

Activate Learning Education Trust

MINUTES of a meeting of the Bicester Technology Studio Local Governing Board held on 4th May 2017

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

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. DW to add short case studies to website and use in a targeted summer marketing campaign	10.11.16	12.1.17	DWO	Complete
2. A 'Guide to being a Link Governor' document to be written	10.11.16	Amended to 15.6.17	LNI	Ongoing
3. GW to make connections with colleagues in the Teacher training Unit at Oxford Brookes University re Teacher vacancies. Update – to be taken forward by DWO	10.11.16	18.11.16	DWO	
5. Risk register to include a multiplying factor.	02.02.17	04.05.17	RBR	Complete
6. Principal's report to include school key measures	02.02.17	04.05.17	RBR	Complete
7. To provide an update of work readiness information to the board	02.03.17	04.05.17	RBR	Complete
8. Group Services SLA to be considered alongside finances at next meeting	6 04.05.17	15.06.17	LNI/JSO	
9. Further discussions to take place with potential parent governor	6 04.05.17	15.06.17	GLA/RBR	
10. It was resolved that the Clerk would provide the principal with the schedule of link governor areas.	7 04.05.17	15.06.17	HWA	
11. It was resolved that the principal would discuss a link governor role with governor LKN outside the meeting.	7 04.05.17	15.06.17	RBR/LKN	

12	It was resolved that the principal would clarify the target number of students for 2017-18	7 04.05.17	15.06.17	RBR	Complete
----	--	---------------	----------	-----	----------

MINUTES

Meeting Start: 4:00pm

1.	<p>Apologies for absence Apologies were received from Brian Whitford and Lewis Knight informed the members that he would be leaving at 5:15pm</p>
2.	<p>Declaration of interests, gifts and hospitality None</p>
3.	<p>Minutes The minutes of the previous meeting held on 2nd March 2017, having been previously circulated to members, were agreed as a true record and signed by the chair. All members were in agreement.</p>
4.	<p>Matters arising The members discussed the outstanding actions and updated as follows; Action To add short case studies to website and use in a targeted summer marketing campaign Complete Action A 'Guide to being a Link Governor' document to be written. Deadline extended to 15th June 2017 – Actioned to LNI Action GWH to make connections with colleagues in the Teacher training unit at Oxford Brooks University re: teacher vacancies. Progress has been made – Actioned to DWO to follow up Action Risk register to include multiplying factor. Complete Action Principal's report to include school key measures Complete Action To provide an update of work readiness information to the board. Complete</p>
5.	<p>Any other business that has arisen since the circulation of the agenda None</p>

6.

Governance update

a) Appointment of Parent Governor

The board were informed of a parent who had expressed an interest in joining the board. Discussions ensued around the role of the parent governor and although they are from the parent community they are not a governor to represent the community.

b) Activate Learning Education Trust update.

The members received an update from LNI confirming that UTC Oxford and UTC Reading have now received ministerial approval to transfer into the Activate Learning Education Trust (ALET) from 1st April 2017.

The ALET board have also received two due diligence reports, one for a secondary school which will complement The Bicester School and one for UTC Swindon which is in the process of integrating into the MAT from 1st September 2017.

Further discussions ensued around Group Services and the original HR commitment. It was agreed that the current Group Services Service Level agreement would be considered alongside the finances at the next meeting.

RESOLVED

Further discussions would take place with the proposed parent governor around the role of being a governor.

It was resolved that the Group Services Service Level agreement would be considered alongside the Finances at the next meeting.

7.

Principal's report

The Principals report having previously been circulated to all members was received for discussion.

The Principal highlighted key areas including of discussions;

Targets for KS4 for the academic year 2017/18 as follows;

Target Categories Previously	BTS	Others
Attainment 8 total per KS4 student	47.6	47.4
Progress 8 (of whole grade)	-0.3	0
Ebacc group subject grade total per student	12	Estimate 13
Open group subject grade total per student	12	Estimate 13
Maths 4-9	55%	70%
Maths 5-9	25%	50%
English 4-9	70%	70%
English 5-9	40%	50%

The principal noted that the progress 8 target is low and would want to exceed this moving to an aspirational target.

The members approved these targets.

Bicester Strategic Development

Members were updated about the work taking place alongside Bicester Healthy Towns on a number of initiatives, including;

- Walking to work
- Hedgehog
- Air Monitoring
- Future Green space initiatives – how best to utilise Bicester's green spaces.

The studio would benefit from a link governor in this area, possibly governor LKN would be able to raise the Technology Studio's profile in this area.

Discussions moved to sub committees and the best way forward for the Bicester Technology Studio, it was actioned to the clerk to provide the principal with a schedule of link governor areas for each meeting.

