

**Minutes of the Board of Directors' Meeting held on Wednesday 25 March 2015 at 5:00pm in the Board Room, Silverstone UTC**

**Present:** Mr P Atkinson  
Mr S Banks  
Mr D Hyman  
Mr D Newman (Chair)  
Mr N Patterson (Principal)  
Mr S Pringle (Vice Chair)  
Mr S Rolt  
Mrs J Schumacher  
Mr J Sinclair  
Dr Z Spavold  
Mr S Wesselby

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

**Also Present:** Mrs V Stanley (Deputy Principal)

*The meeting commenced at 5:05pm.*

**1. Welcome and Apologies**

1. The Chair welcomed members.
2. Apologies were received and accepted from Mr J Edwards, Mr S Evans and Mr N Ives.

*The Clerk assumed the Chair.*

**2. Election of Chair**

3. The Clerk informed Governors there was one nomination for Chair, Mr D Newman.
4. Governors were asked to vote by a show of hands.

***A unanimous decision in support of Mr Newman as Chair of Governors.***

*Mr Newman assumed the Chair.*

5. Mr Newman informed the Vice Chair role was now vacant and asked whether any of the Governors would be willing to stand.

6. Governors asked for clarification of the role of Vice Chair.
7. A Governor asked when the Ofsted inspection was likely to be.
8. Mr Patterson and Mr Newman suggested when it might be.
9. A Governor asked which Governors Ofsted might want to meet.
10. Mr Newman informed it would be the Chair and could possibly be one other Governor but not necessarily the Vice Chair.
11. Mr Pringle offered to stand as Vice Chair.
12. Governors were asked to vote by a show of hands.

***A unanimous decision in support of Mr Pringle as Vice Chair of Governors.***

### **3. Declaration of Interests**

13. Mr Pringle and Dr Spavold completed the annual declaration of interest form.
14. Mr Patterson informed that Mr Edwards was still to complete the form.
15. There were no declarations of interest in respect of this agenda.

### **4. Register of Members**

16. Mr Pringle and Dr Spavold completed the register of members.
17. Mr Patterson informed that Mr Edwards was still to complete the form.

### **5. Safeguarding Update**

18. Mr Patterson stated that there was nothing to report.
19. Mrs Schumacher asked how often she was expected in.
20. Mr Patterson confirmed that it should be once per term.

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

21. Mr Patterson reported that the floor boxes were causing problems and two students had been injured on them. Replacements had been ordered for the damaged ones.

### **7. Minutes of the Meeting held on 21 January 2015**

22. There being no amendments the minutes of the meeting held on 21 January 2015 were agreed as a true and accurate record of the meeting and signed by the Chair.

### **8. Actions from Previous Meetings**

23. The action schedule was reviewed and updated.
24. Feedback from Mr Bennison was that the evaluation in the Self Evaluation was about right and the SUTC was pitching for a good rating from Ofsted.

25. Mr Newman reported that he had attended training at the beginning of the month and that it was recommended that all Governors attended the training along with the Principal.

*Mr Atkinson arrived at 5:20pm*

26. Mr Newman reported that Baker Dearing were willing to support the SUTC on admissions testing. As such the SUTC was a charity and were therefore able to run the school as best fit to meet the needs of the charity/criteria.

27. Mr Newman asked that the Admissions Policy for 2017 was ready by the end of the academic year 2014-15 so that Governors could agree at their first meeting in September 2015.

28. A Governor asked what the testing would be.

29. Mr Patterson explained.

30. A Governor asked whether any other testing had been explored.

31. Mr Patterson explained.

32. A Governor suggested that Migen testing might be appropriate.

33. Mr Newman suggested that it might not be what the prospective pupil might achieve in a test. It was more about ensuring that the pupil turned up for the test, displaying that they were committed to coming to the SUTC.

34. A Governor asked about Baker Dearing's view.

35. Mr Newman explained.

36. A Governor suggested that the SUTC was not quite there yet as it had to go to Baker Dearing solicitors and the DfE.

37. Mr Newman agreed.

#### New Governor Training

38. Mr Banks reported that the new governor training he and Mr Sinclair attended in Daventry had been very useful and it had been beneficial to meet other Governors.

39. Mr Newman supported this.

### **9. Self-evaluation Form and Development Plan**

40. Mr Patterson shared the reason for the self-evaluation.

41. Mr Newman asked whether Governors had had a chance to read through the document and explained that he felt the only thing lacking was milestones.

