

**Minutes of the Board of Directors' Meeting held on Wednesday 28  
February 2018 at 6pm in the Board Room, Silverstone UTC**

Present:	Stuart Pringle	(SP)	Vice Chair
	Paul Atkinson	(PA)	
	Stuart Banks	(SB)	
	Mark Cusiter	(MC)	
	Julie Dark	(JD)	
	Jenny Harte	(JH)	
	Becky Midgley	(BM)	
	Neil Patterson	(NP)	Principal
	Crispin Robinson	(CR)	
	John Sinclair	(JS)	
Zoe Spavold	(ZS)		
In attendance:	John Grant	(JG)	Member (To item 1.9)
	Nick Petford	(NPe)	In his capacity as Vice Chancellor of the University of Northampton (To item 1.11)
	Miriam Lakin	(ML)	Clerk
	Vanessa Stanley	(VS)	Deputy Principal
Apologies:	Ray Brooks	(RB)	
	Nik Ives	(NI)	
	Doug Newman	(DN)	Chair

*Item 1 is in the confidential section of these minutes.*

**2. Apologies and quorum**

2.1 SP welcomed those present and confirmed that the meeting was quorate.

**3. Declarations of Interest**

3.1 There were no further declarations of interest in addition to those already submitted.

**4. Safeguarding Report**

4.1 There were no safeguarding matters to report.

**5. Health and Safety Report**

5.1 One incident would be reported through the KPIs.

**6. Minutes of the Previous Meeting**

6.1 The Board received and approved the minutes of the meeting held on 5<sup>th</sup> December 2017.

## **7. Matters Arising from the Minutes**

7.1 **Safer Recruitment Training for Trustees** (Item 6.2)  
This item would be carried forward.

7.2 **Appointment of New Trustees** (Item 9.1, 9.2, 10.4)  
The members had approved these appointments as necessary.

### **Governance Matters**

## **8. External Review of Governance**

8.1 NP reported that the written report from Karen Falvey was awaited, and was expected by Easter. It was noted that the report should be integrated with the School Development Plan.

8.2 The Board resolved to write to Karen Falvey to thank her for her work on the review. NP agreed to organise a letter to be sent by the Chair.

**Action: NP**

## **9. Trustee Training Feedback**

9.1 The Board noted the results of a skills audit of trustees, and a summary of trustee training needs prepared by NP.

9.2 It was agreed that New Governor Induction Training offered by the Local Authority, and would be offered to all new trustees, and to existing trustees who may benefit.

**Action: NP**

9.3 Some trustees had found it difficult to articulate the vision, ethos and strategic direction of the SUTC. NP stated that:

- The SUTC had been established to address a skills gap in high performance technologies and events management
- The mission was to produce high performing young people to go into those industries with not just the right skills, but work-ready attitudes and behaviours
- The ethos was to have a business-like environment
- The underpinning values were, 'We win, act, care collaborate and enjoy'
- The aim was to produce young people who felt that attending the SUTC had set them up for life and allowed them to move into sustainable employment.

The vision and mission were articulated on the website. It was agreed that they would be distributed to trustees by email. It was suggested that they could also be displayed in the Board Room.

9.4 NP stated that trustees needed to be able to articulate the impact of their work on outcomes for students. This should be apparent from the minutes of meetings. It was noted that part of the role of a trustee was to challenge and support the SUTC's leadership. In addition, a new committee had been formed to consider Learning and Teaching, so that the trustees' contribution to action based on exam results through meetings with subject leaders would be recorded. In addition, the trustees had worked on ensuring financial sustainability, safeguarding of students, and ensuring that the physical environment was safe.

9.5 It was agreed that there should be a statement of the Board's mission and primary responsibilities. JH agreed to work with DN to produce a draft for agreement by the Board.

**Action: JH, DN**

9.6 The trustees discussed succession planning. It was noted that DN had expressed the desire to ensure that the Chair position rotated. SP noted that he was unable due to work commitments to give the same level of commitment as DN, and asked other trustees who would consider becoming Chair in the future to make themselves known. This should also apply to committee chairs as it was important to create a pipeline of candidates and to offer appropriate development.

9.7 It was noted that the Board should be more proactive in considering its own development. A link trustee for development was suggested. This person would identify training needs and alert trustees to training opportunities.

