

UTC Swindon Minutes

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| Meeting: | UTC Swindon | Location: | Meeting Conference Room, UTC Swindon Bristol Street Swindon SN1 5ET |
| Date: | 13 th March 2018 | Time: | 5:00pm-7:00pm |
| Chair: | Beverley Ford (BF) | | |

MINUTES of a meeting of the Local Governing Board UTC Swindon held at UTC Swindon on 13th March 2018, commencing at 5.00pm.

Present: Beverley Ford (Chair) (3/3); Joanne Harper (Executive Principal) (3/3); Jon Oliver (Principal) (3/3); Paul Holmes (2/2); Chris Mark (2/2); Miriam O'Leary (3/3) Samantha Romaneck (2/3), Peter Nathan (2/3)

In attendance:

Nick Mitchell, UTC Swindon, Director Teaching and Learning (Item 9a)

Stacey Honnor, Group Marketing Business Partner (Item 8)

Heledd Walker, Clerk Activate Learning Education Trust

Meeting Start: 5.00pm

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| <p>1.</p> | <p>Apologies for absence</p> <p>The Local Governing Board committee received apologies from;</p> <p>Clair Dallimore (2/3);</p> <p>Teresa Gath (1/3)</p> |
| <p>2.</p> | <p>Declaration of interests, gifts and hospitality</p> <p>JO reported that he had received hospitality from Fjitsu Education Hub whilst at an event. Accepted a grant to build an innovation hub.</p> |
| <p>3.</p> | <p>Minutes of the Meeting held on 28th November 2017</p> <p>The minutes of the meeting on 28th November 2017 were approved as an accurate record of the meeting. All members were agreed.</p> |
| <p>4.</p> | <p>Matters arising</p> <p>The governors received the matters arising actions for discussion and update. The governors received the & Principles of Public Life for information from the Clerk.</p> <p>RESOLVED</p> <p>It was resolved to receive the summary of actions and update following discussion. It was resolved to receive The seven Principles of Public Life for information.</p> |
| <p>5.</p> | <p>Any other business that has arisen since the circulation of the agenda</p> <p>None</p> |
| <p>6.</p> | <p>Governance update</p> <p>The governors received a Governance update item from the Clerk for information; this covered the General Data Protection Regulation enforceable from 25th May 2018. Gender Pay Gap reporting - It was confirmed that as ALET did not employ over 250 staff there was no requirement at this point to calculate the Gender Pay Gap although with additional schools joining the Trust after 30th March, this would be a requirement in the next academic year. JH informed the committee that there was some initiatives taking place across the Trust around Women in Leadership with a long term objective to increase the number of women in leadership roles, this would quickly turn around any negative gender pay gap. The governors were informed that the New National Funding formula was released and how this impacted on UTC Swindon.</p> <p>Introduction of parent governor.</p> <p>The governors received an introduction from SH, the newly elected parent governor for UTC Swindon.</p> <p>Expressions of interest for Finance Committee member</p> <p>Governor CM agreed to become a member of the committee.</p> |

Expression of interest for Health and Safety governor
Governor PH agreed to become the Health and Safety link governor.

Development Plan

The governors received the Development plan 2018 – 2020 for approval along with the post Ofsted action plan.

RESOLVED

It was resolved to receive a governance update.

It was resolved to receive an introduction from the new parent governor

It was resolved that CM would join the Finance committee.

It was resolved that PH would become the Health and Safety governor.

It was resolved to approve the Development plan 2018 – 2020 along with the post Ofsted action plan.

