

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

MINUTES of a meeting of the Bicester Technology Studio Local Governing Board held on 12th October 2017.

Governors present: Grae Laws GLA (Chair) (1/1); Richard Brown RBR (Principal) (1/1), Steph McNeil SMC (1/1); Brian Whitford BWH (1/1); David Hudson DHU (1/1); Ben Jackson BJA (1/1); Richard Holliday RHO (1/1).

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); Heledd Walker HWA (Clerk)

MINUTES

Meeting Start: 4:00pm

1.	Apologies for absence Ann Canning ACA (0/1); Lewis Knight LKN (1/1)
2.	Declaration of interests, gifts and hospitality None
3.	Minutes The minutes of the previous meeting held on 15 th June 2017, having been previously circulated to members, were agreed as a true record of the meeting. All members were in agreement.
4.	Matters arising The members discussed the outstanding actions and updated as follows; Actions 1,3,4,5,6 and 7 are complete and can be removed. Action 2 is ongoing.
5.	Any other business that has arisen since the circulation of the agenda None
6.	Governance update <ul style="list-style-type: none"> a) Compliance Checklist. Governors were reminded of the requirement to return any outstanding declarations of interest and return them to the Clerk. b) Nominations for Chair of Finance and Resources Committee. Governors discussed the benefits of having a Finance and resources committee. GLA

and BWH volunteered to be part of this committee with BWH being nominated as chair. One further governor would be required to join the committee.

c) Membership of the board

The Chair introduced two new potential governors to the board. Following a brief discussion with both new governors the board approved the appointments.

RESOLVED

It was resolved that any outstanding declarations of interest would be returned to the Clerk.

It was resolved that the finance committee would consist of BWH and GLA with an additional governor required.

It was resolved that BWH would be appointed chair of the finance and resources committee.

It was resolved that BJA was appointed governor.

It was resolved that RHO was appointed governor.

7. Quality Assurance

• **Link Governor Roles**

The Principal summarised the purpose of the Link Governor and SLT roles.

LNI explained that each meeting has a key development plan area as indicated on the cycle of business, the key development plan area for discussion at the next meeting would be Personal Development, Behaviour and Safety.

The following link governors were agreed.

1. Effectiveness of Leadership and Management

Governor Links - Ben Jackson, Brian Whitford, Steph McNeil and Ann Canning, Grae Laws

SLT Links – Laura Sheehan, James Kyberd, Steph McNeil and Paul Upstone, Richard Brown

2. Quality of Teaching, Learning and Assessment

Governor Links – David Hudson

SLT Links – Dean Woodham, James Kyberd

3. Personal Development, Behaviour and Safety

Governor Links – Georgina Whyatt, Richard Holliday

SLT Links – Laura Sheehan

4. Outcomes for Pupils

Governor Links – David Hudson

SLT Links – Laura Sheehan

• **Pupil Premium report**

The board received the Pupil Premium Strategy Statement for information which was summarised by JKY. Following discussions, the board noted that there are 27 disadvantaged students at the academy, 16 of which are in year 10. 24% of the academy are disadvantaged which is considerably higher than the Oxfordshire average of 18%. The board heard how the baseline testing used at the academy has highlighted poor literacy with interventions in place to improve this. 77% of the academy's population have SEN requirements. The discussions concluded that it is a very challenging cohort but noticeable progress has already been achieved.

Strategies being considered include either employing a TA or a KS4 English specialist to improve literacy. Literacy interventions already implemented include mentoring programmes for groups of 2 – 3 students these are proving successful in aiding social

skills and changing the attitudes to learning. Weekly literacy focus takes place in the tutor groups with the first 10 minutes of each lesson dedicated to silent reading. The discussions moved to the gap between the disadvantaged students and the non-disadvantaged students. The governors heard how the current year 11 have 8 disadvantaged students who are out performing the rest of the cohort in all subjects apart from English. The governors heard how the academy is also subscribing to PiXL which is a very useful resource to assist with raising standards. Questions were raised as to whether the academy knows how much money has been received and how this has been spent and whether it was effective. RBR explained that further data would be available by the next meeting as this first meeting is only three weeks into the term, data files are being received, the cohort also include three service children and 1 adopted child, all of which have a small pupil premium. The discussions concluded that there are a number of interventions in place which are already having a positive impact on the students. Further data and costings will be provided to the board.

