



## MINUTES OF THE DRIVE TEAM MEETING

NB:

Highlight the following within the text.

Decision:

Action:

Question:

<b>Date</b>	<b>Monday 12<sup>th</sup> March 2018</b>	
<b>Venue</b>	<b>Alde Valley Academy – Principals Office</b>	
<b>Present:</b>	<b>Name</b> C Betson (CBE) D Mayhew (DMA) T Short (TSH) C Chinery (CCH)	<b>Role</b> Chair Interim Head of School Staff Parent
<b>Apologies:</b>	M J Wilson (MJW) N Ketteringham (NKE)  T Miley (TMI)  V Marshall (VMA)	Interim Regional Executive Principal DSL  Staff  Community
<b>Absent:</b>		
<b>In attendance:</b>	TJ Haworth-Culf (TJ)	Parent

The meeting was quorate

<b>AGENDA</b>	<b>Welcome and Apologies for Absence</b>
<b>ITEM 1</b>	
<b>Discussion</b>	CBE welcomed TJ as a potential Drive Team member and advised that TMI and VMA were also potential members but were unable to make this meeting, postponed from 28Feb. In the meantime he had prepared and

	<p>circulated a 'Drive Team Briefing' (attached) in order to ensure that existing and new members were equally informed. He proposed that Item 2 be dealt with in Item 9 in order to give potential members the opportunity to gain some idea of what is expected of a Drive Team Member before committing. Agreed</p> <p>CBE advised that he had thanked staff members Jo DeBelgeonne and Nicki Wedikind for their participation during the formation of the Drive Team. They said that they were happy to do so.</p>
<b>Action</b>	None
<b>AGENDA ITEM 2</b>	<b>Drive Team Vacancies and appointments and structure</b>
<b>Discussion</b>	See Item 9
<b>Action</b>	
<b>AGENDA ITEM 3</b>	<b>Declaration of Business &amp; Pecuniary Interest</b>
<b>Discussion</b>	No change to previous register of interest and no declarations received.
<b>Action</b>	
<b>AGENDA ITEM 4</b>	<b>Minutes of previous Drive team meeting</b>
<b>Discussion</b>	There were no matters arising not covered by the current agenda
<b>Action</b>	minutes agreed
<b>AGENDA ITEM 5</b>	<b>Actions and impact from action log</b>
<b>Discussion</b>	<p>CBE proposed that in the absence of any other guidance that the DT Action Log should be based on the updated RIG Action Log and that DT meetings should be held within 14 days of the RIG meetings. This was agreed.</p> <p>See Item 8 for further DT training</p> <p>Transport Consultation &amp; impact on school - ongoing.</p>
<b>Action</b>	<p>Future DT meetings to be scheduled within 14 days of RIG meetings.</p> <p>New members to complete Skills Self Assessment and further training to be discussed at next DT meeting</p>
<b>AGENDA ITEM 6</b>	<b>Policies</b>

<b>Discussion</b>	<p>At a recent Safeguarding briefing for DT Chairs, Nigel Shaddick had suggested that Bright Tribe was in the process of reviewing its Safeguarding Policy. He also suggested that DT Chairs consider working with DSLs to complete Section 175/157 return.</p> <p>The matter of Safeguarding registers was also been raised</p>
<b>Action</b>	See Item 9 below
<b>AGENDA ITEM 7</b>	<b>Rapid Improvement Report</b>
<b>Discussion</b>	<p>DMA/TSH gave an overview of the report as follows:</p> <ul style="list-style-type: none"> <li>• SEND Support – need to show impact of money spent</li> <li>• Leadership/management – structure, support for 1 HOF, Level of challenge from DT needs to increase</li> <li>• Parents involvement</li> <li>• T&amp;L overview</li> <li>• Safeguarding</li> <li>• Outcomes</li> </ul> <p>DMA discussed potential working links with EDF Energy.</p>
<b>Action</b>	<p>DT meetings to be within two weeks of the RIG</p> <p>Once DT at full strength specific responsibilities to be confirmed.</p>
<b>AGENDA ITEM 8</b>	<b>School Improvement Report</b>
<b>Discussion</b>	DMA showed and discussed data from English/Maths and the impact on the school.
<b>Action</b>	DMA to investigate training on DATA and Progress 8 for DT members
<b>AGENDA ITEM 9</b>	<b>Drive Team Items</b>
<b>Discussion</b>	<p>TJ agreed to join the DT and take responsibility for monitoring Pupil Premium.</p> <p>SEND responsibility still to be allocated</p> <p>CBE, as Chair, responsible for Safeguarding. Will continue termly visit to HOFs until the current SLT is settled.</p> <p>CBE advised that the 6 monthly Safeguarding self-audit was now due to Bright Tribe and that the Section 175/157 return was shortly due to SCC.</p> <p>CBE proposed that as Community and Parent members were required to visit the school they should hold an Enhanced DBS and also complete the Lvl 1 Safeguarding training which takes place on a termly basis. The next was planned for the summer term PD day - 16Apr18.</p>

