

**Minutes of the Board of Directors' Meeting held on Tuesday 3 May 2016
at 5.30pm in the Board Room, Silverstone UTC**

Present:	Doug Newman	(DN)	Chair
	Stuart Pringle	(SP)	Vice Chair
	Stuart Banks	(SB)	
	Simon Evans	(SE)	
	Daniel Hyman	(DH)	
	Becky Midgley	(BM)	
	Neil Patterson	(NP)	(Principal)
	John Sinclair	(JS)	
	Stuart Wesselby	(SW)	
In attendance:	Miriam Lakin		Minutes
	Vanessa Stanley	(VS)	Deputy Principal
Apologies:	Paul Atkinson		
	Nik Ives		
	Ian Rock		
	Julia Schumacher		
	Zoe Spavold		

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 safeguarding issues to bring to the attention of the Board.

3.2 It was reported that an Ofsted visit on this subject had taken place on 21 April 2016, and no issues had been raised as a result. It was reported that the draft report from Ofsted had been received that day, and was available for governors to read.

3.3 The Principal reported that as student numbers grow, there may have to be further prioritisation, and the leadership team are discussing how to address the rising number of pupils who present concerns.

4. EFA Investigation Report

- 4.1 The Chair reported that in December he was asked by the Education Funding Agency (EFA) confidentially to investigate a number of allegations which had been made by an anonymous whistleblower.
- 4.2 It was reported that the Chair had been asked not to inform staff in the UTC about the investigation.
- 4.3 The Chair reported that following a thorough investigation, he had concluded that none of the allegations made by the whistleblower had any foundation. The Chair gave an oral report on each allegation, and how it was investigated.
- 4.4 It was reported that since some of the allegations were about health and safety, the Health and Safety Manager from Silverstone Circuits Ltd completed a report.
- 4.5 The Chair reported that the Health and Safety report had identified nine actions. He stated that none of these related to the whistleblowing allegations, and that all would have been identified and addressed through the UTC's standard health and safety procedures.
- 4.6 As lead governor for Health and Safety, SP agreed to develop a plan to follow up on the health and safety actions identified, and to approve dates for the completion of these actions. The Chair agreed to send suggested dates to him.
- Action: SP/DN**
- 4.7 The Chair confirmed that all policies in the areas raised by the allegations were correct and up to date.
- 4.8 The Board thanked the Chair for the considerable amount of work he had undertaken on their behalf. The Board expressed concern about the EFA's policy for the management and investigation of whistleblowing allegations.

5. Minutes of Last Meeting

- 5.1 The minutes of the meeting held on 23 February 2016 were approved.

6. Matters Arising

- 6.1 (M6.7) It was reported that some governor skills audits were still outstanding, and would be completed as soon as possible.

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 Members noted recent pupil exclusions from the UTC, and asked about the potential adverse implications of these. The Principal noted the financial impact of exclusions, and stated that he had written to all parents to explain what had happened and the response that the UTC had taken. It was reported that taking decisive action to exclude pupils in this case had been viewed well locally.

7.3 Members noted the KPIs, and requested a chart comparing KPIs over different years in order to analyse trends.

Action: NP

7.4 In particular, the Board noted and discussed the reasons for attendance and behaviour trends in different year groups in the UTC.

7.5 The Board noted and welcomed recent application statistics.

7.6 It was reported that Lord Baker had brought the Chair of Ofsted to visit the UTC last week in order to demonstrate the impact that a UTC can have on its pupils.

7.7 The Board noted that there had been one accident reported in April. NP stated that this had been minor.

7.8 The Chair requested the addition of work days missed by pupils or staff to the Principal's report.

Action: NP

8. Behaviour vs Attainment

8.1 The Principal presented data on pupils' forecast average point score for GCSEs compared to behaviour as measured through achievement points.

8.2 The Principal reported that he would present this data at departmental level to departmental managers as it would be useful to stimulate conversation, for example about whether the system for rewarding good behaviour is effective. The Chair suggested that the data would be useful as part of departmental reviews.

9. Asset Management Plan

9.1 The Board received and noted the draft Asset Management Plan. It was reported that data on the planned works has yet to be added to the budget.

9.2 It was suggested that the possibility of creating an economy of scale by using one company for several aspects of the work should be investigated.

9.3 It was reported that the Finance Committee will look at the plan in more detail. It was agreed that the Asset Management Plan would be an active rather than a registered document, but that the Board should be aware that it is part of the SUTC's ongoing budgeting process.

10. School Development Plan

10.1 The Board received and noted the School Development Plan. The Principal reported that it sets out the five key foci of the SUTC.

