

UTC Swindon

Minutes of the Full Governing Board (FGB)

Tuesday 4th July 2017 at 5.30pm in the Boardroom

Governors

Paul Inman(PI) (Chair)
 John Oliver(JO) (Deputy Principal)
 Paul Holmes(PH)
 Joanne Harper(JH) (Executive Principal UTC Swindon)
 Simon Peet(SP) (Vice-Chair)
 Karen Sanders(KS)
 Aron Gage(AG)

Also in attendance

Sheila Connell (Clerk)
 Miriam O'Leary(MO) (Activate Learning)
 Lee Nicholls(LN) (Activate Learning)
 Helen Peace(HP)

PI explained the structure of the Interim Executive Committee (IEC) since the Extra Ordinary Meeting in February 2017:

- PI – sponsor from Oxford Brookes (Chair)
- PH – sponsor from Johnson Matthey
- LN – Activate Learning Group Executive Director
- MO'L – Activate Learning Group Director of Marketing and Customer Experience
- JH – Executive Principal at UTC Reading and UTC Swindon
- JO – Deputy Principal at UTC Swindon

PI gave a quick resume of the work of the IEC since February. Introductions of those present took place.

Agenda No	
1.	<p>Apologies: Apologies were provided from Beverley Ford and Clair Dallamore. These apologies were accepted by governors.</p> <p>Apologies were not provided by Teresa Gath</p>
2.	<p>Business Interests: <i>Members to declare any interests they may have in any items to be discussed at this meeting</i> LN and MO'L both advised the meeting that they were from the sponsor Activate Learning and declared an interest in the meeting. No other Governors had any interests to declare.</p>
3.	<p>Minutes and matters arising: The minutes of the FGB meeting on 13th December 2016 were approved and signed as an accurate record of the meeting.</p>
4.	<p>Governance: 4.1 <i>Safeguarding Training</i> An on-line training package has been purchased with reference to Safeguarding and all Governors are requested to complete this training by 31st August. JH reiterated that all Governors should be aware of their obligation to Keeping Children Safe Parts One and Two and will send out an e-mail with the link. If anyone has done this previously or similar please send in their certificates so that they can be transferred. Action: JH to send out link to Training. Action: All Governors to complete Safeguarding Training.</p>

4.2 *Governing Body 2017/2018/Future of Interim Executive Committee (IEC)*

And

4.3 *ALET Governance Plan*

PI asked LN if he would explain the situation. LN reminded Governors' that Activate Learning Education Trust Governance Plan sets out in detail the two tier arrangement for UTC Swindon which will consist of a Local Governing Body (LGB) This will consist of parent, staff, University, community and business sector representatives. The LGB will operate under delegated authority maintaining the ethos and strategy of the school, its financial sustainability and its academic progress and performance of each pupil. The second tier of governance to which the LGB reports will be the Multi Academy Trust (MAT) who will appoint trustees and delegate powers to the LGB.

PI commented that whoever Chairs the LGB would the sit on the MAT Body which meets approximately three or four times a year. LN explained that the role of the local Chair is to focus on the business of this Board and making sure that the governance and scrutiny in support challenge through how this Board is operating. The Chair will also have to think about the overall performance of the Trust. This arrangement ensures that all the schools/UTC's in the MAT are supported to share and develop expertise.

PI asked JH to explain her situation now that a Principal has been appointed at UTC Reading. JH will line manage JO on behalf of the CEO at Activate Learning but retain the statutory Principal's role here. She will work with JO towards him becoming the Principal in the future.

The future of the IEC is by its title self-explanatory in that it is "interim". The idea is to transition into the new governance by 1st September. After this date it should not exist and the LGB should be in place by this date.

At this point in the meeting discussion took place concerning those Governors who wish to remain Governors but on the LGB. PI informed that he would be stepping down as the Chair and that Oxford Brookes would like to be offered a place on the LGB. PH explained that Johnson Matthey would step away as principal sponsor at the transition. However PH is happy to continue as a Governor independently of Johnson Matthey. SP said that it was intention to step down from the FGB but should the need arise for his support he would assist. KS asked if JH would like her to stay on and the reply was in the affirmative. AG explained that as his son was still at the College he wishes to continue. It was clarified that AG was appointed for four years and that he did not need to re-stand for election. A further election should be held in September for the remaining Parent Governor place. LN asked if any of those not present had expressed a preference to remain as a Governor. PI replied that Beverley Ford would be interested in remaining. Election of Chair should take place once the transition is completed.

5. Quality Assurance:

5.1 *Post Ofsted Action Plan*

This document was circulated prior to the meeting for Governors to read. JH pointed out that Quality assurance will change in respect of the above circumstances. Link Governors will be instigated in line with Ofsted framework titles. Each of the four meetings will have a rota of where one of the four areas will be discussed.

