



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

The Minutes of the Meeting of the Local Governing Body – The Bicester School on Monday 9th October 2017 at 3:00pm in The Board Room, The Bicester School

Present: David Dunne (DD)(Chair)(1/1); Tony Rushworth (TR)(Head Teacher)(1/1); Sharron Whittingham (SW)(Vice Chair) (1/1); David Jardine (DJ)(Governor) (1/1) Oliver Wright (OW)(Governor)(1/1); Richard Mould (RM)(Governor) (1/1); Liz Westcott (LW)(Governor) (1/1) .

In attendance: Lee Nicholls (LN)(CEO of Activate Learning Education Trust); Roland Howard (RH)(Deputy Head Teacher, The Bicester School); Heledd Walker (HW)(Clerk Activate Learning Education Trust); Julian Sonaike (JS)(Group Finance Business Partner)

Minutes

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| | Pre-Ofsted Briefing 3:00 – 4:30pm |
| | Meeting Start: 16:48 |
| 1. | Apologies for absence None |
| 2. | Declaration of interests, gifts and hospitality None |
| 3. | Minutes The board agreed that there should be some redactions to the minutes of the meeting on 14 th June 2017. |
| 4. | Matters arising from the minutes The board discussed the matters arising with the following updates; 1 – In Progress update will be available at the next meeting. 2 – Complete 3 – Complete 4 – In Progress 6 – Complete – This will be reviewed by the Finance Advisory board |

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| | <p>RESOLVED</p> <p>The board resolved to add the updates to the Summary of actions and resolutions.</p> |
| 5. | <p>Any other business that has arisen since the circulation of the agenda</p> <p>None</p> |
| 6. | <p>Governance</p> <p>The Chair introduced LW to the board as a new governor of the LGB The Bicester School.</p> <p>Liz introduced herself confirming that she worked closely with Ann Ewens and was delighted to be joining the board.</p> <p>The governors were reminded of their duty to complete a declaration of interest form.</p> <p>All governors approved the appointment of the new member.</p> <p>The CEO confirmed that there were currently 5 vacancies on the board.</p> <p>RESOLVED</p> <p>The board resolved that LW was approved as a governor of the LGB.</p> <p>It was resolved that the board were aware of their duty to complete a declaration of interest form.</p> |
| 7. | <p>Quality Assurance</p> <p>The board received the Pupil Premium report handout for discussion and information. During the conversations, the governors noted that some data was outstanding pending the final 2017 Progress 8 score results data being available, they requested that this would be available for the next meeting.</p> <p>The board received The Bicester School SEF 2017-18. The chair referred to the final page of the report – the development plan summaries for the academic year.</p> <p>The governors were asked to volunteer for the development plan areas.</p> <ul style="list-style-type: none"> • School Curriculum more academic • Standards and resources • Behaviour, Work Experience and Attendance • Teaching and Learning • Improving the sixth form <p>RESOLVED</p> <p>It was resolved that the Pupil Premium report would be updated with the Progress 8 score data ready for January, once the official figures have been released.</p> <p>It was resolved that the governors would volunteer towards a link governor area of</p> |

the development plan and let the principal know which area.

8. Head teacher's Report

The board received the head teacher's report as a handout in the meeting. The head teacher summarised the report stating that the overall attendance was 95.1% in line with the national average figures. Discussions ensued around the fixed term exclusion figure which was documented at 48 and confirmed to be the same as the previous year. SW queried whether this was normal when compared to other schools. TR confirmed that the feedback is that this figure is generally normal when compared to other schools. Permanent exclusions usually take place during KS3, all issues are usually resolved by KS4. The current Year 7 is a large group of 200 students which has around 7-8 challenging students. The CEO queried how long is the period of fixed term exclusion is this 1 day, 1 week or a few hours. TR confirmed that fixed term exclusion is between 1 – 3 days. SW questioned what the new inclusion centre was. TR confirmed this was the Hub, an area for vulnerable or highly anti-social students. RH confirmed that this is staffed by specialist staff. TR confirmed this is mainly used by KS3 students as the last resort before a permanent exclusion. DD added that students on a reduced time table go to the hub for 3 – 6 weeks and before reintegrating into the main school and a full time table. LN queried whether this was a revised behaviour strategy and whether there are enough staff with the required skills to supervise this area. TR confirmed that the resource is quite thin and is currently being reviewed. Discussions moved to page 3 – Quality of teaching. It was noted that 4 staff are currently on maternity leave. The governors noted the improvement that had taken place in Technology since last year. TR confirmed that this has been incorporated into Creative Arts with graphics as a Product design course. OW raised some concern around Computing in Year 11, querying why the hours have reduced. TR confirmed that it is not a time tabled lesson for Year 11, it's an extra-curricular subject. OW queried why had this been encouraged nationally a few years ago but not now. TR confirmed that the current teaching resource in the area is a constraint.

