

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

**MINUTES** of a meeting of the Bicester Technology Studio Local Governing Board held on 10<sup>th</sup> May 2018.

**Governors present:** Grae Laws GLA (Chair) (3/3); Richard Brown RBR (Principal) (3/3), Steph McNeil SMC (3/3); David Hudson DHU (2/3); Ann Canning (ACA) (1/3); Andrew Marshall (AMA) (1/1)

**In attendance:** Dean Woodham DWO, Vice Principal; Heledd Walker HWA (Clerk)

**Apologies:** Ben Jackson (BJA) (1/3)  
Richard Holliday RHO (2/3)  
Lewis Knight (LKN) (1/3)

**MINUTES**

**Meeting Start: 4:00pm**

<b>1.</b>	<b>Apologies for absence</b> The local governing body received apologies from BJA, RHO and LKN
<b>2.</b>	<b>Declaration of interests, gifts and hospitality</b> None
<b>3.</b>	<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>
<b>4.</b>	<b>Matters arising</b> The Local Governing Body received the Matters Arising report and updated with the following; Action 1 – Make connections with Teacher Training Unit at Oxford Brookes University Update Complete – Connections also being made with schools in Buckingham. Action 2 – Employability Information, more required. Update Ongoing – Progress made with an imminent appointment of a Business Engagement Administrator Action 3 – Volunteers for a Finance Committee Update – Complete – the members are AMA (Chair), GLA and RBR

<p><b>5.</b></p>	<p><b>Any other business that has arisen since the circulation of the agenda</b></p> <p>The governors received the following updated/additional papers which had previously been circulated due to the re scheduling of the meeting.</p> <ul style="list-style-type: none"> <li>• External Validation Report</li> <li>• Student Recruitment</li> <li>• Updated management accounts</li> </ul> <p>The Principal summarised the additional papers which had previously been circulated to all governors. The External Validation of the predicted progress 8 score of -0.5 was considered to be more realistic and in line with the drop in Science grades due to the uncertainty of the new examinations and tighter marking schemes. The discussions that ensued concluded that Science was a challenge to the school with all students studying the combined double science as opposed to the three individual ones. It is also evident that a small cohort of students with challenging behaviour have an impact on the figures which if removed would be -0.15.</p> <p>The Governors discussed the data and report and queried whether the author was a critical friend of the BTS. The governors learnt that there was very honest feedback and a further DfE inspection was following this week, thereby providing additional external validation.</p> <p>The Principal reiterated that he would like more governor visits and meetings with link governors. Governors discussed the different structures they have previously taken part in. It was agreed that the Chair, Principal and Clerk would devise a schedule.</p> <p>The Governors received the current Student Recruitment data detailing the work in place to increase the student numbers.</p> <p><b>RESOLVED</b></p> <p>It was resolved to receive the external validation on progress and attainment.</p> <p>It was resolved that the Chair, Principal and Clerk would devise a schedule for link governors to visit.</p> <p>It was resolved to receive the Student Recruitment data.</p>
<p><b>6.</b></p>	<p><b>Governance update</b></p> <ul style="list-style-type: none"> <li>• Governance update The governors received a Governance update item from the Clerk for information; this covered the General Data Protection Regulation enforceable from 25<sup>th</sup> May 2018. It was confirmed that as ALET did not employ over 250 staff there was no requirement at this point to calculate the Gender Pay Gap although with additional having joined the Trust after 30<sup>th</sup> March, this would be a requirement in the next academic year. The governors were informed that the New National Funding formulae was released and how this impacted Bicester Technology Studio.</li> <li>• Introduction of new sponsor governor. The Clerk referred to the Governance Plan which provides a provision for Sponsor governors on each Local Governing Board. AM, Director of Employability and Stakeholders, Activate Learning Lifeskills volunteered himself to be part of Bicester Technology Studio. AM gave a brief introduction of himself and his career to date which includes Finance and running his own business. AM also expressed that he would like to volunteer to be part of the</li> </ul>