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| <p>7.</p> | <p>ALET Schools Priority – Update on Progress and Impact</p> <p>The governors received the ALET School’s Priorities update on progress and impact which had been previously circulated to all. The following discussion ensued. Governors queries the process of the recruitment of teachers. It was confirmed that Interviews are taking place this week for Science. There are no other vacancies at this point although this could change by the end of May – the point at which resignations are received from teachers wanting to leave by the beginning of the next academic year. The Principal and Executive principal confirmed that a full curriculum plan had been devised. Further queries were raised around the progress 8 score of -0.52 being below average, the discussions which followed confirmed that this is difficult for UTC who start the education of students at Year 10 with no exception made for the education received between the KS2 testing and Year 10. It was noted that two students do not attend the UTC, however are included within the Progress 8 data, without these students the result would be -0.15, thereby within the DfE classification of average. This is a material difference by 2 students. Governors questioned whether the baseline testing done on entry can be used as evidence to Ofsted of the progress made. The discussions concluded that baseline testing was required at the point of induction to show evidence of the progress done to the GCSE.</p> <p>Governors queried the increase in exclusions. The Executive Principal confirmed that new behaviour interventions had resulted in an increase in fixed term exclusions. The students in question had demonstrated disruptive behaviour from the outset including on the induction days. The governors discussed the requirements of an alternative provision.</p> <p>Governor PN leaves at 6:40pm</p> <p>RESOLVED</p> <p>It was resolved to receive the ALET School’s Priorities update and progress on impact report for information.</p> |
| <p>8.</p> | <p>Marketing Report</p> <p>The Group Marketing Business Partner joined the meeting to update the governors on the numbers of students which was considered to be a slow and steady increase, there were some spikes in interest after events and feedback has been excellent but overall the conversions are slow. Marketing activities that had recently taken place. These activities included JO being interviewed by BBC Wiltshire, joining TEN Group, a free Face Book Campaign, these have all been done in the run up to the Open Events. The Next Open Event is due to take place on 24th March, with an emphasis on Year 8 and 9’s looking ahead. The governors discussed the intense competition in Swindon with collaborations between other schools and multi academy trusts already in place. The board discussed the best methods of marketing the UTC with the two most successful methods being digital and The Advertiser, it was noted that the quality of the neighbouring schools has improved with better provisions available, this along with the Ofsted report is proving a challenge.</p> <p>The governors queried the conversion rates last year which was confirmed to be 64% Year 10 and 27% year 12. It was also noted that last year Swindon council managed the application process but this year it’s being done by the UTC.</p> <p>The following recommendations were considered by the board</p> <p>Speak to local community contacts regarding UTC Swindon’s current perception and look to</p> |

use this to inform our messaging and strategy.

Build relationships with local careers advisors to help to 'sell in' UTC Swindon

Use key public figures (from Swindon) as an endorsement to help to promote the UTC/ hold a charity event with public figure for publicity and awareness.

School's Obligation to allow UTC's to talk to their Students, to continue to monitor how many local schools are engaging with us

Partner Engagement – use this channel to help spread the word and communicate to internal and external audiences.

The governors discussed the recommendations and heard how a colleague is checking all websites to ensure they have a provider access statement, part of the Technical Education Act allowing both technical and further education providers to present to the entire year group.

The governors discussed various high profile figures including the chairman of the local football club and the high sheriff Nicky Albury as possibilities along with going back to Baker Dearing for further support.

The Principal and governors thanked SH agreeing that having Professional input was a massive support to the UTC.

RESOLVED

It was resolved to approve the recommendation to speak to local community contacts regarding UTC Swindon's current perception and look to use this to inform our messaging and strategy.

It was resolved to build relationships with local careers advisors to help to 'sell in' UTC Swindon

It was resolved to use key public figures (from Swindon) as an endorsement to help to promote the UTC/ hold a charity event with public figure for publicity and awareness.

It was resolved to pursue School's Obligation to allow UTC's to talk to their Students, to continue to monitor how many local schools are engaging with the UTC

It was resolved to use Partner Engagement as a channel to help spread the word and communicate to internal and external audiences.

9. Quality Assurance

a) Development Plan Priority – Teaching and Learning and Assessment

The governors received a presentation from NM around the strategies in place to improve Teaching and Learning, NM presented in a TEEPS (Teaching Effectiveness Enhancement Programme) style to give the governors and insight into how lessons are delivered to the students.

The Strategic methodology included the strategies used via the multi academy trust membership of PiXL one of which was DTT – Diagnose, Therapy and Test, the results had been compared nationally with other PixL schools and was considered to give a bench mark for assessing students on Good Development, Needs to Improve or Urgent Attention Issues, others included the “Thinking Hard”. The Teaching framework and method of delivery within the UTC is based on the TEEP cycle, Teaching Effectiveness Enhancement Programme producing outcomes of effective teacher behaviours and effective learning behaviours. It was noted that the majority of staff now use TEEPS to deliver their lessons. Governors asked whether teachers were accessing all levels of the TEEP, it was confirmed that everyone is doing Level 1, some have already moved to Level 2 and NM is a Level 3 trainer therefore able to deliver across the multi academy trust. The first phase is about higher engagement, and higher thinking and enhancement, research has indicated that the average response time given from a question to an answer is 1.5 seconds and teachers usually fill this void with noise thereby removing the thinking time. Phase 2 reviews the underpinning of the elements such as how to imbed ICT, accelerated learning and thinking for learning. Various tools that aide Teaching Learning and Culture (TLAC) strategies include Teach like a Champion by Doug Lemov, knowledge organisers, Think Hard ratio’s linked to Blooms Taxonomy.

The Executive Principal commented how impressive all the work was in pulling the distinct strategies together.