SP asked if there were any issues relating to the transition date of 1st September. JH replied that she had spoken to Rama concerning the legal aspects. As transfer of ownership is not occurring it looks straight forward. All legal documents are now with the solicitors for their perusal.

A question was asked about the Johnson Matthey situation and PI explained that there were two items. One the transition of governance and the other the dissolution of the Trust which has tree directors from Johnson Matthey and three directors from Oxford Brookes. PI had looked in depth at the position of Corporate Directorship. A meeting outside of this FGB will need to take place. There are two ways of winding this up, one very expensive but very clean and the other is really quick but leaves those involved with the potential of liability later. There is a grant which UTC Swindon can apply for to contribute to legal costs. If this grant does not cover the costs

then Oxford Brookes will cover the remaining amount. PI will put Johnson Matthey in contact with their lawyer who is dealing with the matter. Activate have also been asked about this situation and are still looking into it. The land question may slow it down. Network Rail may raise some problems. SP has written to Crawford Wright of the EFA for confirmation that there were no conditions on the £250k. HP commented that all the paperwork concerning had been sent to Karen Bailey three weeks ago. It was noted that Rama is aware that the transfer of the lease may take time.

5.2 *Principal's Report*

The format had been changed.

- Effectiveness of Leadership and Management: PI asked JO what the staff percentage of income was. JH explained that the figures were out of true due the transition funding that came in and then went out. MO'L asked about changes since the Ofsted Inspection. The capacity issue will be resolved by September.
- Quality of Teaching Learning and Assessment: Staff changes have or will have taken place in the Engineering Team by September. A newly recruited Engineer is making a good impact and one expected resignation was received today. Maths is looking good and English a new teacher has accepted the position.
- Personal Development, Behaviour and Welfare: Attendance, which was marked down by Ofsted, is better. MO'L asked about two students and JO responded that they had attained apprenticeships.
- Outcomes for Pupils: Confident of massive improvement next year. JO has asked DfE for the two students to be taken off the College role. Every single Year 10 Engineering student has passed their exam and gained a qualification. Some Year 12's still have a Maths module to sit. Two students in Year 13 taking up Apprenticeships. One has two offers from Honda and BMW and the other has an offer from Rolls Royce. JH commented this was a good thing for the students but the loss of funding needs to be explained with reference to the accountability. The number of exclusions has dropped as has the number of cases of isolation. The students are now really clear of their expectations in this area.

LN asked how the College was evaluating the four measures and validating them in respect of Ofsted. JH replied that one of the major areas which pushed the College into "Inadequate" was attendance which was now vastly better. There is far more inter action with industry partners and the data is indicating an improvement. Ofsted will not come and monitor until the transition has taken place. JH will contact Simon Rowe in September and ask for a monitoring visit to give external validation. As she works in several establishments and the data is as good as she has seen in other UTC's.

JH was asked about security of numbers for next year and she was confident that there would be 65 in Year 10. Hoping to be funded on 150 Key Stage 4 students. There may be some funding adjustments one numbers are finalised. The UTC will not aggressively advertise for Year 10 pupils but they have some leads which they will pursue. JH will follow up with a number of Heads of local schools concerning some rumours about the UTC. If necessary she will contact the DfE on this topic. HP explained that a number of sixth forms in Swindon had falling numbers and were trying to hold on to their own pupils. There will still be aggressive marketing in respect of Year 12's.

5.3 *SEN Report*

It is an annual obligation to have a SEN Report and this will be posted on the website.

5.4 *Safeguarding Audit*

Another statutory obligation and KS clarified the situation. The local authority have relinquished their control.

6.

Finance and Resources:

6.1 Pay Policy

JH confirmed that no Pay Policy could be found so the UTC Reading one has been adapted in order to tie in with all the applicable dates. Any payments come through the Pay Committee which is held once a year to review the Principals recommendation for pay and the Board has the responsibility to sign off. MO'L asked if each school has their own pay scales and LN replied that they were not unified across the MAT. HP asked what the evaluation process to evaluate what scale each role should sit on for Support Staff? After a short discussion JH amended the Policy section on Support Staff to read "having sought evaluation of the roles by HR".

6.2 Pay Review/Award

This document had been circulated and it was noted that the Board would make any decisions in line with the budget. JH is recommending a 1% Pay Award for all staff but there will be a change to the pay scales for teaching staff which will incorporate the 1% where the salary has dropped below the national pay scales. If Governors agree to this then the percentage of the Budget spent on staffing costs will be 70%. JH is actually endorsing a staffing budget of 72.28% to allow for additional costs. A Business Case has been put forward to the ESFA for estimated funding and they have agreed. Awaiting the general annual grant statement explaining what that will consist of but based on the fact that UTC's nationally are being funded for Year 10's at the same number of Year 11's so that they can claim any money in year. If the UTC gets what is expected then a balanced budget may show some surplus at the end of the year. A Post 16 Business Case has been made for £52k extra next year. This should achieve a healthier financial position next year. The final GAG statement has not been received yet but the formats need to be submitted by 28th July to the ESFA which the Board needs to agree. The Board agreed this in principle providing the numbers did not drop below 5% of the estimated budget setting plan. Any change above 5% will be brought to the Board's attention.

