

**Minutes of the Board of Directors' Meeting held on Tuesday 6 December 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)  |                  |
|                | Becky Midgley    | (BM)  |                  |
|                | Neil Patterson   | (NP)  | Principal        |
|                | Zoe Spavold      | (ZP)  |                  |
| In attendance: | Miriam Lakin     | (ML)  | Minutes          |
|                | Vanessa Stanley  | (VS)  | Deputy Principal |
| Apologies:     | Paul Atkinson    | (PA)  |                  |
|                | Daniel Hyman     | (DH)  |                  |
|                | Julia Schumacher | (JSc) |                  |
|                | John Sinclair    | (JSi) |                  |

**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 None in addition to those already held on file.

**3. Safeguarding Update**

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

3.2 It was noted that the Cambridge UTC had recently received an inadequate rating in an Ofsted report primarily around safeguarding issues. The report would be reviewed by the SUTC to ensure that all of the points raised were adequately covered.

3.3 It was reported that the statutory guidance on *Keeping Children Safe in Education* had been updated in September 2016, and this had been taken into account when reviewing policies.

**4. Health and Safety Update**

4.1 The Board received and noted a summary of progress following a recent walk-around which had identified points to address. The Board also received a summary of actions taken in response to points raised in previous reports.

Members requested that a deadline for completion was shown for each action.

- 4.2 In regards to an action on training pupils in the use of machines, the Board noted progress on creating a log of training and the level of competency achieved. It was agreed that a statement on best practice in training and in the use of the training log would be added to the departmental handbook by the end of the current term. This would address the outstanding action on training.

**Action: VS**

## **5. Minutes of Last Meeting**

- 5.1 The minutes of the meeting held on 27 September 2016 were approved.
- 5.2 It was noted that the minutes had been delivered late, and that in future the target would be to issue them within one month.

## **6. Matters Arising**

- 6.1 (M7.5) *Income Maximisation* – A report had been sent to the Chair and Principal. It was reported that Silverstone Circuits had received £9.1m of Heritage Lottery Funding for an educational visitor attraction on the site which was planned to open in 2019. The attraction would have a strong link with science, technology, engineering and mathematics, with the idea of inspiring the next generation of engineers. It was hoped that the SUTC could be integrated into it. As the visitor attraction would be a charity, it was hoped that there would be initiatives that the charity could support. The Board noted that this was encouraging news, and thanked SP for championing the SUTC as part of the project.
- 6.2 (M7.6) *Parent Forum* – NI had researched how parent forums were set up in other schools, and had delivered a brief paper to the Chair and Principal. It was agreed that it was important that such a forum was directed around an agenda and allowed the SUTC to outline priorities to the parents and receive their feedback. NI agreed to set a meeting with the Principal to discuss further the operation of the parents' forum.
- 6.3 (M7.7) *Governor Update to Parents* – This action would remain open. It was suggested that an update could be prepared in line with parents' forum.
- 6.4 (M11.11) *Accident and Near Miss Data* – It was reported that an update would be given to the next meeting as further discussion was necessary. The action would therefore remain open.

6.5 (M11.11) *Pupil Reports on Near-Misses* – Pupils would be encouraged to report on health and safety near-misses. The roll out of this was being done through assemblies.

## **7. Appointment of New Parent Governor and Trustee, Resignations**

7.1 It was reported that an election had been held for a further parent governor. Two candidates had come forward, and the parents had selected a preferred candidate through a vote.

7.2 The Board agreed that as governors were appointed by the Board, the Chair would interview both candidates. An assessment of the skills of each of the candidates would be carried out, and this would be compared to the current skills available to the Board. It was agreed that the Chair should assess the suitability, attributes and motivation of each candidate and make a recommendation to the Board. It was noted that this would be in line with the Academies Handbook which was clear that smaller and more effective governing bodies were recommended.

7.3 It was reported that Simon Evans had had his final meeting as Chair of Governors at Tresham College, and it was therefore expected that he would step down from the SUTC Board. The Board agreed that his experience, rigour and challenge would be missed.

7.4 It was reported that Tresham College would write to the SUTC Board in due course to indicate who they would be appointing to represent them as a corporate body on the SUTC Board.

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

8.1 The Board received a report from the Principal. This included updates on the following points.

8.2 Development Plans – Departmental plans were being developed and would feed into an overall plan.

8.3 Staff Development – There would be a focus on middle leaders for the next calendar year. Three staff had been enrolled on a national professional qualification, and it was reported that this was a useful experience.

8.4 Pupil Achievement – Assertive mentoring continued. There was not yet enough data to see definite results. A successful revision evening had been held with good attendance from parents.

- 8.5 Pupil Destination Data – At the end of the previous academic year, only five leavers had not gone into work, education or training, and it was noted that this would be a good advertisement for the SUTC.
- 8.6 Behaviour Management – There had been five fixed term exclusions.
- 8.7 Trips – Trips to Germany and Madrid had been successful. The Board discussed how this could be fed back to the wider SUTC community via a newsletter.
- 8.8 Enrichment Afternoons – These continued. It was hoped to attract some sponsorship for one of the activities. It was reported that there was likely to be a world record attempt for slot car racing at the SUTC shortly.
- 8.9 Financial Planning – The funding allocation statement had been accepted. The SUTC had received a letter of comfort from the Education Funding Agency (EFA) stating that they would adjust payments in response to pupil numbers.
- 8.10 Open Events and Recruitment – Successful events had been held, with the next one planned for January. It was noted that there were fewer pupil applications currently than at the same point in the previous year, and that the reason for this was unknown. It was reported that the Department for Education (DfE) had written to all Directors of Children’s Services to consult about the DfE’s intention to require them to write to all households locally, not just in the same county, about pupil options after Year 9. The Northamptonshire Director of Children’s Services had indicated that she would await the results of that consultation before issuing a letter. It was reported that following the consultation, the sending of a letter was likely to become a requirement from February 2017.
- 8.11 The Board noted current application statistics, and the importance of a letter to local households to promote the SUTC. It was suggested that the SUTC should be one of the options for households in Buckinghamshire as well as Northamptonshire.
- 8.12 KPIs – The Board received updates on KPIs. The attendance of Year 11 pupils was noted as this had dropped from the previous year. It was reported that the reasons had been analysed, and that the statistic had been affected by a small number of pupils with persistent absences. The Board noted KPIs on behaviour points. It was reported that again, the bulk of the behaviour problems were in a small group of pupils. The Board was assured that behaviour was properly managed and that any trends were carefully monitored.

