

**Minutes of the Board of Directors' Meeting held on Wednesday 21 January 2015 at 5:30pm in the Board Room, Silverstone UTC**

**Present:** Mr S Banks  
Mr J Edwards  
Mr S Evans  
Mr D Newman (Vice Chair)  
Mr N Patterson (Principal)  
Mr S Rolt  
Mrs J Schumacher  
Mr J Sinclair  
Dr S Spavold  
Mr S Wesselby

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

**Also Present:** Mr J Grant (Trustee), Mr N Petford (Trustee), Mrs V Stanley (Deputy Principal)

*The meeting commenced at 5:35pm.*

**1. Welcome and Apologies**

1. The Chair welcomed members.
2. Apologies were received and accepted from Mr P Atkinson, Mr D Hyman, Mr N Ives and Mr S Pringle.

**2. Declaration of Interests (inc new Governors)**

3. Mr Patterson asked new Governors to complete their forms.
4. There were no declarations of interest in respect of this agenda.

***Mr Patterson to liaise with new Governors to complete forms.***

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

5. Mr Patterson stated that this needed to be signed.

***Mr Patterson to liaise with new members in order for them to sign the register.***

#### **4. Minutes of Meeting held on 12 November 2014**

6. The Chair read through the minutes and added and initialled 'of exams' in relation to item No. 92 as requested by Governors.
7. A Governor asked what Ofsted's policy was regarding interviewing Governors.
8. Mr Retford explained that Ofsted would be looking at how engaged Governors were.
9. Mr Patterson explained that a pack of data would be available for Governors as no Governor was expected to recall all facts and figures.
10. Mr Newman shared that there was Governor evaluation to be completed and those Governors who hadn't completed it were asked to.
11. Mr Newman asked that new Governors were given the evaluation to complete.
12. Governors discussed the evaluation, the information they were required to know and how this might be discussed with Ofsted.

***Mr Patterson to circulate evaluation to new Governors for completion.***

***Governors who had not yet done so to complete the Governor Evaluation.***

#### **5. Safeguarding Update**

13. Mr Patterson stated that there was nothing to report to Governors.
14. Mrs Schumacher reported back to Governors following her recent visit which monitored safeguarding and took a learning walk. Her visit had taken in figures for Pupil Premium, Bullying & Racial incidents and SEN. Mrs Schumacher stated she had been impressed with the new 'meet and greet' service. One observation from speaking with students, had been that some who had been achieving highly in their GCSE's were now performing lower at A level. This had been shared with the Governor responsible for teaching and learning.

#### **6. Health and Safety Update**

15. Mr Newman shared that Mr N Jenkins (Site Supervisor) was now responsible for H&S and there was also the ongoing support of Silverstone Circuits and access to their H&S.
16. A Governor asked about the identical incidents that had taken place on the identical days.
17. Mrs Stanley shared that the issue had been with a vice and how the vice had now been altered to ensure the incidents were not repeated.

#### **7. Actions from Previous Meetings**

18. There were no outstanding actions.

## **8. Membership of Committees (Remuneration, Roles of Staff Governors, DN as Parent, Stuart P)**

19. Mr Newman shared the current position regarding roles and responsibilities, membership of committees and his current role as acting Chair.
20. A Governor expressed that the appointment of Chair and Vice Chair was carried in line with the articles of association.
21. Mr Newman explained that there needed to be representation from Staff Governors on the committees and that he had asked Mrs Schumacher to take over as Chair of the Remuneration Committee (the role Mr Thomson vacated) and Mr Newman would stand as Vice Chair.
22. A Governor expressed concern that the Audit Committee had not met to date.
23. Mr Newman explained that he was keen to appoint a Governor to this Committee. Dr Spavold agreed to become a member of the Audit Committee.
24. Mr Newman explained that he was keen to get parents involved in the UTC, and as he would not be a parent after June 2015 he was therefore proposing to step down as a parent governor and become an appointed or community governor therefore enabling a ballot for a parent governor.
25. Mr Grant shared his thoughts and stated that he was happy to nominate Mr Newman as a Silverstone representative.
26. A Governor suggested Mr Pringle joined the Remuneration Committee.

***Chair/Vice Chair nominations to be sought through voting.***

***Mr Newman to discuss membership of the Remuneration Committee with Mr S Pringle.***

## **9. Principal's Report (inc. KPIs and Staffing Update, SLT/HoD Responsibilities)**

### Curriculum & Quality

27. Mr Patterson shared the progress on the UTC Self Evaluation in preparation for Ofsted.
28. Mrs Stanley shared feedback following a recent visit by Julia Harley who had stated she had been 'blown away' by the SME aspects and how the students worked/were harmonious together.
29. Mrs Stanley shared that regarding the data Julia Harley had said it was particularly hard to measure achievement when there was not the data available over three years.
30. Mrs Stanley stated that Mark Bennison (practising Ofsted Inspector) would be visiting next week with his own Ofsted agenda and would measure in that way.
31. A Governor asked whether there would be any feedback from Mr Bennison.
32. Mr Newman suggested a 'mock' meeting.

