policy V0.7 Operational</b><br/>The Board approved proposed changes.<br/> <b>10.2. Curriculum Policy</b><br/>The Board approved proposed changes.</p>  |       |      |



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|--|--------------------------------|-----------------------------|
| <p><b>11. GDPR – appoint Data Protection Officer</b><br/>         Director of Corporate Development confirmed to the Board that data protection training had been rolled out in all academies. Changes in the new data protection legislation comes into force on 25<sup>th</sup> May 2018. The Board will be required to appoint a Data Protection Officer. The Sponsor Governors discussed the implications around this. No decision was made at this meeting.</p> |                                |                             |
| <p><b>12. AOB</b><br/>         None raised at this meeting.</p>  |                                |                             |
| <p><b>13. Signing of Accounts and Trustee Report</b><br/>         HDr joined the meeting to discuss the accounts and obtain various signatures. HDR reviewed the report with the Board, talked through the issues in the report and answered questions during the meeting. The final audited accounts for 2016-17 and trustee’s report were approved and signed in the meeting as well as the Grace Academy Letter of Representation LOR Aug 17.</p>                 |                                |                             |
| <p><b>14. Next Meetings:</b><br/> <b>LGB:</b> GAD 12<sup>th</sup> December 2017<br/> <b>AIB:</b> GAC 29<sup>th</sup> November 2017      GAS 28<sup>th</sup> November 2017</p>  |                                |                             |
| <p><b><u>Actions for GA Board:</u></b></p>   | <p><b><u>Action By</u></b></p> | <p><b><u>Due By</u></b></p> |
| <p>1. GSp to arrange RNE meeting with CSa (carried over from last meeting).</p>  | <p>GSp</p>                     | <p>Autumn Term</p>          |
| <p>2. A possible date change in June 2018 is being looked at – Clerk to confirm</p>  | <p>Clerk</p>                   | <p>ASAP</p>                 |



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