



**Minutes of the Board of Directors' Meeting held on Wednesday 8 July 2015
at 5:30pm at Silverstone UTC**

Present: Doug Newman (from minute 6) (DN) Chair
Stuart Pringle (SP) Vice Chair
John Sinclair (JS)
Daniel Hyman (DH)
Stuart Banks (SB)
Neil Patterson (NP) (Principal)

In attendance: Kirstan Boynton (KB) Clerk to the governors
Vanessa Stanley (VS) Deputy Principal

1. Welcome, apologies and quorum

1.1 The meeting was informed that Chair (DN) was delayed. It was agreed that the Vice Chair (SP) would take the chair until the arrival of the Chair.

1.2 Apologies for absence were received from Simon Evans, Stuart Wesselby and Zoe Spavold.

1.3 The meeting was declared quorate.

2. Declarations of interest

There were no further declarations of interest.

3. Safeguarding update

There was nothing further to report.

4. Health and Safety update

There was nothing further to report.

5. Minutes of the previous meeting

5.1 The minutes of the meeting held on 25 March 2015 were approved.

5.2 It was noted that best practice for academy minutes was to anonymise governors when recording discussions. The governors requested that going forward the minutes uploaded to the website should be anonymised but that internally circulated minutes should identify the relevant directors to aid follow up of any actions.

DN arrived and took the chair.

6. Matters arising from previous minutes

21.1.2015

6.1 (m94) Adhoc Meeting policy – The policy was tabled and taken as read by the meeting.

6.1.1 **Agreed:** *The Adhoc Meeting policy was approved.*

25.3.2015

6.2 (m21) Safeguarding – There would be a further status update at the next FGB meeting.

6.3 (m27) Admissions Policy – The new draft 2017 Admissions Policy, introducing new admission criteria, would be presented to the FGB meeting in September for discussion.

6.4 (m168) Work experience – report on work experience and apprenticeships.

6.4.1 **Action:** *JS would pass on to SB any work experience vacancies currently available.*

7. Silverstone Circuit Trustee governor nomination

7.1 The Vice Chair (SP) took the chair for this agenda item.

7.2 It was noted that Stuart Rolt, a Silverstone Circuit Trustee (“SCT”) appointed governor, had resigned with effect from 3 June 2015 and passed on his thanks to all. The Board formally recorded their thanks and appreciation to Stuart for his contributions during his tenure.

7.3 It was noted that DN was currently elected to the board as a parent governor. SCT proposed that DN become their nominated governor releasing a vacancy for another parent governor. The governors voted on the proposal.

7.3.1 **Agreed:** DN’s membership of the board be converted from parent governor to SCT nominated governor with immediate effect.

7.3.2 **Action:** *The clerk would investigate if the conversion from one type of governor restarted the term of appointment or whether it would continue from the date of the original appointment.*

8. Governor vacancies

8.1 It was noted that there were a number of governor vacancies, both parent and staff. The governors discussed the strategy and process to be undertaken to fill the vacancies.

8.1.1 **Agreed:** *Nominations would be sought early in the new academic year with voting to*

take place in November.

8.1.2 **Action:** NP to send out letters to parents requesting nominations in the new academic year. An update would be provided at the next FGB meeting.

9. Ofsted review – areas for development by category

9.1 The Principal (NP) confirmed that agenda item 9 (Ofsted review) would be covered in agenda item 11, Principals report.

10. Data forecast

10.1 The Principal confirmed that agenda item 10 (data forecast) would be covered in agenda item 11, Principals report.

11. Principals report

11.1 The Principal presented his principals report.

Parent engagement

11.2 It was noted in the recent Ofsted report that more parent engagement was required from the school. The Vice Principal highlighted the successful 'Parent Voice' meeting recently held. Parents were invited to attend an interactive session and discussed 'work ready' skills. The evening was regarded as very productive with valuable ideas coming from parents on what makes a person 'work ready'. 2-3 meetings were planned each year to cover other relevant topics.

11.2.1 **Action:** The Vice Principal (VS) to arrange further Parent voice forums

11.3 A governor (DN) suggested that a 'friends of Silverstone UTC' group could be established to further facilitate parent engagement with the UTC. The Vice Principal (VS) confirmed that there was a known parent keen to get involved in this way. To date there had been resource constraint on following this up but that there was now more internal resource available to follow this up. A governor (HT) expressed concern that any PTA established should ensure that it maintains the school ethos and values.

11.3.1 **Action:** The Vice Principal to follow up with parent and internal resource to arrange a parent led 'event' in September.

11.4 The Principal informed the meeting that the recent induction day had run very well, highlighting the very well attended 45 minutes parental session.

Attendance

11.5 The Principal presented the attendance figures confirming that the low 90% attendance figure was largely due to pupils being on study leave.

Expected progress

- 11.6 When compared to national averages, The Principal confirmed that the UTC forecast figures when compared with 2014 data for similar schools in the area would rank us in the top 5 for progress in English and Maths.
- 11.7 The Principal highlighted that although the UTC is still on course for 'better than expected progress', RaiseOnline will not reflect this as it includes all children on the roll in January 2015, regardless of whether they have since left the UTC. The figures presented in the report only take into account the pupils currently on the roll and so reflects the true position.

