

Minutes of the Board of Directors' Meeting held on Wednesday 12 November 2014 at 5:00pm in the Board Room, Silverstone UTC

Present: Mr S Banks
Mr S Evans
Mr D Newman (Vice Chair)
Mr N Patterson (Principal)
Mrs V Stanley

In attendance: Miss D Lee (Clerk)

Also Present: Mr M Winston (UHY Hacker Young)
Mr N Hopkins (SUTC Business Manager)

The meeting commenced at 5:15pm.

1. Welcome and Apologies

1. The Chair welcomed members. Agenda items 11 and 12 Finance and Audit were discussed as item 1 during the meeting.

2. Finance – Year End Reports, Inc. Trustee's Report and Value for Monday Statement (Agenda Item 11 & 12) – Presented by Mr M Winston, UHY Hacker Young.

2. The financial statement was explained and the current slight expected deficit. It was highlighted that the position was a deficit due to the claw back by the EFA.
3. The pension position was highlighted.
4. It was explained that this was in relation to the LGPS pension.
5. Mr Winston stated that the pension position needed to be considered going forward.
6. Governors asked why, compared to other Academies, the SUTC was in a healthier pension position.
7. This was explained.
8. The income and expenditure account was shared and it was explained that the balance sheet was mainly dominated by the net current assets and pension scheme liability.
9. Page 7 – KPI was explained highlighting that staff to Budget percentage was quite good and warned that staff costs above 80% would mean running the academy at a loss, anything above 81-82% would not be seen in a good light by the EFA.

10. Governors were informed that the forecast indicated the percentage would decrease.
11. Governors were asked whether there were any questions about the accounts.
12. A Governor shared that he had read the accounts in detail prior to the meeting and was happy to sign them off. He asked Governors whether there were any further questions.

There being no further questions Mr Newman and Mr Patterson signed off the accounts.

13. The accounts would now be sent to the EFA along with the management letter. Generally speaking, from a UHY point of view, the SUTC was seen as bedding in well and that things would improve year on year.
14. A request was made for information on the use of premises on the Silverstone Circuit.
15. It was explained that SUTC were not able to use the premises within Silverstone Circuit prior consent and there was also no choice in the way it was marketed. Silverstone Circuit had to use its premises first.
16. It was highlighted that in the Audit report it stated that the SUTC should consider offering the terrace to other companies and whilst the SUTC had considered this, it was unable to do so due to the confines of the Silverstone Circuit conditions of occupancy. The SUTC was exploring the use of the premises with the British Racing Drivers Club (BRDC).
17. It was shared that Silverstone Circuit had taken down a grandstand to allow the academy to be built but there was no guarantee on the use of the terrace.
18. It was stated that it would be good to generate a little more income as the SUTC was in a unique position compared to other academies.
19. Mr Winston was asked whether there was any further information needed from the SUTC to enable UHY to submit the accounts.
20. The Accountants would send a signed copy of the accounts to the SUTC and that they should then be submitted on line. There was also an accounts return that needed to be submitted in January 2015.
21. It was suggested that as UHY had to audit the return it was logical that they prepared it.
22. The accounts needed to be filed by the end of December 2014 by the SUTC.

Mr Patterson to ensure the accounts were filed by the end of December 2014.

Mr Winston left the meeting at 5:35pm.

Value for Money Statement

23. Governors were asked whether any changes were required before it was submitted.
24. Governors confirmed there were no changes required.

There being no amendments required it was confirmed Mr Patterson should submit the Value for Money Statement.

Income and Expenditure Account

25. The income and expenditure account was shared along with feedback from the Finance Committee. It was highlighted that there was nothing that really stood out however the figures did reflect the EFA claw back of £350k. There had been a lot of work by Mr Hopkins to ensure the SUTC did not overspend. It was explained that the Finance Committee had gone through the figures in detail and there was a surplus in cash flow each month going forward therefore the SUTC was in a much more comfortable position than initially thought.
26. A Governor asked whether there were any rules regarding cash in hand/reserves.
27. There were no rules as such but the EFA did like academies to have the equivalent of one month's cash in hand.
28. The reports had been signed off by the finance committee.

Mr Hopkins left the meeting at 5:45pm.

1. Welcome and Apologies *continued*

29. The elected Chair was currently unable to represent Silverstone Circuits Ltd and the Vice Chair would be acting as Chair until representation was made clearer/resumed. It was hoped there would be a nominated person representing Silverstone Circuits Ltd in readiness for the January 2015 meeting which was also the AGM.
30. The SUTC had met with the BRDC concerning this.
31. Apologies were received and accepted from Mr P Atkinson, Mr D Hyman, Mr N Ives, Mr S Rolt, Mrs J Schumacher, Mr J Sinclair, Mr D Thomson and Mr S Wesselby

2. Declaration of Interests

32. There were no declarations of interest in respect of this agenda.

3. Register of Members (outstanding signatures to be collected)

33. One Governor still needed to sign.

Mr Patterson to obtain the signature of the remaining Governor.

