

**Minutes of the Board of Directors' Meeting held on Tuesday 27  
September 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)	
	Nik Ives	(NI)	
	Neil Patterson	(NP)	(Principal)
	Julia Schumacher	(JSc)	
	John Sinclair	(JSi)	
	Zoe Spavold	(ZP)	
In attendance:	Miriam Lakin	(ML)	Minutes
	Vanessa Stanley	(VS)	Deputy Principal
Apologies:	Paul Atkinson	(PA)	
	Daniel Hyman	(DH)	
	Becky Midgley	(BM)	

**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**

2.1 The Principal reported that he was a governor at a local primary school, and that his wife had previously been employed in the SUTC via Student Services. SE reported that he was Chair of Governors at Tresham College.

2.2 There were no further additions to the declarations of interest held on file.

**3. Election of Chair and Vice-Chair**

3.1 The Board agreed the election of Doug Newman as Chair, and Stuart Pringle as Vice-Chair.

**4. Safeguarding Update**

4.1 It was reported that there were no safeguarding issues in relation to current pupils to bring to the attention of the Board.

4.2 It was reported that there were two serious cases involving pupils who had subsequently left the SUTC. These cases had involved the Police and would involve court cases at which it was likely that members of staff would be called to testify.

**5. Health and Safety Update**

5.1 The Board received and noted an update on health and safety actions and progress since the previous report.

**6. Minutes of Last Meeting**

6.1 The minutes of the meeting held on 12 July 2016 were approved.

6.2 It was reported that at the previous meeting the Board had had a confidential discussion without the presence of staff members of the Board. This decision had been taken in order to avoid unsettling members of staff. However, the Board confirmed that it would expect all members to maintain confidentiality and commercial sensitivity regardless of their status. It was agreed that the confidential section of the minutes of the meeting held on 12 July 2016 would be circulated to the Board, although they would remain unpublished.

**7. Matters Arising**

*Items 7.1 – 7.3 are in the confidential section of these minutes.*

7.4 (M4.1) *Health and Safety Update* – Action completed

7.5 (M6.4) *Income Maximisation* – SP had agreed to circulate a report to the Board

**Action: SP**

7.6 (M6.7) *Parent Forum* – Members noted the resignation of Ian Rock as a parent governor due to pressures of work. NI agreed to look into setting up a parent forum. The Board agreed to begin an election process for a new parent governor as soon as possible with a view to having a new governor by the December meeting.

**Action: NI**

7.7 (M6.8) *Governor Update to Parents* – The Chair agreed to prepare an update to parents from the Board. This would be part of the newsletter from the SUTC to parents which would be circulated by half term.

**Action: DN**

7.8 (M9.5, M10.1) *Link Governor Reports* – Complete. A schedule had been prepared.

7.9 (M14.1) *Meeting Dates for 16/17* - Complete. Dates had been circulated

7.10 (Confidential M8.7) *Report to Governors' Discipline Committee* – The Principal reported that a report was being prepared for circulation to the Discipline Committee.

7.11 (M8.8) *Review of Exclusion Policy* – SB reported that he had reviewed the policy. He recommended the inclusion of a section on comments, complaints and compliments. He reported that the governors had an obligation to assess exclusions for periods over 15 days, and that this should be done through a formal Governors' Disciplinary Committee, which

could be constituted with three governors.

- 7.12 (M13.3) *Energy Costs* – SP reported that the utilities broker had been changed in June, and that he believed that better rates could be achieved as a result, but was unable to quantify this at present.

## **8. Declarations of Interest**

- 8.1 The governors present completed declarations of interest for the current academic year. It was agreed that forms would be distributed electronically to those governors who were not present.

**Action: Nicola Woodhead**

## **9. Appointments and Resignations**

- 9.1 The Board received the resignation of Ian Rock as a parent governor.
- 9.2 The Board noted that Stuart Wesselby had left Tresham College. SE agreed to consider who at Tresham College might replace him on the SUTC Board.

## **10. Term Dates**

- 10.1 The Board received and approved term dates for 2017/18.
- 10.2 The Principal confirmed that the dates produced the required number of teaching dates and were in line with standard Northamptonshire term dates. The only exception to this was four staff inset days rather than the standard five due to closure for the British Grand Prix.
- 10.3 The Principal reported that the 2016/17 GCSE results day coincided with the Moto GP Day of Champions. SP agreed to ensure that the site would be accessible for SUTC business on that day.
- 10.4 It was reported that the SUTC would close at 2.15pm at the end of the Christmas and Summer terms, and that the bus service had been changed to accommodate this.

## **11. Principal's Report and KPIs**

- 11.1 The Board received a report from the Principal including performance against KPIs.
- 11.2 In particular the Board noted enrichment activities taking place on Wednesday afternoons from 3-5pm. The Principal explained the benefits of this, and that the costs were very small.
- 11.3 The Principal reported on an electrical fault caused by a latent defect in the building. This had caused damage to the electrical infrastructure and some

equipment, as well as the activation of an alarm. The construction company was liable, and would be presented with a bill to make good the problem and for the damage caused.