8.13 The Board noted staff absences, and that the majority of these were caused by sickness of which there had been a higher level than previously over the term. All of the cover had been provided internally with the exception of one teacher in maths.

**9. SEN Update**

9.1 There were no changes since the last meeting.

**10. Audit Committee Report**

10.1 The Audit Committee met on 15 November 2016. It had considered a health and safety, and the external audit report. There had been eight low priority issues and one high priority relating to the budget deficit. It had been agreed that the Audit Committee would also have a role in monitoring this.

10.2 The Audit Committee had developed an audit plan. As well as reviewing the content of policies, its members would review the execution of policies.

10.3 It was agreed that where responsibility for policy review lay with a governor outside the Audit Committee, this would be notified at least a month in advance.

**11. Policies for Approval**

**11.1 Business Continuity Policy**

Comments for inclusion had been returned by SP, and the policy was approved subject to this.

**11.2 Recruitment**

At 9.9, the reference to trained interviewees would be amended so that the requirement was to ensure that one member of the interview panel for new staff was trained. The policy was approved subject to this change.

**11.3 Disciplinary Procedure**

Members asked about the reason for the long list of people who could approve suspensions. It was reported that this was a clarification as the previous policy had referred to 'senior post holders' of which there was no definition.

11.4 It was noted that the term 'Designated Safeguarding Lead' was also used in the *Keeping Children Safe in Education* handbook and it was clear that this referred to a member of staff.

11.5 It was noted that the Disciplinary Procedure no longer covered the Principal, and that a procedure should therefore be put in place.

- 11.6 The Disciplinary Procedure was approved.
- 11.7 **Safeguarding and Child Protection**  
A list of staff who had received safeguarding training was being prepared. The Safeguarding and Child Protection Policy was approved.
- 11.8 **Other Policies**  
The following policies were approved by the Board:
- Anti-Bullying (Students)
  - Charging and Remissions
  - Curriculum and Quality
  - Finance
  - Whistleblowing
  - Risk Management.
- 12. Finance Committee Report**
- 12.1 The Finance Committee had considered the audit report, the latest financial reports, and had noted the new update to the *Academies Financial Handbook*. It had also been agreed that in order to ensure continued stringent financial management larger capital budget requests in the current year would be referred to the Finance Committee.
- 12.2 It was reported that the budget was currently underspent, but that this was mainly due to timing issues. The Board noted that the SUTC's management of the cash flow was good.
- 12.3 It was reported that a public announcement would be made the next day about the closure of the Daventry UTC at the end of the current academic year. There had been discussions with the SUTC about taking some of those pupils. The Principal had made clear the number who could be accommodated, and that beyond this, further staff would be required. Discussions were ongoing about how such a pupil transfer could be managed, including the synergy of the curricula. The Principal stated that he would ensure that any arrangement was not made at a cost to the SUTC.
- 12.4 The Board discussed the setting of the budget for 2017-18. It was reported that a further deficit budget would be set. As the Board had previously agreed that it would not approve another deficit budget, a letter of comfort would be required from the EFA to guarantee the sustainability of the SUTC.
- 12.5 The Board agreed that the SUTC's finances were run well and managed as tightly as possible, and gave their backing to the Principal and his team in this.

12.6 Following a meeting of the Senior Leadership Team which reviewed staff appraisal outcomes, recommendations on staff pay rises and bonuses had been made. It was reported that the pay rises and bonuses were within the budget as approved by the Board. The Board therefore authorised the Chair to take action to approve these. It was noted that the revised payments would be made in the current month's payroll.

12.7 It was reported that the Finance and Remuneration Committee had two members fewer following departures from the Board. It was agreed that current members would try to be flexible in order to attend meetings, pending new appointments to the Board.

**13. Strategy Discussion**

13.1 In advance of a longer strategy meeting in the New Year, the Board was asked to reflect on a number of potential models for ensuring the future sustainability, strength and resilience of the SUTC. This was in the context of a recent government announcement that all new UTCs would be part of a multi-academy trust. The advantages and disadvantages of the different models were noted. Members were also asked to consider whether they had alternative suggestions.

**14. Any Other Business**

**14.1 Annual Report and Financial Statements**

The Board authorised the Chair to take action to sign the Annual Report and Financial Statements.

*BM, ZP and VS left the meeting.*

**14.2 Principal's Remuneration**

The Chair reported that the Principal had not taken a bonus payment for two years. He reported that the Principal did a good job at maximising the financial resources of the SUTC.

14.3 In recognition of the Principal's work to drive improvement, and recognising that such a payment was within the budget, the Board approved a bonus payment for the Principal.

**15. Date of Next Meeting**

Tuesday 28 February at 5.30pm at the SUTC.

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Chair



Signed

Date