Behaviour

- 11.8 The Principal informed the meeting that behaviour had improved compared to the same period last year. A governor (SP) asked what the approach had been to account for this and could it be built on. The Principal stated that the setting of behaviour expectations had been made much clearer right from the start this academic year and that staff had not shied away from maintain those expectations. Pupils were explicitly told about the opportunities that would be available to them if expectations are met.
- 11.8 The Principal highlighted that it was clear that the ethos of the school was becoming embedded in the UTC and believed that the absence of a school uniform but a business dress policy contributed to this as it encouraged pupils to take pride in their appearance and themselves.

Data forecast

- 11.9 The Principal presented the expected pupil applications for the coming 2015/16 academic year which were currently as follows;
- Year 10 – approx. 110 applications
 - Year 12 – 100 pupils attended the induction day with approximately 80 of those being external applications.
- 11.10 A governor (DN) asked when the admission books would close to LEA admissions. The Principal advised on previous experience there would be drop outs therefore we should not stop accepting applications until it had reached 150.

Ofsted review

- 11.11 The Principal talked to the final Ofsted report highlighting the areas for improvement which included teaching and marking/assessment, independent study and communication with parents.
- 11.11.1 *Teaching* - The Principal confirmed that training had already been given to improve teaching, including the introduction of 'chunking' in lessons. A governor (SP) asked for clarification of the term 'chunking'. The Vice Principal advised that this was a technique to break up lessons into lots of beginning, middle and ends to keep the

pace of lessons flowing. Lesson dipping and learning walks by the senior leadership team were also carried out on a regular basis to monitor the teaching and identify areas for future training.

11.11.2 *Marking/assessment* - The meeting was informed that marking best practice presentations were scheduled to take place in the near future for individual departments by their respective heads. The Chair (DN) commented that marking policies should be consistent across departments rather than the whole UTC due to the differing requirements of different subjects.

It was further highlighted that;

- staff members had recently attended training on the new BTEC/QCF marking requirements;
- teaching on the Event management course, previously highlighted as below acceptable standards, had improved since new staff were appointed; and
- clearer deadlines were being set and shared with parents in the engineering courses to ensure work was completed in good time. Any missed deadlines would result in mandatory attendance of extra sessions to catch up.

11.11.3 *PP subject trial* - The Vice Principal explained that there would be a trial conducted within PP time focussing on pupil enrichment and independent study training, an area highlighted as by Ofsted where more support could be given to pupils. The trial would consist of vertical pupil integration of pupils (i.e. pupil groups including yr10 – yr13 rather than just one year group) for this subject. It was felt by the SLT that this approach would benefit the pupils in a variety of ways including behaviour and peer mentoring.

11.11.4 *Communication* - An session would be run by the SLT to identify gaps and overlaps in the UTC internal communication which may in turn highlight ways that parental and other external communication could be improved. The Chair (DN) requested that the board be kept informed as to the outcome of these sessions.

11.11.5 **Action:** *SLT to submit report to the next FGB meeting including feedback on how these areas have improved and/or what measures have been put in place to improve it.*

11.12 The Chair noted that it was apparent from the Ofsted report recognised that the UTC was clearly good in all areas and close to outstanding in some. The Principal expressed with opinion that it was the quality of teaching that was keeping the UTC from achieving an 'outstanding' status but that this was improving.

11.13 The principal also felt that the deliberate bad behaviour of a handful of students on the day for the benefit of the Ofsted inspectors and an erroneous letter to the inspectors from some sixth formers may have also contributed the UTC not achieving

an 'outstanding' status. It was noted that the inspectors had interviewed a number of pupils and staff following the receipt of the letter and concluded that the assertions contained therein were either unfounded or proved incorrect.

11.14 A governor (SP) asked what the frequency of Ofsted inspections was. The Principal explained that a school with a 'good' rating would be subject to a short inspection every 3 years. If it was felt that the schools rating would change up or down this would trigger a full inspection.

12. Finance & Remuneration committee report

12.1 The Finance Committee Chair gave an oral update to the board, highlighting that:

- cash flow was close to 2014/15 budgeted figure
- although the accounts included a £25k contingency the year was expected to end with a surplus of £1800
- There was an operational surplus within the teaching budget but taking into account other overspends the UTC was on budget overall.

12.2 A governor (SP) requested that the management accounts to date be distributed to all board members.

12.2.1 **Action:** *Finance committee chair to circulate management accounts.*

12.3 The finance committee confirmed that they would meet prior to the next FGB to finalise the budget for the 2015/16 academic year which included money earmarked for capital expenditure of equipment replacement. It was noted that any scaling up costs required due increases in pupil numbers would be funded by the increased funding received for the additional pupil numbers. A governor (DH) asked what the effect would be on budget if pupil numbers fell. The principal explained that the end of year surplus/deficit would be affected but that funding was based on the prior year so any effect if pupils numbers do drop will not be felt until 2016/17 academic year. Extensive investment in marketing the UTC had already taken place in the form of direct mailings, emails, newspaper and radio advertisements which has already resulted in a significant increase in applications, generating additional funding which has more than paid for the initial investment.

