

**Minutes of the Board of Directors' Meeting held on Tuesday 9 May 2017  
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)	
	Julie Dark	(JD)	
	Becky Midgley	(BM)	
	Neil Patterson	(NP)	Principal
	John Sinclair	(JSi)	
	Zoe Spavold	(ZP)	
In attendance:	Jenny Hart	(JH)	Observer
	Miriam Lakin	(ML)	Minutes
	Vanessa Stanley	(VS)	Deputy Principal
Apologies:	Daniel Hyman	(DH)	
	Nik Ives	(NI)	
	Julia Schumacher	(JSc)	

**1. Welcome, apologies and quorum**

The Chair welcomed those present, and in particular Jenny Hart as an observer and advisor. He reported that JH was a recent Chair of a multi-academy trust but had no current membership of the board of any schools. The Chair noted apologies for absence and confirmed that the meeting was quorate.

**2. Declarations of Interest**

2.1 No declarations of interest were received in addition to those held on file.

**3. Safeguarding Report**

3.1 There were no specific items to report.

**4. Health and Safety Report**

4.1 SP reported that a health and safety walk around had been conducted the previous week. Items previously identified had been rectified, with the exception of one issue regarding extractor fans in a workshop. It had also been noted that some asbestos gloves for welding needed replacement. The Chair advised that the replacement of such items should be seen as a regular maintenance procedure.

4.2 A minor car collision had taken place on the road outside the SUTC, and a reminder about the speed limit had been issued to pupils.

4.3 It was confirmed that pupils had been encouraged to report near-misses. It was agreed that staff would also be encouraged to report near-misses. This would be addressed via an upcoming health and safety briefing.

## **5. Minutes of Previous Meetings**

5.1 The minutes of the meeting held on 16 January 2017 and 28 February 2017 were approved as true records of those meetings.

## **6. Matters Arising from the Minutes of 28 February**

### **6.1 Circulation of Presentation on Engineering (Item 6.3)**

The presentation had been circulated to governors the previous week.

### **6.2 Promotion of SUTC Through Silverstone Circuits (Item 10.15)**

SP reported that if the SUTC had events they wished to publicise, these could be promoted to Silverstone Circuits' contacts.

### **6.3 Membership of Finance and Remuneration Committee (Item 14.3)**

The Chair would seek a volunteer shortly.

## **7. Appointment of New Governors and Trustees**

7.1 NP reported that due to its merger with Bedford College, Tresham College would cease to exist as a legal entity on 31 July 2017. Tresham College had been a member of the Academy Trust. A positive and constructive meeting had been held with the Principal and Chair of Governors of Bedford College. They had indicated that they would wish to see the relationship with the SUTC continue. Under the SUTC's Articles of Association 14b, if a member which is a corporate entity ceases to exist and is not replaced by a successor institution, its right to appoint members shall vest in the remaining members.

7.2 It was reported that the current support provided by Tresham College was in accounting and financial processing and IT support.

7.3 In terms of accounting, due to the departure of key personnel, there was no one at Tresham College who could prepare the SUTC's annual accounts in the current year. It was therefore agreed that an independent contractor would be directly employed to prepare the annual accounts, and that the contractor's fee would be deducted from the usual payment to Tresham College. It was reported that a former member of staff at Tresham College with whom the SUTC had worked closely and who therefore had a good knowledge of the SUTC was available.

7.4 With regards to financial processing, it was reported that all new invoices

were being processed through Bedford College's system, which used different software. The implication of continuing this arrangement was that the SUTC would need to transfer all financial processing to Bedford College. It was suggested that instead of this, the SUTC could continue to use its present software by buying a separate licence. The financial processing and accounting function could then be brought in-house and a freelance contractor appointed to carry it out, possibly with a further part-time bookkeeper to avoid a single-person dependency. NP reported that a business case would be prepared, and confirmation would be sought from Bedford College about what they could continue to do, and the proposed pricing.

7.5 With regards to IT services and support, it was reported that this would be less easy to move these in-house, as it would be more complicated for the SUTC to extract itself from the current arrangements. It was reported that Bedford College had indicated their willingness to continue to provide IT services and support, as the same would be necessary at the former Tresham College.

7.6 In terms of the governance arrangements, it was reported that Bedford College had proposed the appointment to the SUTC board of an interim governor, and it had been indicated that this would be an independent person rather than a member of the board of Bedford College. Following discussion, the Board agreed that Bedford College could nominate an interim board member. It was noted that a decision on whether to admit Bedford College as a trustee and member lay with the existing members.

7.7 It was reported that Dan Hyman intended to submit his resignation as a governor due to a change in his circumstances.

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

8.1 The Board received a report from the Principal which included updates on the following matters.

### **8.2 Curriculum and Achievement**

The new national grade boundaries for maths and English had not yet been released, and the likely pupil outcomes were therefore very difficult to predict. This was a national issue. It was reported that the strategy of the SUTC staff was to encourage pupils to improve their marks. There was confidence in the consistency of internal marking, and external moderation was also being used.

