

**Minutes of the Board of Directors' Meeting held on Wednesday 1 October 2014 at 5:00pm in the Board Room, Silverstone UTC**

**Present:** Mr P Atkinson  
Mr S Banks  
Mr S Evans  
Mr D Hyman  
Mr N Ives  
Mr D Newman  
Mr N Patterson (Principal)  
Mr S Rolt  
Mrs J Schumacher  
Mr J Sinclair  
Mrs V Stanley  
Mr D Thomson (Chair)

**In attendance:** Miss D Lee (Clerk)

**1. Welcome and Apologies**

1. The Chair welcomed members.
2. The Chair apologised for the late distribution of the meeting papers and confirmed these would be distributed at least 7 days before future meetings. Noted that although the Articles state 14 days all agreed that 7 days in advance would be adequate.
3. Apologies were received and accepted from Ms C Knight and Mr S Wesselby. Mr Patterson informed that Mr I Arnott would not be attending this meeting.

**2. Declaration of Interests**

5. The Chair asked that governors completed the form prior to the end of the meeting or returned to Mr Patterson.
6. There were no declarations of interest in respect of this agenda.

***All governors to complete the annual declaration of interests.***

**3. Appointment of Vice Chair**

7. The Chair informed that a Governor had agreed to stand as Vice Chair and asked whether there were any objections or whether any other governors wished to stand.
8. There were no objections to the proposed Governor standing as Vice Chair and no further nominations.

***A Governor proposed the Vice Chair and another Governor seconded.***

**4. Recognition of New Members – Register of Members**

9. Mr Patterson introduced new governors and advised of resignations.
10. Mr Patterson asked new governors to sign the register of members and for other governors to check their records were correct.

***The new Governors signed the register of members.***

**5. Review of a) Governor Roles, b) Committee Membership, c) Attendance**

11. The Chair shared the lead governor roles and asked whether there was a volunteer for any one of the lead roles that he held, given that he was now the Chair of Governors.
12. The Chair informed that he was responsible for H&S at Silverstone so did have access to specialists who could help in that field and was happy to continue in this role.
13. Mrs Stanley outlined the role of the SEN Governor.
14. A Governor offered to take on the role of SEN Governor and asked whether it included stretch and challenge.
15. Mrs Stanley agreed that it could.

***A Governor proposed the new SEN Governor, another Governor seconded.***

16. A Governor offered to sit on the Finance Committee in place of previous Governor.
17. A Governor asked that he gave up his role on the Remuneration Committee.
18. Another Governor offered to be a replacement on the Remuneration Committee.

***Replacements were elected on the Finance Committee and Remuneration Committee.***

19. The Chair stated that the Terms of Reference for all committees had been provided for all governors to review and noted that there did not appear to be any amendments needed.

## **6. Minutes of the meeting held on 9 July 2014**

20. Due to the late issue of papers, the Chair asked that members read the minutes post the meeting and feed back to him if they had any comments. The signing of the minutes would then be carried out at the next meeting to be held on 12 November 2014.

## **7. Actions from previous Meetings**

21. Board Training – ongoing.  
22. Near Misses – complete.  
23. Near Misses and Accidents – agenda item.  
24. Governor Visits – Mr Patterson asked that governors sent his PA, Sara Simpson a list of dates that they were available to visit.  
25. Netball Markings – ongoing. Mr Patterson asked if Silverstone would give consideration to putting in a pedestrian crossing.  
26. The Chair asked that Mr Patterson emailed this request to him.  
27. Shared area for Governors – ongoing.  
28. Policies – Safeguarding and Child Protection – agenda item.  
29. Dates of Future Board Meetings – complete.  
30. Appointment of Vice Chair – complete.  
31. Valuation of Land – complete.

***Governors to email Sara Simpson [sarasimpson@utc-silverstone.co.uk](mailto:sarasimpson@utc-silverstone.co.uk) with available dates.***

***Mr Patterson to email the Chair re pedestrian crossing.***

## **8. Safeguarding**

32. Mr Patterson stated that there was nothing to report for this term to date.  
33. The Chair asked that the type of items that would be reported were clarified for the benefit of governors.  
34. Mr Patterson clarified the type of items and referred to the issue debated at the last meeting around the giving of a mobile phone number.  
35. A Governor asked which committee dealt with Safeguarding.  
36. Mr Patterson informed it was the Board of Governors.  
37. A Governor informed she was the lead role for Safeguarding and had visited the school at the end of the last academic year.  
38. The Chair informed that there may be occasions when there was a need for an ad-hoc representation from governors to attend meetings at short notice and asked that governors considered the need and how these ad-hoc meetings might be documented.