9.8 It was agreed that an induction pack should be given to all new governors. JH and JD agreed to work on this.

**Action: JH, JD**

9.9 It was reported that NP would run training on the new Inspection Data Summary Report for all trustees at the next meeting.

9.10 It was agreed that the Audit Committee would assess the effectiveness of the Appraisal Policy at its next meeting.

**Action: SB**

9.11 NP asked any trustee who felt they would benefit from further understanding of budgeting and finance to make themselves known to him.

**Action: All**

- 9.12 Whilst the survey had indicated that the engagement of trustees with key stakeholders was sound, there were further actions to move to 'strong'. This included regular surveys of the parents. The Parents' Forum had drafted a questionnaire. It was agreed that the questions Ofsted would generally ask parents would be added. NP agreed to send these to JD.

**Action: NP**

- 9.13 The Board agreed that it was important to ensure that the impact of the pupil premium was assessed. It therefore agreed that a review would be carried out.

- 9.14 The trustees noted the list of course available for governors/trustees, and agreed that they would let NP know if any of the courses were of interest. NP confirmed that there was an annual budget allocation for governance costs which would cover the cost of this.

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

- 10.1 The trustees received a report from the Principal including the SUTC's performance against its KPIs.

- 10.2 The Board noted that attendance in Years 10 and 13 was low compared to the previous year. NP reported that this was due largely to some individuals, and that the reasons for it were known.

- 10.3 The Board noted behavioural issues, particularly in Year 10.

- 10.4 The Principal reported that there were 67 active child protection register cases at the SUTC, indicating that the level of support needed for the pupils was significant. He highlighted the progress made by some students against a backdrop of very difficult family circumstances. Trustees asked if additional focus was required. NP stated that the ability to employ more staff in pastoral support would be helpful, although there was little budget to do this. Trustees asked about the allocation of work and were assured that work was allocated correctly. It was suggested that an Educational Psychology student on a placement could be sought. NP stated that he was keen to offer placements to students of the University of Northampton. JS noted that the University offered a range of psychology programmes and agreed to speak to the relevant Dean of Faculty. The trustees asked to be kept informed about child protection register cases, possibly through the KPIs.

**Action: JS**

**Action: NP**

- 10.5 The trustees noted statistics on parent engagement and asked if there was any correlation between parent engagement and child protection register cases. VS reported that for most students on the child protection register, staff were in regular contact with parents or carers meaning that they were already very well informed.
- 10.6 The Board noted statistics on accidents and near misses. There had been one incident involving students sitting on the railings of the internal balcony. The incident and follow up actions had been reported to the Audit Committee.
- 10.7 The Board noted applications to Year 10, which were strong, and Year 12, where some improvement was needed. Further marketing would be undertaken.
- 10.8 The Board noted statistics on staff absences, and NP gave assurance that these were being followed up with staff as necessary. Trustees asked about the level of morale. It was reported that morale amongst the support staff was very good. Trustees asked about the impact on teachers of covering classes. It was reported that teachers were did not generally have an issue with providing cover where colleagues were experiencing difficult circumstances. The Board noted its thanks to staff and recognised the strain that absences placed on them. VS added that flexibility had been offered where possible, for example working at home, and a room had been provided for teachers to do quiet work without interruption.
- 10.9 The Board noted that positive comments received from parents via Facebook had been circulated. It was confirmed that staff had seen these, and that they appeared in a Google search for SUTC Progress 8.

## **11. Single Central Record Report**

- 11.1 NP reported that this was a record of staff, trustees and others who were on site regularly, giving evidence of such matters as ID checks and the right to work. NP stated that the record had been reviewed and was in a good state. There was one query regarding a member of staff who had worked abroad in the past five years. Every effort was being made to seek the additional information required from the overseas employer. NP confirmed that the appropriate DBS check had been carried out, and he assessed the risk as low. The Board confirmed that it was comfortable with this assessment of the risk.

## **12. General Data Protection Regulation**

- 12.1 It was reported that the Audit Committee had discussed this and recognised the importance of compliance. The School Business Manager had begun

work. He also intended to work with an external company to seek some solutions.

- 12.2 Trustees noted their responsibility in respect of not retaining unnecessary data, particular where this was personal data.
- 12.3 The Board agreed that it would give greater assurance if they were aware of the plans to achieve compliance, perhaps through a short document setting these out. BM agreed to provide this as part of the group working on GDPR.

