

Minutes of the Board of Directors' Meeting held on Tuesday 23 February 2016 at 6:30pm in the Board Room, Silverstone UTC

Present:	Doug Newman	(DN)	Chair
	Stuart Pringle	(SP)	Vice Chair
	Paul Atkinson	(PA)	
	Stuart Banks	(SB)	
	Simon Evans	(SE)	
	Daniel Hyman	(DH)	(from minute 6.5)
	Nik Ives	(NI)	
	Becky Midgley	(BM)	
	Neil Patterson	(NP)	(Principal)
	Ian Rock	(IR)	
	Julia Schumacher		
	John Sinclair	(JS)	

In attendance:	Miriam Lakin		Minutes
	Charles Parker	(CP)	Baker Dearing Trust
	Vanessa Stanley	(VS)	Deputy Principal

Apologies:	Zoe Spavold		
	Stuart Wesselby	(SW)	

1. Welcome, apologies and quorum

The Chair welcomed those present, noted apologies for absence and confirmed that the meeting was quorate.

2. Declarations of Interest

There were no additions to the declarations of interest on file for those present.

3. Safeguarding Update

3.1 It was reported that there were no issues to bring to the attention of the Board.

4. Health and Safety update

4.1 The Board received the notes of a recent Health and Safety walk. It was confirmed that the walks are undertaken half-termly.

4.2 Governors asked about near misses, and it was reported that these are recorded, and data is reported as a KPI.

4.3 The involvement of lead governors for Health and Safety was discussed. The Principal stated that it would be useful for Health and Safety lead governors periodically to check health and safety records and ensure that proper process is being followed by undertaking case studies on particular cases.

5. Minutes of Last Meeting

5.1 The minutes of the meeting held on 8 December 2015 were approved and signed by the Chair.

6. Matters Arising

6.1 (M2.2.1) It was reported that some declarations of interest were still outstanding, and the clerk would follow up on these.

6.2 (M7.10.1) It was reported that the person responsible for digital marketing has since left the organisation and an external agency is now being used.

6.3 (M8.6) This action is complete

6.4 (M9.4.1) One governor reported that he had asked his company about sponsorship of the netball kit, but that this was not possible. It was agreed that the University of Northampton would be approached about this sponsorship.

6.5 (M9.13.1) Data on behaviour compared to attainment is being compiled and will be brought to the next meeting.

6.6 (M11.4.1) The Finance and Remuneration Committee agreed to follow up on apprenticeship delivery at their meeting in March.

6.7 (M13.2.1) Governors who had not yet completed a skills audit questionnaire were reminded to do so. It was reported that the skills audit would be on the agenda for the next meeting.

6.8 (M13.5.1) Complete – Lead governors for Health and Safety have been appointed.

6.9 (M14.2.1) It was reported that the charging policies of other establishments have been assessed, and that there will be no significant changes to the UTC's charging policy at the present time.

6.10 (M19.5.1) It was reported that discussions on a Big Bang Fair were held with Engineering UK and ByDesign who hold the licence. In order to hold a Big Bang Fair, £30k would need to be raised.

6.11 (M19.6.1) It was confirmed that there will be no financial burden on the UTC from transport costs for the Le Mans enrichment trip. The trip will not go ahead if the costs are not covered.

7. Principal's Report and KPIs

7.1 The Board received and noted a report from the Principal and associated Key Performance Indicators (KPIs).

7.2 In particular, the Board asked about media coverage opportunities from the relationship with the RFU College Development Team. It was reported that these will be pursued.

7.3 In response to a question about attendance KPIs, it was confirmed that pupils on home study are recorded as 'not required to be in the building'.

7.4 The Board noted the latest statistics on pupil applications, and it was reported that there is no closing date for applications. Applications will continue to be considered, and a reserve list will be opened if necessary.

7.5 Two health and safety near misses were discussed. It was noted that one was caused by a faulty door, and a more permanent solution is yet to be identified. A further near miss was electrical. All of the equipment involved has subsequently been examined by an electrician and has been found to be in satisfactory order.

8. Audit Committee Report

8.1 It was reported that the minutes of the Audit Committee held on 2nd February 2016 are now available on SharePoint.

8.2 The Committee discussed health and safety, and have agreed that this will become a regular item on the Audit Committee agenda. They also discussed the interim audit report, and the Scheme of Delegation.

8.3 It was reported that the UTC's financial system allows account details to be changed between the raising of an invoice and when a payment is made. To monitor this, the Principal will receive a monthly report of these items.

8.4 The Board received and agreed a proposal to update the Audit Committee's Terms of Reference.

9. Finance Committee Report

9.1 It was reported that the Finance Committee met on 28th January 2016. The Committee reviewed the current financial status of the business. This is

judged to be reasonable overall, with a year to date deficit of £57k against a budget of £121k.

- 9.2 It was reported that the situation is fluid as there is an ongoing discussion with the Education Funding Agency (EFA) about the level of clawback.

10. Other Link Governor Reports
Safeguarding

- 10.1 A report will be made at the next Board meeting.

Learning and Teaching

- 10.2 It was reported that a meeting was held to follow up on improvement action plans. Of the four departments who were met, two provided data, analysis and evidence of progress which was at or close to outstanding. The presentation from a further two departments was not of a satisfactory standard. As the two departments in question have not met the task set, further work will be necessary.

