

Activate Learning Education Trust

MINUTES of a meeting of the Bicester Technology Studio Local Governing Board held on 2nd February 2017

Governors present: Grae Laws (Chair) Richard Brown, Steph McNeil, David Hudson, Lewis Knight.

In attendance: Lee Nicholls, Dean Woodham, Julian Sonaike, Heledd Walker (Clerk)

Summary of resolutions and actions

Action	Item Ref.	Deadline/ update	Assigned To	Completed
1. Resend email to all governors regarding DBS checks, Safeguarding and Prevent training for governors Governors to complete as per email and return asap	10.11.16	02.02.17 Cross Reference outstanding training.	Clerk	
2. SMcN to report back to members regarding her meeting with OxLEP	10.11.06	12.1.17	SMcN	Completed
3. Items to be added to future Agendas: <ul style="list-style-type: none"> Link Governors to report back to members regarding school visits or any meetings/discussions with Staff. Review of Risk Register	10.11.16 10.11.16	12.1.17 12.1.17	Link Governors ALL	Completed
4. <ul style="list-style-type: none"> DW to add short case studies to website 	10.11.16	12.1.17	DW	
5. RB & DW to review BTS 2017-18 budget and course offer and send paper to Board members	10.11.16	7.12.16	RB DW	Completed
6. A 'Guide to being a Link Governor' document to be written	10.11.16	12.1.17	LN	
7. The LGB to be kept abreast of future MAT discussions	10.11.16	12.1.17	LN	Completed
8. GW to make connections with colleagues in the Teacher training Unit at Oxford Brookes University re Teacher vacancies.	10.11.16	18.11.16	GW	

8.	Letter to parents regarding Governor recruitment GL& RB to invite selected candidate to next meeting	10.11.16	18.11.18	9.12.16	Completed
9.	Risk register to include a multiplying factor.	02.02.17	04.05.17	RB	
10.	Principal's report to include school key measures	02.02.17	04.05.17	RB	


MINUTES

1.	Apologies for absence Gerogina Whyatt, Brian Whitford
2.	Declaration of interests, gifts and hospitality None
3.	Minutes The minutes of the meeting of 2 nd February 2017 were approved and signed by the chair.
4.	Matters arising
5.	Any other business that has arisen since the circulation of the agenda The vacancies for parent governors will be filled in the upcoming meetings.
6.	<p>Governance Update</p> <p>a) Appointment of parent governor. The board discussed the number of parent governors required by the articles being 2. A parent governor would attend the next meeting with the second to follow when appropriate.</p> <p>b) Review of Annual training plan and development requirements for governors. The board were reminded of their duty to complete the mandatory online safeguarding and prevent training. The board discussed the proposal that the next meeting would be used for a governor training session around School Performance Measures.</p> <p>c) Activate Learning Education Trust update The board received an update regarding that both UTC Reading and UTC Oxfordshire had agreed the full resolution to integrate with the Activate Learning Education Trust MAT.</p>

	<p>RESOLVED</p> <p>It was resolved that a parent governor would attend the next meeting.</p> <p>It was resolved that the next meeting would be used to provide a training session around School Performance measures.</p> <p>It was resolved that any outstanding training would be completed.</p>
7.	<p>Principal's Report</p> <p>The board received the principal's report. Discussions ensued around recruitment with the loss of two year 12 students due to apprenticeship opportunities and 1 year 10 student due to travel. The governors discussed the provision of a travel subsidy and how this could impact on the retention of students.</p> <p>All students have completed their 2nd half term assessments and with cause for concern were invited in with their parents for a conference with staff.</p> <p>The principal presented a detailed staffing structure for the current academic year along with the future plan.</p> <p>The governors discussed the current and long term plans and the best time to start the recruitment process, the governors were keen that the recruitment process is started, especially Maths and Science teachers, the offers can be made once the pupil adjustment figures are confirmed.</p> <p>The board also received the Bicester Technology Studio Specialism Key Performance Indicator document for discussion. Discussions ensued around the Unifrog tracking system which informs students about the range of choices available to them whether universities, apprenticeships and online courses.</p> <p>The staff governor updated the board with regards to business studies area. 13 applications were sent to BMW. A business partner link has been created to teach business logistics.</p> <p>RESOLVED</p> <p>To receive the Principal's report for information.</p>
8.	<p>Development Plan</p> <p>The board received the development plan summarised by the Principal. The 30 development areas are split into sub headings.</p> <p>RESOLVED</p> <p>To receive the development plan for information.</p> <p>An area of the development plan to be focussed upon during each meeting by the senior team leader and the link governor.</p>

<p>9.</p>	<p>Risk Register</p> <p>The board received the risk register along with an overview from the principal. The governors discussed the two highest risks of the failure to recruit enough students in 2017 and the failure to appoint high quality staff.</p> <p>The board discussed other risks that may be added to the register, the impact of high progress low attainment.</p> <p>RESOLVED</p> <p>To include the risk of the impact of high progress but low attainment.</p>
<p>10.</p>	<p>Management Accounts to include mid-year financial forecast (in year)</p> <p>The management accounts were received by the board with an overview from the Principal and Group Finance Business Partner. The Operating Surplus of £142,000 has not yet been adjusted to include the pupil number adjustment.</p> <p>The Principal provided clarity around the pupil number adjustment figures stating that the school roll was 84 on day 1, this has now reduced to 81 due to the 2 students leaving for apprenticeship opportunities and 1 due to travel issues. The Dfe had funded for 117 students and will therefore claim back the funding difference between 117 students and the actual 81 students, which will be claimed in January 2018, it is difficult to calculate the exact clawback figure as it is based on both educational materials and student element, budgets have been recalculated based on the highest risk to ensure that the correct amount can be ringfenced in preparation for January 2018.</p>
<p>11.</p>	<p>Preparations for the consideration of Principal's Review and Pay Award</p> <p>The board were informed that this meeting had taken place and LN and GL were finalising some objectives.</p>
<p>12.</p>	<p>Next meeting:</p> <p>4th May 2017</p>

Future Meetings: June 15th 2017.


02/07/2017