<b>Action</b>	TJ to liaise with DMA re Pupil Premium, undertake Lvl 1 Safeguarding ASAP and complete Skills Matrix CBE to liaise with DSL re Sect 175/157 Return to SCC and Safeguarding Register. All Community/Parent members to have Enhanced DBS and to complete Lvl 1 Safeguarding training
<b>AGENDA ITEM 10</b>	<b>Drive Team Visit Reports</b>
<b>Discussion</b>	CBE tabled Chair's Report (attached) while CCH indicated that there was nothing to report from the Student Council.
<b>Action</b>	CB to monitor development of workshops with Sizewell Visitors Centre
<b>AGENDA ITEM 11</b>	<b>Training</b>
<b>Discussion</b>	DT briefing document attached
<b>Action</b>	AVA DT composition to be confirmed at the next DT meeting when member individual training requirements will be discussed and agreed.
<b>AGENDA ITEM 12</b>	<b>Confidential</b>
<b>Discussion</b>	Nothing to report
<b>Action</b>	
<b>AGENDA ITEM 13</b>	<b>ARC Board</b>
<b>Discussion</b>	
<b>Action</b>	
<b>AGENDA ITEM 14</b>	<b>Action Log.</b>
<b>Discussion</b>	
<b>Action</b>	
<b>AGENDA ITEM 15</b>	<b>Any other business</b>
<b>Discussion</b>	CB to be involved in Computer Science Teacher interviews
<b>Action</b>	

<b>AGENDA ITEM 16</b>	<b>Date and time of next meeting</b>
<b>Discussion</b>	19 <sup>th</sup> April 2018 at 4.30pm
<b>Action</b>	

There being no further business the meeting closed at 18:30

## Appendix 1 – Drive Team Action Tracker

(To be used for all drive team meetings)

Date: 18<sup>th</sup> March 2018

Carried forward/pending actions		Who	When	Actual Impact (detail)	Completed (date) and by whom
1	Complete and return Skills Audit	CCH/TJ/VM	ASAP		
2	Send minutes to L. Miller to add to website	PMA			completed
3	Look into Community needs	JDE			completed
4	Visit DSL Visit Faculty Heads	CBE CBE			CBE 23Feb18 CBE 23Feb18
5	Transport Consultation & impact on school	PMA			ongoing
6	Review structure of the Drive Team	CBE			CBE/DMA 12Mar18
7	Safeguarding Training	CCH			
8	Drive Team members to supply training requirements to CBE	ALL/CBE	Summer Term DT meeting		
New actions		Who	When	Actual Impact (detail)	Completed (date) and by whom
1	School visits – DT members to email CB with details of completed visits	DT members	On completion		
2	Liaise with DMA regarding PP	TJ	ASAP		
3	Raise awareness of PP with parents	TJ	By end summer term		
4	Safeguarding Training	TJ	ASAP		
5	Sect 175/157 Return and Safeguarding Register	CBE	ASAP		

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## MINUTES OF THE DRIVE TEAM MEETING PART 2

NB:

Highlight the following within the text.

Decision:

Action:

Question:

<b>Date</b>	<b>Xxx at xxxam</b>	
<b>Venue</b>		
<b>Present:</b>	<b>Name</b>	<b>Role</b>
<b>Apologies:</b>		
<b>Absent:</b>		
<b>In attendance:</b>		<b>Note Taker</b>

The meeting met/did not meet its quorum

<b>AGENDA</b>	<b>XXXX</b>
<b>ITEM 1</b>	
<b>Discussion</b>	
<b>Action</b>	
<b>AGENDA</b>	<b>XXXX</b>
<b>ITEM 2</b>	
<b>Discussion</b>	
<b>Action</b>	