42. Mr Patterson asked that all Governors read and understood the context.

43. Mr Patterson explained some of the aspects and maps in the SDP. One key aspect being the map demonstrating the range and breadth of where the students came from. This demonstrated the diversity.

44. Mr Patterson highlighted the section on Commissioning the SUTC.

45. Mr Patterson highlighted the executive summary and demonstrated how the document could be read in relation to the colour of the type face/Ofsted ratings.
46. A Governor asked for clarification on the 'better' grade.
47. Mr Patterson explained that it meant 'better than good.'
48. Mr Wesselby stated that his organisation had just been through a mock Ofsted.
49. Mr Patterson explained that Ofsted would not expect a Governor to have everything about the SUTC committed to memory.
50. Mr Newman supported this statement.
51. A Governor asked how often the SDP was monitored.
52. Mr Patterson explained that it was constantly reviewed.
53. A Governor fed back experience of a recent Ofsted and highlighted that Ofsted had pointed out that there had not been enough speed in putting things right/action planning.
54. Mr Patterson stated that it was important that Governors understood where the weaknesses were.
55. Mr Newman stated that it was also about understanding the strong points and not diluting what was being done well.
56. A Governor suggested that the SDP was perhaps a bit light in terms of engineering and why engineering was needed.
57. Mr Patterson stated that he had tried not to make the document too wordy and had kept it to 1,000 words.
58. Mrs Stanley stated that the curriculum came from that.
59. A Governor stated that the viewpoint from engineering was needed.
60. A Governor provided feedback on the 'what is high-performance engineering.'
61. A Governor suggested what improvements in relation to the explanation of engineering might be.
62. Mr Patterson stated that he was happy to receive statements from Governors that might improve the SDP in relation to engineering and stated that he felt it was critical to state what engineering 'was not.'
63. A Governor suggested there needed to be a couple of sentences that clearly stated what high performance engineering was and then went on to state what it was not.

***Mrs Schumacher agreed to provide a statement to Mr Patterson.***

## **9. Principal's Report (including KPIs)**

### **KPIs**

#### Progress – English

64. Mr Patterson shared the figures and reported that the latest report data demonstrated that results were in line with national average.
65. Mr Patterson also highlighted achievements.
66. A Governor asked about students without KS2 information.
67. Mr Patterson stated that they were not included in these figures. This was the data that came from the Government website and the SUTC data was presented alongside it.

#### Exam Results - Maths

68. Mr Patterson shared the data and reported that the predictions were 67% A\*-C and 61% A\*- C including English and Maths.
69. Mr Patterson shared figures which demonstrated progress of students who had not performed well at their previous school but had managed to turn it around at SUTC.
70. A Governor asked whether there were any benchmarks in the sector.
71. Mr Patterson informed there weren't. The SUTC would appear on national tables along with other schools who had results for five years.
72. A Governor asked what the percentage of SEN students was as it was thought to be above the national average.
73. A Governor commented that the value added that the SUTC was achieving with the students was good.
74. A Governor supported this statement.
75. Mr Patterson suggested that the value added was a specific form for UTCs.
76. A Governor suggested that the benchmarking test would be the only way to prove the value added.
77. A Governor asked whether there were plans for the UTCs to produce benchmarking.
78. Mr Patterson reported back that he had shared the data with a representative of Baker Dearing and was told that many UTC students had performed poorly in KS3.

#### Parent and Student Satisfaction

79. Mr Patterson reported that there had not been any more feedback.
80. Mr Newman suggested that it would be good to ask parents to complete a satisfaction survey in line with parents evening.
81. A Governor asked why it was proving difficult to get feedback from the students.
82. Mrs Stanley reported that it wasn't for the want of trying/encouraging with the students.
83. A Governor suggested all students did it during PP time.
84. A Governor suggested an idea might be to incentivise it for students.

Behaviour for Learning

85. Mr Patterson shared the data and showed a graph of the top 20 students and their average no. of removals from lessons month by month. The graph demonstrated that there was progress being made with the problem students however there were small numbers of students who were declining slightly. The discipline policy that was in place was therefore having an effect. Some students were adapting, some were reacting.
86. A Governor asked whether this was typical of a year group.
87. Mr Patterson shared that it was about even across Y10 and Y11.

