

**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 30 November , 2016 at 4:00pm in The Board Room, The Bicester School**

Present: Rob Pearson (Chair); Tony Rushworth (Head Teacher) Ann Ewens (Governor); David Dunne (Governor); Richard Mould (Governor); Oliver Wright (Governor); Sharron Whittingham (Governor); Sarah Masterson (Governor); Richard Mould (Governor) .

In attendance: Lee Nicholls (CEO of Activate Learning Education Trust); Tim Marston (Deputy Head Teacher, The Bicester School); Heledd Walker (Group Compliance Administrator, Activate Learning) Jessica Price-Jones (Observer)

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	15.03.17	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	Completed
3. It was resolved to involve a consultant to submit a bid for a grant from the EFA to repair the roof. Update – Discussions are ongoing with The Cooper School – currently awaiting for the bidding window to open.	12.10.16	15.03.17	TR	In Progress
4. It was resolved to develop the risk register into a standardised format with mitigations against each risk.	12.10.16	15.03.17	TR/OW	In progress

5.	Pay Committee update to be received	12.10.16	30.11.16	DD SW	Completed
6.	Appraisal Policy to be amended	12.10.16	30.11.16	TR	Completed

Minutes

1.	<p>Apologies for absence</p> <p>None</p>
2.	<p>Declaration of interests, gifts and hospitality</p> <p>None</p>
3.	<p>Minutes</p> <p>The minutes of the both 11th July and 12th October 2016 having been previously circulated to members were agreed as a true record and signed by the Chair. All members were agreed.</p>
4.	<p>Matters arising from the minutes</p> <p>An update was received from the action to request potential governors from Bicester Vision; this will be followed up by Richard Mould.</p> <p>Olly and Tony would compile the risk register together.</p>
5.	<p>Any other business that has arisen since the circulation of the agenda</p> <p>None</p>
6.	<p>Head Teacher's report</p> <p style="padding-left: 20px;">a)</p> <p>The governors received the Head teacher's report which highlighted that student numbers for 2017/18 is the highest so far resulting from the reputational improvement and increased demand for the school.</p> <p>The governors raised questions around the impact of the lag funding issues and how the school would manage this. Assurances were given that another two teachers have been appointed; this combined with good surplus from last year should reduce the impact.</p> <p>The Attendance for the school is now in line with the National average and higher than the same period for 2015-16 with an overall attendance of 95.12%</p> <p>The discussions moved to Academic Progress and governors were advised of the changes that would be taking place changing all GCSE alphabetic grades to numbers from 9 to 1. The challenges faced by the school include no comparative data and exam boards are only just publishing sample papers.</p> <p>The Headteacher summarised the behaviour with 1 permanent exclusion in September and 6 fixed term exclusions.</p> <p>The whole school had undertaken a teaching observation of 67 teachers in November which resulted in 2 below good standard, with measures now in place</p>

	<p>to raise the standard. The English department was reviewed in October with all teachers achieving good or better,</p> <p>b) To receive the Self Evaluation Form</p> <p>The board received The Bicester School's Self Evaluation Form for 2016-17 which includes the schools improvement priorities and the progress made. The Head teacher would value any comments about the format and content by email.</p> <p>RESOLVED</p> <p>To receive the Head teacher's report and The Bicester School Self Evaluation Form.</p> <p>It was resolved that governors would send any comments regarding the format or content of the Self Evaluation form to the head teacher.</p>
<p>7.</p>	<p>Advisory Boards</p> <p>a) Teaching Learning, Assessment, Curriculum and Faculties Advisory group of 16th November 2016.</p> <p>The board received an update from Governor OW who confirmed they had received a very useful and in-depth presentation of the new culture and how the team were implementing changes to meet the standards.</p> <p>b) Academic Standards, Student Standards, Behaviour and Discipline Advisory group 9th November 2016.</p> <p>The board received an update from Governor DD noting the enthusiasm of the staff who attended the advisory board and the insight the governors received of all the work that is being progressed</p> <p>The board then discussed the different strategy that is required with the 6th form which could be discussed during the upcoming meetings.</p> <p>RESOLVED</p> <p>The board received the update and minutes of the Teaching, Learning, Assessment, Curriculum and Faculties Advisory group for information. Governor OW would attend the school and complete some observations.</p> <p>The board received the update and minutes of the Academic Standards, Student Standards, Behaviour and Discipline Advisory group for information.</p> <p>To discuss the sixth form strategy during the next upcoming meetings.</p>
<p>8.</p>	<p>Risk Register</p> <p>The board received an update that the Risk Register would be ready for the next</p>

