

Activate Learning Education Trust

LOCAL GOVERNING BODY – BICESTER TECHNOLOGY STUDIO

The Minutes of the Meeting of the Local Governing Body – Bicester Technology Studio on Thursday 15 September, 2016 at 4:00pm held at Bicester Technology Studio.

Present: Grae Laws (GLA)(chair); Richard Brown (RBR); Steph McNeil (SMC); Brian Whitford (BWH); Georgina Whyatt (GWH).

In attendance: Lee Nicholls (LNI) CEO, Activate Learning Education Trust
Julian Sonaik (JSO) Finance Business Partner, Activate Learning
Dean Woodham (DWO) Vice Principal, Bicester Technology Studio
Heledd Walker (HWA) Group Compliance Administrator, Activate Learning

Summary of Actions and Resolutions

Action	Item Ref	Deadline/ update	Assigned to	Status
1. Governors would complete the online training links.	4	10.11.16	All	
2. The Clerk would resend the online training links to the governors.	4	10.11.16	KWH	
3. A Face to face Safeguarding training will be available before the next meeting on Thursday 10 th November.	4	10.11.16	KWH	
4. SMC to make contact with Ben Jackson following the Employers Network	4	10.11.16	SMC	
5. To add pipeline recruitment numbers for 2017 and marketing updates to the principal's report to be discussed at each meeting.	7	10.11.16	RBR	
6. To receive the development plan with updated governor and SLT links.	7	10.11.16	RBR	
7. To include a section on critical Key Performance Indicators to be discussed at each meeting.	7	10.11.16	RBR	

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8.	JSO, Finance Business Partner to clarify which budget is to be used and recommended to the ALET for approval.	9	10.11.16	JSO	
9.	To update the risk register with the additional risks identified	10	10.11.16	RBR	

Minutes

1. Apologies for absence

Lewis Knight
David Hudson

2. Declaration of interests, gifts and hospitality

None

3. Minutes

The minutes of 6th July 2016 were approved as an accurate record of the meeting and were endorsed by (BWH) and (GWH).

4. Matters arising from the minutes

The Board were reminded all of the primary roles and responsibilities which include;

- 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 school's performance

The governors were reminded of their responsibilities to complete the training sent out over the summer and were informed of the face to face safeguarding training which will be provided before the next board meeting on 10th November.

The board were updated regarding parent voting process from the Articles of Association which states that the Directors need to determine the process for appointing parent governors.

The governors briefly discussed the Employers Network, SMC will make contact with Ben Jackson to take forward.

RESOLVED

Governors would complete the online training links.

The Clerk would resend the online training links to the governors.

A Face to face Safeguarding training will be available before the next meeting on

SMC to make contact with Ben Jackson following the Employers Network

5. Any other business that has arisen since the circulation of the agenda

None

6. Governance update

The local governing body the Bicester Technology Studio approved the appointment of SMC as staff governor; Steph will join the board with immediate effect

The local governing body the Bicester Technology Studio approved the appointment of David Hudson the head teacher of the Royal Latin Grammar school.

7. Principal's Report

The board received the Principal's report; a discussion ensued around the challenges experienced in the recruitment process which included competitors increasing their A Level curriculum provision, expanding their sixth forms and a job offer rejection which in turn led to 28 potential students from the same competitor school changing their mind. The opening roll of 72 students is under target. An analysis of the applications shows that those students that were engaged throughout the recruitment process are the ones that are now enrolled at the school. There have been a number of learning curves around the best methods of communication with the students which will inform the recruitment strategy for 2016-17 along with a review of the A Level course offer.

Discussions moved to academic standards, outcomes of the formal assessments completed in the first week have identified a cohort of students with very weak literacy. The Special Education Needs Coordinator is supporting with the required interventions.

Staff took part in an invaluable project based INSET led by John Lean of the Studio Schools Trust enabling them to teach and observe each other.

There is a small cohort with challenging behaviour traits which have resulted in one parent being invited in and three students having to report to the principal's office.

The budget spend has been adjusted to the reduced number of 72 students.

In addition to the staff in place, there is a requirement for an additional one day of Geography, Maths and Computing.

The governors asked for an update at each meeting of the pipeline student numbers anticipated for 2017 along with a marketing update.

To receive the principal's report.

To add pipeline recruitment numbers for 2017 and marketing updates to the principal's report to be discussed at each meeting.

8. Development plan

The board received the Development plan, discussions ensued around responsibilities. The governors have to ensure the school has a development plan and that the principal delivers on the plan. Governor links were discussed with BW confirming he is the link governor for STEAM with the senior leadership member being Paul Upstone. The governors discussed link governor responsibilities with ad hoc pop ins once or twice a term along with challenging critical friend conversations with the senior leadership team member in their area. The governors requested key performance indicators to be added which can be discussed at each meeting.

RESOLVED

To receive the development plan with updated governor and SLT links.

To include a section on critical Key Performance Indicators to be discussed at each meeting.

9. Budget 2016/17

The board received the 2016-17 budgets for the Bicester Technology Studio which excludes the pupil number adjustment; this has been submitted to the EFA. This budget was based on 110 students. The board also received an adjusted budget for 2016-17 which includes the pupil number adjustment, this is based on 72 students, both income and expenditure has been adjusted for the shortfall in pupil numbers.

A discussion ensued around the estimated expenditure and questions were asked about estimating the energy figures, the board were reassured that the energy estimate had been derived by comparing with other schools with a similar structure, this has been submitted to the Efa for checking. All costs will be monitored with quarterly management accounts being provided. The board also discussed the installed solar panels with top up energy being provided by the National Grid although a very competitive rate had been negotiated by the ALET.

Comparisons were made between the two budgets with questions asked about the expenditure variances and how this will impact upon the students to ensure they still receive the same standard of teaching and learning. The board were reassured that the reduction in consumables, text books and display items would not have a detrimental effect on the students. There is some scope to generate sponsorship and the teaching team are developing ways to make the learning engaging within the constraints of the new budget. There is a definite requirement for a minibus, however due to budget constraints, the curriculum has been planned to ensure the student days out are full days whereby they travel from

their homes to the venue and back home, reducing the requirement for transport. There may be some scope to use the specialist equipment fund for some science materials which RBR and JSO are investigating.

There were questions around which budget will be recommended to the ALET for approval.

RESOLVED

JSO, Finance Business Partner to clarify which budget is to be used and recommended to the ALET for approval.

To recommend the budget (after JSO's confirmation) to the ALET for approval.

10. Risk Register

The board received the risk register which is in transition from the one used at the Project Steering Group. Everyone discussed what should appear on the risk register and took part in an exercise to note their own ideas of risk

RESOLVED

To update the risk register with the additional risks identified

11. Date of next meeting:

Thursday 10th November 2016

2:30pm Safeguarding Training

4:00pm Local Governing Body meeting