Applications for 2016 – Y12

88. Mr Patterson shared that there were 111 applications in total.
89. A Governor commented about the number of girls applying.
90. Mr Patterson and Mrs Stanley stated that the number for girls was good.
91. Mr Patterson stated that ideally the external applicants would be 200 and shared that last year the conversion rate from application to enrolment was disappointing.
92. Mrs Stanley explained that interviews with external students had already started and the applicants had been very impressive and all had put SUTC as their first choice.
93. Mr Patterson shared that in terms of staffing for next year whether the SUTC was full or close to, it meant a difference of approx. one staff member.

Applications for 2016 – Y10

94. Mr Patterson shared that the County Council was not going to support the advertising of the UTCs this year but that Daventry UTC and the SUTC were jointly advertising to 25,000 homes which would cost £17,000 (half each).
95. A Governor asked whether it was targeted data.
96. Mr Patterson confirmed that it was.
97. A Governor asked whether there was anything that could be done cost effectively via social media.
98. Mr Patterson stated that Facebook marketing was not expensive and something might be done at the same time as the 25,000 homes.
99. Mr Patterson shared information about the prospective 'Big Bang' coming to Silverstone in The Wing next year.
100. Mrs Schumacher shared that current Big Bangs attracted thousands of students and explained how it might attract potential students.
101. Mrs Schumacher shared that the National Big Bang held at the NEC was contracted to 2018. However, if the regional one could be held at Silverstone next year and it was a success then the SUTC would be in a good position to pitch for the National event when the current contract came to an end.

Reporting to Parents

102. Nothing to report.

#### Pupil Attendance Data

103. Mr Patterson reported that attendance remained good and that staff knew the reasons for persistent absence and were in contact with parents/sending work home to keep students up to date.

#### Behaviour Management/Incidents

104. Mr Patterson shared that there had been three students permanently excluded.

105. A Governor suggested that the Exclusion Policy needed to be updated.

***Mr Patterson to check the Exclusion policy to confirm that it is up to date with current legislation/protocol.***

***Mr Newman asked that the policy was circulated electronically and Governors read and sent back their approval via email.***

#### Leavers & Joiners

106. Mr Patterson reported the leavers and joiners figures and the current numbers on roll. Implications of the student figures going forward meant that Y13 would probably never always be full.

#### Partners

107. Mrs Schumacher shared feedback from a recent meeting with Festo and the issue of equipment provided that was not being used.

108. Mrs Stanley explained the level of the equipment.

109. Mr Patterson suggested that the pressure to be open in September 2014 rather than in September 2015 meant that some of the equipment on site was still not being used and that there would be some equipment that the SUTC would be looking to offload.

110. Mrs Schumacher asked that Mr Patterson made contact with the supplier to explain the situation.

***Mr Patterson to make contact with Supplier.***

#### Staffing Structure

111. Mr Patterson reported that there was one applicant for an Engineering post.

112. A Governor asked where the advert was being placed.

113. Mr Patterson stated that it was with TES online, ETeach and it had been re-advertised as a teacher of DT rather than Engineering however the response had still been poor.

114. Mrs Stanley explained that there were bursaries available for teaching Science but nothing for Engineering.

115. A Governor asked who needed to be lobbied for this.

116. Mr Patterson stated that it was for the Baker Dearing Trust to take responsibility.

### Transport

117. Mr Patterson reported that alternative options for transport were currently being explored and shared that whilst the UTC may have to increase its subsidy of transport it may help with student numbers as more students would be able to afford to travel to the SUTC.
118. A Governor asked when the decision might be made.
119. Mr Patterson confirmed that it would be soon.
120. Mr Pringle stated that the issue of Public Buses accessing through the Silverstone pay line might raise a concern.
121. Mr Patterson shared that in reality it might be no change but it might mean putting some things in place.

### Complaints

122. Mr Patterson reported that there had been some formal complaints and that the complainants had been satisfied with the formal response although one complaint had yet to be resolved. Given the nature of the complaints the details of the complaints were shared with Governors outside of the meeting.

## **11. Finance Committee Report**

123. Mr Rolt shared the report from the Finance Committee.
124. The cash flow and Income and Expenditure statements were shared with Governors. There were no major changes to the full year forecast however there were changes year to date. The assumption was that the annual surplus would be on track.
125. Mr Patterson reported that the £17k for advertising was a cost that had been unexpected.
126. Mr Rolt reported that the balance sheet currently showed a variation however non-pay expenditure would catch up.
127. Mr Rolt shared the cash flow forecast.
128. Mr Patterson stated that it needed to be noted that the EFA would claw back £300k next year to add to the £100k currently being clawed back.

## **12. Policies for Approval**

- a) None for this meeting

129. Mr Patterson reported that there would be a number of policies due for approval at the next meeting and that they would be issued in plenty of time.

