

Minutes

UTC Swindon

Meeting:	UTC Swindon LGB	Location:	Meeting Conference Room, UTC Swindon Bristol Street Swindon SN1 5ET
Date:	17 October 2017	Time:	5:00pm-7:00pm
Chair:	Beverley Ford (BF)		

MINUTES of a meeting of the Local Governing Body UTC Swindon held at UTC Swindon on 17th October 2017, commencing at 5.15 pm.

Present: Beverley Ford (Nominated Chair) (1/1); Joanne Harper (Executive Principal) (1/1); Jon Oliver (Principal); Kathryn Sanders (1/1); Clair Dallimore (1/1); Paul Holmes (1/1); Teresa Gath (1/1)

In attendance: Miriam O'Leary, (Nominated Governor)
Peter Nathan, (Nominated Governor)
Samantha Romaneck, (Nominated Governor)
Heledd Walker, Clerk Activate Learning Education Trust

Meeting Start: 5:15pm

<p>Membership of the Board.</p> <p>The Clerk informed the board that the former Chair had resigned and would not be attending this meeting. Nominations had been received for BF to be appointed as Chair of the Local Governing Body. The governors received an introduction from BF, clarifying her vision for the LGB and ensuring there is appropriate support and challenge of the principal and the governors to ensure the best experience and outcomes for the students of UTC Swindon.</p> <p>BF briefly left the room for the governors to discuss the appointment.</p> <p>All governors were in agreement to nominate BF to the ALET trust board for approval to become chair of UTC S.</p> <p>Governors received nominations from PH for the position of vice chair of the LGB. PH briefly left the room.</p> <p>All governors were in agreement for PH to be Vice Chair of the LGB.</p> <p>The board also received nominations and introductions from the following three new governors;</p> <p>Miriam O'Leary Samantha Romaneck Peter Nathan</p>

	<p>All governors were in agreement to appoint them to the Local Governing body – UTC Swindon.</p> <p>RESOLVED</p> <p>It was resolved to recommend the appointment of BF to the ALET board as Chair of the UTC Swindon LGB</p> <p>It was resolved to appoint PH as vice chair of UTC Swindon.</p> <p>It was resolved to appoint Miriam O’Leary as governor of UTC Swindon</p> <p>It was resolved to appoint Peter Nathan as governor of UTC Swindon</p> <p>It was resolved to appoint Samantha Romaneck as governor of UTC Swindon</p>
1.	<p>Apologies for absence</p> <p>There were no apologies.</p>
2.	<p>Declaration of interests, gifts and hospitality</p> <p>JH declared that she had attended an event at the Steam Museum with the Mayor of Swindon.</p>
3.	<p>Minutes</p> <p>The minutes of the meeting on 4th July 2017 were checked and agreed to be an accurate record of the meeting. All members were agreed.</p>
4.	<p>Matters arising</p> <p>Governors requested that the training link should be re-sent to them.</p> <p>The board noted thanks to Chair Paul Inman for his chairmanship.</p>
5.	<p>Any other business that has arisen since the circulation of the agenda</p> <p>PH requested that governors have more visibility of parent and employer engagement. JH confirmed that there is a board of logos PH would like this to be developed further to provide a wall to each Industry partner. JH confirmed that Easter would be the best time to research further for quotes and graphics. PH also requested a brief update from marketing. JH confirmed that Mike Halliday would be invited to the next meeting to provide further insight into the employer engagement taking place within the UTC.</p> <p>RESOLVED</p> <p>It was resolved that Mike Halliday would be invited to the next meeting to provide further insight to employer engagement within the UTC</p>
6.	<p>Governance</p> <ul style="list-style-type: none"> • Compliance Checklist Governors were requested to complete a Declaration of Interest and Skills Audit form. Some governors requested to receive the training link again. • To receive nominations for Chair of Finance and Resources committee meeting. The board were asked for nominations for the Finance and Resources committee. Nominations were nominations for BF, CD and JH. BF was nominated to be chair and

agreed on an interim basis. It was noted that an additional member is required.

RESOLVED

It was resolved that the training link would be resent to governors.

It was resolved that governors would complete the declaration of interest forms and skills audit form.

It was resolved that Governors BF and CD and the Executive Principal would be members of the Finance and Resources Committee.

It was resolved that an additional member is required for the committee.

