

# Joyce Frankland Academy Local Governing Body Meeting Minutes



**15.06.2023 7.00 pm on site**

**Governors present**

- Kate Beaumont (KB) (Vice Chair)
- Gareth Conduit (GC)
- Claire Denyer (CD)
- Richard Haslam (RH)
- Nigel Poad (NP) (Chair)
- Tessa Pierre (TP)
- Duncan Roberts DR (Principal)

**Others Present**

Ian Stoneham (IS) (Vice Principal), James Fitzgerald (JF), Tamsin Page (TP), Karen Williams (Clerk)

The meeting was quorate throughout.

	<b>ITEM</b>	<b>ACTION</b>
<b>1.</b>	<b>Welcome and Acceptance of Apologies for Absence</b>	
	Colleen Cassidy (CC) not in attendance. No apologies received.	
<b>2.</b>	<b>Declarations of Interest and Notification of Any Other Business</b>	
	None	
<b>3.</b>	<b>Minutes of last meeting</b>	
	The minutes of the last meeting on 16.05.2023 were approved by all governors present.	
<b>4.</b>	<b>Matters Arising</b>	
	Link Governor roles, RH to be Anglian Learning link for GDPR. New website is close to being ready. RSE Policy to be circulated to Governors. KB has seen RSE Policy and it was signed off by MJ in September 2022. RH raised alternative income streams, NP and AB are investigating this. MG asked if income from the sports centre goes to school or AL. Income is invested in the sports facilities. Details are in the financial plan for next year, Anglian Leisure is progressing well but further work needs to be done in terms of promotion and improvement to facilities to maximise profits moving forward. The hockey club is a big user and the pitches are leased virtually at capacity. Pavilion needs replacing and DB is getting quotes, this cannot be funded by the school.	

<b>5.</b>	<b>Budget Recommendation</b>	
	<p>DR budget has been finalised and is now with the Trustees. There is a deficit budget of £180,000 which will impact certain areas. Additional TA recruitment has been stopped and this will impact the provision we can provide. The school will be supported by Trust reserves but this cannot continue in to the following year. Inflation, utilities cost and staffing are all contributing factors. KB asked if the budget included the teacher pay rise not being funded by the Government. DR The budget includes the teacher pay rise based on 4% so any support from the Government would reduce the deficit. Kemi Badenoch said she was committed to supporting schools. Permission sought from Jon Culpin to publish a response to this article.</p> <p>LS Are other secondary schools in the Trust in the same position? DR Schools across the region are finding the process of budget setting, very challenging. The higher the PP and SEN numbers the easier it is to balance the budget as there is greater income. We also need clarity on our pupil numbers to help with the curriculum and staffing costs. Having a PAN of 210 and then not reaching it has increased costs. With a PAN of 180 the curriculum is more affordable. We need a clear direction for the next 5 years. Cover has been one of the biggest costs. TP The incoming year 7's have only 3 pupils with an EHCP, there will be pupils with undiagnosed SEN needs. RH There is a lack of EP's in Essex. DR There is not the financial capacity currently to employ an EP across the trust. DR LS Will the MAT be under pressure to join a bigger MAT? No, Anglian Learning continues to be a growing Multi-Academy Trust with a strong reputation, locally and regionally.</p>	DR
<b>6.</b>	<b>Principal's report to include progress on Journey to Excellence and AIP 2023-2024</b>	
	DR Rather than a written report I have prepared a presentation, it will go on to the Governors drive afterwards. NP Anglian Learning are moving towards presentations being used, they are more accurate.	
<b>7.</b>	<b>Sixth Form Long Term Sustainability</b>	
	DR presentation. We believe the 6 <sup>th</sup> form is viable and are very proud of it. Our location and local competition make keeping current pupils difficult. RH is it possible to collaborate with other schools to offer more subjects. DR Netherhall would be a possibility. GB What about the cost of the HOY 12 & 13? DR the HOY will take on more so that the Assistant Principal can take on more ALT duties. We have a 3 year timeline to streamline the curriculum with a compulsory 4 <sup>th</sup> element. LS are we trying to compete with other sixth forms, could we try to be different. KB Students not taking A Levels tend to go to Harlow or CRC. IS we do not have the specialist staff or facilities to offer the same subjects as CRC or Harlow. NP we should be smarter about marketing. TP students often don't stay just because they are ready for new pastures.	

<b>8.</b>	<b>Governance: Approve RSE Policy</b>	
	RSE policy approved by Chair and Vice Chair, KB September 2022. To be circulated to all Governors. Link Governors visit reports and feedback to Governors from Tuesdays visit.	
<b>9.</b>	<b>AOB</b>	
	A previous Head teacher, Dr Kenneth Hall passed away last weekend. He was Head teacher of Newport from 1980-1991 and was the first Head teacher when the school became fully comprehensive. DR and Governor to attend funeral if possible.	
<b>10.</b>	<b>Date time and venue of next meeting TBC</b>	

The meeting closed at 9.15 pm

Items for Future Meetings	
Meeting	Item

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
5	Create wordcloud of 20 words for governors which describes the school	April 2023	DR
5	Add impact statements to self evaluation	May 2023	DR
7	Consider how to consult with staff post serious incident on any issues raised	April 2023	DR/SLT
11	RSE policy	May 2023	DR
11	Confirm launch date for new website	May 2023	IS

Rolling Action Log			
ACTION	DEADLINE	RESPONSIBILITY	UPDATE
Send out Ofsted training video and JFAN on a Page document		NP	Completed March 2023
Confirm April date for Governor Visit Day	ASAP	DR	Outstanding
Contact governors re link roles	ASAP	NP	Outstanding

Chair's signature.....

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Date.....

Upload Centre of Excellence Handbook to CONNECT – key documents folder		DR	Completed March 2023
Awards ceremony plan	March 2023	DR	
Queries/comments on SEND visit report to GBP		ALL	Completed March 2023
Review Risk Register	May 2023	DR	Not now required
Governors to send Pecuniary Interest forms to JG	April 2023	ALL	Completed March 2023
Send bio and photo to JG for school website	April 2023	ALL	Ongoing – MG/AB outstanding

Approved