Discussions moved to 4- GCSE results. TR confirmed that English has further improved. RH added that it was coursework in the past and now a harder exam with no coursework, therefore an improvement is a good achievement. LN queried what was the outcome of the remarking. It was confirmed that the marks increased. TR advised the board that progress 8 score is now around -0.3. SW queried what did this mean. LN added that zero equates to 100% success for all students. TR explained that anything under -0.25 and above is good. (As figures of -0.25 or worse are considered to be "coasting".)

17:46 – RM leaves the meeting.

LN requested that TR uses the data dashboard format for the principal's report in future reports.

LN questioned whether the gap between disadvantaged and non-disadvantaged students was reducing. RH advised the board that this was a very complex area, the inclusion of the Accelerated reader programme and the new inclusion centre were interventions put in place to assist with closing the gap. RH had visited a

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| | <p>school where the gap was closing, the cohort consisted on a higher % of disadvantaged students, strategies in place included a knowledge based curriculum, good behaviour throughout, and an improving literacy culture.</p> <p>RESOLVED</p> <p>The board resolved to approve the Head teacher's report.</p> |
| <p>9.</p> | <p>Management Accounts</p> <p>The board received the management accounts for the 12 months to August 2017. It was confirmed that the year had ended with the school making an operating deficit of £135k against a budgeted surplus of £19k. The overspend was mainly due to overspends due to staff cover, overtime and maternity leave. The lagged funding was exasperating the situation with a large year 7 cohort. It was noted that the accounts are subject to the review of the auditors.</p> <p>The chair advised the board that JS, TR, LN and himself had been working closely together to alleviate the impact of the deficit to phase out over three years, it was confirmed that they are optimistic that the deficit can be reduced after one year with a build-up of surpluses expected in years 2 and 3. Other strategies in place to monitor the management of the deficit include management accounts being prepared on a monthly basis as opposed to quarterly. The discussions concluded that as the year groups continue to increase and the smaller cohort from the time of special measures moved through the school, the situation will improve, the lagged funding from the large year 7 cohort for 2017-18 will allow greater flexibility in year 2018-19. The management accounts were approved.</p> <p>RESOLVED</p> <p>The board approved the management accounts for the 12 months to August 2017 subject to auditor approval.</p> |
| <p>10.</p> | <p>Policy Review</p> <p>The board received the Child Protection and Safeguarding Policy for approval. LW queried whether there was any reference to a child who has a parent as a vulnerable adult and whether the school had any responsibility for this or just for the student in the school. The chair confirmed this is a multi-agency approach, the school has a responsibility to share any concerns. RH advised the board that the school has a support group for young carers.</p> <p>RESOLVED</p> <p>It was resolved that clarity would be provided as to whether the school had accountability for a parent who is a vulnerable adult.</p> <p>The board resolved to approve the Child Protection and Safeguarding Policy.</p> |
| <p>11.</p> | <p>Pay Committee</p> <p>The governors were asked for volunteers for an upcoming pay committee planned for 31st October 2017. Governors DD and SW agreed to take part in this committee.</p> |

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| | <p>RESOLVED</p> <p>It was resolved that governors DD and SW would form the pay committee to review the recommendations of the head teacher.</p> |
| 12. | <p>Working Groups/Advisory Groups.</p> <p>The board received the minutes of the Finance Advisory group of 20th September 2017.</p> <p>RESOLVED</p> <p>It was resolved that the board received the finance advisory group minutes of the meeting on 20th September for information.</p> |
| 13. | <p>Discipline Committee</p> <p>The board received an update of the governors discipline committee which had been adjourned from July. The board were advised that the outcome was to uphold the head teacher's decision to permanently exclude the student.</p> <p>RESOLVED</p> <p>It was resolved that the board were advised of the outcome from the governors discipline committee which upheld the head teacher's decision.</p> |
| 14. | <p>Risk Register</p> <p>The board received the risk register for discussion. LN noted that a mitigation should be added around the finance risk to include the finance advisory board.</p> <p>RESOLVED</p> <p>It was resolved that the mitigation of having a finance advisory board should be added to the risk register.</p> |
| 15. | <p>Next meeting:</p> <p>Wednesday 06.12.17</p> <p>Wednesday 28.02.18</p> <p>Wednesday 13.06.18</p> |

Meeting finish time: 18:25

D.P. Dune
6/12/17

