

## Minutes – Digitech Academy Council

**Version:** Draft

**Issue Date:**

**Meeting Date:** 4 October 2016

**Location:** Digitech Studio School Bristol

**Time:** 4.00

<b>Chair:</b>	Chris Smith (CS)	<b>Chair role</b>
<b>Attendees:</b>	Andy Ling (AL)	<b>Support</b>
	Predrad Jaksic (PJ)	<b>Sponsor</b>
	Emma Robertson (ER)	<b>Acting Principal</b>
	Lis Anderson (LA)	<b>Sponsor</b>
	Mandy Ward (MW)	<b>Parent</b>
	Anthony Merit (AM)	<b>Local Authority</b>
	Steve Taylor (ST)	<b>CEO Cabot Learning Federation</b>
	Tracey France	<b>Sponsor</b>

**Apologies:** Esther Tyler Ward  
Rose Helm  
Martina Veale  
Richard Clutterbuck  
Mark Boreman

Minutes

Item	Description	Action
<b>1</b>	<b>Introductions Administration and Apologies</b>	
	<p>Andrea Gould Rose Helm Mark Boreman Esther Tyler Ward</p>	
<b>2</b>	<b>Declarations of Interest</b>	
	<p>Andy Ling (Member of staff in the CLF)</p> <p>Chris Smith – Managing Director of Marshfield Bakery. Stand to gain commercially from engaging with Digitech Students, either through the provision of work experience placements or the delivery of successful immersion week projects.</p> <p>Academy Councillors completed their pecuniary interest form.</p>	
<b>3</b>	<b>Minutes from previous meeting</b>	
	<p>Not issued yet, still being drafted. Hoping for better construction, which will be more meaningful.</p> <p>These will be available at the next meeting.</p>	
<b>4</b>	<b>Matters Arising</b>	
<b>5</b>	<b>Education Report</b>	
	<p>Principal's Report</p> <p>Need to develop an extensive recruitment plan - ensuring perhaps that maximum PR is generated with new building, heightened Facebook/Twitter/Instagram presence. Specific targeted assemblies are pivotal. Promotion for post 16 specialising in businesses including game design, computer science.</p> <p><b>Q: Is other media being used?</b> Hanham Voice/ Local newspapers There are inter tutor prizes for most followers, number it was last week etc. challenges in tutor group, snap chat, any good publicity, ensuring Safeguarding policy is adhered to.</p> <p><b>Q: Is there a sufficient budget in place to support?</b> This is key, there has been clf influence and support. A plan will be completed and circulated.</p>	

<p><b>Q: Was there a problem with the Retention of pupils following 2015/2016 into Post 16?</b> Of the 22 students, 6 were unable to meet academic standards and have sought other provisions.</p> <p><b>Q: Any reason for the Year 10 female starter's decline? 1\3 female. Is there a Diversity issue?</b> Possibly due to the courses being offered. Generally, stereotypically more inclined to encourage boys. DSSB Head of Post 16 has gone into CLF academies to encourage both male and female students. Obviously a 50/50 would be ideal</p> <p><b>Q: Appears to be a drop in pp numbers?</b> Historically there were a high proportion of Grange students with pp needs, other student intakes weren't as high. Year 10 entrants are also generally more suited academically.</p> <p>Target grades will be ready for next meeting CLF targets on progress 8 plus</p> <p><b>Q: Are there any Children in Care?</b> There are 2 in year 10 and 1 in year 11 - None in 12 or 13</p> <p><b>Applications</b> 65 Applications received for year 10, due to attendance issues 5 did not move forward into Year 12. There are banners prepared for the planned open evening on 17<sup>th</sup> November in the new building. The keys to the new build were handed over on 3 October. Students been going over in groups of 20 to visit Transition plan is in place.</p> <p><b>Q: Is the building completed?</b> It is and there is a Snagging list – but very small, approximately one A4 page. Painters due back. List is being worked through.</p> <p><b>Q: Could outcomes numbers to be entered as percentages in the principal report?</b> BTEC successful against A Level Product Design, exams harder, strict on entry levels, in line with CLF at GCSE level.</p> <p><b>Q: What is the CLF standard for post 16 entry?</b> Post 16 grade B or higher 5 is now a good grade c, 4 is a lower grade c, for some subjects. 5 is the cut off.</p> <p><b>Q: AQA cyber security course?</b> OCR national, started cohort at year 12 level 3.</p> <p>All Post 16 year 13 had one to one with head of post 16, meeting with parents. HOP green freeze expected to go to ict IAG work experience co ordinator</p> <p>Mentoring for UCAS applications is in hand.</p>	
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<p><b>Q: Is this person experienced?</b> Yes we are looking across college provisions through to OX and Cam.</p> <p><b>Q: Please can we see Girls data next time please?</b> Key focus will be included next time</p> <p><b>Q: French provision attainment issues?</b> A French NQT is in place supported by a Senior leader in education work with exam boards/ training other teachers</p> <p><b>Q: Are you feeling positive about him?</b> Yes, good teaching, gaps in knowledge, highlighted in line manager meeting. Hoping to have French days</p> <p><b>Q: Photography drop to 83?</b> This was due to issues of IT access. As a result, retimetabled 3 computer rooms to ensure technology is available but going to new build won't be a problem</p> <p><b>Q: What is happening with Science?</b> New head of science, will increase capacity to include physics. Also added 2 trainee teachers. Extra help and support is being provided for staff teaching outside their particular subject. There has been a rejig of triple science and these students have transferred to geography course and they will complete the course by next year.</p> <p><b>Q: High ability students – how?</b> Progress 8 higher target * and 9, upped within that category</p> <p><b>Q: If there was one thing to help support school outcomes what would that be? What is the Key hurdle?</b> Consistency of staff in class room.</p> <p><b>Q: High turnover of staff?</b> Karen Barlow gifted to us from the Grange but there has been a pause in the ability to recruit which has now been lifted. Amended timetable re post 16 lessons free up A level teacher to teach GCSE Year 11</p> <p><b>Is this member of staff just based in DSSB?</b> Yes</p> <p><b>Q: To clarify both staff and student recruitment is behind where it should be?</b> Unfortunately yes.</p> <p><b>Q: At the next meeting please can you provide details of students with 3 levels of progress?</b></p> <p><b>Q: Are there any safeguarding issues?</b> None to report at this meeting</p> <p><b>Safeguarding to be added to the Agenda for every meeting.</b></p> <p><b>Q: Following this can we discuss staffing within DSSB?</b> Term 6 learning coach x 2 KS5 and one part time KS4 and communication Head of English Business and IT teacher Advertised maternity cover,</p>
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	<p>History teacher currently advertised and being covered by protocol supply teacher.</p> <p>TA 25 hours game design and coding specialism starting term 2</p> <p>Cover NQT on supply from protocol, maths post advertised, Dt specialist delivering product design.</p> <p>UPS teachers taking on more responsibilities supporting Design and Technology Specialist</p> <p><b>Q: What happens with Paternity leave cover?</b> Secured a maths and physics teacher from the SKITT programme operated by CLF, meeting with post holder tomorrow for 2 weeks. SLT responsibility to discuss with Richard Clutterbuck</p> <p>Senco working hard and has met with all the parents. Students have a diverse range of needs but are being supported through the curriculum</p> <p><b>S: Sponsors to provide thoughts at next meeting including details on marketing on website?</b></p> <p><b>Q: Staffing structure would be very useful</b> This will be provided at next academy meeting</p>	
<b>6</b>	<b>Student Voice</b>	
<b>7</b>	<b>Governance</b>	
	<p>Recruitment strategy to be discussed at next academy meeting</p>	
<b>8</b>	<b>Strategic Developments</b>	
	<p>DSSB is currently running at a huge deficit</p> <p>Temporary Principal has stepped in. She has been directly responsible for producing the information provided.</p> <p>This is a challenging time. The CLF board meeting this week there is a proposal to set deficit budget in order to support.</p>	

