

**Activate Learning Education Trust  
LOCAL GOVERNING BODY - Bicester Technology Studio**

**MINUTES** of a meeting of the Bicester Technology Studio Local Governing Board held on 7<sup>th</sup> December 2017.

**Governors present:** Grae Laws GLA (Chair) (2/2); Richard Brown RBR (Principal) (2/2), Steph McNeil SMC (2/2); Richard Holliday RHO (2/2) Lewis Knight LKN (1/2).

**In attendance:** Lee Nicholls LNI, CEO Activate Learning Education Trust; Dean Woodham DWO, Vice Principal; Julian Sonaike JSO, Group Finance Business Partner; James Kyberd (Assistant Principal); Laura Sheehan (LSH), Assistant Principal and SENDCo; Heledd Walker HWA (Clerk)

Apologies: Brian Whitford (BWH) (1/2)  
David Hudson (DHU) (1/2)  
Ben Jackson (BJA) (1/2)  
Ann Canning (ACA) (0/2)

**MINUTES**

**Meeting Start: 4:00pm**

1.	<p><b>Apologies for absence</b> The local governing body received apologies from BWH, DHU, BJA, ACA</p>
2.	<p><b>Declaration of interests, gifts and hospitality</b> None</p>
3.	<p><b>Minutes</b> The minutes of the previous meeting held on 7<sup>th</sup> December 2017, having been previously circulated to members, were agreed as a true record of the meeting. <b>All members were in agreement.</b></p>
4.	<p><b>Matters arising</b> The Local Governing Body received the Matters Arising report and updated with the following; Action 1 – Ongoing Action 2 – Complete – To be removed Action 3 – Ongoing Action 4 – Complete</p>

	<p>Action 5 – Complete</p> <p>Action 6 - Complete</p>
<b>5.</b>	<p><b>Any other business that has arisen since the circulation of the agenda</b></p> <p>The local governing body received the resignation from Governor BWH. The Chair noted thanks his thanks on behalf of the governors for BWH's time and commitment to Bicester Technology Studio.</p> <p>Governors were asked to consider whether they would volunteer to be part of the Finance Committee and forward their interests to the Chair.</p>
<b>6.</b>	<p><b>Governance update</b></p> <ul style="list-style-type: none"> <li>• <b>Academies Financial Handbook</b> The governors received the updated Academies Financial Handbook for information.</li> <li>• <b>A Guide to School Acronyms</b> The governors received the training document – A guide to Acronyms for information</li> <li>• <b>ALET Newsletter</b> The governors received the ALET newsletter for information which had previously been circulated via email.</li> </ul> <p><b>RESOLVED</b></p> <p>It was resolved that the governors received the Academies Financial Handbook.</p> <p>It was resolved that the governors received A guide to School Acronyms.</p> <p>It was resolved that the governors received the ALET Newsletter</p>
<b>7.</b>	<p><b>Quality Assurance</b></p> <p>1. Development Plan Priority – Personal Development, Behaviour and Welfare The Local Governing Body received a presentation from Assistant Principal JKY and Assistant Principal LSH identifying the interventions in place to support the welfare of students.</p> <p>It was highlighted that the Studio School emphasises culture and ethos, ensuring the students are aware of the 5 P's – Punctual, Presentable, Polite, Prepared, and Positive. The concept is to make this easy for students to understand and easy for the teachers to implement. Discussions ensued around attendance with governors querying when an absentee becomes persistent. It was confirmed that this happens when attendance drops to 90%. Attendance was 93% in 2016-17, currently this is 94.1% with a target of 95%. The governors queried whether the Academy was likely to hit the 95% attendance target by the end of the academic year. It was confirmed that it was likely, although there was a lot of illness at the present time.</p> <p>Discussions moved to the Pupil Premium student cohort, which is currently 24% of the whole school population, higher than the National Average figure of 21% and Higher than the Oxfordshire figure of 18%. An additional £935 is received to support the interventions required, which the Bicester Studio School uses on the following interventions; support for literacy, support with uniform, transport, trips and equipment and the new role of a Student Support Manager.</p> <p>The Presentation moved to Students with additional needs, it was confirmed that 15.6% of the total cohort has been identified as having a specific special educational need, a further 42% on the additional needs register receiving some form of additional</p>

support. The governors asked how a student qualifies as requiring additional need. It was confirmed as having a qualified diagnosis. The additional interventions in place to support these students include; Lexia – An online literacy support programme; School Health nurse, currently half a day per week; other external agency forums - North Oxfordshire Drugs exploitation forum, and Self Harm forum. Over 33% of the Year 10 cohort had identified themselves as having “low self-regard as a learner” and low perception of their learning capability. The discussions concluded that it was appreciated how time consuming this area is yet invaluable to the students.