	<p>Finance committee.</p> <p><b>GW Arrives 3:30pm</b></p> <p>AM left the room for a few brief minutes from 3:31 for the governors to consider this appointment.</p> <p>All governors resolved to appoint AM as a LGB governor of BTS, it was also agreed that AM would join and Chair the Finance Committee.</p> <p><b>RESOLVED</b></p> <p>The LGB resolved to receive a Governance update from the Clerk.</p> <p>The LGB resolved to appoint AM as a sponsor Governor</p>
7.	<p><b>ALET School Priorities – Update on progress and impact</b></p> <p>The governors received the ALET school's Priorities update which was previously circulated to all. The Principal added some background to the PiXL initiative, informing the governors that this was initially introduced by Sir John Rowling to improve London schools. The initiative now includes more than 2000 schools. The BTS have benefitted from PiXL membership which has had excellent impact. JKY has been appointed as the Raising Standards leader for BTS and attends each PiXL conference.</p> <p>A collaborative Teaching and Learning Support is being developed with clear outcomes already established including links for BTS Newly qualified teachers to be part of the induction at The Bicester School.</p> <p>Maths and English conferences have taken place with staff across the group sharing good practice.</p> <p>Discussions concluded that positive collaborative work had started within the Trust.</p> <p><b>RESOLVED</b></p> <p>It was resolved to receive the Update on progress and impact of the ALET school priorities.</p>
8.	<p><b>Quality Assurance</b></p> <ul style="list-style-type: none"> <li>• <b>Development Plan Priority – Quality of Teaching, Learning and Assessment. Feedback from Link governor and Senior Leadership Team Link. DHU and DWO</b></li> </ul> <p>The governors received an update of the Development Plan Priority – Teaching and Learning from the DHU Link governor and DWO SLT link. As part of their visit, they completed some learning walks it was evident that Yr 11 students were from a learning perspective in a better place. It was noted in context that over 20% of Year 10 students have an additional need. There was low level disruption within the lessons and where the least quality learning was taking place. The governors heard how a Pastoral support manager had been appointed and learning plans were being revisited. The governors heard how some students had been on a reduced curriculum to learn anger management and learning skills which had been successful and they had now re-joined the mainstream of students. The subject knowledge of staff was very good with 75 – 80% of lessons at good or better with lots of evidence to support this.</p> <p>The governor link meetings had concluded that Teaching and Learning was positive with skilful teachers and a good focus although the broad range of ability within the student cohort is a challenge for the school. It was noted that Maths progress was stronger than English. There was some concern around an experienced English teacher leaving. The governors were reassured that a teacher has been brought in specifically to work with students on</p>

improving literacy which has been identified during Year 10 baseline testing as an issue that is holding all students back. Other interventions in place are peer coaching for staff from a recent staff audit using the Ofsted grading criteria for lessons. A stronger planning and marking teachers are matched with a weaker planning and marking teachers. The discussions concluded noting the benefits of the Trust in being able to access support in other areas.

- **Equality and Diversity Annual Report**

Received for information.

- **Review of Staff, Student and parent Survey**

Received for information

- **Pupil Premium Grant Statement**

The report was received for information with a brief discussion. It was confirmed that the disadvantaged cohort at 27% is much smaller than average schools. The funding received has been allocated towards literacy based support including using different apps.

- **SEND and inclusion link report**

The governors received their SEND and inclusion link report for information.

### **RESOLVED**

It was resolved to receive feedback from the Link governor and Link Senior leader for the Key development priority area – Teaching and Learning.

It was resolved to receive the Equality and Diversity report for information.

It was resolved to receive the Pupil premium report for information.

It was resolved to receive feedback from surveys for information.

It was resolved to receive the Pupil Premium Grant for information.

It was resolved to receive the SEND and inclusion link governor visit report.

## **9. Principal's report and Self Evaluation**

The governors received the Principal's report and self-evaluation. The Principal summarised the report, starting with attendance which is slightly lower than the 95% target at 93%, the variance is due to 25 persistent absentee students, and strategies are in place to tackle the issue with the students who have a track record of school refusal.

Since the report was written all three staff roles have been recruited. Governors asked if there are any other unfilled vacancies. It was noted that there may be a requirement for a BTEC IT teacher from Activate in the next academic year.

There have been some safeguarding issues in the Bicester locality with a number of young people and families involved in an increased use of recreational drugs. The In Year Fair Access Panel has been fully supportive with the school in providing access to a full time off site provision for students.

Health and Safety has been assigned to a designated person coordinating work across the group, there are still some issues with the heating system which should hopefully be resolved within the support of the new resource allocation.

	<p><b>RESOLVED</b></p> <p>It was resolved to receive and approve the Principal's report and Self Evaluation Form.</p>
10.	<p><b>Feedback from Principals Review Committee</b></p> <p>The Chair updated the governors that this review had taken place between GLA, RBR and LNI and wanted to add this to the next meeting's agenda for further discussion.</p> <p><b>RESOLVED</b></p> <p>It was resolved to receive feedback from the Principal's review committee at the next meeting on 14<sup>th</sup> June.</p>
11.	<p><b>Finance</b></p> <p>The governors received the updated of the Management accounts for the period to 31<sup>st</sup> March 2018 from the Principal who confirmed that they was anticipating a £40k surplus at the end of the year, some of this is now being allocated towards additional marketing and staffing. The discussions that followed concluded that BTS needed to recruit 207 students and marketing are now supporting with this. There were some queries raised with regards to the support which should improve following a recent meeting with Marketing and included the approval of a new website.</p> <p><b>RESOLVED</b></p> <p>It was resolved to receive the updated Management accounts for the period to 31<sup>st</sup> March 2018.</p>
12.	<p><b>Risk Register</b></p> <p>It was agreed that GDPR should be added to the Risk register.</p> <p><b>RESOLVED</b></p> <p>It was resolved to receive and review the Risk register and add GDPR.</p>
13.	<p><b>Next meeting:</b></p> <p>Thursday 14<sup>th</sup> June 2018</p>

Meeting closed: 5:00pm



A handwritten signature in blue ink is written over the text 'Meeting closed: 5:00pm'. To the right of the signature, the date '14/06/2018' is handwritten in blue ink.