***All governors to consider the need for ad-hoc meetings and how they might be documented.***

## 9. Health & Safety

### Accidents and Near Misses

39. Mr Patterson reported the accidents that had happened during the first part of the term and informed that these were fairly low level accidents however he would speak later during the meeting about a more serious accident.
40. A Governor commented that the percentage of accidents would increase given that there were now more students on site.
41. Mrs Stanley commented that last academic year there were no outside activities.
42. A Governor asked who had responsibility for recording and reporting accidents.
43. Mr Patterson clarified that Nick Jenkins had been appointed and that Health & Safety was an agenda item at all staff meetings.

## 10. Principal's Report

### Curriculum & Quality

44. Mr Patterson shared that clear advice was the need to prepare for Ofsted and move teaching to being solidly good and being able to demonstrate progress. His opinion was that the rating would be good by the time Ofsted arrived. A training HMI lead inspector and executive headteacher in a large London school had been enlisted to help UTC prepare.
45. The Chair asked whether there would be a charge for the the lead inspector.
46. Mrs Stanley shared that there would not be a charge.

### Pupil Attendance Data

47. Mr Patterson reported that attendance was not looking as good as it should. The reason seemed to be within SIMS thinking that the students should have been in school the day prior to the day they started in September. This was being investigated.
48. Mr Patterson reported that one exclusion had been made to a student who had been verbally abusive to a member of staff. There were ongoing plans in place to manage a move to Daventry for the individual concerned.

*Two Governors arrived at 17:45*

### Behaviour Management

49. Mr Patterson reported that at the beginning of term the Behaviour Management policy and systems had been shared with staff and students so that expectations of behaviour were instilled and clear at the outset.

### Leavers & Joiners

50. Mr Patterson shared the leavers and joiners information and the current numbers on roll.

51. The Chair commented that although 200 had expressed an interest in year 12, the capacity of 150 had not been achieved.
52. Mr Patterson explained the reasons for not achieving the numbers and highlighted that being 50 students down on the roll for year 12 massively affected the budget.
53. A Governor asked how the number on roll could be affected for next year.
54. Mrs Stanley explained that it would be very different next year as UTC year groups would be moving through.
55. A Governor asked whether the recruitment drive for next year would be the same.
56. A Governor commented that it would have to be the same given that there were no fees.
57. The Chair noted that next year would see the UTC having its own set of results.
58. A Governor asked whether the UTC was giving itself comfort believing that other schools were lowering their entry level.
59. Mrs Stanley shared some of the information she had picked up from the Deputy Heads network as an explanation of entry levels.
60. A Governor asked for more information on the number of applications.
61. Mrs Stanley reported that not all of the students who had applied had turned up on registration day.
62. Mr Patterson reported the figures.
63. A Governor stated that these figures meant a large loss of revenue and the budget had been set planning on full capacity, the question was why students weren't coming to the UTC.
64. A Governor shared information regarding students moving/not moving after applying for places with alternative colleges, preferring to stay where they were.
65. Mr Patterson stated that the UTC had expected 20-30% not to take their place.
66. A Governor asked what could be learnt from this and what changes might need to be applied for next year.
67. A Governor suggested setting the number of applications higher.
68. The Chair suggested the statistics stated that there needed to be 200 applications next year, assuming that 50 of the current UTC students would stay.
69. A Governor suggested a lesson was to be more conservative when setting the budget.
70. Mr Patterson suggested that in terms of planning, it had been demonstrated that the UTC could succeed on 80%.
71. A Governor suggested the budget would have to be reviewed for next year and it would be picked up at the Finance Committee.

#### Enrichment

72. Mr Patterson informed that the German visit would take place this term.

#### Facilities

73. Mr Patterson reported that the new coffee bar was in place and it was performing very well.

74. Mr Patterson reported that the LRC had been converted to an open plan office and students reported that they use and enjoy it much more than previously.

75. Mr Patterson shared the current position with the acoustics and baffles and his hope that NCC would release to the UTC any money not paid to the contractor for future repairs and maintenance.

76. The Chair asked that this was kept on the agenda.

#### Transport

77. Mr Patterson shared some of the issues with poor service and poor behaviour of students.

### **11. Admissions Appeals Outcomes**

78. Mr Patterson reported that there had been 5 appeals, 3 of the 5 had turned up to the appeals meeting and of those 5, one has been declined a place.

79. The Chair asked whether, given the current numbers on roll, one of the appeals would be given a place.

80. Mr Patterson shared the numbers and reasons why the place might not be given.

### **12. Finance**

81. A Governor informed the Board that the Finance committee had met and had revised the budget due to the actual number of students now on roll.

