

**Minutes of the Board of Directors' Meeting held on Tuesday 12 July 2016
at 5.30pm 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)	
	Nik Ives	(NI)	
	Neil Patterson	(NP)	(Principal)
	Julia Schumacher	(JS)	
	John Sinclair	(JS)	
	Zoe Spavold	(ZP)	
	Stuart Wesselby	(SW)	
In attendance:	Miriam Lakin	(ML)	Minutes
Apologies:	Becky Midgley	(BM)	
	Ian Rock	(IR)	

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

The Principal reported that he had become a governor at a local primary school. There were no further additions to the declarations of interest held on file.

3. Safeguarding Update

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

4. Health and Safety Update

4.1 The Board received a health and safety update based on a health and safety walk that had been carried out. It was reported that the format of this had been updated following comments from the Audit Committee. The addition of a column showing whether an action had been closed was requested.

Action: NP

4.2 The Board noted the details of a review of the Health and Safety Policy.

5. Minutes of Last Meeting

5.1 The minutes of the meeting held on 3 March 2016 were approved.

6. Matters Arising

6.1 (M4.6) *Health and Safety Action Plan* – Complete

6.2 (M6.1) *Governor Skills Audit* – Complete

6.3 (M7.3, 7.8) *KPIs* – Complete – Included on the current agenda

6.4 (M12.4) *Income Maximisation* – SP agreed to discuss this at the next meeting.

Action: SP

6.5 (M13.2) *Scheduling of Policy Review and Updating Policy Review Spreadsheet* – Complete

6.6 (M15.4) *Off Site Strategy Meeting* –The Chair asked governors to inform him of their availability for September as he hoped to fix a date when a majority of governors would be available.

6.7 (M16.3) *Setting Up Parent Forum* – IR would be asked to report to a future meeting.

Action: IR

6.8 (M16.4) *Governor Update to Parents* – DN reported that the next newsletter to parents would be sent by half term in the next academic year. A format for the update from the governors should be agreed. DN agreed to produce the first update from governors.

Action: DN

6.9 (M16.5) *Policies for Website* – A proposal was on the agenda.

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 The Principal reported on the different reasons why pupils leave during their studies.

7.3 Governors discussed pupil behaviour statistics. It was noted that sanctions are clear, but that systems for reward are less so. It was reported that parents of applicants find the high standards of behaviour which are set by the SUTC attractive.

7.4 It was noted that the cost to the SUTC of a permanent exclusion is around £5k from the budget, but that these are occasionally essential in order to maintain the SUTC's reputation.

7.5 The Board noted and welcomed recent application statistics.

7.6 The Board noted student and staff absence data. It was reported that staff absences are generally covered internally, and that agency staff are used for longer term absences. The Board agreed that the presentation of governor absences was useful and would be included in future reports. It was requested that this was presented in graph form.

8. Governors' Discipline Committee

Minutes 8.1 to 8.9 are contained in the confidential section of these minutes.

9. Audit Committee Report

9.1 The Chair of the Audit Committee reported that the annual Health and Safety Report received by the Committee was comprehensive and that the Committee had committed to Health and Safety visits to ensure that the actions raised had been completed.

9.2 The Chair of the Audit Committee also reported that all of the policies presented to the Board had been reviewed by the Audit Committee, which recommended their acceptance by the Board. The Committee would also develop an audit plan to monitor the application of policy, and models were being considered.

9.3 The Board received and approved a list of policies to be displayed on the SUTC website. It was agreed that the Gifted and Talented Policy would also be on the website. It was noted that all policies on the website would be in PDF format, and that the Principal would be responsible for ensuring that the most up to date version was displayed.

9.4 It was noted that the Safeguarding Policy mentioned the named governor reporting annually to the Board, and suggested that this should be amended to a minimum of one annual report.

9.5 The Principal noted that there was a summary of which reports are due to be received by which meetings, and agreed to distribute this.

Action: NP

9.6 The Chair of the Audit Committee reported that the SUTC did not have a Company Secretary appointed, but that this was not a legal requirement. It should be ensured that the necessary returns were made to Companies

House. The Board agreed that it was not necessary to appoint a Company Secretary.

9.7 It was reported that the Chief Financial Officer had delegated responsibility for detailed accounting processes. The Board approved and ratified the appointment of Neil Hopkins as Chief Financial Officer.

10. Link Governor Reports

10.1 The Board agreed that there should be a schedule for reports from link governors to the Board. It was agreed that a schedule of reports would be presented to the next meeting. It was also agreed that a standardised template for link governor reports would be useful.

Action: NP

11. Governor Skills Audit

11.1 The Board received and noted the results of a recent audit of their skills. It was reported that governor training is to be offered with governors from Daventry UTC, and that in particular two newer governors required training.

11.2 It was agreed that there should be a regular annual session aimed at helping governors to understand the data that was presented to them. It was agreed that this could be delivered in house by the Principal or Deputy Principal.

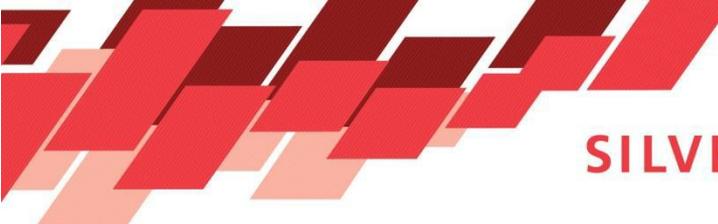
11.3 The Principal agreed to report back to the next meeting with any particular training needs that had been shown by the skills audit. He also agreed to send the attendance schedule of governors at meetings to the Chair to allow a cross-check on whether skills had not been developed because meetings had been missed.

12. Policies for Approval

12.1 The Board approved the following policies:

- Compliments, Comments, Complaints
- Disability
- Educational Visits
- Equal Opportunities for Staff
- Equal Opportunities for Students
- Exclusions
- First Aid
- Freedom of Information
- Governors' Allowances
- Looked After Children
- Probationary Procedure.

12.2 The Board approved the Data Protection policy subject to one amendment.



Zoe Spavold withdrew from the meeting.

13. Finance Committee Report

Minutes 13.1 – 13.13 are in the confidential section of these minutes.

14. Dates of Next Meetings

14.1 The Principal agreed to circulate a proposal by email.

Action: NP

15. Any Other Business

15.1 It was reported that the SUTC had hosted a governing body away day for Tresham College governors. They had been particularly impressed by a tour with four Engineering students, who displayed motivation, dedication and engagement.

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Chair
Signed

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Date