

Minutes – Digitech Academy Council

Version:	Draft
Issue Date:	
Meeting Date:	14 June 2016
Location:	Digitech Studio School Bristol
Time:	4.00

Chair:	Chris Smith	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
	Predrad Jaksic (PJ)	Sponsor
	Esther Tyler Ward (ETW)	Maternity Leave

- **Minutes**

Item	Description	Action
1	Introductions Administration and Apologies	
	New chair has been appointed Chris Smith introduced himself.	
2	Declarations of Interest	

3	Minutes from previous meeting	
	<p>Chris Smith Appointed to chair Minutes to go Shareholders agreement Other staff members can come along to the meeting. Training for councillors is available</p> <p>Andy Ling data training different boxes. Intense session, changed and very useful</p> <p>Brief session at the end = curricular based. Work placements</p>	<p>Action Mark Boreman contact details</p>
4	Matters Arising	
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5	Education Report	
	<p>Numbers: 96 students down to 93 due to students relocation. Year 12 student went abroad, return level 1 student moved to another school Recruitment for 16 year olds – 71 students formally accepted and options selected. Invited to taster workshops. 26 from the Grange and the rest from other South Glos schools. Some from the Grange in years 7&8 hoping to come back. 1 child not happy at current school and comes with a reputation (meeting set up)</p> <p>76 turn up and 3 returned to previous school. Can't get beyond year 12 30 application interviews taken place but may have accepted other post 16 – CLF given access but Digitech not given access. Taster workshops. Post 16 had audience and gave out flyers Information re year 9 tasters sent to CLF, keeping warm activity, 3 remaining year 11 students 2 weeks on Thursday</p> <p>Limited in terms of activity?</p> <p>We advertise locally through local schools, key supermarkets, website, wanted face to face advice from comms director.</p> <p>Buses adverts?</p> <p>Looked at workshops. A lot of year 11 interested in coding and gaming</p> <p>South west skills show? 5 July.</p>	

<p>Akin to ambitions promoted by evening post Local enterprise collage might be worth having a look google</p> <p>Recruitment lessons? Wider access to CLF population</p> <p>Talk to parents?</p> <p>Direct mailing home Some schools have pushed us forward. Critical time to get to year 11 students but no direct access. Post 16 pushed forward but not been able to give message ourselves. Ambitions plus event – next year.</p> <p>Powerful to get in front of the children. Engaging / mini ambitions at BBA future shows will have something happening</p> <p>Attainment and progress?</p> <p>CLF board scrutiny – next meeting move into right direction Staff aware of change to timetable. Things are moving but there is slow changes in maths NQT Teacher resigned at the end of term 4. Outstanding teacher now in place – new spec but maths improving. Grade boundaries – confidence in the numbers, teaching good/outstanding. PP mentoring and coaching programme,</p> <p>Change to timetable.next step?</p> <p>Gap is still too large and not closing quick enough, more able girls, looking at raising aspiration work, with girls to contribute and ask for help when stuck, orally development pitching</p> <p>Drama specialist Rep from civil service, mentoring, mock interviews, real life. Target PP children</p> <p>Councillors happy to help</p> <p>Target specific PP children Robust review of science doing everything we should changes made to groups reflected in progress</p> <p>Congratulations to staff and pupils on progress. Exclusions behaviour really well done to the staff</p> <p>Several appointments have been made.</p>	
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<p>Part time senco due to budget increase. Experienced senco worked with in the past No business IT teacher - large number of pupils want to do it but Short of 12 hours Review capacity. Leadership team too operational, not enough time to be strategic Given go ahead to appoint Pastoral Head of KS4 (student wellbeing and pride). Fab 2nd year teacher of PE. Step on ladder for him. ER current senco remove from her increased capacity, pastoral day to day (head of year) frees up her Consistent in teaching and feedback</p> <p>Sports provision is at KOA. Usually share facilities. Not built on sponsor site.</p> <p>Nothing we can share WITH grange?</p> <p>LA committed to April 2017 hope to lease it but down to LA Bid in for sporting facilities</p> <p>Informal sport and play space?</p> <p>Probably in a pot Laura Maley worked very hard to really get out there and enrich students. Done an amazing job. Helped, sharing in newsletters, due to her work</p> <p>CLF Review</p> <p>MM, RC, DN spent the day at DSSB surprised us looking at books, dropped into teacher and looked at books – lots of unfinished work</p> <p>Works reflected in books Weaker teaching, reason why not responding queried One lesson deemed inconsistent, backed up by quality in books and our own observations English teacher – action plan for concerns, still have problems, too much talk in class, not managing challenging behaviour both groups needy. From September Maths, English and Science spread equally throughout the day Advice and guidance teaching of English</p> <p>Art dept happy Other English teacher and science and computer science - not showing through in the data look at going forward. Hugely under capacity and require more financial support from CLF. More emphasis on growth, no capacity to run through the place if MV out</p>	
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<p>4 full time staff, the rest part time. Not one day when everyone is in. Staff training on Monday when everyone is in Behaviour in lesson good. Slight issue in cafe with 4 girls Pride agenda (children with scruffy clothes tuck in shirt, take feet off table)</p> <p>Grange not using sports hall so we can run a collective worship every Monday (British values) - Useful – good kick needed Hopeful the new build will change attitude</p> <p>School improvement plan to go to HMI Extra resource within existing team – not enough support from CLF. Budgeting?</p> <p>More capability deficit - Centre to reduce deficit MM to review and will feedback to CEO Studio Schools need supporting, maybe not viable</p> <p>Request for additional funding (business case with CLF finance numbers and not being supported. Young people have to find another school)</p> <p>Educate parents and employers on what a studio school is, build ongoing relationship Concern we don't have an employer engager, deficit needs to disappear, MM said stay true to what you are about engage, that's what we are judged about</p> <p>What weight can we put in to CLF finance?</p> <p>Business rules how much developing it. Flexible (Year 4 or 5)</p> <p>Is there something to help support that?</p> <p>School focus – number 2 outside London Digitech. Creative tech revolution, much more reflective. DSSB could be a real feeder, stages of bid, preopening employer forum. Need them to pull that together, huge capacity issue. Keep it fresh and do that work just haven't got the capacity</p> <p>What skills?</p> <p>models changed, employer engagement sector specialist various waves, approached all schools in wave one. Difficult to engage</p> <p>Engage with business incentives?</p> <p>Time very limited. Literature different level of engagement</p> <p>Safeguarding?</p>	<p>MV to send details to AM</p> <p>AM to speak to Ben at tech spark local enterprise</p>
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	<p>Windows fixed. Child escaped through the window, parent contacted, room out of action. Windows only open a little bit now.</p> <p>Front gate, no value?</p> <p>Mystery shopper</p> <p>See if staff are following protocol</p>	<p>CS/AM to attend</p> <p>In this build and then in the new build</p>
6+7	Student Voice	
	<p>Set up student group moving in to new build</p> <p>Students want pride in school</p> <p>Thinking about use new school what we will allow respect environment</p> <p>Dress appropriately (Bribing them – end of year reward, timetable changed twice, every change they have got on with)</p> <p>Thorpe park trip based on receiving a 2 in a lesson</p> <p>Keen that those who don't do what is expected are not allowed to go.</p> <p>Staff responded well, but need to find £1280</p>	<p>CS offered £280 to support the trip</p>