***Mr Patterson to organise a mock meeting for Governors with Mr Benson.***

Reporting to Parents

33. Mr Patterson stated that two reports had gone out to parents.

Pupil Attendance Data

34. Mr Patterson shared the data and highlighted that there had been a few long term illnesses and term time holidays.

Behaviour Management/Incidents

35. Mr Patterson shared that poor behaviour took a disproportionate amount of time to deal with and that there had been five exclusions since the last report. Overall there had been a decrease in trend and a positive influence following the introduction of mentoring. This would continue to be monitored and was one of the areas where the UTC wanted to show the impact.

36. A Governor asked what a satisfactory figure for behaviour incidents was.

37. A Governor stated that it was perhaps an impossible question to answer as it depended on the standards UTC set itself. Perhaps the only way to judge that was through monitoring it during a learning walk.

38. A Governor asked whether the behaviour needed to be reported at the detailed level it was currently reported.

39. Mr Patterson shared that Behaviour and Safety was one of the key Ofsted measures and Governors needed to know how the UTC staff were dealing with and managing it. There were no national benchmarks available. There were behaviour for learning scores for each student with 1 being exceptional. Hence the behaviour was measured, interventions were put in place and the impact of the interventions and the trends measured.

*Mr Wesselby left the meeting at 6:35pm*

40. Governors discussed the behaviour data, the standards of behaviour and their experience of behaviour during learning walks, break times, outside of the classroom environment and that a measure of behaviour was a 'feel' within the UTC.

41. Governors commented that perhaps they were being over critical.

42. A Governor commented that there was perhaps no space to send disruptive students and that they therefore may disturb others.

43. Dr Spavold shared that disruptive students were now placed at the back of sixth form.

44. Mr Edwards commented that all incidents were being dealt with at C1 to C4 level.

Leavers & Joiners

45. Mr Patterson reported the leavers and joiners figures and the current numbers on roll.

Curriculum Reviews

46. Mrs Stanley shared the outcomes of curriculum reviews.

47. Mr Patterson reported that the cover for IT lessons was being carried out by Mrs Stanley and Mr McAfee (Assistant Principal) and therefore their teaching commitments were considerably high. This was of concern given the preparation required in anticipation of an Ofsted inspection.

School Trips/Enrichment

48. Mr Patterson reported that the Geography trip had been a success.

49. Mr Patterson shared the success of the Greenpower team who had gained £4k in sponsorship during an agreed day off to attend the Motorsport show.

Partners

50. Mr Patterson reported that relationships with new partners were progressing well.

Community

51. Mr Patterson reported the UTC was becoming a 'giving' school which was a credit to the students and he wished to continue to nurture this.

Projections for number on roll 2015/16

52. Mr Patterson shared the number of current applications and the expected attendance for the forthcoming Open Evening was circa 300.

Staffing Structure

53. Mr Patterson reported that there would be an addition to the SLT as the UTC grew in numbers. An advert was currently running for a Head of KS4 to report in to Mr McAfee.

Transport

54. Mr Patterson reported that the poor behaviour on the buses had reduced.

Visitors

Complaints

55. Mr Patterson reported that there had been one formal complaint which had been dealt with.

**KPIs**

Attendance

56. Mr Patterson presented the Management KPIs on attendance, explained how low attendance was being dealt with and shared the detail of individual instances of absence.

57. A Governor asked what the national average was.

58. Mr Patterson stated it was 94% which UTC was close to.

59. A Governor stated that the data showed that there was some second year mentality/complacency.

60. A Governor commented that overall attendance looked good.

Exam Results - Maths

61. Mr Patterson shared the data and reported that 71.8% of students were predicted to make the expected progress, which was 1% above national average.
62. Mr Patterson highlighted the prior attainment and discussed how the UTC demonstrated what prevented it from getting above national average. Some students were coming to the UTC with low prior attainment which was stopping the UTC from being significantly better than national average at the moment.
63. Mr Patterson shared that 22 students attracted pupil premium and these were out performing the rest of the cohort.
64. Mr Patterson shared that of the SEN students only two of the 15 didn't make the expected progress last year.

Exam Results – English

65. Mr Patterson shared the data and highlighted the 72.8%. Pupil Premium students were making good progress.
66. Mr Patterson reported that English and Maths together was circa 66% overall.
67. Mr Patterson stated that he was now collating this data for engineering.
68. Mr Newman stated that it would be beneficial to have a report back from Mr Banks so that it was an overview rather than a line by line item.

