

## Minutes – Digitech Academy Council

**Version:** Draft  
**Issue Date:** 7 December 2015  
**Meeting Date:** Tuesday 20 October 2015  
**Location:** Digitech Studio School Bristol  
**Time:** 4.00

**Chair:** Tracey France (TF) Chair role  
**Attendees:** Predrad Jaksic (PJ) Sponsor  
 Rose Helm (RH) Parent  
 Lis Anderson (LA) Sponsor  
 Esther Tyler Ward (ETW) Teacher  
 Adam Williams (AW) CLF  
 Martina Veale (MV) Principal  
 Hazel Brinton (HB) Academy Business Manager

**Apologies:** Mark Boreman (MB) Sponsor  
 Anthony Merritt (AM) Sponsor

### Minutes

Item	Description	Action
<b>1</b>	<b>Introductions Administration and Apologies</b>	
	Apologies were received from Mark Boreman and Anthony Merritt	
	<b>Actions and matters arising:</b> As reviewed	
<b>2</b>	<b>Declarations of Interest</b>	
	Pecuniary interest forms to be completed and returned to Clerk All attendees were asked to sign form to confirm their attendance.	
<b>3</b>	<b>Minutes from previous meeting</b>	
	Not applicable as this is the first meeting of the DSSB Academy Council	
<b>4</b>	<b>Matters Arising</b>	
	No Matters arising	
<b>5</b>	<b>Governance</b>	
	Training requirements for Councillors are to be announced.	
	Councillor handbook distributed, any anomalies to be referred to Wendy Hellin at CLF	
<b>6</b>	<b>Strategic Developments</b>	

	Principals report has been distributed which covers most aspects of strategic developments.	
7	<b>Education Report</b>	
	<p>MV - Education report circulated in advance of the meeting. Three year plan of objectives and a plan for the current year. The challenges have included setting up a new educational establishment and the temporary accommodation. School didn't achieve predicted numbers (PAN 140 students) to achieve a full budget. 75k budget deficit because of the lack of numbers (97 rather than 140).</p> <p>The Central Team considering opportunities to reduce budget deficit which includes even tighter staffing. Reasons why DSSB didn't recruit 140 students – there is no building to show to prospective parents. Brochure available. The two open days in October were well received. Parents and prospective students met current students. PJ was there and was impressed. Two Y10 students are thrilled to be visiting Intel in Swindon.</p>	
	<p><b>Recruitment</b> There was positive feedback from parents and students. 200 people attended the first Open Day. South Glos Heads prefer marketing activity to Year 9 starts in term 3 Marketing activity underway - targeting Y12 through Y11 assemblies. Pastoral care and coaching is a big part of Studio life with particular success with two students. Difficulty accessing information on some of the students from previous establishments with a lack of statement information and previous levels of attainment. Transition from Y9 to Y10 is an unusual transition for students and teachers.</p> <p>TF asked if any EHC support had been received. HB said that it has been promised.</p> <p><b>Capacity</b> MV said that as we are a small school many positions have yet to be filled so that HB and MV have been cleaning, opening up and locking up. Positives – Everyone knows everyone. Teachers have been sourced from The Grange for History and French and an appointment was made yesterday (19/10). HB is BM and also Data Manager and Exams Officer. Data management has consequently been outsourced to CLF. The Strategic Objectives include being a Centre Of Excellence. This is a really exciting project in High tech and creative sectors. Our partners, Mango and Intel, are arranging master classes which Grange students are also involved – supporting transition.</p>	

<p><b>Employability and CREATE</b> TF asked how culture and ethos of Studio School are shared. MV said that it is shared via the website, with staff at Inset Days, shared with students, but that there is not enough space for all students to meet together. PE lessons in the Sports Hall will be used to convey culture, ethos and expectations and recognised that more needs to be done in this area.</p> <p>TF asked MV to provide an overview of Studio School for Councillors. MV said that the school advocates a curriculum delivered through projects. Application of the real world through lessons. Mapping and linking education to the workplace. English and Maths is linked to projects and vice versa. Lis Anderson suggested that the framework is likely to encourage employers who are dubious of GCSEs. For example Mango starts a project, our staff facilitate, there is a midweek review and the studio promotes.</p> <p>TF asked if there are any challenges with employer engagement. MV said that Willmott Dixon had not been forthcoming. They were part of the original bid and involved in the video. LA suggested engagement with museums as they are looking for ways to digitise content and consequently engage with teenagers. Also, The Drum (trade magazine) and Ad Lib (creative industries recruiter). 45 workplace places have been secured, 21 ready to go out and two not suitable. Some employers are not keen to place under 16s. LA said that this could be because of adult content in workplaces.</p> <p>TF asked if children will find their own placements. MV No. PJ asked if students are involved in running the school which they are. Student ambassadors go to assemblies to promote the school and are making a promotional video. Part of the website has been given over to Y12. TF said that that there are lots of opportunities and if it is done well it will drive itself</p>	<p>agenda note for next meeting to check on progress with this</p> <p>LA Action detailed re: museum project.</p>
<p>There is a huge challenge ahead with the new build which needs monitoring.</p>	
<p><b>Curriculum</b> Accountability measures are key factor in the planning and delivery of curriculum. Student outcomes in key accountability measures are crucial to the success of the school.</p> <p>TF said that we need to deliver the curriculum with employers in order to capture their interest in skills development and support students to develop employability skills as well as make excellent educational progress. Getting the balance right is key to a successful Studio School. MV said that Studio schools are lobbying the government to allow a change to subjects. If French and Geography measures are the same as regular schools, the creative aspect of Studio Schools will be impeded. AW advised that we mustn't wait two years to find if we are on track. There must be rigorous monitoring of students' progression.</p>	
<p>The Academy Councillor Handbook was distributed (various errors and omissions have been sent for clarity to Wendy Hellin). TF is Chair and</p>	

