

JORDANHILL SCHOOL

MINUTES OF THE BOARD OF MANAGERS MEETING held on Tuesday 27 August 2019 in the Conference Room.

PRESENT

Mr Ken Alexander
Mr Alister Cameron
Mr Anthony Daye
Prof Kevin O'Dell
Mr Neil Francis
Ms Susan Jeffrey
Mr Kenny MacRae
Mr Gerry Sludden
Dr Helen Kelly
Mr Joseph McKenna
Mr Graham Short

ATTENDING

Mr Richard Buchan
Miss Wendy Grant
Mrs Christine Robertson
Dr Paul Thomson

VISITING

Gavin McLellan
Lindsey Paterson

87/18/2019 APOLOGIES

Mrs Julie Carrie.

88/18/2019 FINANCIAL STATEMENTS 2018-19

Mrs Lindsey Paterson, Senior Statutory Auditor at PricewaterhouseCoopers LLP (PwC), was welcomed. She presented the executive summary of her Report to the Managers and confirmed her attendance at the meeting was to verify that the financial information and disclosures made throughout the financial statements, required by law, had been properly made by the Bursar on behalf of Jordanhill School.

Mrs Paterson confirmed that she was issuing an unqualified audit opinion with no issues arising from testing and no uncorrected misstatements to report. She thanked the Bursar and school team for their cooperation during the audit.

Mrs Paterson drew the attention of the Board to the audit approach and findings and the two areas of focus: Fraud and Management Control and Pension Plan Assets/Liabilities Valuation. She summarised the testing and verification undertaken by the audit team and in all cases of focus no exceptions, errors or issues were noted.

There were no risks to bring to the attention of the Board. There were no material uncertainties and everything delivered followed correct procedure.

Mrs Paterson expanded on the other audit and accounting matters contained in the report, including audit independence, accounting principles and policies and the internal control environment. She confirmed no difficulties or uncertainties were experienced during the audit.

Mrs Paterson touched on other areas of importance and interest to the Board. She discussed the updated guidance on charity accounting as expressed in the Report to the Trustees.

The Board engaged in dialogue around the recent pensions activity and McCloud case which will have a substantial effect on many organisations making payments from public sector pension providers. These decisions were out with the control of Jordanhill School.

Mrs Paterson left the meeting and Miss Grant presented the financial statements to the Board members covering specifically the Statement of Financial Activities, Balance Sheet and notes to the accounts. She highlighted changes and reasons for each and took questions from colleagues.

The Board approved the financial statements and accounts.

89/18/2019 AUDIT TENDER

The Bursar explained the need to undertake an audit tender as the current contract for PwC is due to end post audit 2019/20. An Audit Committee was appointed as follows: Miss Grant, Mr Daye and Mrs Carrie. The Committee will undertake to inform the Board of progress and commence the exercise to tender for this important service in the coming months.

90/18/2019 CENTENARY PLANS

Mr McLellan joined the meeting and offered an informative update on plans for the School's centenary year. He enthused Board colleagues on the planned events including the opening Light Show event and further events including the School concert and show, the commemorative service, Gala week, Doors Open Day and gala dinner at Kelvingrove. He shared images and samples of merchandise that will be launched before Christmas and gave the Board a preview of the History of Jordanhill School book which is nearing publication.

Mr McLellan encouraged the Board by offering opportunities that will arise to support these events.

Mr McLellan left the meeting.

91/18/2019 PREVIOUS MEETING

The minute and confidential minute of 11 June 2019 were approved. The action grid was reviewed and work plan unchanged.

92/18/2019 MATTERS ARISING

There were no matters arising not already accounted for in the agenda.

93/18/2019 RECTOR AND CONVENOR ORAL UPDATE

The Rector updated the Board on summer works:

Building Works

- Drainage
- Refit B1 – Primary multi-purpose
- New pathway to playing fields
- School painting – including Refectory
- Refectory wall (end August/September)
- Carpeting: G1, G2, G5, F5
- New heating control valves – D&T and Science

IT

- Wi-fi Games Hall
- New telephone system
- New computers – music
- New laptops – primary
- CCTV upgraded

A brief discussion took place regarding the September AGM and conference. Themes to offer parents this year include at present:

- iGeneration
- Improving gender balance
- P1 Literacy and Reading
- Alcohol awareness
- Mandarin at Jordanhill
- Coping with Anxiety

The Rector and Mr Buchan offered an update on our new primary colleagues who started in August, a new secondary Business teacher and a new cleaner and refectory assistant.

