

Minutes of the Board of Directors' Meeting held on Tuesday 28 February 2017 at 6.00pm in the Board Room, Silverstone UTC

Present:	Doug Newman	(DN)	Chair
	Stuart Pringle	(SP)	Vice Chair
	Stuart Banks	(SB)	
	Julie Dark	(JD)	
	Nik Ives	(NI)	
	Neil Patterson	(NP)	(Principal)
	Julia Schumacher	(JSc)	
	John Sinclair	(JSi)	
	Zoe Spavold	(ZP)	
In attendance:	Miriam Lakin	(ML)	Minutes
	James Cleave	(JC)	Head of Engineering (for items 1-6)
	James Moore	(JM)	Head of Teaching and Learning (for items 1-5)
Apologies:	Paul Atkinson	(PA)	
	Daniel Hyman	(DH)	
	Becky Midgley	(BM)	

1. Welcome, apologies and quorum

- 1.1 The Chair welcomed those present, noted apologies for absence and confirmed that the meeting was quorate.
- 1.2 The governing body welcomed Julie Dark who had been duly elected by the parents of pupils registered at the SUTC. The governing body approved this appointment.

2. Declarations of Interest

- 2.1 It was reported that Julie Dark was also a governor at the Latimer Arts College, Kettering. No further declarations of interest were received in addition to those held on file.

3. Safeguarding Report

- 3.1 There were no safeguarding issues to raise.

4. Health and Safety Report

- 4.1 There were no particular issues to raise.
- 4.2 Governors noted an increase in health and safety incidents in November and December 2016 compared to the previous year as reported in the KPIs.

It was reported that there were no underlying structural issues that had led to this increase. The Lead Governor for Health and Safety reported that he received statistics monthly from the Principal and had not yet needed to investigate any incidents more closely.

- 4.3 Governors asked about a system to report near misses. The Principal stated that this had been included in a briefing to staff. He agreed to follow up on ensuring that there was a clear message to pupils that they should be alert and inform staff of near misses.

Action: NP

5. Coaching Triads

- 5.1 The governors received a presentation from the Head of Learning and Teaching on coaching triads which were being used as part of the in-service training offer to staff to improve consistency and good practice in teaching, thereby helping pupils to progress. It was reported that a series of learning walks took place, and through these staff dipped into lessons for a period of 15-20 minutes. Each observation was graded.
- 5.2 It was stated that in order to address those lessons which required improvement, the 'Ignite' programme had been developed. This involved a series of sessions to ensure that good practice was shared. In all cases, improvement was documented through reports.
- 5.3 The Lead Governor for Teaching and Learning reported that he had met the Head of Teaching and Learning, discussed the feedback given to teachers, and conducted a learning walk. He had seen excellent student work and very good teaching practice through this exercise, and this represented a significant step forward from previous visits.
- 5.4 Governors noted a document which set out feedback gathered from interviews with pupils in October 2016 and February 2017, showing the progress made in response to feedback.
- 5.5 It was also reported that there was an aspiration to develop further the middle leadership at the SUTC. Four members of staff would start the NPQML, a formal qualification for middle leadership, in September 2017.
- 5.6 Governors noted that the SUTC and Head of Teaching and Learning had done an excellent job in reviewing the current situation and setting a clear direction of travel. It was also noted that completion of assessed work and delivery of modules to time were running better than previously. Governors noted that the development of teaching staff was key. Governors noted their gratitude to staff who gave up their time in order to participate in development activities. Governors gave their full support to the programme

of staff development activities.

6. Teaching and Learning – Engineering Department

6.1 The governors received a presentation from the Head of Engineering about progress made in his department since the previous report. This included changes to staff responsibilities, new courses and qualifications, a system of health and safety competencies to identify which pupils could work with which pieces of equipment, and how pupil progress was encouraged, supported and monitored.

6.2 Governors noted that engineering was a core subject for the SUTC, and that the performance of the Engineering Department should therefore be outstanding. Governors thanked the Head of Engineering for his work to date, and asked if anything further could be done to ensure that the delivery of teaching and learning in engineering continued to improve. The Head of Engineering stated that he would wish to see some changes to the equipment available to allow effective delivery of more entertaining teaching sessions. He stated that the ability to deliver further practical work was likely to have a positive impact on results. He had identified needs and shared these with the Deputy Principal. The importance of identifying pupils who were struggling with the work and making early interventions was also noted.

6.3 The Head of Engineering agreed to circulate his presentation to the governors.

Action: JC

7. Minutes of the Previous Meeting

7.1 The minutes of the meeting held on 6 December 2016 were agreed as a true record.

8. Matters Arising

8.1 (M4.2) *Pupil Competency Level* – It was reported that a statement on best practice in training and in the use of the training log had been added to the Engineering Departmental handbook.