	<p>Lower recruitment into Year 12 - very low compared to what was targeted. Studio schools are under pressure. However the Federation will continue to support - including financial support.</p> <p>Council expect a financial report at meetings, accountability lies with CLF Board. Financial overview will help Council understand problems DSSB face.</p> <p><b>Q: We have spoken in previous meetings about the recruitment but haven't met over the summer. I have concerns that the recruitment still won't reach targets.</b></p> <p>Recruitment strategy but there are constraints. Executive Principal been working with the temporary Principal. Budgets set prior to opening,</p> <p><b>Q: Year 1. Year 2 then nothing. This seems bizarre?</b></p> <p>Open new concept school not enough budget to keep that type of recruitment going. The recruitment budget will be part of the overall picture.</p> <p>Meeting prior to the next academy meeting on 24 November planned to discuss the recruitment strategy. Councillors to be given sight of the recruitment strategy before 21 October 2016.</p> <p>LA to co-ordinate feedback prior to the meeting on 9 November 2016</p> <p>Formal opening of the new building in Spring 2017 Soft opening on Wednesday 2 November 2016</p> <p>Councillors will be invited to attend the open evening on 17 November 2016 5-8pm</p> <p><b>Will there be an opportunity to set up a PTA? Enabling engagement with parents?</b> Yes</p>	
9	<b>Finance</b>	
	Andrea Gould has been appointed as temporary Academy Business Manager and will attend next meeting	
10	<b>HR and Wellbeing</b>	
	Nothing further to add.	
11	<b>Equality and Diversity</b>	
	<p>BTEC exam boards passed with flying colours</p> <p><u>POLICIES</u></p>	

	<p><b>Q: Do they have to be as detailed? Many different types of audiences for them, including pupils. Is it realistic to have such large policies?</b></p> <p>BTEC monitor them and could see they had confidence in the policies. Some of them they don't see. JCC approval. We still have them and the tone is reflected</p> <p><b>Can you realistically meet the needs of all 162 children as per policy statement?</b> Should there not be a statement about Education needs v learning needs with a qualifier in there.</p> <p>TF will read and endorse the policies on the Council's behalf.</p> <p><b>There needs to be a consistency between the policies for example some refer to 'learners' in others they are called 'pupils'</b></p>	
	Safeguarding to be separate agenda item going forward	
<b>12</b>	Site/Legal/health	
<b>13</b>	Matters for the Attention of the Board	
	<p>AOB:</p> <p>All director and all councillors are invited to a meeting on Saturday 8 October at The Acorn</p> <p>Looking to introduce a Councillor handbook which will provide lots of guidance.</p> <p>Also, suite of training including Governance of CLF</p> <p><b>Risk register</b> Rik register needs revisiting So much open – next meeting to review</p> <p>New chair of Federation to be appointed by the Board.</p>	
<b>14</b>	Any other Business	
	Next Meeting	