RESOLVED

It was resolved that the governor and SLT links were agreed as per the document received. It was resolved that the governors received the pupil premium strategy statement with further data and costings being provided later in the term.

8. Principal's Report

The board received the Principal's report for discussion and approval. The report was introduced with a short explanation about the new format which includes a data dashboard. The board noted that due to the timings of the meeting the academy is currently in-between a couple of data sets with further data available at the next meeting. Queries were raised around the actual absence for KS4 of 6.3%, this detrimental effect was explained as there being a small number of persistent absentees, however it was noted to be lower than September 2016 of 7.6% Governors requested numbers next to the % to provide more context and also add further comments to clarify some of the trends. Discussions moved to work experience; the governors heard how some Yr 12 students are already out with employers. Year 10's are still being tested with a big motivation of an opportunity with BMW in the next few weeks. Members raised other possible providers such as Sofia based in Didcot who run foodbanks. Other suggestions included a community project such as a building in need of repair and redecoration, it was concluded that this would be ideal for Year 10 and 11 students to train before going out to the employers, it was agreed that further research is required. Others queried how much training or support was given to the companies providing work experience opportunities for students, additional staff training may result in more students being given opportunities.

Discussions moved to application numbers, it was reported that 35 individuals have attended open evenings during 2017/18 which are being followed up.

Student Recruitment and Engagement Strategy

The board received the Student Recruitment and Engagement Strategy which detailed all the events planned for 2017/18. The governors queried whether this was realistic and how much marketing resource is available. Discussions moved to the Service level agreement in place

	<p>and whether this was value for money. The discussions concluded that more thought should be given to the curriculum and an employer led destination message. Questions were asked as to how year 12 is being increased with ensuring the correct marketing in year 11 and thereby increasing internal transfers. RBR explained that our specialism and curriculum would be quickly reviewed and an update will be tabled at the next meeting.</p> <p>Self-Evaluation Summary</p> <p>The governors received the Self Evaluation summary handout showing the current estimated grade from the school. The board asked whether there was evidence to show that the estimated grade was justified. It was confirmed that some evidence is already available and other is in the process of being collated. The overall rating was an insecure good. The board discussed the colour coding of the process of obtaining and collating the evidence.</p> <p>RESOLVED</p> <p>It was resolved to receive an approve the Principal's report with further data available at the next meeting.</p> <p>It was resolved that the LGB received the Student Recruitment and Engagement Strategy with more focus being given to the curriculum and ensuring there are internal transfers into year 12.</p> <p>It was resolved to receive the Self-evaluation summary for information.</p>
<p>9.</p>	<p>Management Accounts</p> <p>The LGB received the management accounts for the year to 31st August 2017, JSO summarised that the academy had achieved an operating surplus of £113k against a full year budgeted surplus of £22k, with the majority of the favourable variance being attributed to the increase in funded income along with an underspend in non-pay expenses which is largely attributable to staff deployment efficiencies within BTS and also on coordinating with back office and facilities work with group services. The discussions which ensued were around whether prudent spending has negatively impacted on the students. The discussions concluded that the general advice is to being prudent with spending as years 3 and 4 are the hardest. The board decided that having a finance committee would allow additional time to analyse and review the accounts.</p> <p>RESOLVED</p> <p>The board received the management accounts for information.</p>
<p>10.</p>	<p>Pay Committee</p> <p>Volunteers were requested to attend a pay committee to review the Principal's proposals of teachers' awards. DHU and GWH volunteered to attend this committee.</p> <p>RESOLVED</p> <p>It was resolved that DHU and GWH would attend a pay committee to review the Principal's recommendations.</p>
<p>11.</p>	<p>Risk Register</p> <p>The board received the risk register for information and discussion. The discussions concluded that no changes were necessary at this point.</p> <p>RESOLVED</p> <p>It was resolved to receive the risk register for information and discussion.</p>

12.	Next meeting: Thursday 1 st March 2018 Thursday 14 th June 2018

Meeting closed: 5:57pm

Chris Jones 7/12/17

