

MINUTES OF THE DRIVE TEAM MEETING PART 1

NB:

Highlight the following within the text.

Decision:

Action:

Question:

Date	23rd November 2017 at 4.30pm	
Venue	Alde Valley Academy – Principals Office	
Present:	Name C Betson (CB) M Wilson (MW) J DeBelgeonne (JD) N Wedekind (NW) C Chinery (CC)	Role Chair Principal Staff Community Parent
Apologies:	T. Short, F. Pearson, C. Williams	
Absent:		
In attendance:	Mandy Scripps	Note Taker

The meeting met/did not meet its quorum

AGENDA	Welcome and Apologies for Absence
ITEM 1	
Discussion	Apologies from T Short, F Pearson and C Williams. Welcome Mandy Scripps as Minute Taker
Action	
AGENDA	Drive Team Vacancies and appointments and structure
ITEM 2	
Discussion	Additional member of the community needed, CB to discuss with Tim Crowhurst Agreed for Mandy Scripps to be the Minute Taker
Action	CB to check the Terms of reference on the website Code of conduct – JD, FP, TS, CW, MW to complete All members to complete and return Skills Audit

AGENDA ITEM 3	Declaration of Business & Pecuniary Interest
Discussion	No changes to register of interest and no declarations received
Action	
AGENDA ITEM 4	Minutes of previous Drive team meeting
Discussion	Minutes agreed , proposed - NW, seconded - CC
Action	MS to send minutes to L. Miller to add to website
AGENDA ITEM 5	Actions and impact from action log
Discussion	
Action	
AGENDA ITEM 6	Policies
Discussion	Policy for renewal - Governance Policy
Action	CB to review Governance Policy and identify other policies for renewal dates
AGENDA ITEM 7	Rapid Improvement report -
Discussion	<p>MW - highlighted the Significant risks in the External Environment</p> <p>Student Recruitment</p> <p>Suffolk County Council transport Policy</p> <p>SFS outcomes and transport and student recruitment strategy</p> <p>Site maintenance capacity</p> <p>Future Funding</p>
Action	
AGENDA ITEM 8	School Improvement priorities
Discussion	<p>MW - Suffolk New college – Adult classes being available</p> <p>MW - Data being used to show very positive outcomes</p> <p>MW - Literacy - challenging – below national level at the moment</p> <p>MW - Attendance – Above national for absence – outstanding currently, yr11 groups inline of expectation in English and Maths. Aware of Chemistry and Physics grade 5+ and Business. Music at risk – new teacher in</p>

	<p>place from September 17</p> <p>KS3 – all groups are currently online for KS2 targets, the areas at risk are EAL students (3) also close eye kept on Pupil Premium disadvantage community which are just below target. Continue to focus on the higher achievers in Yr9 (8) slightly below target, but inline.</p> <p>Meet the parents – evenings, good attendance</p> <p>CB - according to the figures 24 joined and 9 students have left since September - going in the right direction.</p> <p>Principal to give outline of the Dashboard 2017.</p> <p>Every year the Dashboard produced online, overview on last academic year</p>
Action	MS - Send out copy of the Dash Board to Drive Team Members– to be included on next Agenda for members to discuss.
AGENDA ITEM 9	Drive Team items
Discussion	<p>MW – Pupil Premium – annual</p> <p>CB - Safeguarding termly</p> <p>CC – school council - half termly</p>
Action	JDE – to look into Community needs and feedback to Drive Team.
AGENDA ITEM 10	Drive Team visit reports
Discussion	<p>CB focus on new intake regarding uptake on Pupil Premium</p> <p>Letters sent out to all parents regarding eligibility for FSM – resulting in 1 extra student to benefit</p>
Action	<p>CB to visit SEN.</p> <p>CB to visit Faculty Heads - CWI (STEM) to be visited first. DSM (EBACC) and GMA (Performing Arts). NW) speak to DMA regarding Pupil Premium. NW – to make parents aware of Pupil Premium, identify students and impact (made.</p>
AGENDA ITEM 11	Training
Discussion	CB asks for Training needs from Drive Team
Action	<p>CB to do Safe Recruitment Training</p> <p>Drive Team members to notify CB of expiry date – Safeguarding Training</p> <p>Drive Team members to supply training requirements</p>
AGENDA ITEM 12	Confidential
Discussion	Nothing to report
Action	

AGENDA ITEM 13	ARC Board
Discussion	MW - Transport consultation Positive Ofsted report Student Recruitment and the reduction of the PAN from 180 to 112 in 2019.
Action	
AGENDA ITEM 14	Action Log.
Discussion	Checking policies, governance, transport log.
Action	
AGENDA ITEM 15	Any other business
Discussion	MW - Pupil Appeal - Former pupil left the school last year, has applied to school this year, not in the best interest to return to school. Parents have appealed. AVA will contest it. NW – refreshments be supplied at future meetings
Action	
AGENDA ITEM 16	Date and time of next meeting
Discussion	11 th January 2017 at 4.30pm.
Action	

There being no further business the meeting closed at 18.05

Appendix 1 – Drive Team Action Tracker

(To be used for all drive team meetings)

Date: 23.11.17

Carried forward/pending actions		Who	When	Actual Impact (detail)	Completed (date) and by whom
1					
2					
3					
4					
5					
New actions		Who	When	Actual Impact (detail)	Completed (date) and by whom
1	Check the Terms of reference on the website Code of conduct to complete Complete and return Skills Audit	CB JD, FP, TS, CW, MW All members			
2	Send minutes to L. Miller to add to website	MS			
3	Review Governance and look at other policies for renewal dates	CB			
4	Send out copy of the Dash Board to Drive Team Members	MS			
5	Look into Community needs	JD			
6	Visit SEN Visit Faculty Heads Liaise with DMA regarding PP Make parents aware of PP	CB CB NW NW			

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MINUTES OF THE DRIVE TEAM MEETING PART 2

NB:

Highlight the following within the text.

Decision:

Action:

Question:

Date	Xxx at xxxam	
Venue		
Present:	Name	Role
Apologies:		
Absent:		
In attendance:		Note Taker

The meeting met/did not meet its quorum

AGENDA	XXXX
ITEM 1	
Discussion	
Action	
AGENDA	XXXX
ITEM 2	
Discussion	
Action	