Baker Dearing Trust

- 10.3 There are three further places at a meeting between UTC representatives and the Duke of York to be held at St James' Palace, and any governor who wishes to attend should email the Chair.

11. Admission Arrangements 2018

- 11.1 It was reported that no changes for 2017 admissions were proposed.
- 11.2 It was reported that the UTC's management do not believe that fair-banding tests should be adopted for 2018. The Board supported this view.
- 11.3 The Board noted that there is an opportunity for the UTC to conduct its own admissions for KS4 without involving the Local Authority, and that there are some advantages to doing this. It was agreed that a final decision will be made at the first Board meeting of 2016/17.

12. RAISEonline – Summer 2015 Review

- 12.1 The Board received and noted a summary report of RAISEonline statistics.

13. Option Choices at Key Stage 4 – Impact on Performance Tables

- 13.1 It was reported that the range of GCSE options available to pupils means that they will not necessarily be undertaking an EBacc compliant course. This will mean that the UTC will perform less favourably on that performance measure. It was noted that changing to the new qualifications framework would cause upheaval in the Engineering Department. Continuing with the present framework would allow the UTC to deliver the same quality of

education as in the current year. It was reported that students are receiving very good offers from universities, as universities still accept the BTEC qualification.

13.2 It was therefore proposed that the Engineering Department is given a free hand to change to the new qualification framework more slowly, although the current qualification will not count in performance tables. The Board agreed this approach.

13.3 It was reported that the tutor for Travel and Tourism can deliver the requirements of the new framework in one year, and this course will therefore count in the qualification tables. The Board noted that this produces a dependency on one teacher.

14. Development Plan

Asset Management Plan

14.1 The Asset Management Plan will be brought to the next meeting.

Building Net Capacity

14.2 The Board received an assessment of the capacity of the current building. It was reported that currently the assessment suggests that the capacity is 543 rather than 576, although it is yet to be validated. It was reported that when compared to growth in student numbers, the current capacity of the building would be sufficient until the 2019 intake.

Ofsted – Areas for Improvement

14.3 The Board received a summary of the items completed, in progress and outstanding.

14.4 It was reported that whilst it is disappointing that there are so many outstanding items, a lot has been achieved over the past year in the face of some staffing challenges and a very tight overall staffing structure.

14.5 The Board noted the importance of ensuring that there is communication with parents through letters as well as electronic means, as not all parents use email or social media. It was reported that communication about examinations and study has been very good in the current year.

14.6 The Board asked about two costs of £12k identified in the plan, and it was reported that this represents the assumed cost of an Inset day for all staff.

14.7 It was agreed that the School Development Plan will be considered in more detail at the next meeting. Board members were invited to send their questions and comments on the plan to the Principal.

15. Scheme of Delegation

15.1 The Board received and approved the Scheme of Delegation.

16. Policies

16.1 Noting that they had been reviewed by the Audit Committee and the responsible people, the Board approved the following policies:

- a) Anti-Bullying and Harassment (Staff)
- b) Assembly and Themes of the Week
- c) Behaviour Policy
- d) Employee Code of Conduct
- e) Fertility Treatment Leave Policy
- f) Gifted and Talented
- g) Ill Health Capability Procedure
- h) Independent Learning
- i) Miscellaneous Rules and Policies
- j) Paternity Leave
- k) Pay Policy
- l) Retention of Records

16.2 The Board received for reference a document titled *The Company Spirit*. It was noted that the use and reinforcement of such a document is standard practice in business. It was reported that the document will be seen by all staff. It was suggested that a paragraph is included to ensure that staff understand the relevance of the document to them. It was suggested that images of people would reinforce the content of the document. It was suggested that one phrase may cause offence and an alternative should be found.

16.3 The Board received a list of current policies, and it was proposed that authority for some of them is delegated to the Principal.

16.4 The Board agreed that the next Audit Committee should consider the list and decide which are policies and which are procedures.

16.5 The Board agreed that if a policy has not changed, it does not need to be ratified by the Board.

16.6 The Board agreed that if a policy is changed, the reason for this should be discussed at the Audit Committee, which will then recommend the change to the Board for approval.

17. Any Other Business
Parent Forum

17.1 An email has been received from a parent suggesting a Parent-Teacher Association or other regular meeting of parents. It was noted that the issue for the UTC is the commitment of very limited staff time to such a meeting. However, the value of engaging parents was noted, especially where this can be done in a positive and supportive way. It was suggested that parents should be encouraged to run a 'Friends of Silverstone UTC' group, and that they could report through this to a parent governor. IR agreed to act as a link to such a group.

Travel and Tourism Year 13 Trip Proposal

17.2 The Board received a proposal for a trip for Year 13 students to Madrid in order to undertake work they need to deliver. It was reported that risk assessments have been undertaken.

17.3 The Board asked about equitability for those pupils whose parents are unable to fund the trip. It was reported that in the notification letter to parents, it will be stated that the UTC can discuss with parents how financial support could be offered. It was confirmed that Pupil Premium Funding can cover this type of expense.

17.4 The Board agreed the proposal.

Pupil Growth

17.5 The Board received and noted maps showing the geographical location of students over the past three years, and the forecast for 2016/17.

There being no further business the meeting closed at 8.30pm.

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Chair
Signed

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Date