



NOTES OF THE ALDE VALLEY DRIVE TEAM MEETING

Date	13 June 2018 4.30pm	
Venue	Alde Valley Academy	
Present:	C Betson (CBe) C Chinery (CCh) A Quartermain (AQu)	Chair Parent Community member
Apologies:	M Wilson (MJW) TJ Hawarth-Culf (TJ)	Exec Principal Parent
Absent:		
In attendance:	D Mayhew (DMa)	Principal

The meeting met its quorum

AGENDA ITEM 1	Welcome and Apologies for Absence
Discussion	CBe opened the meeting and welcomed AQu to the Drive Team. He then introduced Neil Hanger, Head of Art and Design who extended an invitation to the opening of the Leiston Schools' art exhibition (details Annex B) and advised that the guest speaker, Laurence Edwards, was an ex pupil of Leiston High School.
Action	
AGENDA ITEM 2	Drive Team Vacancies and appointments and structure
Discussion	AQu expressed his enthusiasm at joining the Drive Team and as CEO and Artistic Director of Pro Corda Ltd felt that there were several opportunities for Pro Corda and Alde Valley to work together. DMa supported these comments.

Action	
AGENDA ITEM 3	Declaration of Business & Pecuniary Interest
Discussion	None
Action	
AGENDA ITEM 4	Minutes of previous Drive team meeting
Discussion	Notes of 18 April 2018 meeting approved with no matters arising
Action	
AGENDA ITEM 5	Actions and impact from action log
Discussion	It was agreed that in future the Drive Team Action Tracker would be based on the Rapid Improvement Group's version.
Action	
AGENDA ITEM 6	Policies
Discussion	The ALAT/BT Equality for Pupils policy (2016) was due for review. CBe advised that he had queried its relationship to the Academy's Equality Policy (2016) and awaited a response. He felt that generally the Academy's Policy documents were primarily composed of procedures and processes and that it was not easy to identify the policy. For good governance a policy should be understandable to all those affected. A brief discussion ensued and it was agreed that this was a complex matter that should be dealt with elsewhere.
Action	
AGENDA ITEMS 7 & 8	RIR and School improvement
Discussion	<p>DMA ran through the final RIR (Term 3.2) for the 2017/18 academic year. He advised that the RIR for the 2018/19 academic year (Term 1.1) would be drawn up by the SLT for the September 2018 DT meeting.</p> <p>From the current RIR he highlighted:</p> <ul style="list-style-type: none"> * The revised SLT structure and responsibilities following his own appointment as Principal, the appointment of NKe as Vice Principal and TSh as Assistant Principal. * Other staff movements, including the appointment of P Gordon-Gould as SENDCo <p>* With AQu joining the DT it would now be effective and able to contribute to the development of the School.</p>

Action	
AGENDA ITEM 9	Drive Team Matters
Discussion	<p>CBe advised that with AQU joining the DT it now had 2 community and 2 parent members and that each brought significant expertise with them. It would now be appropriate to identify training needs, make suitable provision and develop the Team's role within the BT governance structure.</p> <p>Dma suggested that as the DT relationship to the RIG developed it would no longer be necessary for NKe and TSh to attend the DT meetings and that alternates could be identified to fill the 2 staff positions.</p> <p>There was some discussion around the process of recording school visits. CBe proposed that in future each community/parent member submit a report of their activities, to include date, subject, person(s) visited and outcome for each DT meeting. Visits can then be discussed and recorded as an annex to the meeting notes.</p>
Action	DMa
AGENDA ITEM 10	Training
Discussion	<p>CBe advised that the 22nd May ARC meeting had not taken place and that he had not been able to propose an annual BT East training/briefing day each autumn term. He would continue to pursue the matter</p> <p>The data training had been delivered by DMa and was considered good value by those who attended.</p> <p>It was agreed that the Level 1 Safeguarding training would be available to DT members at the staff PD day on 5th Sept 2018</p>
Action	CBe
AGENDA ITEM 11	Confidential Matters
	Nil
AGENDA ITEM 12	ARC Feedback
	Nil
AGENDA ITEM 13	Action Log

	Items 1& 3 still outstanding Item 4 deleted
	The date/time of the Sept DT meeting to be advised
AGENDA ITEM 14	AOB CBe advised that SB, a Year 8 student would be carrying the baton at the start of the Suffolk stage of the RAF100 Relay on Orford Ness.

There being no further business the meeting closed at 6pm

Appendix 1 – Drive Team Action Tracker

(To be used for all drive team meetings)

Date: 13th June 2018

Carried forward/pending actions		Who	When	Actual Impact (detail)	Completed (date) and by whom
1	Transport Consultation & impact on school	PMA	ongoing		
2	Liaise with DMA regarding PP	TJ	ASAP		
3	Raise awareness of PP with parents	TJ	By end summer term		
4	Sect 175/157 Return & Safeguarding Register	CBe	1May18		NKe May18
5	Safeguarding Training	CBe/CCh/TJ	5Sep18		
6	DT Data Trng	DMA	ASAP		DMA 10May18
7	Annual DT briefing/training day	CBe	ASAP		
8					
New actions					
1	Draft DT Newsletter	CBe	ASAP		
2	Nominate 2 staff members to Drive Team	DMA	ASAP		
3					
4					
5					