6.3 Management Accounts

HP clarified that BAM were no longer holding the UTC responsible until the end of the school year along with the extra funding will give a positive in-year position. She also stated that the UTC must stay focused on the cash position. At this point there is a forecast of approximately £1k. The Transitional Funding may come in in advance which would give the cash flow an improved outlook. The offsite provision of £50k has not been included.

JH thanked HP for her extensive support since joining the UTC.

6.4 Balanced Budget for Approval

This item was covered in item 6.2

6.5 Risk Register

JH has developed a Risk Register which was circulated prior to the meeting. The biggest risk is stakeholders not considering the service high in quality. The UTC is working hard on PR to turn this around. A further high risk refers to the financial situation.

7. Policies:

JH asked for the Board's approval of the Policy Overview document which was agreed.

7.1 SEN

This has been updated but nothing with a particular policy change.

7.2 Charging and remissions

Changes made in 2016 incorporated.

7.3 Performance Management Policy

A robust Performance Management Review is required which will also need a Pay Review Committee to review JH and JO's recommendations. The budget forecast for 2017/2018 has built in the process for anyone eligible for an appraisal and pay review to go up one point on the scale. There will be a Leadership Away Day which will cover the Development Plan, the Ofsted Action Plan and the Key Objectives for next year. LN asked if there was a possibility of a claim

as to why it had not been happening in previous years. JH asked if the fact that there were no appraisals communicated to the staff. PI replied that the Board had discussed this and agreed no appraisals would take place and it was to be communicated to the staff by the Principal.

8.

MAT Update:

8.1 *Second Specialism proposal*

JH commented that most UTC's have a two specialisms. Also maintaining the in-line economic strategy in 2017 shows automotive and auto space engineering are key which the UTC are hoping to cover. The digital economy is a key area for Swindon that a digital application be considered as a second specialism for 2018. If this is approved at this meeting then the curriculum will be designed to bring digital applications closer to engineering. A 3-D printing unit will be purchased which will bring digital applications closer to engineering. SP asked whether the current staff have the expertise for this. JH responded that as this was scheduled for 2018 then additional staff will be recruited on the leadership scale to take this forward. Businesses in this area have not yet been approached. It may result in the UTC being able to offer Apprenticeships through contacts with Activate. PI said that serious consideration should be given to what the course is called and suggested "Creative Engineering". JH stated that the wording will be such as to explain the subject being taught. As Google are hosting an event in July at the UTC then perhaps announce the second specialism then. The title of the course will be discussed by Activate. Approval by the Governors was given.

8.2 *Transfer Plan*

- *Marketing Update including rebrand*

The majority of this item had been covered earlier. A prospectus would be prepared for September. Four logos were considered. All options were in line with the MAT colouring and design. Options Two and Four were the most popular between the students and staff. The consensus of opinion of the FGB was for Option Two.

- *Governance Plan*

This item had been fully covered in Item 4.3.

- *Legal Process and risks to timeline*

LN updated the meeting that Activate was awaiting HR and TUPE and some financial information. The risks around land and the closure of the Government in the summer had been discussed earlier. Signatures from Ministers will need to be attained. PH asked if there was a risk involved if the legal process was delayed LN explained that if the date went beyond the 1st September then there would be a requirement to complete a set of audited accounts. HP suggested that a request to have the UTC year end be extended. LN said Activate could try but this type of request had not been successful. A meeting of the IEC is required either before the end of July or the beginning of August.

Action: Clerk to organise.

Rama will be invited to attend if necessary.

- *Formal Resolution*

The Activate members were asked to leave the room whilst a discussion took place. The entity of UTC Swindon could be left dormant until it was sorted out. SP asked if there was any complication with a prospective sponsor. PI explained that Activate do not use the word "sponsor". They are a UTC which has a University partner and a lead business partner.

It is recommended that UTC Swindon joins the MAT operated by Activate Learning by September 2017 and that the Governance arrangements of UTC Swindon be appropriately "Transitioned" by the Interim Executive Committee formed at the Extraordinary Governors Meeting of 21st February 2017.

Governors unanimously agreed to the above Resolution.

This resolution will be sent to Clair Dallamore at Johnson Matthey.

PI thanked the members of Activate for achieving all the work during the past few

	months.
9.	A.O.B.: The next meeting will take place on: FGB 5.00 pm Tuesday 17th October
	There being no further business the Meeting closed at 19.40 Signed: Date: 17-10-17 Name: B. FORD

Item No	Action	Responsible