

**Meeting of Trustees**  
**The Radcliffe Academy Trust at The Harlow Centre, Oxford**  
**Monday, 19<sup>th</sup> September 2016**

<b>Present: Gloria Walker (GW) Jolie Kirby (JK) Nicola Partridge (NP)</b> <b>Emma Canter (EC) Tony Scott (TS) Jessie Dobson (JD) Hannah MacDiarmid (HMD)</b> <b>Brenda Mundy (BM) Helen Downs (HD) Lucy Mettyear (M) Darren Utanagan(DU)</b> <b>Anne Wolton, Clerk (AW)</b>	<b>Apologies:</b>
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<b>Minute</b>	<b>Action</b>	<b>By whom</b>	<b>By when</b>
1.2 & 1.3	Circulate trustee code of conduct, 2016/17 meeting schedule and Google Apps instructions	AW	By next meeting
1.2	Present review of delegated authority at next meeting	BM	At next meeting
1.2	Update on LA SLA/contract	LM	At next meeting
1.3	Update on admissions policy review	NP	At next meeting
3	Present a further analysis of student progress and on track achievement data	NP	At next meeting
4.1	SDP update	NP	At next meeting
4.2	Provide SLT and Trustees with a list of topics and example question in readiness for Ofsted	NP	By next meeting



1. Introductory items		
<b>1.1</b>	<p>GW opened the meeting and welcomed Lucy Mettyear (LM) and Darren Utanagan (DU) to the meeting. The meeting was quorate.</p>	
<b>1.2</b>	<p><b>Annual Business:</b></p> <ul style="list-style-type: none"> <li>• <b>Election of Chair:</b> GW was proposed as Chair for 2016/17 by HMD and seconded by EC. GW was duly elected as Chair for 2016/17.</li> <li>• <b>Election of Vice-Chair:</b> JK was proposed as Vice-Chair by GW and seconded by TS. JK was duly elected as Vice-Chair for 2016/17.</li> <li>• <b>Confirmation of Instrument of Governance:</b> BM will check the document is up to date and advise the Clerk whether action is required.</li> <li>• <b>Register of business interests:</b> AW will circulate the declaration of interest form for 2016/17 to all Trustees for completion and check Companies House registration requirements with BlakeLaw.</li> <li>• <b>Code of Conduct:</b> The Trustees' code of conduct statement will be circulated to all trustees for agreement and signature.</li> <li>• <b>Election to Committees:</b> Elections to the following committee and link roles: <ul style="list-style-type: none"> <li>- <b>Business Committee</b> – JK (Chair), GW, TS, BM, LM, DU and EC (as required)</li> <li>- <b>Child Protection and Safeguarding</b> – DU</li> <li>- <b>Whistleblowing and Health and Safety</b> – TS</li> <li>- <b>Teaching and Learning</b> – GW</li> <li>- <b>Free School bid</b> – GW, EC and external consultant as required</li> </ul> </li> </ul> <p>In addition, NP will provide a schedule of RAT events and other school activities which Trustees can sign up to.</p> <p>The meeting schedule for 2016/17 showing meeting dates and agenda items will be circulated to Trustees.</p> <ul style="list-style-type: none"> <li>• <b>Review of Delegated Authority:</b> BM confirmed that the review of Delegated Authority was in hand and will report back to the next Trustee meeting.</li> <li>• <b>Existing and planned Service Level Agreement/Contract:</b> The contract from the LA is still awaited. Trustees understand the Sharon Oliver is currently pursuing this prior to leaving the Authority at the end of October 2016. LM agreed to follow this up and also check information on LA funding levels for next and future years. LM will update Trustees at the next meeting.</li> </ul>	<p style="text-align: center;">AW</p> <p style="text-align: center;">AW</p> <p style="text-align: center;">BM</p> <p style="text-align: center;">LM</p>

1.3	<p><b>Outstanding reports 2015/16:</b> BM confirmed all 2015/16 reports had been completed and presented to the Trustee Board.</p> <p><b>Minutes from the previous meeting and matters arising:</b> The minutes from the previous meeting held on 11<sup>th</sup> July 2016 were agreed and signed by the Chair.</p> <p><b>Matters arising and action points:</b></p> <p><b>2.1 Update of Admissions Policy review:</b> The review is on-going and an update will be offered at the next meeting.</p> <p><b>2.2 Google Apps:</b> BM and AW confirmed Trustee documents will be accessed via Google Apps from now on. AW will advise Trustees when the setup is complete and circulate a simple guide on accessing Google Apps.</p>	NP AW
2	<b>Sites and building update:</b>	
2.1	<p><b>Site use update:</b> NP reported on developments to date:</p> <ul style="list-style-type: none"> <li>- Warriner Farm provision is in place led by course leaders.</li> <li>- Bicester School vocational course provision is secured with a contract</li> <li>- Vale Academy Trust (VAT) with places secured using space at Wantage Primary School at no additional cost to MBC. The VAT plans to submit a Free School bid which includes provision for AP overseen by MBC.</li> </ul> <p><b>Q.</b> Can these examples of extended AP provision be used as good practice for the future?</p> <p><b>A.</b> Yes, could be an alternative to a RAT Free School but needs more discussion before a clear view can be formed.</p> <p><b>Q.</b> Does this practice fit with the newly set RAT strategic objectives?</p> <p><b>A.</b> Yes but not for a Free School bid.</p> <p>NP will continue to keep Trustees informed of developments.</p> <p>A confidential discussion followed which is recorded separately.</p>	