Measures for partner engagement, student employability and work readiness

Staff governor, SMN summarised the additional system devised to track student work readiness which is based around Activate Learning's philosophy of Brain, emotion and motivation and the difficulties to measure the overlap which indicates a student is now ready for a work placement.

For this purpose the evidence is recorded as follows;

Emotions – Is evidenced by conduct in school and by partners

Brain – Is the ongoing effort to achieve full potential in learning.

Motivation - Is recorded in project sessions and also during direct learning and where appropriate, feedback from employers.

Key stages of 1- 4 (1 being the top level) are achieved through a series of criteria. This has been piloted with students scoring themselves in a grid during 1:1 tutorial sessions. The results have shown an impact on each student.

Members raised questions for clarification around which level does a student have to achieve to be able to access work experience. It was confirmed that those who achieve levels 1 and 2 will be assisted to access work experience. It was noted that there is a definite correlation between the criteria and the behaviours of the students.

Members suggested that resilience and communication could be added to the criteria, with the key skills of literacy and numeracy included in the communication area, this was noted as an area of consideration for the principal.

Other areas discussed included:

Student recruitment.

DWO updated the board with the current student recruitment numbers.

Year 10

- 64 applications received
- 57 places offered
- 13 applicants declined
- 44 'formal' places offered
- A further 7 places to be offered during phase 2 of the county admissions process.

The Studio is aware from experience gained last year that these numbers may reduce before September and the importance of keeping focus on recruitment alongside keeping the current applicants 'warm' and attending to the requirements of the current students.

Year 12

- 26 applicants

This is lower than last year and therefore a concern.

The specific targeting of year 12 students is a high focussed priority with a marketing campaign plan in place for the summer.

Fixed Term/Permanent Exclusions

To date there have been 47 days lost to fixed term exclusions and 1 permanent exclusion.

It was noted that the fixed term exclusions relate to 7 students, 6 of whom are vulnerable students.

The members discussed the issues with students who join via the In year fair access panel (IFAP) and the level of additional support required.

Discussions ensued around the tariff applied to students for different unacceptable behaviours, including a fixed term exclusion tariff for smoking, which the members were in agreement that this is appropriate when bearing in mind this involved bringing a age inappropriate substance onto the school premises including the possession of a lighter.

Staff Recruitment

An appointment has been confirmed of a Humanities, Pastoral and Behaviour Lead from September 2017 this will provide the BTS with additional capacity for the interventions required within the student population.

Further appointments were confirmed as noted in the Principal's report.

It was noted that the a TES advert currently costs £2.5k per advert due to the quantity of the ALET recruitment currently not meeting the minimum to derive savings through economies of scale.

	<p>RESOLVED</p> <p>It was resolved to approve the KS4 targets for 17/18</p> <p>It was resolved that the principal would discuss a link governor role with governor LKN outside the meeting.</p> <p>It was resolved that the Clerk would provide the principal with the schedule of link governor areas.</p> <p>It was resolved that the Principal would clarify the target number of students for 2017-18.</p>
<p>8.</p>	<p>Development Plan</p> <p>a) To receive an update The members received the updated development plan.</p> <p>b) Link governor report regarding school visits or meetings with staff This has been covered under item 07.</p> <p>c) Readiness for work measure This has been covered under item 07</p> <p>d) Approval and adoption of school targets for 2017/18 This has been covered under item 07</p>
<p>9.</p>	<p>Risk Register</p> <p>The board received an updated risk register and discussed the key risks being monitored by the board. It was noted for consideration of the principal that all risks are currently showing as high – red and whether this could be rated as High, Medium and Low to differentiate between the serious risks that need focussed priority.</p> <p>RESOLVED</p> <p>To receive the updated risk register.</p> <p>It was noted for the principal to consider adding a rating system to the risks to highlight the key priorities.</p>
<p>10.</p>	<p>Management accounts</p> <p>The board received the management accounts to March 31st, which were presented by JSO, Group Finance Business Partner. Year to date figures presented show that a surplus of £72k which includes the provisions made for the pupil number adjustment (PNA) which has been estimated as a worst case scenario of £167k for the whole year and £97k to date.</p> <p>The full year figures currently show a surplus of £39k, although the board were advised that 2 staff members have achieved a salary uplift and there are some minor building works required which will reduce this figure to a £30k surplus.</p> <p>The members acknowledged the diligence taken by all staff to ensure costs are minimised. It was noted that the PNA is not due to be paid until January 2018.</p> <p>RESOLVED</p> <p>It was resolved to receive the management accounts to the end of March 2017.</p>
<p>11.</p>	<p>Feedback from Discipline Committee</p>

	Governor GWH who chaired the Governors Discipline Committee on 28 th April 2017, updated the board that the decision had been made to uphold the Principal's decision to permanently exclude the student.
12.	Next meeting: 15 th June 2017

Meeting closed: 6:02pm

Chancellor 15/6/17

