



**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 15th March 2017 at 4:00pm in The Board Room, The Bicester School**

Present: Rob Pearson (Chair); Tony Rushworth (Head Teacher) Ann Ewens (Governor); David Dunne (Governor); Sharron Whittingham (Governor); Sarah Masterson (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); Julian Sonaike (Group Finance Business Partner)
For Item 8 only
Nicola Le Brun; Kat Nash; Fran Pollard; Chris Curtis

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. 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
3. 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	Complete
4. Register of Interest circulated for all to complete	15.03.17	14.06.17	HW	In Progress

Minutes

1.	<p>Apologies for absence Olly Wright, Richard Mould</p>
2.	<p>Declaration of interests, gifts and hospitality None</p>
3.	<p>Minutes The minutes of the LGB meeting on 30th November 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 The board were informed that Governor Ann Ewens has resigned from the role of governor with effect from this meeting of 15th March 2017. The chair thanked Ann for her time and commitment and wished her well for the future.</p> <p>The board were informed that Staff Governor Sarah Masterson would be stepping down from the board whilst on maternity leave. The board thanked her for the time and commitment and wished her well.</p>
5.	<p>Any other business that has arisen since the circulation of the agenda None</p>
6.	<p>Governance Update</p> <ul style="list-style-type: none"> a) Multi Academy trust update. The Local Governing Body received an update from the CEO of ALET. Both UTC Oxfordshire and UTC Reading had resolved to integrate with the Activate Learning Education Trust multi academy trust. The integration would take place on 1st April 2017. Now working on the final stages of TUPE and legal transfers although it may be decided to change the date to 1st September 2017 if a mid-year set of audited accounts is required by the EFA. b) Governor Training – the governors were reminded of the requirement to complete the Safeguarding and Prevent training. c) Registers of Interest would be circulated for all to complete. d) The updated Governance Handbook was received by all with the summary of changes noted on page 7.
7.	<p>Head Teacher's Report The Head Teacher's report was received for information which highlighted some of the new challenges faced by the school. Previously school measures were largely around attainment and attainment of disadvantaged students versus national average. This has now increased to 4 measures of accountability which equates to 8 when including disadvantaged students. These are Attainment 8, Progress 8, English and Maths and EBACC.</p>

Certain progress measures do not allow for in-year admissions especially Key Stage 4.

The board discussed the challenges and the provision that have been put in place including Accelerator reader programmes which has had a positive impact on the SEN students. There are a large number of Year 7 students who are not secondary ready in their reading ability.

The discussions moved to the challenges faced with IFAP – In year fair access panel movements of students which has a greater impact due to the school being under the PAN – Pupil Allocation numbers. Although the new Year 7 cohort is at maximum number. The governors discussed the possibilities of reducing the pupil allocation numbers.

RESOLVED

The board received the Head Teacher's report for information.

8. Development Plan

The board received presentations on the predicted GCSE results for 2017.

Kat Nash – Head of Maths advised the board that the target would be 70% 4+ for the whole cohort with a prediction of 53% for 5+ and 10% for 7+. Most students had improved by 1 – 2 grades since the December mock exams. The challenges faced by the department included the lack of guidance from the government and Ofqual and no consistent teacher for sets 2 and 7. The governors discussed the decisions around the students taking either the higher or lower paper, this was being decided on an individual basis. There have been a number of provisions in place to ensure the students are more resilient and prepared for the exam conditions with period 6 each week being used under exam conditions.

Fran Pollard –Head of English advised the board that English Language predictions would include 84.4% Grade 4+, 58.9% Grade 5+ and 13% Grade 7+ The pupil premium students are predicted 74% Grade 4+, 40.7% Grade 5+ and 7.4% Grade 7+. This subject is now completely exam based with no coursework. The challenge faced by the department includes the lack of specimen papers and no tiers of entry, there is one exam for all unlike maths. The department is working hard to build student resilience.

English Language – expected grades are 67.8% Grade 4+, 47.9% 5+ and 13% 7+ with the pupil premium students expected to achieve 39.2% 4+, 25% 5+ and 3.5% 7+

Again the challenges to the department have included; no tiers to entry, closed text examinations, challenging texts which include a 19th century novel, Shakespeare and poetry, there is a lack of specimen papers.