94/18/2019 SQA RESULTS 2019

The Rector presented the Schools summary 2019 SQA results, noting the best ever statistical year.

	2015	2016	2017	2018	2019
5@level5	86%	87%	90%	88%	92%
3@level6	87%	71%	85%	86%	90%
5@level6	54%	48%	64%	58%	67%
1@level7	66%	60%	65%	73%	73%

95/18/2019 SECONDARY PARENTS' SURVEY 2019

The Rector provided an overview of some of the key findings, aspects of which have been incorporated into the Annual Report. The following information is for noting:

- Only 103 responses (17.4%)
- Parents gave an excellent overall performance score (82.7%)
- Of the parents whose children were not in their first year at the school 8% said the school had improved over the last year and 3% thought that the school's performance was worse.
- Of the parents of new students, 0% felt that the school had not lived up to their expectations and 19% said the school was better than they had expected it to be.

96/18/2019 ANNUAL REPORT 2018-19

The Board discussed the Annual Report incorporating the Standards and Quality Report for 2018-19. A dialogue ensued around the messages contained therein and the Board approved the Report to accompany the financial statements for 2018-19.

97/18/2019 FINANCE UPDATE 2019-20

The Bursar offered an update to Board members on the School's current financial position to the end of August 2019. She explained income and expenditure streams to date highlighting any salient points.

She reminded the Board of some challenges ahead. In particular, around the Refectory's cost base associated with new recycling regimes and staffing costs which were increasing out with the control of the school. There is no desire to raise prices further for parents and the team are working hard to reduce where possible any gaps in income over expenditure. These challenges had been raised with Scottish Government.

The School is awaiting a further update from the Scottish Government on whether a fund for counselling will be made available to Jordanhill School in 2019-20.

98/18/2019 ADMISSIONS REGULATIONS ANNUAL REVIEW 2019

The Board reviewed updates to the Admissions Regulations as proposed by the School team. These reflected relevant outcomes of the Independent Review commissioned in the latter part of 2018.

The review acknowledged that the school had been assiduous in keeping the regulations under review, in seeking to ensure that they were as fair as possible and considering in detail representations made by families whose child did not gain a place.

The review did not recommend any changes to the criteria for allocating places or to the processes and procedures adopted by the school. It did offer some comments on phraseology and the appeals mechanism which might offer greater reassurance to applicants that processes are indeed "as fair as possible" with some greater external scrutiny thereof.

The convenor is currently consulting Board members on the co-option of additional Board members with suitable expertise which would also address the issue of greater external scrutiny.

A paragraph has been added to clause 5 which addresses the issue of families accepting places which they then turn down at the last minute. This is causing increasing concern in planning the transition from Primary to Secondary as it denies the next child on the waiting list the opportunity to participate in our enhanced transition programme. The problem is not easy to address, and the views of Board members were welcomed. The Board agreed to the inclusion of this paragraph.

It was noted that the 'Guide to Admissions and Frequently Asked Questions' had been updated to reflect the agreed changes. The status and wording of the 'Principles of Admission' document was discussed. It was agreed to discontinue publication meanwhile and to revisit this at the October Board meeting.

The Scottish Government have helpfully agreed to undertake a mapping exercise of the List 1 and List 2 address listings to create a map which presents these in a visual and useful format. This exercise is underway and should be completed very shortly.

99/18/2019 OFFICE 365

Members of the Board were issued with log-in credentials for the new Board portal in Office 365. The Rector demonstrated the site and this will be used by the Bursar going forward to share papers, agendas and other Board information. Board colleagues agreed to their personal contact details being shared amongst each other on this portal.

100/18/2019 DATE OF NEXT MEETING: AGM 24 SEPTEMBER 2019, BOARD MEETING 22 OCTOBER 2019

101/18/2019 OTHER BUSINESS

Members are asked to advise the Rector or Convenor of any additional business in advance of the meeting.

102/18/19 CONFIDENTIAL ITEMS

The Board further discussed confidential item.

Convenor _____

Date _____