The local governing body received the link governor reports from recent visits.

**RESOLVED**

It was resolved to receive a presentation on the key development plan area of Personal Development, Behaviour and Welfare.

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**8. Principal’s Report and Self Evaluation**

The board received the Principals report along with the Self Evaluation and the following handouts;

1. December 2017 – Data headlines
2. Raising Standards Strategy – Current KS4 Focus
3. Work placement/Readiness Strategy + Ethos
4. BTS Specialism and Curriculum Update from Review

The governors heard how the students are being prepared for the upcoming exams at the end of the academic year. Mock exams are set in November/December and repeated again in February. The staff have found that the early links with PiXL has taken away a huge amount of work from the teaching staff with individualised personal check lists generated allowing students to know what they are required to focus on. Familiarisation strategies are in place to assist with recall, students use the same seat for each exam which helps with recalling the information. Queries were raised around the data of 57.9% (handout 1) predicted to achieve a 9 – 4 in Maths and English and whether despite all the interventions and strategies in place, was this enough to close the gap. The SLT members were confident that over the next 6 months the strategies will prove to close the gap. Governors asked whether the interventions would result in improved student outcomes. It was confirmed that further data would be available at the end of January to qualify this. Other different events are being held such as Parent Power, part of the raising standards strategies, which differs from a parent evening, these are tips for parents to support their children through the exams. Other raising standard strategies include walking the students through exam papers whereby the students are given an exemplar answer to each question. SMC gave an overview of the work in place with employers. The governors learnt how the non-work ready students also get involved with employers on various projects to start the transition. A very successful event had taken place with Bicester Vision with great feedback received from Employers.

Queries were raised around the marketing and whether this is being maximised. GLA confirmed that a press release would be useful. Further work is being done with newsletters and possibly the supplement “Your letterbox” The discussions concluded that some further analysis is required to ensure the best advertising options are used.

	<p><b>RESOLVED</b></p> <p>It was resolved to receive the Principals report, Self-Evaluation and the handouts for further information.</p>
9.	<p><b>Pay Committee update</b></p> <p>This was not required this academic year.</p> <p><b>RESOLVED</b></p> <p>It was resolved to receive the update that the Pay Committee was not required this academic year.</p>
10.	<p><b>Preparation for consideration of Principals review and Pay Award</b></p> <p>It was agreed that GLA, RBR and LNI would meet in January.</p> <p><b>RESOLVED</b></p> <p>It was resolved that the review of the Principals Pay award would take place in January.</p>
11.	<p><b>Management Accounts</b></p> <p>The management accounts were received and summarised by the Group Finance Business Partner stating that the finances are in a good position albeit tight. He is working on a three year plan with the Principal. The correct phasing of expenses is crucial. It was noted that the Bicester Technology Studio made an operating surplus of £82k against the year to date budgeted deficit of £5k. The favourable variance is attributable to an uplift in funded income of £63k, predominantly in post opening grant per pupil resources and pupil premium. LNI queried whether the budget would look more favourable in 2 months' time given the higher income but spending for the reduced actual students, this was confirmed. It was agreed that the additional money would be saved in preparation for the income claw back.</p> <p><b>RESOLVED</b></p> <p>It was resolved to receive the Management accounts for information.</p>
12.	<p><b>Risk Register</b></p> <p>The governors received the risk register which was summarised by the Principal as remaining the same priorities with updated actions.</p> <p><b>RESOLVED</b></p> <p>It was resolved to receive the Risk Register.</p>
13.	<p><b>Next meeting:</b></p> <p>Thursday 1<sup>st</sup> March 2018</p> <p>Thursday 14<sup>th</sup> June 2018</p>

Meeting closed: 6:07pm

 10/05/2018