

**Minutes of the Board of Directors' Meeting held on Tuesday 11 July 2017  
at 5.30pm in the Board Room, Silverstone UTC**

Present:	Doug Newman	(DN)	Chair
	Paul Atkinson	(PA)	
	Stuart Banks	(SB)	
	Julie Dark	(JD)	
	Daniel Hyman	(DH)	
	Becky Midgley	(BM)	
	Neil Patterson	(NP)	Principal
	Crispin Robinson	(CR)	
	John Sinclair	(JSi)	
	Zoe Spavold	(ZP)	
In attendance:	Jenny Hart	(JH)	Observer
	Miriam Lakin	(ML)	Clerk
	Vanessa Stanley	(VS)	Deputy Principal
Apologies:	Nik Ives	(NI)	
	Stuart Pringle	(SP)	
	Julia Schumacher	(JSc)	

**1. Welcome, apologies and quorum**

The Chair welcomed those present, and in particular Crispin Robinson, Second Master at Stowe School, who would be joining the board in a reciprocal arrangement with Stowe School.

**2. Declarations of Interest**

- 2.1 Crispin Robinson as an employee of Stowe School and a governor at The Buckingham School. He would be asked to complete a full declaration of interests as part of the appointment process. No further declarations of interest were received in addition to those held on file.

**3. Safeguarding Report**

- 3.1 NP reported that an audit had recently been carried out, and the Chair had been given a copy of the results of this. No particular issues had been identified through the audit, although some minor changes would be made as a result. It was noted that governors were generally invited to staff updates on safeguarding and a date would be circulated shortly.

Action: VS

**4. Health and Safety Report**

- 4.1 There were no particular issues to report and no incidents had taken place since the previous meeting. It was noted that there was a need to schedule

a health and safety walk-around in the next term. The input of the Health and Safety Advisor from Silverstone Circuits had been greatly valued in the last walk-around and her continued participation was encouraged.

**5. Minutes of Previous Meeting**

5.1 The minutes of the meeting held on 9 May 2017 were approved as a true record.

**6. Matters Arising**

**6.1 Applications (Item 8.7)**

The curriculum had been adjusted to take more Year 10 and fewer Year 12 pupils, reflecting the pattern of applications.

**6.2 Scheme of Delegation (Item 11)**

NP had received comments from governors which had been merged into the latest scheme of delegation for approval later on the agenda.

**7. Governors, Trustees and Committee Members**

7.1 The Board noted a list of current governors and trustees.

7.2 It was reported that Tresham College would cease to exist at the end of July due to the merger with Bedford College, and would therefore cease to be a corporate member of the Silverstone UTC.

7.3 There was a service level agreement with Tresham College for IT support, which could be affected, for example if Bedford College preferred to charge at profit rather than at cost.

7.4 It was noted that there may be some potential for conflicts of interest should the SUTC continue to work with Bedford College whilst also seeking partnership with another organisation pursuant to the DfE requirement to join a partnership of 'strength, depth and permanence'. The DfE would need to be satisfied with regards to this requirement by the end of the next academic year. The Board noted the importance of ensuring that the sub-group working on partnership met shortly and prepared a timeline and plan.

7.5 The Board agreed that the situation with Tresham College would be addressed by the time of the Annual General Meeting in January. NP and ML agreed to consider the situation with regards to trustees and to the Articles of Association, and to report back in due course.

Action: NP/ML

7.6 The Board received and accepted the resignation of Daniel Hyman as a governor as of the end of the present meeting. The Board thanked him for his input and wished him all the best for the future.

Action: Clerk

7.7 The Board received and accepted the resignation of Julia Schumacher as a governor due to her ongoing work commitments. The Board thanked her in her absence for all of her work and wished her every success.

Action: Clerk

7.8 The Board noted that Julia Schumacher had been appointed as a representative of Silverstone Circuits, and noted that SP had another candidate in mind. The Board also noted that SP had been promoted to Managing Director of Silverstone Circuits, and congratulated him in his absence.

7.9 It was noted that DH had been appointed by the University of Northampton and they should therefore make a further nomination for a Board member. JSi agreed to follow this up.

Action: JSi

7.10 The Board approved the appointment of Crispin Robinson as an independent governor. The Board also noted that Vanessa Stanley had joined the Board at Stowe School as part of a reciprocal arrangement.