Quality Assurance

- Local Governing Body – Link Governor Roles

The LGB board received the Link Governor Roles item summarised by the Executive Principal as a proposed way of working which links directly with the Ofsted Handbook, initially to ensure the UTC is good and also to ensure that each of the four strategic areas are reviewed in more detail during the governor meetings, allowing the board to further support and challenge the leadership of the academy.

KS asked for clarification around the frequency of governor link meetings. It was confirmed it would be expected that governor meetings with leadership links to discuss progress should take place at least once per term (3 times per year) and report back to the full LGB board. The Executive Principal explained that each meeting would include one area that would be explored in more depth;

Sep/Oct – Outcomes for Pupils

Nov/Dec – Personal Development, Behaviour and Safety

March/April – Teaching, Learning and Assessment

June/July – Leadership and Management

The following link roles were agreed during the meeting.

Area	Leadership Link	Governor Link
Effectiveness of Leadership and Management	Joanne Harper/Jon Oliver	Beverley Ford Peter Nathan
Quality of Teaching, Learning and Assessment	Jon Oliver/Nick Mitchell	Kathryn Sanders
Personal Development, Behaviour and Welfare	Hollie Danby	Miriam O'Leary
Outcomes for Pupils	Jon Oliver	Samantha Romaneck

7.

- Pupil Premium Report

Governors received the Pupil Premium report for information and summarised as an overview of the focus of how the Pupil Premium Grant (PPG) will be focused for 2017-18 to close the gap in achievement between disadvantaged and non-disadvantaged students.

BF whilst referring to page 1 of the report asked for clarification of the progress 8 score average of 0.46 and what this measure is. JH clarified that the measure is based on the key stage 2 (KS2) results in year 6 of primary school and the progress made to

Key Stage 4 (KS4) at GCSE/BTEC level. This is the average performance across the disadvantaged pupil cohort. JH noted that the disadvantaged students in the academy were 0.5 grades higher than the non-disadvantaged cohort. MO queried how this data compares with other academies/schools. JH confirmed that this data was not yet available, it would be validated in January. PN queried how the UTC calculates the data as the Progress 8 is calculated from Primary year 6 not the admission at year 10 in the UTC. JH explained that all pupils complete a (CAT's) – Cognitive Assessment Tests on entry; the results are modelled up to a KS4 level thereby ascertaining the progress 8 score.

- **Post Ofsted Action Plan**

Governors received the Post Ofsted Action Plan for discussion. JH confirmed that this document would be replaced by the UTC's improvement plan at the next meeting to continue the rapid improvement required. JH gave an overview that the capacity for leadership is much stronger and confirmed that Baker Dearing were incredibly complementary of the leadership team, the addition of the governor links to provide support and challenge would further strengthen the leadership of the academy. It was considered that the quality of teaching and learning is improving with (TEEP) – Teacher Effectiveness Enhancement Programme, working well to further improve staff. Data systems are much better and further improvements to the curriculum are in place with excellent work being done with the UTC's Industry partners. The governors queried the criteria for the proposed transitional funding. The Clerk confirmed that one of the conditions was an External Review of Governance which is being commissioned to take place after Christmas. Discussions moved to some fresh start issues in year 10. Strategies are being put in place to review the data from previous schools to ensure a proper transition. Attendance has improved, it was noted that there had been some issues with recording attendance which has now been resolved. MO praised the improvement in English and Maths. JH confirmed that there is strong teaching within the English department; the focus is now to engage the male pupils in this area.

RESOLVED

It was resolved to receive the Governor Link Report with the following link governors confirmed.

BF – Effectiveness of Leadership and Management

PN – Effectiveness of Leadership and Management

KS – Quality of Teaching and Learning

MO – Personal Development, Behaviour and Welfare

SR – Outcomes for Pupils

It was resolved that the first governor and leadership link visit would take place before Christmas.

It was resolved that The Strategic area that will be explored in more depth at the next governors meeting would be Personal Development, Behaviour and Welfare.

It was resolved to receive the Pupil Premium report for information and discussion with a review due in the Spring term.