- 11.4 It was reported that 67 families had registered for an open event on 19 October at 5.30pm and 7pm. Governors were encouraged to attend if possible.
- 11.5 It was noted that attendance data was disappointing, especially in Year 11. This was because data on study leave had not been removed. This would be rectified in future years. However, for the current year, the figure would be published and would be available to parents.
- 11.6 The Board noted improvements in behaviour. It was reported that the current Year 10 was a very good intake in terms of behaviour, and the possible reasons for this were discussed. These could include the reputation that the SUTC was gaining as a good school. It was further reported that the new Director of Children's Services had recently undertaken to write to all Year 9 parents about the local UTCs.
- 11.7 The Board received a report on intervention which was taking place with a group of Year 11 pupils who had been identified as particularly likely to benefit in terms of their outcomes. A system of 'assertive mentoring' had been set up, the pupils were being tracked and monitored, and additional work was being set. It was reported that it was hoped that success would be seen in an improvement in coursework grades by Christmas.
- 11.8 The Board noted applicant numbers and current student numbers. It was noted that boys continued to be in a majority amongst Engineering pupils. It was reported that advertising had been used to appeal to girls as well, for example through photos and case studies of both genders.
- 11.9 The Board congratulated all of those involved in improving pupil numbers.
- 11.10 The Board discussed the future presentation of accident and near-miss data. SP agreed to send to the Principal a template to show how data was reported in his organisation.
- Action: SP**
- 11.11 It was suggested that the number of accidents and near-misses continued to be reported as part of the KPIs, with any relevant detail presented as part of the Principal's report. In addition, health and safety representatives could be asked to report to the governors on the detail of accidents and near-misses, confirming that they had examined accident reports and were satisfied that all possible action was being taken. It was suggested that a

correlation between training and incidents could be shown to identify any areas where a lack of training had led to accidents. It was suggested that accidents could be categorised as related to the work being done or arising as a result of a lack of care. It was suggested that pupils should be encouraged to report near-misses, as this would be good preparation for the workplace.

**Action: NP**

## **12. Exam Results Update**

- 12.1 The Board noted outcomes from the summer examinations. It was reported that the results were lower than had been forecast. There were particular problems in some subject areas, for example Science which had been due to some staffing issues. It was reported that Level 2 Events Management had been marked down by the external examiner, and that this was being disputed. It was reported that lead governors for teaching and learning would hold meetings with Heads of Department over the next week to interrogate further the results and feed back to the Board on what measures can be taken to improve progress.
- 12.2 Members requested comparative data nationally and locally, ideally for the AGM in January if this was available.
- 12.3 The Board noted details of a pilot of a core maths qualification at Level 3 which was equivalent to an AS Level. It was reported that this qualification worked well for the vocational cohort at the SUTC.
- 12.4 It was noted that removing pupils from qualifications where they would not be expected to achieve a good grade would improve performance tables but decrease funding as a certain number of guided learning hours was necessary to achieve 100% funding.

## **13. Link Governor Reports**

- 13.1 A schedule of link governor reports had been established.

## **14. Admissions Policy**

- 14.1 The Principal explained that the Audit Committee had previously considered the Admissions Policy, and that if it were to change for September 2018 entry, a public consultation would need to take place in January or February 2017.
- 14.2 The Principal explained that at present the parents of Year 10 children apply to the SUTC and also give the same information to the Local Authority. The Local Authority wait until March to confirm that pupils have been admitted to the SUTC, which can deter parents.

- 14.3 The Principal recommended that the policy was changed to remove the necessity to apply via the Local Authority. This would give the SUTC better opportunities to engage with applicants before the beginning of their formal studies.
- 14.4 It was confirmed that the Local Authority would still have an obligation to be engaged with the SUTC through its oversight of pupil outcomes.
- 14.5 The Principal also recommended that there were no mid-year applications as mid-year entry was rarely successful. Mid-year applications would be considered on an exceptional basis through a discussion with the pupil's family, and on the understanding that such an application may be rejected. In the case of rejection, an appeal could be made to an independent appeals panel.
- 14.6 Governors asked about the risk that changing the policy would have an impact on student numbers. The Principal stated that it should make the application process easier for parents and was therefore unlikely to have any impact. He confirmed that the Local Authority do not undertake any marketing of local school places.
- 14.7 The Board approved the updated Admissions Policy for consultation in early 2017.

**15. Any Other Business**

**15.1 Strategy Meeting**

The Chair reported that he would look again at dates for the meeting.

**Action: DN**

**15.2 New GCSE Grading System**

It was noted that the system of grading GCSEs from A\* would be replaced by grading from 1-9. The Board noted that it would be useful for them to understand the changes and their implications. It was reported that as yet there was no definitive guidance nationally on how the new grades would be allocated.

**16. Date of Next Meeting**

Tuesday 6 December at 5.30pm at the SUTC.

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Chair  
Signed

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Date