**Action: BM**

*Becky Midgley left the meeting*

### **13. Trip to Disneyland Paris**

- 13.1 NP reported that the SUTC was planning to repeat the trip that had been run the previous year. Trustees asked whether this was during half term, and whether it would be open to all year groups.

- 13.2 NP agreed to check and confirm the date. The Board noted that they supported the trip, but that if it did not have an educational value, it should not take place during term time.

**Action: NP**

### **14. Inspection Data Summary Report**

- 14.1 NP introduced the document, explaining that it set out areas to investigate, and therefore areas Ofsted may choose to look at in an inspection.

- 14.2 In respect of progress measures, NP reported that Ofsted were aware that UTCs were different, which caused their results in Progress 8. Therefore it would be important to make the case that the SUTC's own progress measures were sound and valid.

- 14.3 The Board noted data on value added based on entry points. Trustees asked about the level of confidence that the SUTC could show the value added. NP reported that it was clear that not enough progress had been made in Sixth Form Maths and Physics. There had been staffing problems in both. Whilst AS level performance was good, performance at A2 had not reached the same standard.

- 14.4 NP also drew the attention of the Board to contextual data on student ethnicity and prior attainment, and to statistics on absence, exclusions and student destinations.

- 14.5 The Board agreed to ask the Learning and Teaching Committee to examine the data summary report in more detail and challenge to ensure that the SUTC was developing appropriate responses.

**Action: Learning and Teaching Committee**

- 14.6 It was suggested that in future meetings the report should be circulated in advance to allow the trustees to prepare questions.

**15. School Evaluation Form and Development Plan**

- 15.1 NP reported that the School Evaluation Form and Development Plan were seen by the Educational Advisor who visited before Christmas. He had requested sight of a copy recently, and had provided positive feedback. NP acknowledged the amount of work done by VS to ensure that the document was ready. The Board thanked her for her hard work on this.

- 15.2 NP agreed to circulate both documents to the trustees.

**Action: NP**

**16. Parent Forum Update**

- 16.1 JD reported that two meetings had been held. The forum had developed a questionnaire for circulation to parents, and had looked at the existing and new versions of the website. The next meeting would be on 20<sup>th</sup> March to consider the results of the survey.

**17. Audit Committee Report**

- 17.1 SB reported that the Committee recommended to the Board a list of policies for approval that would appear elsewhere on the agenda. The Committee had also given their support to the Business Manager in his work on the GDPR. GDPR would become a standing item for the Committee.

**18. Finance and Remuneration Committee Report**

- 18.1 No significant issues had been raised at the previous meeting. A full report would be given to the next Board meeting.

**19. Teaching and Learning Committee**

- 19.1 The Committee would meet on 7<sup>th</sup> March. Its first task was to develop appropriate terms of reference.

**20. SENCO Update**

- 20.1 JS reported that a positive meeting had been held with the Special Education Needs Coordinator (SENCO) for the SUTC which gave a great deal of confidence and assurance in the person running it, but also a sense of the scale of the issue. There were 18 students on the SEN register, of whom six had Education, Health and Care Plans in place. There were a further 54

students about whom there were concerns. Some of the concerns may require special exam conditions. The layout of the building made this difficult to provide, which was proving a challenge. It was reported that any offsite exam venue would need to become a Nominated Centre. It was noted that there may be possibilities on University or Silverstone Circuits premises.

*John Sinclair left the meeting.*

**21. Policies for Approval**

21.1 The following polices were approved by the Board:

- a. Anti-Bullying and Harassment – Staff
- b. E Safety
- c. Employee Code of Conduct
- d. Examinations Policy including Access Arrangements Appendix
- e. Fertility Treatment Leave
- f. ICT Acceptable Use
- g. Ill Health Capability Procedure
- h. Inclusion (D-SEN)
- i. Pay
- j. Professional Review (Appraisal)

21.2 The policy on Miscellaneous Rules, Policies and Procedures was approved by the Board with one change to correct an inconsistency between points 11.1 and 11.3.

**22. Any Other Business**

**22.1 Event on 7<sup>th</sup> March**

SP reported that Prince Harry would visit the SUTC at 10.30am on 7<sup>th</sup> March as part of a visit to the Silverstone Education visitor attraction. He would be briefed about the project and its value. All trustees were welcome to attend. An invitation would be circulated.

**23. Date of Next Meeting**

Tuesday 8 May 2018 at 5.30pm at the SUTC.

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Chair  
Signed  
Date