

## Minutes – Digitech Academy Council

**Version:** Draft  
**Issue Date:** 21 March 2016  
**Meeting Date:** 23 February 2016  
**Location:** Digitech Studio School Bristol  
**Time:** 4.00

**Chair:** Tracey France (TF) Chair role  
**Attendees:** Andy Ling (AL)  
 Rose Helm (RH) Parent  
 Lis Anderson (LA) Sponsor  
 Martina Veale (MV) Principal  
 Richard Clutterbuck (RC) CLF

**Apologies:** Mark Boreman (MB) Sponsor  
 Anthony Merit (AM) Sponsor  
 Predrag Jaksic (PJ) Sponsor  
 Esther Tyler Ward (ETW) Maternity Leave  
 Hazel Brinton (HB) Academy Business Manager

### Minutes

Item	Description	Action
1	<b>Introductions Administration and Apologies</b>	
	Apologies were received from Mark Boreman and Anthony Merit and Predrag Jaksic  Dan Nicholls sent his apologies for delay in attending.	<b>ACTION:</b> KA to liaise with Briony Green regarding commitment to DSSB and if there are any guidelines

	TF welcomed new members June Leat (Parent Councillor) and Andy Ling (Support Staff Member) to the Academy Council. Explained that Chris Smith, newly appointed Chair would join the meeting at a later stage.	<b>ACTION:</b> KA to send June Leat the Academy Councillor details
	<b>Actions and matters arising:</b> As reviewed	
<b>2</b>	<b>Declarations of Interest</b>	
	Councillors were reminded of their responsibility to declare interests and complete the declaration of interest form.	
<b>3</b>	<b>Minutes from previous meeting</b>	
	The minutes from 20 October 2015 were agreed	
<b>4</b>	<b>Matters Arising</b>	
	<p>ABM role being reviewed, PA currently covering until Term 5</p> <p>DFE Visit in December (similar to a health check). Only used internally, however very positive. Pupil Premium a strength. Possibility to share with other Studio Schools</p> <p>Areas for development: Literacy across the curriculum but no Head of English in place (Jayne Selway gifted to help English department)</p> <p>No Library (fundraising opportunity for students)</p> <p>Deficit of numbers</p> <p>CLF Review – similar was picked</p> <p>80% of teaching good or better</p> <p>CLF support was recognised as very positive.</p>	
<b>5</b>	<b>Governance</b>	
	<p>Councillors are encouraged to attend training. TF provided guidance on key governance questions.</p> <p>CLF providing central training</p> <p>Rose Helm attended governor safe guarding training</p> <p>SEN June Leat to liaise with Emma Robertson with regards to becoming the SEN link Councillor.</p> <p>Visits for Councillors to be scheduled and a form completed.</p>	<p>KA to see if there is a training programme for Councillors</p> <p>Check with Wendy Hellin</p> <p>RC to provide Councillor visit form. KA to provide pro forma for any DSSB visits</p>

6+7	Strategic Developments and Principal Report	
	<p>Page numbers to be included on principal report</p> <p>Staffing in key subjects - Leadership Adam Williams has moved, Richard Clutterbuck holding weekly meetings Emma Robertson is the Deputy Principal – Not replacing Tom Walker until out of deficit Pathway Leaders are now both on SLT</p> <p>Jayne Selway heading up English from CLF – the new spec is challenging Reassessed all students in English Helen Angel at CLF also providing support along with Caroline Oaf (teacher of English)</p> <p>Changes to the school day: Enrichment to period 7 with 2 groups of supervised study. Teachers are on hand to provide support and this will be reviewed Registration is during the last 15 minutes of the day. Enhanced attitude to learning Aiming for half or less of the students falling through the net. Regular assemblies being held and Grange Sports Hall used twice a term</p> <p>Post 16 common room to provide independence – Very expensive so need to raise funds and meet DSSB to meet them half way Looking at rewards for improving performance</p> <p>Whole school attendance is brought down by year 12 attendance</p> <p>Looking at centralised set of resources for child in isolation</p> <p>Coaching drop in service in break 1 or 2</p> <p>Teaching and Learning graded at 80% good or better Data pulled out of sims (classroom planner match pupils)</p> <p>Marking policy - inconsistent – critical verbal feedback but not written Science – progress is limited but hope to have a Leader of science in post by September 16. A review of science has shown it is not where we should be. Head of Science at the Grange school has been providing support.</p> <p>Following work scrutiny marking is considered to be strong in English and Maths</p> <p>What should a student expect from CREATE – a token for work experience students very positive about this.</p> <p>80%-20% work scrutiny plan regarding science. 1 science teacher targeted areas in red, sessions focus on inset day. Not making headway but training been improved and clear of what is expected. ITAP individual teacher action plan (stretch + challenge - good progress)</p>	<p>KA to email V to advise Make sure it says principal report</p> <p>Councillor recommended to visit</p>