12.3.1 **Agreed:** *The finance committee would meet to finalise the 2015/16 budget once pupil numbers were finalised. The final budget would be presented to the next FGB meeting for approval.*

12.3.2 **Action:** *The principal would keep the board updated with expected pupil numbers over the summer.*

13. Transport contract Deed of novation

13.1 Following a company restructuring by the UTC's transport provider, Kier Group, there

was presented to the board a deed of novation transferring the party to the current contract with Silverstone UTC from one group company, Kier PFS Limited to another, Kier MG Limited.

- 13.1.1 **Agreed:** *The deed of novation was approved and the Principal was authorised to sign it on behalf of the UTC.*

14. Audit committee report

14.1 The Audit Committee Chair gave an oral update to the meeting. It was noted that the committee remit had been extended to include audit policies and that they would meet once a term.

14.2 It was planned that the external audit next year would focus only on the finance areas of the business rather than including procedural areas also.

14.3 It was also confirmed that the policies scheduled for renewal, and proposed by the committee for approval at agenda item 17, had been internally audited by the committee.

14.4 The Chair (DN) commented that it was good that this process was now in place.

15. Other link governor reports

15.1 The SEN link governor informed the meeting that they were still trying to arrange a meeting with the SENCO but was having some difficulty contacting them

15.1.1 **Action:** *The principal would follow this up with the SENCO immediately.*

15.2 The H&S link governor confirmed that Neil Hopkins, the business manager, has undertaken health and Safety training and would take over the day to day management of health and safety. A small increment in his salary to cover the additional responsibility had been agreed.

15.3 The Teaching and Learning link governor explained that focus of the next meeting (to be arranged towards the end of September) would be the points arising from the Ofsted report.

15.3.1 **Action:** *Feedback on the outcomes of the meeting would be provided to the board at the November FGB meeting.*

16. Finance and remuneration committee terms of reference

16.1 The Chair (DN) reminded the meeting that it had been decided at the last meeting to amalgamate the finance committee and the remuneration committee inter-related considerations of both. As a result of this amalgamation the terms of references' for each committee would need to also be amalgamated.

16.2 There was presented to the meeting the new finance and remuneration committee terms of reference, as prepared by a sub-committee of governors, for approval.

16.2.1 **Agreed:** *The new finance and remuneration committee terms of reference were approved.*

17. Policies for approval

17.1 It was noted that the following policies scheduled for approval at the meeting;

- controlled assessment policy; and
- the assessment recording and reporting policy,

had been deferred to the next meeting to reflect recent comments in the Ofsted report and recent changes to the BTEC assessment process.

17.2 The following policies were presented to the meeting for review of the comments and proposed for approval;

- Attendance & Punctuality policy for students;
- Health and Safety policy;
- Partnership agreement;
- Sex and relationships policy; and
- Compliment, comment & complaint policy.

17.3 The following amendments to the health and safety policy were proposed;

- 3.2.10 Offsite activities – remove sentence delegating authority to Principal for approval of overseas trips, this should remain with the board.
- 3.2.11 First aid, accidents and illness – in respect of correspondence received intimating a likely legal claim add 'and notification to the board of governors' to the end of the last paragraph.
- 3.2.16 Work at height – insert "£5m public liability" after 'evidence of' and before 'insurance' in the last sentence.

17.4 The following amendment to the Attendance & Punctuality policy for students was proposed;

- Removal of sentence regarding good attendance agreed.

17.5 **Agreed:** *Subject to the changes agreed in minutes 17.3 and 17.4 being made the policies were approved.*

18. Date of Next Meeting

18.1 Following discussion around the best day and time for board meetings, it was agreed that Tuesdays at 5.30pm would be preferable. The date of the next meeting would be confirmed in due course.

18.1.1 **Action:** *Principal and clerk to prepare a schedule of board and committee meetings*



for the coming academic year and circulate.

19. Any other business

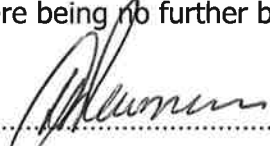
19.1 The Principal explained Mr Paul Fletton, currently listed as a director and company secretary of The Silverstone Academy Trust had left Tresham College and the Principal had received an email from him resigning from both positions. It was also noted that the registered office for the UTC was currently Tresham college.

19.2 It was further explained that Kirstan Boynton had been appointed by the University of Northampton to act as company secretary and clerk if the UTC so wished.

19.3 **Agreed:** *It was agreed that;*

- a) Kirstan Boynton, having consented to act be and is hereby appointed as Company Secretary with immediate effect.*
- b) The registered office be changed to Silverstone UTC, Silverstone Circuit, Silverstone, Towcester, Northamptonshire, NN12 8TL; and*
- c) The company secretary make the necessary filings with the registrar of Companies.*

There being no further business the meeting closed.


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Chair

Signed

29/9/15
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Date