Commented [TF1]:

	also on the Board of Directors. Two key areas of focus are Pupil Premium and Health and Safety – Councillor will need to take lead on Safeguarding. Training is to be advised.	Action – member of Council to lead on Safeguarding
<b>8</b>	<b>Student Voice/Student Advocate</b>	
	No Student attended this meeting	
<b>9</b>	<b>Risk Register</b>	
	Governance – Agreed	
	Strategic – Agreed apart from ACAD-S5 Initial Risk Score (IRS) Impact should be 3, not 2 and ACAD-S6 IRS Probability should be 3, not 1.	
	TF asked MV if we can share The Grange Site (Sept 2016) , MV confirmed that this would be arranged as the current block is not big enough for four year groups. The plan is to start Term 2 2016 in the new build as the handover is in September. TF asked MV when the review meeting with EFA will take place– MV confirmed that this hasn't been arranged. Carol Rayworth-Smith (EFA) indicated that will review once a month by phone. MV explained that first Ofsted likely to be within three years unless there is a safeguarding issue. AW said that a Studio School will take three years to bed in.	
	Financial – Agreed	
	Human Resources – Agreed	
	Health and Safety – ACAD-HS6 IRS Probability should read 1, not 4 and Net Risk Score (NRS) Probability should read 1, not 4 because no students currently need a Education Health Care (EHC) Plan. ACAD-HS7 NRS Probability should read 1, not 2 and Impact should read 2, not 3. ACAD-HS8 NRS Probability should read 1, not 2 and Impact should read 2, not 3.	
	Educational – Agreed	
	Other Legal and Operational – ACAD-O2 IRS Impact should read 4, not 3ACAD-O4 IRS Probability should read 1, not 3. And NRS Probability should read 1, not 2.With regard to ACAD-07,	
	AW asked why specifically Syria mentioned in Risk Register. MV said that Prevent training has been given and that it can be cascaded. MV to ensure that new staff receive training. MV confirmed that a curriculum subject is teaching of British Values.	
	AW pointed out that Net Risk Score should by definition be lower than Initial Risk Score because of the mitigation. With regard to ACAD-F1, “Support from CLF Central Team provided” is meaningless. All Studio Schools open with a deficit, why no buffer? Because of Sponsors. CLF is a Sponsor. One third to one half of Studio Schools are running a deficit. The Board has not agreed to make up the 75k shortfall because they have already given (loaned?) 50k towards the new build.	AW will speak to Bryony Gordon about this.

	<p>AW said that that is a two year question because role is not full for next year.</p> <p>HB said that some windows won't shut, blinds blow and alarm could go off erroneously so alarm is not activated. Fix is underway.</p>	
<b>9</b>	<b>Any other business</b>	
	There is no change in the PAN (Permanent Admissions Number) DSSB recruits from a 25 mile radius.	
	HB said that construction should begin on 24 <sup>th</sup> November.	
	Employer Sponsorship Update: Progress from original commitment. Bristol 24/7 is having four students on Work Placement. There is no staff presentation to Councillors because of Parents Evening. Prior attainment of Y10 and Y11 is available but not presented at the meeting. Y12 is weak and Y10, reasonable. 55 are doing History. There is skills assessment in all subjects.	
	Reports are going out to parents tomorrow (21/10) to include current grade, comment on CREATE and estimated grade. Attendance is currently 93.2% which is below the NA. 96.1% is target. We have mitigating circumstances as one student has leukaemia and one has had an operation. The EWO is working well.	
	We have a strong NQT teaching maths. He has an issue with behaviour management and he has been given a mentoring plan which has included going to other schools to see an outstanding teacher at work. He has seen a variety of styles with similarly challenging children.	
	The PE teacher has also been given strategies and is being mentored.	
	RH said that her daughter is very happy at Digitech. ETW asked RH what she had wanted from the school? The ethos and culture on offer and the type of child she is means that DSSB will challenge her to develop life skills and to use them.	
	Finance – meeting tomorrow. No report provided from EFA.	
	HR wellbeing – so far one teacher has one day off due to an accident at home.	
	Item 7 to be on the agenda at the next meeting. The policies were written this summer and will be reviewed annually. AV to check with WH on how often to review individual policies.	
	Exam entries – Post 16 9 retakes of English and 6 of Maths. (5 both).	
	The H&S committee will meet in December.	
	Next meeting 23 February 2016 at 4pm	