



**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 14th June 2017 at 3:00pm in The Board Room, The Bicester School**

Present: Rob Pearson (Chair)(4/6); Tony Rushworth (Head Teacher)(4/4); Ann Ewens (Governor) (3/3); David Dunne (Governor)(4/4); Sharron Whittingham (Governor)(4/4); Sarah Masterson (Governor)(2/3); Olly Wright (Governor); David Jardine (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); Julian Sonaik (Group Finance Business Partner)
For Item 8 only
Nicola Le Brun; Kat Nash; Fran Pollard; Chris Curtis

Meeting Start Time: 3:00pm

Minutes

1.	Apologies for absence None
2.	Declaration of interests, gifts and hospitality None
3.	Minutes The minutes of the LGB meeting on 15 th March 2017 having been previously circulated to members were agreed as a true record and signed by the Chair. All members were agreed. The Chair commented that in future the meetings should include more challenge and the minutes should reflect the challenge.
4.	Matters arising from the minutes The board discussed the matters arising with the following updates; 1 – Still outstanding. 2 – The bid had been submitted but was unsuccessful.

	<p>3 – Complete 4 – In progress</p> <p>A discussion ensued around Action 2 that had resulted in an unsuccessful bid. The board discussed whether an appeal would be appropriate and the head teacher agreed he would review the feedback.</p> <p>The board received an In Year Admissions report by the Deputy Head teacher who summarised that a meeting had taken place with Neil Darlington from the Local Authority around the problems which can arise when accepting in year admissions. The governors were informed that by setting an in year limit they can provide the County with a working limit to take into account, .if a pupil is refused admission.</p> <p>Governor DD confirmed that The Bicester School would accept to exceed the limit if a vulnerable student moved to the area. Governor OW questioned whether there was a downside to setting a limit. It was confirmed that there are no downsides to this. The Head teacher confirmed that the PAN would require an annual review.</p> <p>Governor OW queried whether this was ethical, but was reassured by Governor DD that the decision would benefit the current students in the school. The Chair confirmed that this would address the situations currently faced by the school.</p> <p>Governor DD referred to the proposal on page two of the report an reiterated that the governing body would adopt the In Year Admission limit as set out in the document. Governor DD proposed this and Governor OW seconded the proposal. It was agreed that these figures would be reviewed annually.</p> <p>RESOLVED</p> <p>The board resolved to add the updates to the Summary of actions and resolutions.</p> <p>The board resolved that the proposal by the Deputy Head to set an agreed limit for each year group should be approved with the exception to any vulnerable students moving to the area in the year. It was agreed that this would be reviewed annually.</p>
5.	<p>Any other business that has arisen since the circulation of the agenda</p> <p>None</p>
6.	<p>Governance Update</p> <p>The board received an update from the CEO of Activate Learning Education Trust, since the last board meeting, there had been some growth within the trust and UTC Reading and UTC Oxfordshire were now part of the Activate Learning Education Trust from 1st April 2017. There has been some delay due to parliamentary purdah but it is anticipated that the UTC Swindon will join from 1st September and a second school from either 1st September or January. The</p>

	<p>governors questioned which the second school was, it was confirmed that this was currently confidential but governors were assured that the Head teacher had been involved in producing the academic due diligence report. Questions were raised as to who is the current sponsor for this school, it was confirmed that the current sponsor is an independent school who are going to remain as an academic partner.</p> <p>Discussions ensued around the replacement for Governor AE, it was confirmed that the Head teacher and CEO had met with two new governors. Governor SW challenged whether the board could decide not to appoint the new governors. The CEO reiterated that the Head teacher had already met with the potential governors and they would be invited to join the board.</p> <p>The Chair confirmed that he could stay on until Christmas but there needs to be a discussion about the role and who will replace him.</p> <p>RESOLVED</p> <p>It was resolved that two new academies had joined the multi academy trust, UTC Reading and UTC Oxfordshire, potentially, there would be a further two academies joining the trust within the next 6 months, UTC Swindon and a secondary school, the name of which is currently confidential but the Head teacher has been involved in the academic due diligence of the school.</p> <p>It was resolved that the Head teacher had met with two potential new governors and they would be invited to attend the next meeting in October.</p> <p>It was resolved that further discussions are required around appointing a replacement Chair for the Local Governing Body – The Bicester School</p>
7.	<p>Head Teacher’s Report</p> <p>The board received the Head teacher’s report. The governors raised concerns around the number of exclusions which total 48 fixed term exclusions and 2 permanent exclusions. The Head teacher informed the board that there were approximately 5 students in year 7 that were very disruptive and would continuously undermine the teachers. Governor SW queried whether the disruptive students come from a particular primary school. This information was not available at this point. Governor SW reiterated the statistics that the numbers of exclusions were higher in the early years. Governor DD commented that the pattern of behaviour was improving. The Deputy Head teacher informed the board that a number of meetings are taking place with the parents to reiterate the home school agreement and what is expected of the parents, this is done in the re-admittance meeting.</p> <p>The Chair commented that there was tremendous support by the school which is exemplary.</p>