7	Governance	
	H&S link gov CS offered to carry out this role.	
	Strategic developments -	
9	Finance	
	<p>Risk review Standard CLF format at every meeting Additions added in light of recent events Children move to us from year 9, school has not passed on previous information, so we're prepared for the child</p> <p>Pex – involved in similar type offence, risk assessment it would have meant tight plan in place. Have to take their word for it (history of bad behaviour)</p> <p>Need to be adequately prepared for new student</p>	Letter to them – CEO of BEC

	<p>New code of conduct 10 May – Importance on locking computers. Costing wireless cameras in pc rooms</p> <p>Review ambers to red Red = vulnerable risk with regard pupil recruitment Caretaker – this academic year Grange caretaker opens Facilities manager - Person based here 3 days a week Caretaker opening early but no staff on site Nature of school, children travel earlier. Duty of care if no one on site Breakfast club (Would secondary school parents pay for the facility?) We can fund some through PP. Identify those students who need to be early</p> <p>New build swipe card, time locked for students. Staff can get in from what ever time. Issue for future recruitment</p> <p>10 items at breakfast but children don't necessarily want to buy it Small cafe in new build</p> <p>No business manager since October and needs to be addressed soon. H&S and compliance – we have had to take them Not having a AMB having to share with another academy</p> <p>As a new provision those business rules are generic, can't go on with deficit. Flexibility to see it's early days. Flexibility we see that having no ABM is difficult. Have to push through finance team.</p> <p>Whose idea – if CLF why aren't they supporting?</p> <p>Business plan should have budgeted to lose money in first 5 years. General funding made by LA. They approached CEO of Cabot to take on Could there be positive vibe through the network £6000 a year, no engagement (meeting cancelled, lack of interest) Campaigning</p> <p>Concentrate on students we have and support for staff.</p>	
10	HR and Wellbeing	
	ABM resigned end of march. Some staff illness,	
11	Equality and Diversity	
	<p>Student acceptable use PEX meeting not explicit in behaviour policy On file – student and parent sign to agree policy Added not downloading staff files/confidential information All students on roll will be required to sign Students have a Digitech email address as well as a home address? South west careers agency used for children to contact potential employers</p>	

<p>You opt into this by attending Digitech automatically opt in and they will have to opt out. Policy to be sent via email</p> <p>3rd party – school business engaged with any employer</p> <p>Hr files that would bring into disrepute</p> <p>Work placement</p> <p>Done by school but then employer got in touch with the student – asking for information</p> <p>Children can access email remotely</p> <p>Do CLF have policy?</p> <p>Safeguarding</p> <p>As projects develop – student guide and employer guide, defining some boundaries.</p> <p>Important students are aware and sign a copy</p> <p>Amended and to be forwarded to CLF safeguarding lead for advice.</p> <p>Behaviour and Bullying Policy</p> <p>Guidelines for an exclusion/not enough in there.</p> <p>Examples of what might lead to an exclusion</p> <p>What constitutes gross misconduct (theft of belongings/data, persistent swearing, violence)</p> <p>This is the guidance we follow-school will follow as set out in the DFE guidelines</p> <p>Email to everyone for comments</p> <p>Separate exclusion policy</p> <p>Attendance Policy</p> <p>In consultation with EWO</p> <p>Put last page on the website</p> <p>Review June 2017</p> <p>Exams Policy</p> <p>Compliant</p> <p>JCQ</p> <p>Reviewed ...</p> <p>And approved</p> <p>Radicalisation</p> <p>Approved with amendments</p> <p>Safeguarding and prompting pupils on activities outside the school</p> <p>Im new revised measures</p> <p>Approved with amendments</p>	
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12	Site/Legal/health	
	H7s visit with support from compliance team – helped lots	
13	Matters for the attention of the board	
	<p>National survey NGA completed by JL</p> <p>Academy council – active part of the website. Little bio from everyone List of councillors for the web</p> <p>June Leat appointed Vice Chair</p> <p>Next meeting:</p> <p>Look at programme for the year and the move to new build Possible sub groups 3rd review</p>	<p>Training programme for Gobs = send to JL</p>
	Next Meeting 15 September 2016 at 4pm	

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