8.3 There was a risk that there would be an Ofsted inspection earlier than had been predicted as the SUTC's Progress 8 measure was likely to fall,

although the GCSE average point score would rise.

- 8.4 The Deputy Principal reported on the continued success of intervention with under-achieving pupils through assertive mentoring. This had begun with Year 11 pupils in September. Course work catch up days had been run at half term, with good levels of attendance. An intervention only parents' evening had been run to gain the support and understanding of parents for the revision period. Intervention had also run in Year 13. Year 13 Physics had been a poorly achieving subject, and additional study had been run at half term and Easter, and home study and enrichment activities replaced. Specific action had also been taken to improve results in maths. Pupils struggling with A-level had been moved to Core Maths. It was reported that teaching in maths was growing in strength, particularly at Key Stage 4.
- 8.5 The contribution of the Head of Teaching and Learning was recognised as his appointment had created a member of staff with time to build and embed systems, enabling rapid progress.
- 8.6 **Finance**  
NP discussed the national picture with regards to funding for schools, and the likely effect of this on the SUTC. The new funding agreement had not yet been received. The budget for 2017-18 would be brought to the next meeting for approval.
- 8.7 **Applications**  
The SUTC was over-subscribed for Year 10. There was consideration of adding an extra class in Year 10. Year 12 was currently under-subscribed.
- 8.8 **Staffing**  
The Board received and noted an updated staffing structure with changes in reporting lines. It was reported that whilst the subject Heads had not changed, there had been some reporting changes and the creation of a strong leadership group which would be effective in disseminating developments.
- 8.9 VS reported that she was still involved in some teaching. The Chair advised that both Deputy Principals should be able to focus on line management and that this should be achieved through the appointment of good quality teachers where there were vacancies. It was reported that there would be a vacancy in Global Communications at the end of the year, and that there was a further vacancy.
- 8.10 **Promotion**  
There was continued bad press about UTCs in general, primarily through

trade publications. It was therefore important to continue promoting the success of the SUTC wherever possible. Case studies were currently being constructed to show the successes of the SUTC's alumni. NP reported on several alumni successes, for example of 13 apprenticeships at Mercedes, 6 had been awarded to SUTC alumni. A pupil who had done work experience at Force India was subsequently offered a job. The SUTC was gaining a good reputation in the sector for producing work-ready alumni.

**8.11 Compliments, Comments and Complaints**

These had been circulated to the Board. A panel of the governors had recently upheld a decision to exclude permanently a pupil.

**9. Budget Update**

9.1 The updated budget was noted. A new budget for 2017-18 was being prepared for Finance Committee and subsequently the Board.

**10. Parent Forum Update**

10.1 NI was unable to attend the present meeting, but was working on the parent forum and had undertaken to provide an update shortly.

**11. Scheme of Delegation**

11.1 The Scheme of Delegation had been circulated to governors for their comments. Governors were asked to send comments, or to confirm that they had no comments, to NP by the end of the month. Approval of the Scheme of Delegation would then be sought at the next Board meeting.

**Action: All**

**12. Transitional Funding Update**

**12.1 Deed of Variation**

The EFA had requested a deed of variation to agree the new Model Funding Agreement. NP reported that the Agreement had been considered by a solicitor for the SUTC who had raised some concerns on the clauses regarding land. Under the new Agreement the SUTC could be forced to share the land and building if it was not at the minimum pupil number. NP stated that the Agreement did not need to be agreed until the next Board meeting, and that he would therefore circulate to the Board a suggested variation.

**12.2 Partnership Updates**

**Stowe School**

The Board received details of a working partnership with Stowe School. The advantages of the partnership of for both schools were discussed. It was confirmed that there was no suggestion of a legally binding agreement, but that the two schools would sign a Memorandum of Understanding setting

out the spirit in which they intended to move forward and collaborate. Part of the agreement would be to have a senior leader from each school on the board of the other. VS had volunteered from the SUTC to join Stowe's board. The SUTC Board gave their support to the partnership, noting the advantages for the pupils as well as the positive publicity it could bring.

**12.3 University Proposals**

Documents were received from two universities outlining proposals for strategic collaboration on a permanent basis that would go much deeper than the current university sponsorship and bring strength to the UTC.

12.4 In respect of both proposals, and any further proposals which the SUTC may receive, it was agreed to establish a small sub-committee of the Board. This would decide the criteria by which a decision on such a partnership would be made. DN, PA, SP and ZS indicated their interest, although SP noted a potential for conflict over issues affecting the boundary of the SUTC's land. NP also proposed that JSc was invited to join and agreed to follow up with her. It was agreed that an approach to considering university partnership would be prepared for the next SUTC Board meeting in July. DN suggested that JH was also asked to be present to support the discussions, and the Board agreed this.

**13. Daventry UTC Update**

13.1 The official applications of pupils transferring from the DUTC had been received. There were currently 9 pupils entering Year 11 and 12 pupils entering Year 13.

**14. Date of Next Meeting**

Tuesday 11 July at 5.30pm at the SUTC.

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Chair  
Signed

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Date