**3. Summer 2016 data**

NP presented a strategic report to Trustees which included data on Yr 11 outcomes, course outcomes, progress information and attendance 2015 -16. A full set of the data presented was circulated in advance to Trustees.

A total of 341 students attended MBC in 2015 – 16 either as full time students or guests. Of these 142 full time students were enrolled on Next Steps, KS4, Bridges and Discovery courses and registered a PEx or IYFAP. The remaining 199 ‘guest’ students were enrolled on Vocational, On Course and FLO9 courses and depending on the nature of their course returned to school during the year.

**KS4 GCSE and Course outcomes:**

**Yr 11 outcomes:**

**Table 1 - 5\* A – G or equivalent**

Base	No. of students	No. of 5A* - G	% of 5A* - G
Harlow Centre	19	19	53%
Harlow Outreach	14	9	64%
West Bar	10	5	50%
Next Steps	5	2	40%
<b>MBC Total</b>	<b>48</b>	<b>26</b>	<b>54%</b>

**Table 2 - Students gaining Maths/Numeracy and English/Literacy accreditation**

	No. of students	Attaining Maths & English at GCSE (L1/L2)	% Attaining Maths & English at GCSE (L1/L2)	Attaining Maths & English at ELC	% Attaining Maths & English at ELC	Total students gaining both Maths & English	% Total students gaining both Maths & English	Not Attaining both English and Maths	% not Attaining both English and Maths
Harlow Base	19	12	63%	16	84%	17	89%	2	11%
Harlow O/R	14	12	86%	5	36%	13	93%	1	7%
West Bar	10	5	50%	4	40%	8	80%	2	20%
Next Steps	5	3	60%	4	80%	4	80%	1	20%
<b>MBC Total</b>	<b>48</b>	<b>32</b>	<b>67%</b>	<b>29</b>	<b>60%</b>	<b>41</b>	<b>85%</b>	<b>6</b>	<b>12%</b>

**Table 3 - Four Year Comparison Maths/Numeracy & English /Literacy accreditation**

	2012-13	2013-14	2014-15	2015-16
Harlow Base	15 88%	19 95%	9 90%	17 (89%)
Harlow O/R	15 100%	17 100%	13 93%	13 (93%)
West Bar	10 71%	10 66%	14 78%	7 (70%)
Next Steps	No data	No data	No data	4 (80%)
Total	39 85%	46 88%	36 86%	41 (85%)

**Table 15 - Three year comparison GCSE 5A\* - G**

	Number of Pupils			5A*-G (equivalents)		
	13-14	14-15	15-16	13-14	14-15	15-16
Harlow Base	20	10	19	11 (55%)	6 (60%)	<b>10 (53%)</b>
Outreach	17	14	14	11 (63%)	13 (93%)	<b>9 (64%)</b>
West Bar	15	18 (16)	10	10 (63%)	13 (72%)	<b>5 (50%)</b>
Next Steps	no data	no data	5	no data	no data	<b>2 (40%)</b>
Meadowbrook	52	42 (40)	48	32 (62%)	32 (76%)	<b>26 (54%)</b>

**Table 16 - Three year comparison Maths**

	Number of Pupils			Maths GCSE			Maths ELC			No accreditation		
	13-14	14-15	15-16	13-14	14-15	15-16	13-14	14-15	15-16	13-14	14-15	15-16
Harlow	20	10	19	16 (80%)	9 (90%)	12 (60%)	18 (90%)	8 (80%)	18 (95%)	0 (0%)	0 (0%)	1 (5%)
Outreach	17	14	14	8 (47%)	14 (100%)	13 (93%)	16 (94%)	12 (85%)	8 (57%)	0 (0%)	0 (0%)	0 (0%)
West Bar	15	18	10	8 (53%)	13 (72%)	5 (50%)	3 (20%)	5 (28%)	4 (40%)	5 (33%)	2 (11%)	3 (30%)
Next Steps	no data	no data	5	No data	No data	3 (60%)	No data	No data	5 (100%)	No data	No data	0 (0%)

