

4.	Matters arising None raised.
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5.	<p>Any other business that has arisen since the circulation of the agenda</p> <p>None</p>
6.	<p>Governance</p> <ul style="list-style-type: none"> • Governance Updates - JH has spoken to two potential parent governors and passed details to Heledd Walker. A volunteer is required for the Finance Committee. PH agreed to join this committee. BF asked if governors had completed their skills audit. All present except PH had done this. CM asked how this was to be done. Clerk to contact Heledd Walker to set this up for CM. • A guide to acronyms - This is a live document and will be updated as necessary. <p>RESOLVED</p> <p>PH to complete the Skills Audit. Clerk to contact Heledd Walker to set up the Skills Audit for CM.</p>

7.	<p>Quality Assurance</p> <ul style="list-style-type: none"> • Development plan Priority – Personal Development, Behaviour and Welfare MO'L had spoken to Hollie Darby and met some students. She was also give a demonstration of the Growfar software and looked at the curriculum for PPBW. She suggested some structured career guidance and planning for year 11. Some students think the Isolation Room is used too much. MO'L asked what format to use for feedback. JH suggested post visit an e-mail to governors would be suitable. This to include when visit took place, what was covered and topics for future visits. <p>MH and Hollie Danby met to discuss how their roles complimented each college. MH gave an update on employer activities covering the key areas of Strategic Objectives, Tower Pipeline, the 3-year plan and progress to date.</p> <ul style="list-style-type: none"> - Strategic Objectives – This includes recruitment, destinations and aspirations which will be achieved by building the Tower Pipeline. Tower Pipeline is a concept which resonates well with employers. - Developing the Tower Pipeline – to produce highly motivated students who understand the relevance of what they are learning and who can apply it to a working environment. Challenge days which are not curriculum based to give students an opportunity to engage with employers (enterprise challenges). Work experience. Specialist enrichment comprising site security to give students some hands on activities supported by local businesses. - Duke of York Awards (Duke of York patron of UTCs) – 65 students from Reading achieved the Gold award. This scheme is open to anyone in year 13 who has evidence of work experience and extended project with an industry partner. This is the technical equivalent to the Duke of Edinburgh Award. To support this a mentoring programme has been introduced with BMW with four group mentoring sessions who will lead them through a series of different tasks. The first session was held at Swindon. It is hoped that every student who takes part in this scheme will become eligible for the Duke of York Gold Award. - Soft skills workshops, careers talks and a careers fair.
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- 3-Year Plan

- Year one raising awareness that UTC Swindon is back on the map building trust with old and new employers. Understanding industry needs. Running ad hoc events (some already in place). Focusing on destinations this year with tailored support. Starting to use the Growfar system which offers a huge amount of opportunity.
- Year two Launch a digital specialism. Four challenge dates lined up. One in each of the first four terms. A structured career support. Creating schemes of work across UTC's, working with the IET to understand how resources can be utilised. Securing apprenticeships –some interest shown from engineering companies who are seeking an apprentice provision. Teachers will go out on work experience and making relationships.
- Year three looking at a mature stable environment. Pilot projects in the curriculum become "Business as Usual". Would like to progress with HD to induce alumni to return to Swindon. Looking to deliver a net contribution on apprenticeships which will be decided by the Finance Committee. Careers business intelligence (BI) using data to create a seamless process of delivering intelligence for those needing the information.

MO'L asked how all this fitted in with the curriculum. MH responded that curriculum projects is essentially an employer engagement for a student who will have a self-development evaluation prior to the engagement so that in year three the student can feed back which skills acquired during the project.

MH summarised the employers that have committed to the UTC and what they have promised. This list includes BMW, Army REME, Siemens, Honda, Dialogue Semi-Conductors, Patheon, an SME called Batten & Allen supporting unit one and The Digital Future. An event is being held on 4th December with approximately seven local businesses with digital skills. MO'L asked if this was for the future. MH replied that this was for the digital future, however, the specialism that is currently under investigation, digital technologies will benefit from this. In terms of soft skills as mentioned the Duke of York Awards programme, half way through the intel soft skills workshop programme. Futures mentoring project organised by HD. Careers destination – careers fair held last week – high attendance from employers but further work required to encourage more parents and students to attend.

Governors had a short discussion where MO'L mentioned PPD as being new. JH replied that with relation to Ofsted the question will be what has been done and what impact it has had on the students. The UTC will need to show some outcomes, e.g., how their skills and attributes are growing. MH is waiting for the right employer to introduce the NCFE qualification. MO'L suggested that the students Grow Far should be started on Induction Days. MH stated that the UTC needs to focus on key stage 5 with the objective of getting the numbers up. PH asked about visibility and when can this be used to improve perception outside. MH replied that next year he would be endeavouring to get a meeting of engineering companies with an agenda covering apprenticeships, engagement in general, the new specialism, digital technologies and how they can be applied. Now is the time to get the message out there that UTC is available and what they have to offer. JH mentioned that artwork is being put up in the College. Need more from the partners.

JH thanked MH for his presentation.