4. Minutes of Meeting held on 1 October 2014

34. There being no amendments the minutes were agreed as a true and accurate record of the meeting and signed by the Chair.
35. A Governor shared that he had attended a Governor training event and that the training had highlighted the previous work done by the SUTC in preparation for Ofsted was good.
36. A Governor shared that best practice stated that the minutes for publication on the academy website were anonymised.
37. An update on the confidential item recorded in the confidential minutes of 1 October 2014 was provided.

5. Signing of Minutes of Meeting on 9 July 2014

38. The minutes of the meeting held on 9 July 2014 were agreed as a true and accurate record of the meeting and signed by the Chair.

6. Safeguarding Update

39. Mr Patterson shared an incident that had taken place with a student over the weekend. Actions were in place to monitor/deal with the situation.
40. A Governor asked whether the type of incident was high.
41. Mrs Stanley explained.
42. A Governor asked whether the type of incident was gender specific.
43. An explanation was given and it was shared that students were in a safe position at the UTC which enabled them to disclose.
44. A Governor asked whether there was anything that the academy could do proactively to make it a wider voice within the students.
45. There were external agencies that were in a far better position to offer the right support than the SUTC could and staff would therefore do a very good job of sign posting.
46. A Governor asked what sort of questions Ofsted might ask.
47. A lot of students came to the UTC for a 'fresh start' and so bought some history with them.

7. Health and Safety Update (incl. Baffles)

49. The accidents and near misses log was shared and the incidents discussed. Changes had been put in place to ensure the near misses were not repeated.
50. An issue that had taken place with one of the ovens had highlighted that the kitchen had not been installed correctly and there was clear evidence of negligence. This was being taken back to the builders in order to a) pay the cost of the repair and b) assess the installation of the kitchen to ensure it is safe.

51. There had been an issue that afternoon and a hole had been kicked into a wall as well as fixings removed from the staircase glass panes.
52. A Governor asked whether the glass incident was coincidental.
53. It was thought it was and that it was now necessary for the rear staircase to be shut off and the students made to use the main staircases. This closure would also alleviate a number of issues with graffiti and litter.

It was agreed that Mr Patterson would arrange for the staircase to be closed off until all of the screws had been replaced and closure would be reviewed. The staircase could be re-opened dependent on the outcomes of a review.

8. Actions from Previous Meetings

56. The action schedule was reviewed and updated.

9. Principal's Report

Curriculum & Quality

57. The draft monitoring visit report had been circulated and good progress had been made on the SEF. In terms of curriculum development in German there had been a resignation outside of the contractual notice period which may present an operational problem next term. In addition, a review of the achievement in German showed that there were some general issues and that the German short course was not right for the whole cohort or the UTC brand and proposals were that German GCSE was made an option next year, this may help to increase student numbers.
58. The UTC had done a sterling job in providing German and it was the intention to keep the bilingual school.
59. Going forward Y11s would continue with German however the students in middle ability would be moved to an ICT GCSE.
60. A Governor asked whether the strategy would work if they gave the students an option.
61. It was thought it would be better for the students.
62. The UTC were trying to use links with other educational establishments to overcome the issue.
63. A Governor asked how many German teachers were in post at present.
64. This was explained.
65. A Governor asked what the long term strategy was.
66. It would be one German class per year.
67. A Governor asked why the contractual notice period had not been adhered to.
68. The reasons were provided.
69. A Governor asked what the Daventry UTC taught and whether there were any options to borrow staff/use staff from other establishments.

70. A number of avenues had been investigated however they were all fully timetabled.
71. A Governor asked whether there were any options to look at other languages.
72. It was very much the same with other languages.
73. A Governor stated that German fitted with the local industry.

Pupil Achievement

74. 'Too safe in the classroom', had been highlighted by the advisor and that more freedom in the classroom would help take the judgement by Ofsted to outstanding.
75. The top 25% of students who caused the behavioural issues took advantage of the freedom in the classroom. The data demonstrated that positive attitudes to learning had improved significantly in September and that progress was better. The aim was to demonstrate that a slight increase in behavioural issues was outweighed by an increase in achievement.
76. A Governor expressed that he was not comfortable with a trade-off and stated that the exposure to risk, making the learning much more exciting and rewarding, might mean a much more disruptive effect across the whole school.
77. In setting up the UTC the expected behaviours, in line with the business ethos at the UTC, had been much higher than those a normal secondary school would tolerate. However, in turn, it put added pressure on the senior leadership to deal with issues.
78. All staff had been asked to give a grading for all students in relation to the students' behaviour for learning and this data had a high degree of correlation with the behaviour incidents data. Everything had to be balanced and freeing up the teachers to enjoy the learning meant there had to be measures/procedures in place to deal with the incidents at the other end of the scale.
79. A Governor asked how often this information was reviewed.
80. The intention was to include this in every report.
81. A Governor asked whether this was shared with the teaching staff.
82. It was confirmed it was.
83. A Governor stated that it was a good way of moderating amongst staff.
84. Governors agreed that the system was good.