8.2 (M6.2, M6.3) *Parent Forum and Governor Update to Parents* – on agenda.

8.3 (M6.4, 6.5) *Accident and Near Miss Data and Reporting* – as reported under item 4.3.

8.4 (M11.5) *Disciplinary Procedure for Principal* – a draft would be referred to the Audit Committee in due course.

9. Update on Membership

- 9.1 It was reported that Simon Evans had originally been appointed a member of the Academy Trust in his capacity as Chair of Governors at Tresham College, the College Sponsor. He had since left that position, and the members of the Trust had agreed to remove him from the Register of Members.
- 9.2 It was noted that as the College Sponsor, Tresham College was entitled to appoint a further member by giving written notice to the SUTC's registered office.
- 9.3 It was reported that Tresham College was negotiating a merger with Bedford College, and that should Tresham College cease to exist, it would also cease to be a member of the SUTC. However, it was also noted that the development of a partnership was likely to affect the legal position of the SUTC Trust. The members had therefore felt that it was not urgent to fill the vacancy in membership.

10. Principal's Report

- 10.1 The governors received and noted a report from the Principal. In particular they noted recent coverage on BBC Radio Northamptonshire which promoted the SUTC's brand.

10.2 Ofsted Readiness

It was reported that the Principal was meeting monthly with other members of the senior staff in order to begin planning for a likely Ofsted inspection. An Ofsted readiness report would be brought to the June meeting of the governors. It was reported that Ofsted were currently expected to visit from April 2018, but that a visit might take place earlier in response to examination results from summer 2017.

- 10.3 It was reported that all of the Ofsted criteria for good were being assessed in order to identify any potential exposure. An external contact would be used to audit Ofsted readiness, and the Principal would organise this following discussion with his team.

10.4 Compliments, Comments and Complaints

A complaint had been received from a parent about the handling of a disciplinary incident. The parent had found the handling of the incident unprofessional and upsetting for the pupil involved. The parent's view was that the incident had been dealt with in an unnecessarily intimidating way. The Principal reported that as soon as the complaint had been received, he had asked the Head of Key Stage Four to investigate. The investigation had concluded that whilst the intervention with the pupil had been well intentioned on the part of the staff involved, it had not been right for the

particular pupil. As there had been a concern that the relationship between the pupil and the teacher had broken down, the pupil's groups were moved immediately. The parent then responded to thank the SUTC for resolving the complaint quickly and satisfactorily.

- 10.5 A number of compliments had been received, for example the Learning and Development Advisor at Wipac Automotive Lighting had written to say that it was a pleasure to receive a recent work experience pupil, that the company would be happy to have pupils for work experience in future, and looked forward to building links with the SUTC.
- 10.6 A pupil had recently received an unconditional offer of a place at London South Bank University, and the parents had written to express their gratitude to the SUTC for giving the pupil the confidence and self-belief to achieve this.
- 10.7 Several compliments had been received in response to the Principal's response to a recent negative press article about UTCs in general.
- 10.8 The Principal reported that he would seek permission to use some quotes from the compliments received on the SUTC website, and that he also wanted to create some case studies for the website if possible.
- 10.9 **Key Performance Indicators**
The Principal updated the governors on key performance indicators. In particular the governors noted the following points:
- 10.10 Seventeen pupils had left the SUTC in the current year, nine having returned to their previous schools, underlining the importance of visiting the SUTC before enrolment and ensuring that it was suitable. It was reported that meetings are held with all applicants to Year 12, and that it would also be important to meet applicants to Year 10.
- 10.11 Attendance was lower than in previous years, especially in Year 11. However, a very few pupils accounted for the majority of the variance. Removing these delivered an attendance rate of 94%, in line with the national average. It was further noted that as the SUTC day ran to 5pm, pupils were in the building more than pupils at conventional schools.
- 10.12 Governors noted the latest data on behaviour points and key behaviour concerns. It was reported that the SUTC made positive interventions wherever possible. It was noted that difficult family situations were a key driver affecting behaviour.

10.13 The latest data on applications to the SUTC was noted. It was reported that this was low compared to the previous year, but that letters from the local authorities to Year 9 pupils within an hour's travel had not yet been sent. An open evening would be scheduled around the time the letters were sent.

10.14 It was noted that whilst there were nominal national deadlines for applications, the SUTC would continue to receive applications after this point.

10.15 Governors discussed other ways to promote the SUTC and its work. It was suggested that a forthcoming world record attempt could create good publicity. SP agreed to investigate if Silverstone Circuits could do anything to support this. Linking to Easter events or having an open event during the Easter break was also suggested.

Action: SP

10.16 The Principal reported that the Police had recently investigated an incident at the SUTC. Through student voice feedback it had emerged that there was some sharing of inappropriate images amongst pupils. The pupil concerned was cautioned, and the Police took the mobile phone involved for further investigation. Other pupils and parents had been alerted, and an investigation was ongoing.