It was resolved to receive the Post Ofsted Action Plan for information which will be replaced

	by the UTC's Improvement plan at the next meeting.
8.	<p>Principal's Report</p> <p>Governors received the Principal's report for discussion and approval.</p> <p>MO queried why the RAG (Red Amber Green) rating of red had been allocated against the number of students with 1 or more fixed term exclusions. JH confirmed this was due to the target being 10 for the whole year, yet the actual figure was already 7. BF queried the acronym NEET, JO confirmed this is Not in Employment, Education or Training. It was confirmed that one student is on a gap year and this would be included in this category.</p> <p>The discussions concluded to approve the targets set by the UTC.</p> <p>Effectiveness of Leadership and Management.</p> <p>The restructuring of all the leadership levels has resulted in better strategic direction with increased cohesion.</p> <p>Quality of Teaching Learning and Assessment.</p> <p>Governors heard how there are seven new teaching staff therefore a settling in period is expected although one member has further support interventions in place. Two new interim engineers have been appointed.</p> <p>PH suggested it would be worthwhile to have an opportunity to meet the new staff. TG confirmed that staff would welcome this preferring more interaction with the governors.</p> <p>Personal Development, Behaviour and Welfare</p> <p>This area is considered to be approaching good. PH commented how impressive it was that he had been challenged by a student for not wearing a lanyard. JO confirmed that it had been a difficult start to the academic year with a number of exclusions including one permanent exclusion. PH considered this to be an impact of austerity and reducing budgets thereby reducing pastoral support. JH advised the board that the new isolation room was already having a positive impact affirming the message that disruption does not result in time away from teaching and learning. TG confirmed that some students have used the area as quiet study.</p> <p>Outcomes for students</p> <p>This area is also approaching good. To achieve good, the next steps would include ensuring greater consistency in outcomes across all subjects in KS4. Reducing the achievement gaps for SEN students to ensure progress is in line with the whole cohort and establishing earlier intervention strategies to engage parent/carers for students at risk of underachievement.</p> <p>It was noted that KS4 was the best performing UTC in Maths and English in 5+ grades. PH praised JH and JO for the incredible work they have done to raise standards amongst challenging times. PN confirmed that the UTC's pass rates are higher than neighbouring schools.</p> <p>The board agreed that following the agreement at the previous meeting for the inclusion of Digital Applications as a joint specialism it can now be promoted with partner employers.</p> <p>The board were presented with the proposed vision and mission statements that was created during the senior and middle leaders conference. Discussions ensued with the final revisions being agreed by all.</p> <p>Vision</p> <p>To empower our students to lead, contribute and influence the modern world, by meeting the</p>

	<p>intellectual and emotional demands of a dynamic local and global economy.</p> <p>Mission Statement Raising aspirations and transforming lives through Industry partnerships.</p> <p>The governors were presented with a proposed change to the UTC working day to improve behaviour within an area with lack of activity space. The proposal to reduce the lunch time break and afternoon break was approved by all.</p> <p>PN questioned whether lessons run back to back. From a student's point of view this is difficult if a lesson finishes at 11 and the next one starts at 11. It was confirmed that there is around 5 minutes in between each lesson, giving the pupils enough time to move between the classrooms, this is done informally. TG confirmed that teachers allow 5 minute grace to complete the register, anything after 10 minutes and an email is circulated to find the student. Some of the new teachers find the culture very different from traditional schools. JO confirmed there are no bells to indicate lesson changes; this is part of the strategy for preparing students for the workplace. CD challenged that there is evidence of interventions in place to prepare the students for the workplace but what is in place for preparing the teachers for industry, this must be a culture change for teachers, is there enough support in place for them? JO confirmed that there is informal support along with an induction and staff training. There was some concern that parents have signed up to a 5pm finish, very different to a 3:20pm finish on Monday and 4:30pm finish on Tues to Thursday and 3:40pm finish on Friday. It was confirmed that staff contracts would not change. The discussions concluded that all governors were in agreement to change the working day.</p> <p>RESOLVED</p> <p>It was resolved to approve the targets set by the UTC.</p> <p>It was resolved to have a networking event with governors.</p> <p>It was resolved that following the agreement at the previous meeting of the inclusion of Digital Applications it can now be promoted with partner employers.</p> <p>It was resolved to agree the amended vision and mission statement.</p> <p>It was resolved to approve the proposed reduction in lunch time and afternoon breaks to improve behaviour in an area with limited space for activity and change the end of the working day.</p>
8.	<p>Draft End of Year Accounts 2016/2017</p> <p>The governors received the draft end of year accounts for discussion.</p> <p>The executive Principal summarised the accounts, confirming that the year had ended being in a position of not owing any money, which was a great achievement. It was noted that there are some issues with cash flow whilst the Income and Expenditure is positive. Pupil Number Adjustment (PNA) was discussed, which is expected to be around £200k and due next October/November. JH confirmed she is chasing for the General Annual Grant (GAG), which was initially based on 157 students. It was confirmed that the cash clawback is significant but shouldn't affect teaching and learning, more detailed information would be available in November. MO challenged whether the UTC is maximising income with other income streams. JH assured the board that although other income streams will be investigated and</p>