Applications

69. Mr Patterson shared the expected numbers.

**10. Principal's Objectives 2015 (tabled at the meeting)**

70. Mr Patterson explained that it was essential that the Governors took control of the objectives set for himself.
71. Mr Patterson reported that Mrs Margaret Holman had agreed to work as the independent person to monitor/measure what Governors had set and stated that there needed to be a meeting between the remuneration committee, Margaret Holman and Mr Patterson.

***Mr Patterson to arrange a meeting between Margaret Holman, the Remuneration Committee and himself.***

*Mrs Schumacher left the meeting at 7:00pm*

**11. Teacher Performance Management**

72. Mrs Stanley shared that she had put together a paper which supported teachers with the setting of SMART objectives. A list of 14 possible objectives had been devised that teachers could choose from a drop down box.
73. A Governor commented that the completion of objectives should surely be completed as directed by the individual's line manager.



74. Mrs Stanley stated that it was done in discussion with the line manager. All of the priorities were linked to the UTC priorities and to the SDP. The structure was robust and therefore when the UTC looked at performance related pay it was there and easy to measure.

75. A Governor asked for feedback on the process from teachers.

76. A teacher governor stated that it was a really useful process.

## **12. Use of Pupil Premium – detail discussion of intended impact and outcomes**

78. Mr Patterson shared information about how the pupil premium funding of £17,118 was being spent.

79. A Governor asked for clarification on the correlation of the spending.

80. Mrs Stanley explained.

81. A Governor asked whether there was any danger of slippage.

82. Mr Patterson stated that by putting in mentoring and teaching assistants etc. the UTC was spending more money on the interventions than the funding received.

83. A Governor stated that it needed to be made clearer where the funding was exactly going as spend on Teaching Assistants could be seen as a benefit for everyone.

84. Mr Patterson explained that this spend was usually explained in that way.

85. A Governor asked that it was made clearer i.e. the amount of money spent on each aspect.

*Mr Grant left the meeting at 7:25pm.*

86. Mr Patterson pointed out that not all students, who were in receipt of pupil premium funding, would be in receipt of pupil premium interventions all of the time.

*Mr Petford left the meeting at 7:30pm*

87. Mr Patterson explained that some students fell outside of the pupil premium funding however needed the support and some of the funding benefitted those students as well.

88. Mr Patterson expressed that his focus should be on measuring the impact and comparing that to those students who were not in receipt of pupil premium funding.

89. Governors agreed.

## **13. Use of Interventions – range and most significant**

90. Mr Patterson discussed the types of interventions.

91. A Governor asked whether all of the agencies were being used for support at present.

92. Mrs Stanley confirmed they were.

*Mr Evans left the meeting at 7:35pm*

#### **14. Ad-hoc Meetings – protocol to be defined**

93. Mr Patterson explained what ad-hoc meetings might take place i.e. grievance procedure, exclusion meetings – which had very fixed timescales.

94. Mr Newman asked that a protocol was drafted and presented to the Audit committee for agreement and presentation at the next meeting.

*Mr Patterson to draft a protocol.*

#### **15. Policies for Approval**

a) Admissions Policy – for admissions in 2016. No changes proposed.

95. Mr Patterson suggested that Governors might want to consider making changes to the policy for 2017 admissions.

96. Governors agreed that proposed changes were presented to them.

*Mr Patterson to draft suggested changes and present to the next meeting on 25 March 2015.*

a) Recruitment Policy – includes update for senior staff.

*Mr Newman proposed and Mr Rolt seconded. There being no objections the policies were approved.*

#### **16. Date of Next Meeting**

97. Wednesday 25 March 2015 @ 5:00pm

#### **17. Any Other Business**

##### Radicalisation

98. A Governor asked what other Governors thought their responsibilities were in terms of radicalisation.

99. A Governor asked what another school was doing.

100. Mrs Stanley shared her experience and stated that this was covered by a subset of the police and there was a reporting form which was part of safeguarding.

101. Mrs Stanley offered to link with Mr McAfee to investigate what Northamptonshire did and link that to staff safeguarding training.

102. A Governor raised concern about what might be accessed via the internet by the students.



103. Mr Newman asked that the internet blocking policy/level was investigated and reported back to Governors.

***Mr Patterson to investigate the internet blocking policy/level and report back to Governors at the next meeting on 25 March 2015.***

Training

104. Mr Patterson informed that the final details would be circulated.

105. Mr Patterson asked for email contact information for the circulation of papers if anyone needed it to be sent to their personal email address then it would need to be added to SharePoint.

106. Mr Newman pointed out that if Governors were communicating on behalf of the UTC then they should use their UTC email address.

***Mr Patterson to circulate the final details of training.***

***Governors to provide personal email addresses (if they wish them to be used) to Mr Patterson for adding to SharePoint.***

107. There being no further business the meeting was declared closed.

*The meeting closed at 8:00pm*