	<p>Whilst referring to the data dashboard, the Head teacher stated that the school has moved forward but felt that there were still some issues therefore would currently rate the school as a 2 or 3.</p> <p>Governor SW questioned whether there were any staff vacancies.</p> <p>Following an extensive discussion on governance and on the basis that the current chair was ending his term of office, it was agreed that selecting the correct replacement Chair was very important, The group felt the new chair should have a secondary school background along with financial management experience. The Head Teacher confirmed that there is also a requirement for a finance committee, under the MAT's guidelines. The CEO confirmed that this is a sensible suggestion as greater scrutiny and challenge is required, it was confirmed that the Local Governing Body can determine this.</p> <p>Governor DD proposed a Finance committee and Governor SW seconded the proposal.</p> <p>The Head teacher confirmed that a new chair should be appointed and that should be Governor DD. The governors voted unanimously that Governor DD should become chair of the local governing body – The Bicester School. The Chair then nominated Governor SW as vice chair and Governor DD seconded the proposal.</p> <p>The LGB board were reminded of the scheme of delegation whereby the nominations for Chair and Vice Chair would be taken to the Activate Learning Education Trust board for approval by the trustees of the ALET board.</p> <p>RESOLVED</p> <p>It was resolved that the board received the Head teacher's report.</p> <p>It was resolved that the board nominated to the ALET board for approval, Governor DD as chair and Governor SW as vice chair.</p> <p>It was resolved that LGB The Bicester School would convene a finance committee.</p>
<p>8.</p>	<p>Budget 2017/18</p> <p>The LGB received the budget for 2017/18. The head teacher confirmed that The Bicester School was budgeting to breakeven again following the outturn operating deficit of £57k.</p> <p>It was confirmed that the variance in operating deficit was attributed to the increase in funded income due to the increase in student numbers along with an increase in other income from catering and facilities. The Head teacher advised the board that there were issues which had made balancing more challenging which was partly due to the increase in the service charge from Activate Learning Education Trust, and at a time when the school was still addressing duplicated services.</p> <p>The school and the MAT are working together on a longer term plan to address</p>

	<p>these issues.</p> <p>RESOLVED</p> <p>It was resolved that The Bicester School LGB recommended the budget for 2017/18 to the ALET board for approval.</p> <p>It was resolved that a Finance Committee would be convened.</p>
9.	<p>Advisory Boards</p> <p>The Head teacher confirmed that it had not been possible to arrange an advisory board committee prior to this meeting.</p> <p>RESOLVED</p> <p>It was resolved that no Advisory boards had taken place.</p>
10.	<p>Risk Register</p> <p>The Board received the Risk register for discussion and approval.</p> <p>The CEO challenged the board whether, given the finance discussions they would want to add a risk around finances with a corresponding mitigation of convening a finance committee. All members were in agreement.</p> <p>Governor DD queried what the 1% school improvement is being spent on.</p> <p>Governor OW queried whether this could vary between the schools.</p> <p>The CEO confirmed that all the academies could collectively decide not to pay into the school improvement fund.</p> <p>Governor SW raised concerns around whether the money was being spent on peoples salaries and should be spent on teachers.</p> <p>16:55 – Governor OW leaves the room.</p> <p>RESOLVED</p> <p>It was resolved that the LGB board would add a risk around finances with a corresponding mitigation around convening a finance committee.</p>
11.	<p>Policies.</p> <p>Governor DD raised a query under the tupe arrangements, which applies to the staff that have moved across. The terms and conditions state that there needs to be a consultation of any policy amendments.</p> <p>The board were informed that everyone is aware of the requirements of Tupe transfers and consultations would be convened where appropriate of terms and conditions were affected.</p> <p>RESOLVED</p> <p>It was resolved that if terms and conditions were affected by changes in policy a consultation would be convened with those affected.</p>

12.	<p>Management accounts and Financial forecast.</p> <p>The management accounts were received by the board.</p> <p>The Head teacher queried an issue regarding the pupil premium figures and the Group Finance Business Partner confirmed that the forecast had not taken into account the admin levy and had therefore not been included in the budget.</p> <p>RESOLVED</p> <p>It was resolved to receive the management accounts and financial forecast.</p>
13.	<p>Feedback</p> <p>a) Independent Review Committee</p> <p>The board was informed that the Governors Discipline committee had upheld the head teacher's decision to exclude the student which the parent then appealed against. The independent review panel overturned this decision asking the governors to re consider the information.</p> <p>The governors reconvened and endorsed the original decision.</p> <p>b) Governors Discipline Committee 9.6.17</p> <p>The governors upheld the principal's decision to exclude the pupil.</p> <p>RESOLVED</p> <p>The board received feedback from the Independent Review Committee and Governors Discipline Committee.</p>
14.	<p>Cycle of meetings and calendar of business 2017/18</p> <p>The governors received the cycle of meetings and calendar of business for 2017/18 and requested that some amendments be made to the dates.</p> <p>The Clerk confirmed that further discussions would take place at the Heads and Chairs meeting in July.</p> <p>RESOLVED</p> <p>It was resolved that the cycle of meetings and calendar of business for 2017/18 was received by the board. It was requested that some amendments were required to the dates.</p>
15.	<p>Next meeting:</p> <p>Monday 9th October 2017</p>

Meeting finish time: 5:09pm

*DP Deane
6/12/17*