10.2 Members asked how the five areas would be shared amongst staff, and how feedback would be monitored. The Principal explained the roles of the Senior Leadership Team, Head of Department and staff in both analysis of progress and feedback.

10.3 Members asked how the focus on work experience would be covered by the staff. The Principal explained that time of various different members of staff would cover this. It was also suggested that the SUTC's partners could be asked to take a role in offering work experience regularly. The importance of ensuring that work experience is valuable and a good match with the student was noted.

10.4 Members asked if there were any KPIs to support the goals set out in the School Development Plan. It was reported that the majority of the goals are reflected in existing KPIs. It was requested that mapping of goals in the School Development Plan against KPIs and other performance measures is carried out so that governors can be clear how progress is measured.

Action: NP

11. GCSE Results Forecast

11.1 The Board noted forecast GCSE results for summer 2016. The Principal confirmed that staff will be encouraged to attend on results day.

12. Budget Update

12.1 The Board noted the current budget, and that there has been little change since the last report.

12.2 The Board noted a £15k reduction in income predicted from Silverstone Circuits.

12.3 The Board noted the importance of maximising the use of the building outside teaching in order to generate income and ensure value for money for the taxpayer.

12.4 In his role as Sporting Director of Silverstone Circuits Ltd, SP agreed to investigate possibilities for helping the SUTC to maximise its external income.

Working in partnership with Events Management students and staff was suggested.

Action: SP

- 12.5 The Board noted the cash flow, including overspends and underspends. It was reported that some overspends are the result of additional exam fees incurred by departments. It was suggested that the financial impact of incurring additional exam fees should be raised as part of staff annual reviews.
- 12.6 It was noted that agreement has been received from the EFA that in-year pupil number adjustments would continue to be made for UTCs in the coming year. It was noted that this can be seen as a recognition that UTCs are still growing and need to be able to expand at a greater rate than established schools.
- 12.7 It was reported that claw back by the EFA for the current year is agreed, and that negotiations over 2016-17 and 2017-18 are continuing.

13. Policy Review

13.1 The Board re-approved the following policies:

- Adoption Leave
- Adverse Weather and Travel Disruption
- Compassionate Leave
- Dependant Leave
- Flexible Working
- Leave for Public Duties
- Redundancy Procedure
- Retirement
- Stress at Work
- Probationary Procedure

13.2 It was agreed that in future, the review of policies would be scheduled around the Audit Committee. The Audit Committee would review policies, which would then be passed to the full Board for approval. It was noted that the policy review schedule would be updated to reflect this.

Action: NP

14. Policy Approval

14.1 It was agreed that the following new or changed policies would be circulated to the Board for comments:

- Examinations
- Inclusion
- Shared Parental Leave (Adoption)
- Shared Parental Leave (Birth)

14.2 It was agreed that in future where a new policy had been developed, this would be brought to the full Board for approval, and would then be included in the policy review schedule.

15. Governor Skills Audit

15.1 The Board received and noted the results of an audit of the skills of governors.

15.2 Good progress since the audit carried out in January 2015 was noted, with good coverage of skills.

15.3 The Board discussed whether there are any areas where more robust training, or refresher training is necessary. The need to organise training for the newer governors was noted. It was suggested that training on the A-Level Performance System (ALPs) could be offered.

15.4 It was agreed that the Board will hold an informal session with as many of its members as possible to discuss the strategic plan for the SUTC, its direction of travel, and how the plan will be achieved. It was agreed that some members of the SUTC's leadership team would also be invited. The Chair agreed to propose a date.

Action: DN

16. Governance Review

16.1 The Board received and noted the results of a review by the members of the Board against the nine criteria for the effectiveness of governance as set out in the Schools Inspection Handbook.

16.2 Some specific areas which had been raised by particular governors through the review were addressed.

16.3 The Chair agreed to follow up the parent governors about setting up a Parents' Forum.

Action: DN

16.4 It was noted that it would be useful to include an update from governors in a newsletter the SUTC sends out. The Chair agreed to prepare a draft.

Action: DN

16.5 It was confirmed that whilst the website does meet statutory requirements, a query had been raised about including the Drugs and Alcohol Policy. It was agreed that the Audit Committee should consider which non-statutory policies should be added to the website.

Action: Audit Committee

17. Short Course Provision



17.1 Some potential for growing income through short course provision, either through an offer by the UTC, or the hire of its premises, was reported. The Board supported the idea of investigating further the potential for short course provision.

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[Handwritten Signature]

Chair
Signed

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12/07/16

Date