

Activate Learning Education Trust

MINUTES of a meeting of the Bicester Technology Studio Local Governing Board held on 10th November 2016 in the BTS Conference Room at 16:00.

Governors present: Grae Laws (Chair) Richard Brown, Steph McNeil, Brian Whitford, Georgina Whyatt

In attendance: Lee Nicholls, Dean Woodham, Julian Sonaike, Margaret Geaney (minutes)

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	Email asap Governor responses by 23.11.16	K Whife Clerk to Gov. Body	
2. SMcN to report back to members regarding her meeting with OxLEP	10.11.06	12.1.17	SMcN	
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	12.1.17	Link Governors	
4. <ul style="list-style-type: none"> DW to add short case studies to website 	10.11.16	12.1.17	ALL	
5. RB & DW to review BTS 2017-18 budget and course offer and send paper to Board members	10.11.16	12.1.17	DW	
6. 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	
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	
8. GW to make connections with colleagues in the Teacher training Unit at Oxford Brookes	10.11.16	18.11.16	GW	

	University re Teacher vacancies.				
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	

MINUTES

1. Apologies for absence

David Hudson

Lewis Knight

2. Declaration of interests, gifts and hospitality

None

3. Minutes

To approve the minutes of the Bicester Technology Studio meeting held on Thursday 15th September 2016 held at Bicester Technology Studio.

GW proposed the September minutes be approved, BW seconded the motion.

4. Matters arising

- GL Apologised for the late start of the meeting, due to late finish of the Safeguarding training.
- LN confirmed the DFE would visit on November 25 2016
- GL confirmed his email address as graelaws@live.com
- RB confirmed that new schools are advised to have ten INSET days in their first year. BTS have used five and will use remaining five in next two terms.
- LN confirmed
- GL, BW and GW attended face to face safeguarding session delivered prior to this meeting
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5. Any other business that has arisen since the circulation of the agenda

- a) Some Board members did not receive the email regarding Safeguarding and Prevent training. Members requested that the email be re-sent and also asked for clarification of the DBS process, in particularly information regarding where to send proof of ID.
- b) SMcN reported on the Employers Network meeting held last half term. The attendees were very enthusiastic and more meetings are planned before Christmas. Some

employers came along for information only, not planning to offer a placement, however the session went very well and several from this group did offer placements. The students did a presentation to the employers, Year 10 were particularly impressive.

- 6th Formers currently have 20 placements on offer, agreements for all these will be in place by the end of November.
- Some students placed at Bicester village have done so well they have been offered paid Saturday work. Some of these placements could lead to trainee management positions.
- Some employers are offering jobs and/or university courses at the end of the placement.
- The feedback from students already placed is fuelling the aspirations of those still awaiting an offer.
- More placements are still needed, SMcN felt it important that placements continue to be matched to what inspires each student, thereby giving the arrangement the maximum chance of success.
- The demand from employers for apprenticeships is increasing and SMcN has a meeting later this term with OxLEP to discuss apprenticeships. GW stated that Government funding for apprenticeships continues to increase and members should be mindful of this when planning for future intake.

RESOLVED

SMcN to report back to members on meeting with OxLEP.

6. Governance Update

- a) BW, Link Governor for Science & Technology, had a useful meeting with Paul Upstone, where they discussed the school Development Plan. RW requested further information on the role of Link Governor.
- b) LN provided feedback on progress of the expansion of the MAT. The two schools involved are Bicester Technology Studio and Bicester School. The two colleges are UTC Oxford and UTC Reading. The process of bringing the two colleges into the MAT has been agreed in principle, subject to consultation. The schools will be represented at the MAT Board by their Chairs of Governors and their Principals. The MAT are currently recruiting independent Trustees and are in discussions with interested parties from BMW and an ex Vice-Chancellor of Reading College.

RESOLVED

LN agreed to write a guide to being a Link Governor.

LN to keep Members informed on MAT developments.

7. Principal's Report

RW distributed a paper copy of his report and added the following information.

Student Roll: Numbers have risen from 72, in September, to 83 at present. It is hoped that next year's intake will be 120, however DW believed this would be difficult to achieve using the current course offer.

Feedback from recent events suggest a demand for Media Studies, Humanities and Sports courses. Members agreed both Media and Humanities courses would be achievable using current resources, however as BTS does not have a sports field adding a sports course would be difficult. Members discussed offering a Sports BTEC off-site, whilst retaining the BTS ethos/point of difference. Bicester School already offers History and Geography courses, which may cause conflict between the schools.

Teaching and Learning: to benchmark student's current levels they were given a variety of tests, including reading and numeracy and past GCSE exam papers. Many students fell off the bottom of the marking grid.

Leadership and Governance: RB met with new governor, David Hudson, Headteacher at the Royal Latin School in Buckingham, who is keen to come on board. He will attend the next LGB meeting.

Behaviour, Attendance, Community: One student has been given a fixed term expulsion following an altercation between two students off site. Both were in school uniform therefore the SLT considered it a matter for the school to deal with. Staff are currently monitoring and recording the behaviour of 3 Year 10 students. It is believed some problem students are being encouraged to come to BTS by other schools in the area. Attendance is currently over 90% which is very high and may drop as illness etc. take their toll.

Finances and Budget: In September courses and staffing were amended to match lower than projected numbers, projected budget spend is therefore still in line with expected income. RB wished to record his thanks to staff and Bicester School, particularly the Geography and Spanish Departments, who had facilitated BTS students in achieving the course mix they wanted, thus allowing BTS to amend their course offer and stay within budget.

Premises: The lift is not yet working, BT continue to work on the issue. BTS has the same post code as Bicester School which has been an issue for BT and other providers.

Staffing: a Maths/Business teacher and a part-time catering assistant have been appointed. A Cover Supervisor position will be offered in the near future.

Performance Management: observations of Staff begin next week.

Student Data & SEN: A large percentage of students are dyslexic and 45 out of the 83 students have been identified as having additional needs. The average in most schools is

less than 10%.

RESOLVED

- a) DW to investigate sports course options and costs
- b) RB and DW to review course offer for 2017-18 and send paper to members by 1st week in December.

8. Development Plan

RB confirmed this document should be used as a discussion document by Link Governors. LN stated the Development Plan was very thorough for a school at such an early stage of its development.

9. Risk Register

Staffing and student recruitment are currently high risk. Issues and solutions were discussed in earlier items.

Attracting the right standard of applicant has been an issue. Maths and Science teachers are in huge demand and consequently are very expensive. Teaching posts had been advertised in various papers but only the Times Educational Supplement, which is very expensive, had yielded worthwhile results.

RESOLVED

- Members agreed that the Risk Register should be a standard item on future agendas, allowing members to review and resolve high risk items at each meeting.
- AL to seek advice from colleagues in the Teacher Training Unit at Oxford Brookes University regarding teacher recruitment.

10. Management Accounts

JS distributed paper copies of the accounts and the members discussed the figures.

JS confirmed that:

A percentage of the budget is being held in reserve to meet an expected deficit arising from student numbers being less than projected.

The £4,000 staffing surplus has been earmarked for other projects

Utility readings have been sent to suppliers but invoices not yet received.

Student travel cards are bought by BTS for students in order to avail of a ⅓ discount available to schools. Parents then reimburse BTS.

LN Noted deficit was planned for and stated he considered this a really good budget.

RB added his thanks to JS for all his hard work in helping to set up the BTS budget.

11. **Date of Next meeting:** 12 January 2017 at 16:00

Future Meetings: March 2nd 2017, May 4th 2017, June 15th 2017.

 02/02/2017