Chris Curtis – Head of Science, informed the board that one of the greatest assets to the department had been staff continuity whereas 5 years ago there was a high staff turnover with students having lots of different teachers, one of the challenges in the later year groups has been to identify the gaps in learning caused by the staff turnover. Unlike the other subjects, Science grades are bit challenging this year. The core predictions include 58-64% A* - C, 27% A* - B and 12% A* - A with additional Science 55-61% A* to C, 22% A* - B and 10% A* - A. The new GCSE's will be changing in the next academic year, with the

	<p>challenges being no past papers, coursework is replaced by core practical skills and higher content.</p> <p>There are coordinated interventions across all the subjects which are communicated with parents.</p> <p>RESOLVED</p> <p>The chair thanked the staff for their continued efforts and the informative presentation.</p> <p>The following predicted grades were noted:</p> <p>Maths 70% Grade 4+, 53% Grade 5+ and 10% Grade 7+. (whole Cohort)</p> <p>English Language 84.4% Grade 4+, 58.9% Grade 5+ and 13% Grade 7+ (whole Cohort) 74% Grade 4+, 40.7% Grade 5+ and 7.4% Grade 7+ (Pupil Premium)</p> <p>English Literature 67.8% Grade 4+, 47.9% Grade 5+ and 13% Grade 7+ (Whole Cohort) 39.2% Grade 4+, 25% Grade 5+ and 3.5% Grade 7+ (Pupil Premium)</p> <p>Core Science 58-64% Grades A* - C, 27% Grades A* - B and 12% Grades A*-A</p> <p>Additional Science 55-61% Grades A* to C, 22% Grades A* - B and 10% Grades A* - A.</p>
<p>9.</p>	<p>Advisory Boards</p> <p>The board received the minutes from the Advisory boards for information. It was noted that the advisory groups add value with additional opportunities to challenge and give a greater depth and to the governing body.</p> <p>RESOLVED</p> <p>The board received the Advisory board minutes for information.</p>
<p>10.</p>	<p>Risk Register</p> <p>The board received the Risk Register which includes a number of Operational and Financial risks. The board discussed and the strategies in place mitigating against these.</p> <p>RESOLVED</p> <p>The Risk register was received and current risks and strategies in place were discussed by the members.</p>
<p>11.</p>	<p>Support Staff NJC National Pay Award from 1st April 2017.</p> <p>The board received the new NJC published pay scales for local Government Services from 1st April 2017. It was noted that the budget set for The Bicester School had made a provision for a 1% increase in line with the NJC National Pay</p>

	<p>Award.</p> <p>It was noted that the added cost to the support staff salary bill to implement the 1% increase would be £10,721.28.</p> <p>The board discussed the impact of the increase and agreed in principle to make the award if Finances allowed.</p> <p>RESOLVED</p> <p>The board agreed in principle to adopting the pay scales if finances allowed.</p>
12.	<p>Management accounts</p> <p>The management accounts and a summary of the draft results to 31st January 2017 were received. The overview concluded that an operating deficit of £27k had been made against the year to date budget of £44k. The variance is due to a decrease in funding income of £18k predominantly pupil premium, a reduction in other income of £1k and an overspend in staff costs of £45k, with an underspend on expenses of £36k. Some of the staff cost overspend was due to maternity pay. The discussions which ensued included on of the mitigations recorded on the risk register to use some of the surplus from the previous year although the governors challenged that this should be used for investment not to cover a deficit. Non pay savings were being reviewed to ensure that a balanced budget was presented to the Efa as expected. The lagged funding of reduced student numbers in previous years coupled with now increased student numbers has resulted in the challenge to deliver a surplus this year.</p> <p>RESOLVED</p> <p>The management accounts and summary of the draft results to 31st January 2017 were received for information. It was resolved that work would continue to generate non pay savings.</p>
13.	<p>Feedback from Principal's Review</p> <p>This item was not required.</p>
14.	<p>Feedback from Discipline Committee 11th January 2017</p> <p>The board received an update from the Governors Discipline Committee held on 11th January 2017. It was noted that the head teacher's decision to permanently exclude the student had been upheld.</p>
15.	<p>Next meeting:</p> <p>Wednesday 14th June 2017</p>

The meeting ended at 6:00pm

JRB Pearson
11/7/17