82. Mr Patterson shared the figures of the revised budget and where savings had been made. Staffing costs had been reduced, educational supplies had been reduced in line with student numbers and reduced to £300 per student rather than £350. Exam fees were now based on student numbers and the exams they would be taking. Transport had increased in cost, however the revenue had also increased. One change to be included was the cost of security which was yet to be agreed.

83. A Governor asked that Governors were provided with comparative figures.

84. The Chair suggested governors looked at the document sent out by Mr Patterson which shows £295k less in the budget and each of the individual line items. This basically suggests that the UTC was now working close to the wire and that a change of £10k would have a major impact.

85. The Chair stated that Mr Patterson and the team had worked hard on the budget and that Mr Patterson would be working closely with the Finance committee.

86. A Governor asked that the document highlighting the changes in budget was attached to the minutes of this meeting.

***Mr Patterson to forward the relevant document to the Clerk.***

87. The Chair asked for an update on financial year end activities.

88. Mr Patterson shared that year end was being carried out on Monday 6 October and there would be various reports produced.

89. Mr Patterson shared some of the aspects of the Trustees report for Year End 2013-14 and how he would continue to work on the document in readiness for the AGM.

90. A Governor asked whether there would be a need for responses.

91. A Governor shared what he had done so far in response to the report.

92. The Chair shared that it should be sent to the relevant Governor and himself but he would like all governors to see it.

***Mr Patterson to send the Trustees report for Year End 2013-14 to all governors.***

### **13. Audit – Interim Report**

93. A Governor asked whether where it stated in the report 'needs to be reviewed annually' there needed to be the responsibility for review identified.

94. A Governor shared that the report had since been added to with actions and that the majority of completion dates were October 2014 which would mean a lot of work in a short timescale.

95. Mr Patterson shared the number of actions that had already been completed.

96. The Chair asked that at the next meeting there was closure on the items.

97. A Governor shared that the report was a manageable one.

### **14. DfE Visit Report, Ofsted Preparation**

98. Mrs Stanley shared that she had produced a first draft of the UTC SEF and highlighted that DFE advisor had pointed out that the key point was to make it clear what the UTC was about, its vision and how the UTC was working towards it.

99. Mrs Stanley explained how Ofsted would use the SEF, who it would be quantified with (the students) and the evidence that supports what is said in the SEF and also explained that what she was aiming to do was include the development plan in the SEF so that there was one document.

100. Mrs Stanley shared that the DFE Advisor had commented on how wowed he was with the students, however also that teachers were too safe in the classroom.

101. The Chair stated that the agenda for the governor training day still had to be agreed and that the plan and understanding of the plan needed to be part of the training day.
102. A Governor agreed that governors should know and understand the plan.
103. Mrs Stanley suggested that governors could write part of the plan.
104. Mr Patterson shared a map to demonstrate the areas the students came from to the UTC and the deprivation factors. The map demonstrated the 'college without walls' and the environment for the students.
105. The Chair stated that this might not be factually true and the correlations and conclusions had to be carefully drawn.
106. Mrs Stanley agreed.
107. The Chair asked governors whether they agreed that the document should drive the training day.
108. A Governor asked whether the driver for the document was Ofsted.
109. Mrs Stanley shared that the document was needed in order to summarise what the UTC was and how it wanted to improve.
110. The Chair stated that the SEF was the vision of the school and therefore the vision of the governors and it should therefore be treated as the aide memoire.
111. A Governor stated that he was happy for it to form part of the training.
112. Another Governor agreed.
113. Mrs Stanley shared that this was one person's document at the moment and stated that the challenge was needed.
114. The Chair asked again whether the plan should form some of the basis of the training day.
115. A Governor shared that there had been suggestion that there was some training needed on interpretation/understanding the data.
116. A Governor stated that in turn that would help governors be informed in preparation for Ofsted.
117. The Chair stated that an agenda was needed for the training day sooner rather than later as his understanding was that Ofsted, if they chose to speak to individual governors, would be ask for their thoughts on aspects of the plan.
118. A Governor shared that the training session was only two hours duration.
119. Mr Patterson suggested having at least two training sessions booked and cover at least two points in the plan at each session.
120. Mrs Stanley stated that teaching and learning was key and that governor visits/learning walks would help.
121. A Governor asked whether it was becoming a pre Ofsted training session.
122. A Governor suggested that there were certain KPIs and that all governors should all have an interest in them being met.