## **13. Confirmation of Membership of Committees & Lead Directors**

130. H&S – Mr Pringle, Dr Spavold
131. Safeguarding, Child Protection and Looked After Children – Mrs Schumacher, Mr Newman
132. SEN – Mr Hyman (action to establish if there was some way of working to enable to continue in this role), Mr Sinclair



133. T&L – Mr Banks in conjunction with Mr Sinclair.
134. A Governor suggested having two lead Directors for each period.
135. Mr Rolt shared that he would not be around much this year and stated that he had asked BRDC to find a replacement for him.
136. Mrs Schumacher asked who the contacts should be for future visits for Safeguarding monitoring.
137. Mrs Stanley clarified.
138. Mr Newman asked for a template of what Governors should be looking for.

***Mrs Stanley to provide a template.***

Membership of Committees

139. Audit Committee – Mr Atkinson stated that, due to commitments, he was unable to continue to Chair the Audit Committee.
140. Mr Banks stated that he would be happy to stand as Chair.
141. Mr Newman asked that Mr Hopkins explored potential auditors and the costs.

***Mr Patterson to ask Mr Hopkins to explore potential Auditors.***

142. Mr Newman suggested that the Remuneration Committee formed part of the Finance Committee as this committee was linked with the finance in that the Remuneration Committee could not make decisions without considering the financial aspect.
143. A Governor asked whether there was a requirement to have a Remuneration Committee.
144. Mr Newman confirmed that it was not a requirement and that it was much better to be leaner, with fewer committees.
145. Mr Patterson stated that it would mean the ToR for both the Finance Committee and the Remuneration Committee would need to be amalgamated.

***Mr Patterson, Mr Rolt and Mrs Schumacher to look at the ToR for each committee and amalgamate them.***

146. Mr Rolt shared that Ofsted would look at the skills of Governors and suggested that the Governing Body looked at the skills they required and informed the BRDC in order to obtain a suitable replacement for him.
147. A Governor suggested someone with experience of image marketing and branding.
148. Mr Newman stated that he was happy to look at this and write a job description for the role.

***Mr Newman to look at the skills required on the FGB and write a job description for the BRDC.***

*Mrs Schumacher left the meeting at 7:05pm*

#### **14. Date of Next Meeting**

149. Wednesday 8 July 2015 @ 5:00pm

#### **15. Any Other Business**

##### Teaching and Learning

150. Mr Banks reported that he and Mr Sinclair had carried out learning walks and had prepared a report. Mr Banks asked that T&L was included on the agenda for the next meeting.

151. Mr Banks shared some aspects of the report.

152. A Governor asked what the current position with German was.

153. Mrs Stanley updated the Governors and shared that the students were currently designing an information kiosk.

154. Mrs Stanley shared that next year there would be two German classes one for students who had studied German previously and one for those who hadn't.

155. Mr Banks continued to share the report and highlighted that on the second learning walk there had been a meeting with two heads of department.

156. Mr Banks shared that on the English side the SUTC had been approached to offer English re-sits for the National College for Motorsport.

157. Mr Banks shared that there would be an opportunity for Work Experience and it would definitely be an area that Governors could enhance by approaching companies.

158. Mr Banks also shared that having spoken to students there were opportunities to improve opinions.

159. Mr Newman shared some experience of JLR not recognising the engineering qualifications of SUTC.

160. Dr Spavold stated that JLR had just opened their own academy.

161. Mr Patterson shared some of the qualifications advertised at WMG Academy who were sponsored by JLR.

162. Mr Patterson agreed to make contact with WMG.

163. Mrs Stanley explained some of the reasons behind the engineering qualifications and there was some quandary over what might be delivered.

164. Mr Banks shared further aspects of qualifications on the statistics and maths side and stated that he wondered what employers would see in that.

165. Mr Banks stated that it would be good to have more interaction with employers.

166. Mr Sinclair suggested the Engineering employment federations.

167. Mrs Stanley stated that it would make life for students looking for apprenticeships so much easier if all of the options were pulled together.

168. Mr Banks stated that he didn't mind leading the project and would work with Mr Sinclair to produce a report on work experience and apprenticeships and present it at the next meeting.

***Mr Banks to lead a project working with Mr Sinclair to produce a report on work experience and apprenticeships for the next meeting.***

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

*The meeting closed at 7:25pm*

*Signed by Chair* \_\_\_\_\_ *8 July 2015*