	<p>perused, the focus this year had to be teaching and learning without deflections. PH confirmed there is a demand for the UTC, some PR around this would be useful. JH confirmed that income can be generated through apprenticeships, and delivering back to our industry partners, this therefore concentrates education as our core business and also provides an additional income stream. PH requested an update on the specialist equipment fund. JH confirmed that there is approximately £60k left with another uplift due around Easter, there is an additional £300k spends for 2nd specialist equipment which may be able to be used to refresh the IT. Discussions moved to the integration with ALET with JH confirming that this took place as of 1st September, with the trust being dissolved after 3 months. All accounts would be finalised and cleared by December. BF queried whether there was a budget available for 2017/18, it was confirmed that this was approved during the last board meeting.</p> <p>RESOLVED</p> <p>It was resolved to receive the draft accounts for information and discussion.</p>
9.	<p>Policy Reviews</p> <p>The governors received an update with regards to Policy reviews. JH summarised that as a single academy trust (SAT), the UTC had been responsible for all policies. Since joining Activate Learning Education Trust, all policies are the responsibility of the ALET. Via delegated authority the ALET has produced a schedule of policies for the responsibility of the Trust and the responsibility of the UTC. Until the full suites of policies are available, the UTC is responsible for the upkeep of their previous policy schedule.</p> <p>It was confirmed that there are no urgent policies for review at this meeting.</p> <p>All governors were in agreement with the approach.</p> <p>RESOLVED</p> <p>It was resolved to receive a policy update for information.</p>
10.	<p>Pay Committee</p> <p>The governors were asked for volunteers for the upcoming Pay Committee on 2nd November. BF and PH confirmed they would attend the committee. JH reconfirmed that the board had approved in principal at the last meeting that they would honour the appraisal payments. It was confirmed that this is a difficult financial situation, however staff have been loyal to the UTC and worked tirelessly since it opened with no reward. The discussions that ensued confirmed that all were in agreement to go ahead with the Pay Committee and.</p> <p>BF queried how the Principal is reviewed. It was confirmed that this year, JH would do this as Executive Principal. Next year this would be reviewed by the board.</p> <p>RESOLVED</p> <p>It was resolved that BF and PH would be take part in the Pay Committee on 2nd November to review the Principal's recommendations for appraisal payments.</p>
11.	<p>Feedback from Discipline Committee</p> <p>Governor PH as Chair of the Governors Discipline Committee which took place on 4th October, confirmed that the committee had upheld the Principal's decision to permanently</p>

	<p>exclude the pupil. It was confirmed that the deadline in which to appeal the decision is 7th November.</p> <p>PH noted that the level of intervention and support from the UTC was phenomenal.</p> <p>JO confirmed that the parent had emailed the UTC the following day, confirming that she would not be appealing against the decision.</p> <p>RESOLVED</p> <p>It was resolved to receive the outcome of the Governors Discipline Committee on 4th October 2017.</p>
12.	<p>Risk Register</p> <p>The governors received the Risk register for review. JH highlighted the new format which was praised by the governors. JH highlighted the two red – high risks. One being Stakeholders don't consider the service being of high enough quality, the mitigation in place for this is a new marketing plan to promote the industry links. The second high risk being failing to meet target student numbers resulting in a clawback of funds. JH confirmed that she will be writing to all schools in the area to talk to Year 9 and 11 pupils to rethink the post 16 provision. PH raised that a governor should have health and safety oversight and volunteered himself for this. BF requested clarification around when and the frequency of receiving the risk register. It was confirmed that this would be reviewed at each Finance and Resources committee meeting.</p> <p>RESOLVED</p> <p>It was resolved that the risk register was received for discussion and review. This will be reviewed at each Finance and resources committee.</p>
13.	<p>Next meeting:</p> <ul style="list-style-type: none"> • Tuesday 28th November 2017.

Meeting closed at 7:07pm


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CHAIRMAN OF THE MEETING

28-11-17
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DATE