123. A Governor endorsed what the other Governor had said and shared some of the outcomes of an Ofsted inspection he had been through, part of which was being weak on governance.
124. Mr Patterson shared the review document.
125. The Chair suggested the document was item 1 on the training agenda and he agreed that whilst Ofsted was important it was important that governors weren't just trained to answer Ofsted questions. He suggested this document and the data were key training requirements.
126. Three Governors discussed KPIs and the Chair asked whether everyone really understood the data behind the KPIs.
127. A Governor asked that the review tool was circulated to all governors so that each had the opportunity to read the document prior to the training session.
128. Mr Patterson suggested how the document might be used.
129. The Chair summarised and suggested the review document was distributed to governors along with the two pieces of information that were needed for governors to concentrate on for the training day.
130. A Governor asked whether there was any way comparative data that could be obtained particularly for Y10 and Y11.
131. Mrs Stanley explained that national data could be obtained.
132. A Governor reiterated the need for a SharePoint site.
133. The Chair encouraged everyone to attend the governor training.
134. Mr Patterson asked that a second date for training was set.
135. The Chair asked that Mr Patterson offered two possible dates.

***Mr Patterson to offer two possible dates for training.***

**15. Governor Training – Safeguarding, SEN Code, Data – agree dates for Training**

Covered in agenda item above.

**16. Risk Register**

136. Mr Patterson informed there had been no changes to the risk register.

**17. Policies for Approval**

**a) Reserves Policy (NEW)**

137. Mr Patterson suggested this was delegated to the Finance Committee.

**b) Inclusion Policy (NEW – includes Special Educational Needs**

**Policy)** The Chair shared that there was new legislation and this policy was based on a standard model.

138. A Governor asked whether it would be practical to delegate 2 of the policies to governors to review and then report back to the next meeting.

139. A Governor agreed.
140. A Governor asked when the policies had to be in place.
141. Mr Patterson suggested that governors had a short meeting to approve the policies on the day of the training session.
142. The Chair suggested that the majority were all approved and that formal agreement was completed at the training day and asked that all governors looked at the policies and provided their comments before then.
143. A Governor suggested that comments should be received by 10 October back to the Chair.

**c) SUTC Charging and Remissions Policy (for re-approval)**

**d) Curriculum & Quality Policy (for re-approval)**

**e) Professional Review Policy (for re-approval – bonus clause added)**

**f) Misuse of Drugs and Substances Policy (NEW)**

**g) Fraud & Anti-bribery Policy (amendments based on Interim Audit)**

**h) Scheme of Delegation (for re-approval)**

**i) Business Continuity Plan (for re-approval)**

**j) Finance Policy (amendments based on Interim Audit)**

**k) Safeguarding & Child Protection Policy (amendments for responsible Governor)**

***All governors to read the policies and email comments to the Chair by 10 October 2014.***

**18. Dates of Next Meetings Inc. AGM & Governors' Training**

144. The Chair confirmed that the meeting dates had been set.
145. Mr Patterson informed the AGM date had not been set.
146. The Chair asked that Mr Patterson offered a date for the AGM when he offered the second date for the training.
147. Mr Patterson agreed.

***Mr Patterson to offer dates for the AGM.***

**19. Confidential Item**

148. See separate confidential minutes 1 – 28.

*A Governor left the meeting at 7:15pm.*

**20. Any Other Business**

Baker Dearing attendance at a future Board Meeting

149. The Chair shared that Baker Dearing had requested attending one of the meetings.
150. A Governor suggested it was more to give the UTC support rather than to be overly involved.
151. The Chair suggested setting it up through Mr Newman as the lead director.
152. A Governor shared that as part of his networking a discussion had been the fear of Ofsted by Baker Dearing and it had been suggested by Moira Green Principal of Elstree UTC and other UTCs that a support network was set up.

***A Governor to make contact with Moira Green regarding the support network and update governors.***

Duke of Edinburgh Award

153. A Governor suggested starting the DofE Award Scheme at UTC as an additional marketing tool as it really did attract students and attracted UCAS points for them.
154. The Chair asked a Governor to liaise with Mrs Stanley and to ensure there was buy in from staff.
155. A Governor offered to provide some expertise from his place of employment.

***The Governor to liaise with Mrs Stanley with some expertise input from another Governor.***

UTC Debit Card Agreement

156. Mr Patterson explained the reason for and how the debit card would be administered and asked that the Chair signed the agreement.
157. Mr Patterson informed that the authorised users would be Mr Hopkins and himself.
158. The Chair signed the agreement and The Clerk to the Governors signed as the secretary at this meeting.
159. The Chair asked that statements were regularly provided to governors.

***Mr Patterson to set up a process for providing debit card statements to governors.***

Staff Governor - replacements

160. Mr Patterson informed that staff governor elections would be taken to the staff meeting.

***Mr Patterson to take staff governor elections to the staff meeting.***

161. There being no further business the meeting was declared closed at 19:50pm