7.11 The Board considered committee membership. It was agreed that Crispin Robinson would be appointed to the Finance and Remuneration Committee, and Julie Dark to the Audit Committee.

7.12 The Board sought a replacement for Julia Schumacher as Safeguarding nominated governor. Julie Dark volunteered for this. The Board also agreed that Becky Midgley should become Special Educational Needs nominated governor. The Board thanked Julie and Becky for their support.

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

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

### **8.2 Destination Data**

Some excellent results were noted. For example over half of the new apprentices this year at Mercedes HPP were from the SUTC. Official government destinations data which covered leavers in education or employment was beginning to be received. This data covered sustained education whereas the SUTC figures were taken in the first two months after leaving.

### **8.3 Transport**

The EFA had agreed to fund 25 season tickets for pupils travelling from Daventry due to the closure of the Daventry UTC. This bus service would

therefore become public, potentially increasing the number of SUTC pupils from that area.

#### 8.4 **Forecast Levels of Progress**

The Board considered data on levels of progress at different key stages. This showed that an average of 77% of pupils at the SUTC were making more than the expected level of progress. However, it also revealed some curriculum areas in which further work would be needed. It was reported that Heads of Department were looking regularly at the data and using it to identify their priorities. It was reported that investment had been made in a new system to gather the data. This would lead to improved baseline data in future years. The new system would be used by all UTCs, allowing comparison across them.

8.5 Governors asked if the data revealed a particular problem with Geography. It was reported that Geography teaching had been excellent over the past year. JSi added that he had recently observed Geography teaching and found it to be at a good level. The data reflected the previous two years, and also the fact that some pupils would not have studied Geography for a year.

8.6 It was reported that work would begin shortly on predictions for Year 10 outcomes, and candidates for mentoring would be identified. It was also confirmed that staff would review exam results at both departmental and personal level and that this data would be used in professional reviews.

8.7 Governors asked how the student voice was reflected. It was reported that student voice activities were run by pupils for pupils and organised by the Teaching and Learning Prefects. The Board requested further details of this at the next meeting.

Action: VS

8.8 The Board also noted a comparison of current levels of progress with progress made by pupils in KS3 before joining the SUTC. It was noted that some pupils who had made little progress at KS3 had been able to make significant progress after joining the SUTC, showing the strength of the UTC model, particularly for those pupils who had thought of themselves as under-performing.

#### 8.9 **Compliments and Comments**

A number of compliments and comments had been distributed for note by the Board.

#### 8.10 **Overseas Trips**

The Board noted details of a proposed trip to Disneyland Paris in October. They noted that most of the organisation had been done by five pupils, and

that the trip would take place during half term. It would be hoped to make the trip annual for Year 11 pupils. The Board noted that there may be some implications for hardship funding as it would be unfortunate to exclude those who could not fund the whole trip. The Board also asked that some formal link to study be considered so that the trip could be shown to have educational value. The Board approved the trip to Disneyland Paris.

8.11 It was noted that a proposed trip to Le Mans had been cancelled when it had become clear that the standard trip management policy had not been followed. A reminder had been issued to staff.

8.12 **Approval of HR Services Contract**

The Board approved the contract with EPM at a cost of £5191.32 per annum.

8.13 **Finance Service**

It was reported that management accountancy services and financial processing would be brought in house. Alison Williams, the former Finance Director at Tresham College, would be appointed to provide this service. The SUTC would buy its own licence for the relevant finance software. This would continue to be hosted on the Tresham/Bedford College server. This change had been agreed by Tresham/Bedford College. This change should mean that the cost of the finance service would be slightly under the previous £30k.

9. **Budget for 2017/18**

9.1 The proposed budget for 2017/18 was received. The Finance Committee had reviewed the budget and recommended it to the Board. It was confirmed that the budget included the pupil number adjustment as agreed by the EFA, £200k of transitional funding, and the costs of Daventry pupils which would be covered by the EFA. The forecast income was an estimate based on likely pupil numbers.

9.2 The Board noted that 70 additional pupils had been accommodated with an increase of only three staff, and thanked VS for her talent at curriculum planning. The Board noted that the percentage of income as salary was very favourable at 69.69%.

9.3 The Board congratulated NP and VS on their careful financial management.

9.4 It was reported that the draft budget showed a quinquennial review in 2018/19. After five years of occupying the building, the review would check the building and show any areas in which further investment was needed.