<p>Following a pre-assessment triple science, it will be rectified with geography GCSE. Intensive geography sessions (observe/feedback often very good but not reflected in books or progress student making). Support</p> <p>Support needed from S Hacker</p> <p>Maths teacher from another school been gifted from 12/3/16/. He takes class but no impact yet.</p> <p>Maths data a worry - plan in place with new teacher</p> <p>Attendance:</p> <p>5 poor attenders in Year 12 - EWO home visit / CAMs doing what we can Cannot fine Year 12 students – can fine year 10-11</p> <p>Year 10 92.49% - hoping to have one pupil statemented and 1 child with leukaemia 2 x Year 12 stopped attending and both coming off roll 2 x students EWO gets them into school (not a great work ethic and resisting work placements). It was hoped that by attending DSSB it would resolve the problem of non attendance. Good range of support by EWO</p> <p>Finance deficit:</p> <p>Not enough students attending the school and on roll Started with a 93k, now 45k deficit due to revised leadership structure Current intake projections 75 for year 10 next yr and 38 year 12 apps for next 2016-2017</p> <p>Staff plan for 2016-2017 lean – hoping to recruit a premises manager for September (possibility of opening up to small start-up companies and make use of new building)</p> <p>H&amp;S audit: action plan set up and in place</p> <p>2 project immersion week – AMEY – level crossing Moresoda/Mango Industry Partner Day 1, 3, 5 (students placed with specialisms)</p> <p>Mango – creatives 3 more projects (level crossing resistance) Children often need a change, the end event in board room has provided positive feedback but it's a long week day finishing at 4.30. Currently thinking about future projects to get students through</p> <p>Plan to suspend March immersion week to concentrate on English GCSE May 2016 next emersion week.</p> <p>Possibly use Intel Swindon – for day long projects and Art Students to galleries pupils 34 hour timetable - core 6 hours per week x 3</p>	<p>MV to check attendance figures in principal report</p>
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<p>More time in year 11 - engage spec new and challenging CLF calendar slightly out of sync</p> <p>DSSB progress 8 no questions regarding data</p> <p>Timetabling £5000 – 47/52</p> <p>Karen Barlow (maths) cycle 2 data History being taught by non-specialist so treat with caution New history teacher to be recruited.</p> <p>Students where they should be in English Maths – being taught by a supply teacher (intervention in place as there are dips in maths)</p> <p>Estimate based on 1 and 2 - intensive geography courses plan to relocate geography as more children want to do it French – 4 children</p> <p>Creative subjects doing well, reset the science – 10 secure in fact sheet – progress 8</p> <p>Pupil Premium - 25 in year 10. Monitoring gap between science – geography not triple secure 2 but being coached by Emma. 2 x new yr 10 students – both able</p> <p>Emma to provide further info next agenda Emma to attend and review</p> <p>Student Recruitment: 38 year 12 due in September 2016 and 68 year 10. 21/29 are coming from the Grange. The challenge is getting in to a school to show what DSSB is all about. Have been to KOA, Mangotsfield, missed JCA unfortunately and no date to go back. A session is booked at Hanham Woods Academy and hoping to Yate/Chipping Sodbury. No access to east Bristol BMA cancelled year 9 assembly</p> <p>Chris to provide details of apprenticeship</p> <p>Steering group for new build on schedule for Oct 16 - Inset day on either of Oct half term. Hoping for a demo room – encourage students from other show room in new build</p> <p>Other</p> <p>Yellow Dog – leasing computers early morning which pupils can access remotely. Ready by Easter (committed to work placement - £5 machine per week) Airbus work placement 747 engine</p> <p>School evaluation - year 12 student names to be removed anonymise it</p>	
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	<p>CLF pedagogy framework around good teaching</p> <p>Risk Register: H&amp;S – Martina goes through with Briony Green at CLF. ABM has resigned and not yet replaced. Heidi Clement helping as no one on site.</p>	
<b>8</b>	<b>Student Voice/Student Advocate</b>	
	<p>Student to come to next meeting</p> <p>All year 10 bar 1 went on Friday afternoon placements. 50% year 12 not engaging in workplace where are they sent.</p> <p>One parent – felt uncomfortable where the child was placed (even though it was vetted through S W Connections database)</p>	<p>MV to liaise with parents re work placements</p> <p>Safeguarding to go on every agenda</p>
<b>9</b>	<b>Finance</b>	
	Not reviewed at this meeting	
<b>10</b>	<b>HR and Wellbeing</b>	
	Not closely monitored due to ABM resignation	
<b>11</b>	<b>Equality and Diversity</b>	
<b>12</b>	<b>Site/Legal/health</b>	
	12 exams officer needed for term 5	
	Next Meeting 14 June 2016 at 4pm	