Reporting to Parents

85. The first reports had now gone to parents and parents of 110 (out of 136 students) had attended the recent parent's evening.
86. A Governor asked whether any surveying of parents had been carried out during the evening.
87. It hadn't however the parent survey was just about to go out.

Pupil Attendance Data

88. The data was shared and discussed.

Behaviour Management/Incidents

90. A new way of showing the data that drew out more relevant information has been explored. The data demonstrated that it was a small percentage of the population that caused the behavioural problems and Y11 was the target area.
91. A Governor asked whether it was complacency with Y11.
92. The issues were around students being scared.
93. The behaviour incidents had reduced in Y10 year on year however in Y11 they had increased. The UTC was making in-roads in Y10 but not yet in Y11 and that was the focus.

Leavers & Joiners

94. The data was shared.

School Trips/Enrichment

95. Trips that had taken place and were due to take place were discussed.

Facilities

96. Workshop layout was in the process of being redesigned by the teachers in order to make things better for them.
97. Northamptonshire County Council (NCC) were happy to reinstall the baffles. Interserve had offered £6,000 to install them.

Landscaping

98. This was still not completed.

Projections for number on roll 2015/16

99. Currently Y10 applications stood at 47 and Y12 at 19 which was reasonably good for this point in the year.
100. Actions had been taken with NCC regarding their help in reaching the target audience and joint marketing plans with Daventry UTC.
101. A Governor asked whether there was a reserve fund for marketing.
102. There was a small amount.
103. A Governor shared his thoughts on an aspect of marketing for the Buckinghamshire area.
104. A Governor asked what the media profile was currently like.
105. It was difficult to say. There had been a lot of national media coverage and there were things happening i.e. local radio and the BBC visiting to cover what was being done at the UTC for Children In Need. However, the story of the SUTC existence was a small story.
106. A Governor asked whether the use of social media could play a part.
107. It was expressed that it was like lighting a match which was there for a short while but then gone.
108. A Governor asked whether the students were involved in social media.
109. Confirmation was given that they were.

Staffing Structure

110. The leavers and joiners amongst the staffing was shared.

111.Information was shared about a formal complaint, which he had reviewed and responded to.

Transport

112.Some students had been banned from using the bus and things had improved things.

10. DfE Monitoring Visit Report – to receive comments

113.The document was in draft format so not for public consumption at present.

114.Governors commented that it was very good and there were no questions.

11. and 12. – See minute item 2 above.

13. Governor Training Update

115.Governors were asked for their decisions on what should be included in the next Governor Training session.

116.A Governor suggested taking a look at the Governance Evaluation items.

117.A Governor expressed that he had found the plan of the year really useful and suggest it was shared with all Governors.

118.A Governor asked whether it would be good for Governors to attend parent's evenings.

119.It was agreed that it would.

It was agreed that Mr Patterson would include in the next training event Pupil Premium, Website, Plan of the Year, and the following training event would cover ALPS and 6th Form surveys.

14. Policies for Approval

a) SUTC Charging and Remissions Policy (for re-approval)

b) Curriculum & Quality Policy (for re-approval)

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

d) Misuse of Drugs and Substances Policy (NEW)

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

f) Scheme of Delegation (for re-approval)

g) Business Continuity Plan (for re-approval)

h) Finance Policy (amendments based on Interim Audit)

i) Safeguarding & Child Protection Policy (amendments for responsible Governor)

120.The Chair confirmed that he had read all of the policies and scrutinised Safeguarding and Finance and he was happy to approve all of them on block.

There being no amendments required the policies were approved proposed and seconded by the Governors.

15. Date of Next Meeting

121.Wednesday 21 January 2015 @ 5:00pm

16. Any Other Business

122.A Governor apologised in advance that he would be unable to attend the training event.

123.A Governor asked whether H&S was currently covered.

124.It was covered through direct access to the person in charge of H&S for Silverstone Circuits Ltd.

125.A Governor shared that as their own child would be leaving the UTC in June 2015 they felt they should stand down as a parent governor and move over to be an industry or community governor to allow nominations to go out to parents. It was requested that this was discussed and agreed at the January 2015 meeting.

The agenda for the 21 January 2015 meeting to include discussion on whether a current Parent Governor should change roles.

The meeting closed at 7:30pm