	<p>Local Governors meeting on 15th March 2016.</p> <p>RESOLVED</p> <p>The Head teacher and governor OW would consolidate The Bicester Schools Risks and present it at the next meeting on 15th March 2017.</p>
<p>9.</p>	<p>Safeguarding</p> <p>a) Safeguarding and Child Protection Policy</p> <p>The board received the Safeguarding and Child Protection Policy which had been reviewed in line with the annual review cycle and met all the requirements.</p> <p>b) Safeguarding governing body report</p> <p>The governors received the Safeguarding governing body report which will be sent to the Administrative Team of Oxfordshire County Council.</p> <p>c) Anti-bullying report for governors.</p> <p>The governors received the Anti-bullying report for governors.</p> <p>d) The Bicester School Annual Safeguarding audit</p> <p>The governors received The Bicester School Annual Safeguarding audit noting no areas of concern.</p> <p>RESOLVED</p> <p>It was recommended to adopt the Safeguarding and Child Protection Policy.</p> <p>The Safeguarding governing body report was received and approved for sending to Oxfordshire County Council.</p> <p>The board received the Anti-bullying report for governors.</p> <p>The board received The Bicester School Annual Safeguarding audit which concluded there were no areas of concern.</p> <p>It was also noted that governors had attended a Face to Face Safeguarding Training Session at Bicester Technology Studio.</p>
<p>10.</p>	<p>Policies for approval</p> <ul style="list-style-type: none"> • Appraisal Policy for Teachers <p>The board received the Appraisal Policy for Teachers which had been routinely reviewed. This was approved and signed by the Chair. All members were agreed.</p> <p>RESOLVED</p> <p>It was resolved that the Appraisal Policy for Teachers was approved and signed by the Chair – All members were agreed.</p>
<p>11.</p>	<p>Management accounts</p> <p>The governors received the management accounts including a summary of the draft results for the year to end of October 2016. Highlighting that the school had made an operating surplus of £16k compared to a budgeted operating surplus of £27k. The variance is due to a fall in funding income of pupil premium students</p>

	<p>an increase in business rates and an overspend in staff costs.</p> <p>The governors discussed the option for a finance committee.</p> <p>The board were advised that the Financial Statements had been audited by the external auditors who were expecting to provide an unqualified audit.</p> <p>RESOLVED</p> <p>The governors received the Management Accounts to the end of October 2016 along with an update with regards to the Financial Statements and receiving an unqualified audit opinion.</p>
<p>12.</p>	<p>Feedback from Pay Committee</p> <p>The board received feedback from the Pay Committee which had taken place on 1st November 2016 to approve a 1% pay award.</p> <p>The committee received 19 recommendations, the governors were satisfied that the criterion for eligibility was robust and individual objectives had been achieved.</p> <p>It was agreed that;</p> <ul style="list-style-type: none"> 12 individuals had moved up on the main scale. 2 would move to the upper scale 2 would progress on the upper scale 2 Senior Leadership members received an increment on good performance. <p>The board were also updated that the Head teacher and CEO of Activate learning Education Trust had met on 25th November 2016 to complete the Head teacher's review.</p>
<p>13.</p>	<p>Next meeting:</p> <p>Wednesday 15th March 2017</p>