11. Special Educational Needs Update

11.1 There had not been a chance for the governor leads on Special Educational Needs (SEN) to meet. JSi stated that he would try to meet the Deputy Principal and SEN Coordinator before the next Board meeting.

12. Audit Committee Report

12.1 The Chair of the Audit Committee reported on the proceedings of its last meeting on 7 February 2017. He stated that the Committee had reviewed progress on the findings of the external audit report and was content with the progress made.

12.2 The Committee had also developed a system of policy audit. Policies were being allocated to governors who would then audit how they worked and feed back.

13. Finance and Remuneration Committee Report

13.1 The Chair reported on the last meeting of the Finance and Remuneration Committee. Extra transitional funding received from the EFA had been added to the budget, creating a better position. This was the only major change since the previous report. Reaching pupil number targets had the greatest ability to affect the budget.

14. Committee Membership

14.1 The Board agreed that JSc would move from the Finance and Remuneration Committee to the Audit Committee.

14.2 It was reported that the Finance and Remuneration Committee took place in the day time, from 3-5pm. This was because under an agreement with Tresham College, it provided finance and IT, and a daytime meeting allowed the relevant people from the College to attend. Current changes at Tresham College as reported at minute 9.3 were noted in this context, as this was a potential risk.

14.3 The Chair stated that he was seeking a volunteer to join the Finance and Remuneration Committee, and that he would approach governors directly.

Action: DN

15. Parent Forum

15.1 The governors received and approved terms of reference for a Parent Forum. It was reported that the parent governors would chair the forum, which would have an open agenda but encourage constructive suggestions.

15.2 It was agreed that the forum should begin before the next Board meeting in June.

Action: NI

16. Scheme of Delegation

16.1 It was agreed that the Principal would circulate the scheme of delegation for consideration by the governors. Governors would be asked to colour boxes to indicate their view of where particular responsibilities should be delegated.

Action: NP/All

17. Year 13 Travel and Tourism Trip to Barcelona

17.1 The governors received a report on the rationale for the proposed trip, the learning outcomes and the plans and cost. It was confirmed that the trip did not expose the SUTC to any costs, there would be no commitments until the money was in hand. It was also confirmed that all items on the itinerary would be subject to a full risk assessment. It was confirmed that eight pupils on the BTEC Travel and Tourism course had indicated their interest.

17.2 The governors approved the trip.

18. Policy Approval

18.1 The Chair of the Audit Committee confirmed that all of the policies as listed had been reviewed by members of the Audit Committee who had given their feedback.

18.2 The Board approved the following policies:

- E Safety
- Examinations Appeal
- Examinations Policy including Access Arrangements
- Health and Safety for Science
- Health and Safety for Engineering
- ICT Acceptable Use
- Inclusion (D-SEN)
- Pay
- Professional Review (Appraisal)
- Single Equality Duty.

19. Transitional Funding Update

19.1 It was reported that a budget including the transitional funding had been submitted and accepted by the Department for Education. The first tranche of funding had therefore been released.

19.2 The Board noted the status of the other conditions of the grant as follows:

- Submit a Deed of Variation to adopt the latest academy model funding agreement – The Principal had informed the DfE that the SUTC would not do this at present, pending an agreement from the DfE that the SUTC's start-up period was seven years. This would provide an additional £500 per pupil in growth funding.
- Agree a viability threshold for the minimum number of pupils with the EFA annually until the UTC reaches 80% of planned capacity – This was identified in the budget as approved by the DfE. The break even number was 550 pupils
- Work with teaching schools to submit a UTC support grant bid – Discussions on this were advancing
- Develop plans to join a partnership – The Principal and Chair reported that they were actively considering every option for partnership. Clear progress would be needed by September in order to receive a further tranche of transitional funding.

20. Daventry UTC Update

20.1 It was reported that twelve DUTC pupils planned to join Year 11 and eight to join Year 13.

20.2 This was subject to agreement from the Local Authority and Department for Education that the places at the SUTC for former DUTC pupils would be funded. This was especially important as another class would need to be run.

20.3 It was reported that the SUTC had been informed that the results of pupils

transferring from the DUTC would be reported as part of the SUTC's results. However, there had been an undertaking to write to the Regional Schools Commissioner and Ofsted to explain the situation if necessary so that any negative impact would be taken into account.

- 20.4 It was reported that there was growing concern, especially amongst the parents of the transferring pupils, that their places at the SUTC were not yet confirmed. However, the Board noted that the cost of admitting the additional pupils would be around £100k, and supported the decision not to confirm the places until confirmation of the funding arrangements had been received from the EFA.

21. Date of Next Meeting

Tuesday 9 May at 5.30pm at the SUTC.

.....
Chair
Signed

.....
Date