9.5 It was reported that some IT equipment from Daventry UTC had been offered to the SUTC for only the cost of wiping the hard drives, and that this would

be a saving. There was also a chance to bid for other DUTC equipment. The EFA would decide on the allocation of equipment depending on the quality of the bids received.

9.6 NP agreed to find out why the increase in BT connectivity costs was so large. Action: NP

9.7 It was noted that the EFA had requested by 2019/20 a break-even position on student numbers, an operational surplus and no transitional funding. All of this was reflected in the proposed budget. The importance of the transitional funding in making the SUTC viable was noted.

9.8 The Board approved the proposed budget as set out in the paper.

## **10. Policies for Approval**

10.1 SB reported that the Audit Committee had reviewed the policies. It had discussed the Gifts and Hospitality Policy, and reviewed a list of the gifts and hospitality accepted. There were no gifts or hospitality accepted that would have influenced the workings of the UTCs. The Committee recommended a clause to reflect the fact that teachers receive gifts at the end of the school year from departing pupils.

10.2 The Board approved the Gifts and Hospitality Policy as set out in the paper.

10.3 In respect of the Complaints Procedure, a recent hearing of a complaint by governors had showed the procedure to be robust. One change was proposed which followed statutory guidance that a complaints panel should include at least one independent person. The Board therefore approved the Compliment, Comments and Complaints policy as set out in the paper.

10.4 NP reported that governors had been surprised by the level of sick pay available to staff under the Sickness Absence policy. This was in line with teaching staff elsewhere in the sector. A consultation with the staff would take place, and NP would report back in due course. In the meantime, the Board approved the Sickness Absence policy as set out in the paper.

10.5 In respect of the Maternity policy, it was noted that it contained no clause about repayment of maternity pay should someone not return after maternity leave. There was an intention to add this in due course. The Board therefore agreed not to approve the Maternity policy pending this update.

10.6 The Board approved the following policies as set out in the paper:

- a. Attendance and Punctuality (Students)
- b. Compliments, Comments and Complaints
- c. Gifts and Hospitality

- d. Health and Safety
- e. Misuse of Drugs and Substances
- f. Scheme of Delegation
- g. Sex and Relationships
- h. Sickness Absence.

10.7 Further points from the Audit Committee were:

- External audit report – there was one outstanding item relating to de-registration for VAT. This was progressing
- Cladding and fire risk – NP reported that all schools had been required to complete a survey of the number of storeys and whether there was any occupancy overnight.

## **11. Transitional Funding Update**

### **11.1 Deed of Variation**

The EFA had requested that the SUTC adopted a new model funding agreement. Some clauses of the funding agreement had been redrafted on behalf of the SUTC to address concern about the use of land and the possibility of having to share the building. The redrafted agreement was with the EFA and was expected to be returned by the end of the week. The Board approved the signature of the agreement by the Chair.

### **11.2 Partnership Update**

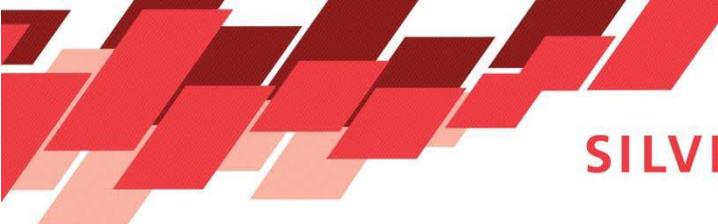
A reciprocal governance arrangement had been agreed with Stowe School as reported elsewhere. A detailed proposal had been received from one university for a partnership arrangement. This would be reviewed by a sub-committee of the governors. This committee would first work on a set of criteria for what the SUTC wanted to achieve from a partnership. Once the criteria were agreed, all of the interested parties could be asked to respond. The Board would be updated at each stage.

## **12 Daventry UTC Update**

12.1 New pupils from Daventry UTC had settled well, and the SUTC was assessing their curriculum knowledge and addressing any gaps. The former DUTC pupils would count in the SUTC's performance statistics for the next academic year. All of the parents had been offered meetings at the SUTC to ensure that both parents and pupils were content with the new arrangements.

## **13 Date of Next Meeting**

Tuesday 26 September at 5.30pm at the SUTC. The following meeting would be 5 December. Meeting requests would be distributed shortly.



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Chair  
Signed

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Date