The Teaching and Learning Link Governor KS advised the governors of the positive discussions that had taken place during the recent link governor visit. It was apparent that there was a definite strategy for teaching and learning synthesising three aspects of Strategic Methodology, Teaching Framework and Teaching, Learning and Assessment Culture. KS would like to do a leaning walk to see the impact and the changes over the last 12 months. NM reiterated that from a quality assurance perspective, robust systems were required to check the quality with simplicity being the key.

The governors received the Teaching, Learning and Assessment governor visit forms from KS along with the Leadership and Management governor visit form.

The governors received the Maths Health Check report for information

b) Equality and Diversity Annual Report

The governors received the Equality and Diversity Annual Report for approval. The governors heard of the newly appointed female engineer who works with WISE (Women in Science and Engineering) to increase females in STEM (Science, Technology, English and Maths) subjects.

c) Health and Safety Annual Report

The Governors received the Health and Safety report for information. The Health and Safety Link Governor PH advised that some matters needed revisiting and reviewed. JH advised the governors that this was being reviewed wider across the whole multi academy trust. The discussions concluded that although there are some outstanding actions there is not considered to be a risk. There were some concerns raised over the lift which is often out of use.

It was agreed that JH would raise with ALET at a group level.

d) SEND Report

The governors received the annual SEND report, a standard annual report. It was confirmed that MO is the SEND governor. The discussions which followed concluded that there were many students with Special Educational Needs who had not been previously identified and were therefore currently without any financial support

e) Disadvantage and High Needs Students

The governors received the UTC's Vulnerable Learner's strategy. The governors discussed the outcomes of the students in last year's disadvantaged learners cohort compared with the current year. The governors heard how three of the brightest students in UTC Swindon were part of the disadvantage cohort last year. Some review is taking place around the Gifted and Talented provision which is now named stretch and Challenge.

RESOLVED

It was resolved to receive a presentation regarding the development of the Teaching and Learning strategies within UTC Swindon.

It was resolved to receive the Link Governor visit forms for information and discussion.

It was resolved to approve the Annual Equality and Diversity Report.

It was resolved to receive the Health and Safety Report for information with further matters needing to be revisited.

It was resolved to receive the annual SEND report

It was resolved to receive the UTC's Vulnerable Learner's Strategy.

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| <p>10.</p> | <p>Principal's Report</p> <p>The governors received the Principal's report. There were some queries around attendance which was confirmed to be considerably better than last year and now around national average. Governors asked how the reduction in lunch time breaks has been viewed. Overall, there had been a positive impact from the reduction in the lunchtime break had resulted in an improvement in behaviour with students benefitting from the additional time at the end of the day. Some students had been a bit later getting to class but there was much more engagement. It was noted that despite the gap with disadvantaged students, progress was very high. Governors commented how impressed they were with the increased interactions with students. It was noted that there were many more trips out giving students higher aspirations. The Chair commented that there was notable progress between meetings.</p> <p>RESOLVED</p> <p>It was resolved to receive and approve the Principal's report.</p> |
| <p>11.</p> | <p>Policy Review</p> <p>The governors received the SEN policy and Equality policy for approval.</p> <p>The Executive Principal noted that these would soon become Trust wide policies</p> <p>RESOLVED</p> <p>It was resolved to approve the policies noting that these would become Trust wide policies</p> |
| <p>12.</p> | <p>Principals Review – Feedback from the Principal's Review Committee</p> <p>The governors received feedback from the Executive principal that this had taken place.</p> <p>RESOLVED</p> <p>It was resolved that the Executive Principal had met to conduct the principal's review.</p> |
| <p>13.</p> | <p>Finance Committee – Feedback</p> <p>The board received an update from the Finance committee confirming that there was currently a midyear deficit due to student numbers. Measures had already been taken to cut the expenditure accordingly. The budget and cash flow would be reviewed at the next meeting.</p> <p>RESOLVED</p> <p>The governors received feedback from the Finance committee.</p> |
| <p>14.</p> | <p>Governor Discipline Committee Feed back</p> <ul style="list-style-type: none"> • To receive feedback from GDC on 24th January <p>In the absence of any Governors Discipline Committee members the Clerk advised that the GDC had taken place as planned on 24th January. The Principal's decision to permanently exclude the student had been upheld by the committee.</p> <p>RESOLVED</p> |

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| | It was resolved to receive feedback from the GDC held on 24 th January 2018 |
| 15 | <p>Next Meeting:</p> <p>Next meeting:</p> <p>The next meeting would take place on Tuesday 19th June 2018, the Development Plan Priority being Leadership and Management.</p> <p>The Chair reminded all the Link Governors to ensure they visit in their roles and complete the required forms.</p> |

Meeting closed at 7:00pm

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CHAIR OF THE MEETING

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