

**Activate Learning Education Trust  
LOCAL GOVERNING BODY – BICESTER TECHNOLOGY STUDIO**

**MINUTES** of a meeting of the Bicester Technology Studio Local Governing Body held on the 6 July 2016 at Bicester Technology Studio

**Governors present:** Graeme Laws (GL); Richard Brown (RB); Brian Whitford (BW); Georgina Whyatt (GW); Lewis Knight (LK)

**In attendance:** Lee Nicholls (LN); Dean Woodham (DW); Margaret Geaney (MG)

**Summary of resolutions and actions:**

Action		Item Ref.	Deadline/ update	Assigned To	Completed
1.	Members to send Safeguarding and Prevent certificates to Katy Whife	4	September 2016	All	
2.	LN to check Articles of Association regarding parent voting.	5	September 2016	LN	
3.	RB to contact Katy Whife with list of dates for the next academic year.	8	11/07/16	RB	

**Papers distributed prior to the meeting:**

- a) Welcome to activate Learning Education Trust letter
- b) Activate Learning Education Trust Governance Plan
- c) The Companies Act 2006
- d) Declaration of Interests Form
- e) Governing Body skills Audit

**1. Apologies for Absence**

None.

**2. Declarations of Interest, gifts and hospitality**

None.

**3. Welcome**

LN welcomed the members to this first meeting of the Group

#### 4. The Importance of Governance

LN summarised the history of the Activate Learning Education Trust and the legal obligations of the Activate Learning Trustees. The Trust has ultimate responsibility, however, where possible, The Trustees delegate tasks to the Local Governing Body (LGB) of each school. The Trustees appoint all governors and remove governors if necessary.

LN also outlined the responsibilities of the LGB's and confirmed that the Trust's constitution ensures that governors have no financial responsibility. The Trust will hold members to account in meeting agreed targets. The LGB is a decision making, not an advisory body. LN advised members to read the Academy Financial Handbook.

The primary role of the LGB is:

- To set the school's strategic direction: its mission, ethos, core values; overall aims and objectives
- To secure accountability for the school
- To monitor and evaluate the schools performance

The group discussed the Governance Plan and Governance Structure documents.

The LGB can convene any sub committees they require and can second expertise onto their LGB, if appropriate/necessary.

Members of the LGB will sit on the ALET board. It is envisaged other networks will be set up e.g. Network of Chairs.

LN asked the group to ensure they undertook the Safeguarding and Prevent

E-learning training over the summer months. Katy White will send links for this training.

Further training will be offered, details of which will be added to the Governors dashboard. This secure site will be made available soon.

**Action: Members to send Safeguarding and Prevent certificates to Katy White**

#### 5. Documents

RB has completed a skills audit of the group. There are currently some skills shortages and these will be met either by the parent governors or by secondees to the LGB.

A DBS check must be carried out on all members. Katy White will send the link.

**Action: LN to check Articles of Association regarding parent voting.**

#### 6. Policies

RB has recorded and set up review dates for all 95 policies currently in place. He found it very useful to use the Activate Learning policies as a template and amend or add to as necessary. Each policy is coded, A to E, according to area of responsibility which will in turn tie in with each governor and staff member's area of responsibility. Therefore when a policy is reviewed/re-written the member of staff will alert the appropriate governor.

Should an issue arise when a particular policy is used by a school, this information can be shared with ALET and other schools.

RB confirmed a School Evaluation Form (SEF) will be completed when the school opens.

The one year School Development Plan will be discussed during the 1<sup>st</sup> term. The five year plan is currently being developed.

**7. AOB**

RB confirmed that an Employer Network currently exists, the membership of which will be increase in the coming months. BW currently chairs the group and he will look to see how best to develop this network.

Some paperwork has THE in the school title, it should be Bicester Technology Studio.

**8. Date of Next Meeting -TBC**

Meetings will usually take place in the afternoon with some of the time spent in the classrooms getting feedback from pupils and staff.

The Group hope to offer a dial-in service to enable members to 'attend' when out of the area.

**Action: RB to contact Katy Whife with list of dates for the next academic year.**