MBC total	52	42	48	32 (62%)	34 (81%)	33 (69%)	37 (71%)	25 (60%)	31 (65%)	5 (10%)	2 (5%)	5 (10%)	5 (10%)	2 (5%)
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**Table 17 - Three year comparison English**

	Number of Pupils			English GCSE			English ELC			No accreditation		
	13-14	14-15	15-16	13-14	14-15	15-16	13-14	14-15	15-16	13-14	14-15	15-16
Harlow	20	10	19	17 (85%)	7 (70%)	16 (84%)	14 (70%)	7 (70%)	17 (89%)	0 (0%)	1 (7%)	2 (14%)
Outreach	17	14	14	15 (88%)	12 (86%)	12 (86%)	17 100%	12 (86%)	8 (57%)	2 (13%)	1 (6%)	1 (10%)
West Bar	15	18	10	12 (80%)	15 (83%)	6 (60%)	2 (13%)	1 (6%)	5 (50%)			1 (20%)
Next Steps	no data	no data	5			3 (60%)			4 (80%)			
MBC total	52	42	48	44 (85%)	34 (81%)	37 (76%)	33 (63%)	20 (48%)	34 (71%)	3 (6%)	3 (6%)	5 (10%)

A discussion on this data followed which is summarized below:

NP commented that GCSE results were down on previous years which was disappointing. NP is currently reviewing processes with a view to an improvement in future years.

**Q.** How does MBC outcome data compare with National AP data?

**A.** The MBC GCSE 5\*A – G including English and Maths achievement rate for 2015/16 is 54% of students. The National AP data for 2014/15 for the same qualifications shows 13%. National data for 2015/16 is not yet available but it is expected that MBC will show achievement at a high rate again.

**Q.** The data indicates higher achievement in English compared to Maths. Is there a reason for this?

**A.** This year English has received a greater input and the value of this is evident. Maths input will be increased in 2016/17.

	<p><b>Q.</b> Does any of this input include Easter revision courses and Summer School delivery? This would support students further and avoid a dip in learning during holidays.</p> <p><b>A.</b> At present this is not offered but will be considered in the future.</p> <p><b>Q.</b> The budget appears to show higher costs for admin staff than teaching staff. Is there an in-balance in MBC's structure and does this have an effect on outcomes?</p> <p><b>A.</b> Many staff at MBC do not have QTS and are therefore recorded under admin for budgeting purposes. NP has undertaken a structure review which may correct this in-balance and will be discussed at the next Business Committee meeting. Any identified budget recording changes will be agreed with recommendations to the next Trustee meeting.</p> <p><b>Q.</b> The destinations and stakeholders report data only shows a % figure and needs to include student numbers in order to fully understand the data. Can this be added?</p> <p><b>A.</b> Yes, future reports will include this information.</p> <p><b>Q.</b> Is the destination data as expected and does MBC have good CIAG support?</p> <p><b>A.</b> The number of students progressing to Education, Employment or Training needs to improve. CIAG is provided internally at MBC.</p> <p><b>Q.</b> Student attendance data on some courses is lower than expected. What steps are MBC taking to improve attendance?</p> <p><b>A.</b> Whilst attendance is lower than expected the data would be improved by a different method of recording. A new policy for attendance recording is now in place as well as a drive to improve student attendance overall. With this intervention it is expected that overall attendance rates would show 80%.</p> <p>It was noted that Trustees should not be offered student names in any data.</p> <p>Trustees requested a further analysis of student progress and on track achievement data to aid continued discussion on achievement. This information should be available at the next Trustees meeting on 5<sup>th</sup> December 2016.</p> <p>GW expressed thanks to MBC teaching staff for their effective work with students during 2015/16.</p>	NP
<b>4.</b>	<b>Headteacher's report</b>	
4.1	<p><b>School Development Plan (SDP):</b></p> <p>Due to earlier lengthy discussions at today's Trustees meeting it was agreed that NP would fully outline the SDP at the next Trustee meeting. NP commented that the SDP required some amendments and the current version of the document had been circulated to keep Trustees updated on current plans and actions.</p>	NP

4.2	<p><b>Ofsted:</b></p> <p>MBC was last inspected in 2012 and Ofsted are expected to visit at some time in the near future. NP is currently working with the SLT to ensure readiness for their visit and will provide MBC staff and trustees with a list of topics and example answers which Ofsted may make direct enquiries about.</p>	NP
5.	<b>Date of next meeting</b>	
	Monday, 5 <sup>th</sup> December 2016 from 2pm – 4pm at The Harlow Centre	

Approved by the Trust Board on 5<sup>th</sup> December 2016 and signed by the Chair of Trustees.