

**Activate Learning Education Trust
LOCAL GOVERNING BODY - THE BICESTER SCHOOL**

**The Minutes of the Meeting of the Local Governing Body – The Bicester School on
Wednesday 12 October, 2016 at 4:00pm in The Board Room, The Bicester School**

Present: Rob Pearson (Chair); Lee Nicholls; Tony Rushworth; Ann Ewens; David Dunne; Richard Mould; Oliver Wright; Sharron Whittingham

In attendance: Tim Marston (Deputy Head Teacher, The Bicester School); Heledd Walker (Group Compliance Administrator, Activate Learning)

Summary of Actions and Resolutions

Action	Item Ref	Deadline/ update	Assigned to	Status
1. To put in a request for potential governors with Bicester Vision.	11.7.16	30.11.16	RM	In progress
2. To agree in principle to the development of the governance structure as set of in the paper presented by TR. That when the next Chair is in post that the arrangements for developing committees and advisory groups will be considered further and taken forward by TR with the chair and the clerk.	11.7.16	12.10.16	TR	In progress
3. It was resolved to involve a consultant to submit a bid for a grant from the EFA to repair the roof.	12.10.16	30.11.16	TR	
4. It was resolved to develop the risk register into a standardised format with mitigations against each risk.	12.10.16	30.11.16	TR	
5. Pay Committee update to be received	12.10.16	30.11.16	DD SW	
6. Appraisal Policy to be amended	12.10.16	30.11.16	TR	

Minutes

1. Apologies for absence

Sarah Masterson

2. Declaration of interests, gifts and hospitality

None

3. Minutes

Whilst discussing the minutes of 11 July 2016, the governors queried the wording in the minutes of the discussion that took place regarding the head teacher's report.

The board expressed concern around the impression that the phrase "turnaround journey" would give and wanted it to be removed from the minutes.

The board gave a summary of the discussion that had taken place being;

"Concerns were raised about the continuing level of additional support provided by staff in light of budgetary constraints.

Concerns were also raised between the funding time lag and the increased student numbers with the accompanying budget.

It was noted that the combining of technology and art together would move to a more arts based department."

4. Matters arising from the minutes

An update was received from the action to request potential governors from Bicester Vision; this will be followed up by Richard Mould.

5. Any other business that has arisen since the circulation of the agenda

None

6. Governance update

The board were updated with regards to the chair of the LGB – The Bicester School. It was highlighted that a permanent chair is currently being recruited with Rob Pearson acting as an Interim.

Questions were raised with regards to how this fits in terms of the governance structure. The chair confirmed that he would attend the upcoming Activate Learning Education Trust meeting.

The board received an update regarding the Face to Face safeguarding training that is available and taking place on Thursday 10th November at the Bicester Technology studio from 2:30pm, the board members have already received a calendar invite for this.

The Deputy Head Teacher passed the Annual Safeguarding audit to the Safeguarding Link governor, David Dunne for completion; this will be brought to the next meeting.

RESOLVED

All encouraged to attend the Face to Face safeguarding training on 10th November at Bicester Technology Studio.

Annual Safeguarding audit to be completed by the Safeguarding link governor.

7. Head teacher's report to include examination results

The board received the head teachers report. Clarification was requested around the attendance figures which had risen in every year group since 2014 from 92% to 93.5% in 2015 and 95% in 2016. The chair commented how encouraging this is and an attribute to the staff.

The discussions moved to the GCSE results. The governors commented that they were not surprised with the results as the head teacher had always planned for the worst and hoped for the best, the results were as expected. The Head teacher reiterated that it had been a very challenging year group with a large cohort on the border of a c/d grade in many subjects. There were discussions around future grade predictions with suggestions of whether it is more prudent to predict those on the border of two grades with the lower grade. The conversations moved to the future of complete exam based subjects and the challenge of predictions for a system of new grades, with new exams and currently no published specimen papers.

Staff recruitment was discussed and concluded that this is a positive area with a number of highly academic newly qualified appointments; there are still some areas of weakness which has a supportive mechanism in place.

The discussions moved to the setting up of advisory boards and the governor attendance on these boards, these committees are due to meet at the end of October or early November, they will be managed through the school and will report back to the Local Governing Body meeting.

8. Pay Award

The board discussed the recommendation to approve a 1% pay award. The board were reassured that the approved budget includes the award.

All the governors voted and were in agreement with a proposal from David Dunne and nominated by Olly Wright.

RESOLVED

To approve the 1% pay award.

9. Development Plan

The board received the development plan showing areas of responsibility.

A discussion ensued around the format of the document, as it is a live document, areas of improvement can change. It was agreed that the format should fit the requirements of the senior team. A review will take place later in the year to reduce the document to areas that require improvement, which will become the key priorities.

RESOLVED

To receive the development plan.

To review the format of the document later in the year.

10. Risk Register

The head teacher outlined the risks captured. The governors discussed the risks with particular emphasis on the risk regarding the replacement of the roof at a cost of £150k. Questions were raised about submitting an application for a grant from EFA. The first application submitted was unsuccessful which led to a discussion around using a consultancy company to produce a bid. Suggestions were made by the governors about contacting Ben Baxter.

Other risks discussed included the risk of an ICT disaster where the school has already had some experience of this when Progresso was off line for a few days at the beginning of the school term.

The discussions then moved to the format of the register which will be developed into a standardised format.

RESOLVED

It was resolved to involve a consultant to submit a bid for a grant from the EFA to repair the roof.

It was resolved to develop the risk register into a standardised format with mitigations against each risk.

11. Pay Committee

Two governors confirmed their availability to attend the Pay Committee due to take place on 1st November from 9am.

RESOLVED

DD and SW would be available to attend the Pay Committee on Tuesday 1st November 2016.

12. Policies for approval

The governors received the Appraisal policy and the Teachers Pay policy for approval.

The Teachers Pay policy was approved with a nomination from DD and approval from RM.

The Appraisal policy was approved on the proviso that an amendment is made to the sentence referencing the head teacher's appraisal as this is no longer completed by the governors.

RESOLVED

The Teachers policy was approved.

The Appraisal policy was approved on the proviso that an amendment is made to the sentence regarding the head teacher's appraisal process.

13. Management Accounts

The board received the draft management accounts for the 12 months to August 2016. The head teacher gave an overview that The Bicester School had made an operating surplus of £143k for the full year to August 2016 a positive variance of £89k from the final forecast produced. This is mainly due to capital expenditure items amounting to £73k now being reported on the Fixed Asset register.

14. Outcome from Discipline Committee

The board were informed of the outcome of the discipline panel which met on 28th September. The Governors' Discipline Committee were mindful of the potential impact that a permanent exclusion could have on the student's future but concluded, on the balance of probabilities, that both the latest specific incident and previous incidents over the past year constituted serious and persistent breaches of the school's behaviour policy. The panel were also of the view that allowing the student to remain in school would be detrimental to the education and welfare of others in the school. The committee therefore ruled that the head teacher's decision to permanently exclude the student should be upheld.

The local representative attended the meeting and stated that most schools in a similar position would reach the same decision.

The formal letter was sent to the parents noting the deadline to receive an appeal is Tuesday 1st November 2016, should an appeal be received an independent review committee would be convened.

15. Next meeting: Wednesday 30th November 2016