RESOLVED

Principals Report

JO stated that there were no significant changes in judgement areas, which are the same as those for Ofsted. As this report had been circulated JO asked if there were any questions. JH asked if Governors could look at the data included in KPI's. Some of the areas could have been rated higher. Staff turnover related to the end of last year. One further teacher will leave this term and an agency will be used. BF suggested that explanations should be included in the comments. MO'L asked if actual year to date figure is correct. JH replied that these were last year's figures as no places had been offered yet. BF proposed that there should be a KPI for what target percentage of keeping year 11 through to year 12 versus those that have gone on to apprenticeships and those lost to other providers. JH explained that this document cannot be changed but it could be included in the comment box. Behaviour Management training could perhaps be offered to staff experiencing problems. BF asked if the UTC would be offering a language course next year. JO confirmed that the UTC would not. JH added that there would be further exclusions this term. JH has asked HD to map out the number of days lost to exclusions. BF asked that comments be added to show the circumstances.

Outcomes – Data needs to be updated as incorrect data included in this document. Attendance better but exclusions have risen. Attendance in the Isolation Room have been higher but enforcing consistent behavioural practice should bring numbers down. Very few negative comments from employers of students participating in work experience. JO explained that UTC Swindon will take part in a culture programme called "Them and Us" in January. After discussion it was agreed that the induction of new teachers needs reviewing. JH stated that perhaps students needed to be reminded that visitors to the college could be future employers.

Key strategy of identifying pupil premium and under achieved students to analyse what it is about the students to put in place strategies to help support these students. Last year bought in external tuition from Swindon Tuition Centre to stretch the students who were both strong and weak in Maths. English needs further work. It was noted that more strategies in place now.

JO mentioned that the DfE visited last week. This was a voluntary support as technically a new school. They were extremely complimentary. Students were positive and had trouble finding any negative points. They had noted the drastic improvement in the College. No issues with data but recognised that English literacy across the curriculum needs attention. Once the Report is received it will be circulated to Governors. BF noted that at this visit the SLT seemed more engaged. PH asked when the next Ofsted Inspection would be. JH replied that possibly not for two years, but would continue to have termly visits from the DfE.

RESOLVED

After discussion it was agreed that the induction of new teachers needs reviewing.

Pay Committee

The Pay Committee agreed that in line with the principle decision made at the last Board meeting that staff whose appraisal warranted an incremental uplift on the back of their performance. Salary scales are now back in line and competitive against the local market. The cost will be approximately £20k over the year.

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10.	<p>Policy Review</p> <p>Policies are under review. There are two levels where policies are dealt with. The MAT and the college. If it is a Trust policy the MAT will review it and where the college is the policy item level the school will decide who reviews as it is not necessary for the board to review all policies. The senior team can review a great number whilst the governing body review the statutory and annual policies.</p> <p>JH is proposing this academic year to keep a close eye on the policies so that they are correct by the end of the year. Approval is required for the Policy Schedule as recommended.</p> <p>JH took the Governors through the various policies including Admissions which would need to go out for consultation. Numbers would be 80 for year 10 and with a view of 10/11 going to 120. It would be approximately be 500 students in total. It was agreed that it should go out to Consultation.</p> <p>Behaviour Policy no major changes made. One small one on Detention and the Isolation Room as one of the sanctions.</p> <p>MO'L asked whether there should be a change around how the behaviour reflects the vision. JH will look into adding the vision to the policy.</p> <p>Charging and Remissions Policy – no changes.</p> <p>Child Protection Safeguarding – new policy because this area changes during the year and to ensure changes are covered a new policy will be used. Standard policy written by professionals and verified by solicitors.</p> <p>Complaints Policy – no changes.</p> <p>Health & Safety – new policy because this area changes during the year and to ensure changes are covered a new policy will be used.</p> <p>Freedom of Information Scheme – model policy used.</p> <p>GDPR will be updated from the MAT</p> <p>Sex & Relationships – This is a statutory policy and no changes have been made.</p> <p>Data Protection Policy – latest one available to be adopted.</p> <p>All the above policies will be uploaded to the website.</p> <p>BF asked if the teachers were up to date with the new policies. JH responded that will make sure teachers have access to them. They will be re-issued in January with a requirement that they sign off to say they have read and understood them.</p> <p>RESOLVED</p> <p>Approval is given for the Policy Schedule as recommended.</p>
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	<p>It was agreed that the Admissions Policy should go out to Consultation.</p> <p>JH will look into adding the vision to the Behaviour Policy.</p> <p>JH responded that she will make sure teachers have access to policies.</p>
11.	<p>Finance Committee</p> <ul style="list-style-type: none"> • To receive feedback from the Finance Committee BF reported that at the moment that the UTC was on budget. There will be £250k pupil number adjustment in year. This was expected and some extra money was put into budget heads to cover this. In the January re-forecast this will be worked formally for the March meeting. • To receive an additional nomination for the Finance Committee membership This was covered under item 6.
12.	<p>Governor Discipline Committee Feed back</p> <ul style="list-style-type: none"> • To receive feedback from GDC on 28th November 2017 • To receive feedback from GDC on 28th November 2017 <p>Two PEX meetings were held for two year 10 boys as to whether to uphold the decision of the UTC. In both cases the decisions were upheld. BF asked if either would be likely to appeal. MO'L stated that one could be expected to appeal. The procedures were carried out correctly and the sanctions were proportionate and lawful. The Appeals body cannot make the UTC take back the pupil but can be fined up to £4k.</p>
13.	<p>Next meeting:</p> <p>13th March 2018</p> <p>20th June 2018</p>

Meeting closed at 7:07pm



CHAIR OF THE MEETING

13-3-18 DATE

