**Minutes of the Board of Directors' Meeting held on Tuesday 8 May 2018
at 5.30pm in the Board Room, Silverstone UTC**

Present:	Doug Newman	(DN)	Chair
	Ray Brooks	(RB)	
	Paul Atkinson	(PA)	
	Stuart Banks	(SB)	
	Julie Dark	(JD)	
	Corrie Harris	(CH)	
	Jenny Harte	(JH)	
	Nik Ives	(NI)	
	Neil Patterson	(NP)	Principal
	Stuart Pringle	(SP)	Vice Chair
	Crispin Robinson	(CR)	
	John Sinclair	(JS)	
In attendance:	Miriam Lakin	(ML)	Clerk
	Vanessa Stanley	(VS)	Deputy Principal
Apologies:	Mark Cusiter	(MC)	
	Becky Midgley	(BM)	
	Zoe Spavold	(ZS)	

1. Welcome and Apologies and quorum
1.1 The Chair welcomed those present, noted apologies and confirmed that the meeting was quorate.

2. Declarations of Interest
2.1 There were no further declarations of interest in addition to those already submitted. All trustees were asked to ensure that they had signed and submitted a new declaration of interest.

3. Safeguarding Report
3.1 There were no safeguarding matters to report.

4. Health and Safety Report
4.1 The Principal had circulated a report which the Board noted. The Chair noted that it was useful to have an industry specialist, Lesley Cox from Silverstone Circuits, involved in reporting. It was noted that there were some points in the report which could have been identified by the SUTC's staff.

4.2 NP confirmed that Neil Hopkins was the nominated person for health and safety and agreed to confirm when he had last received training.

Action: NP

5.   **Minutes of the Previous Meeting**

5.1   The Board received and approved the minutes of the meeting held on 28th February 2018.

6.   **Matters Arising from the Minutes**

6.1   **Safer Recruitment Training and New Governor Training for Trustees** (Items 7.1, 9.2)
Training had been offered.

6.2   **External Review of Governance** (Item 8.2)
Karen Falvey would attend the meeting to discuss her report.

6.3   **Statement of the Board's Aims and Responsibilities** (Item 9.5)
A statement had been drafted.

6.4   **Induction Pack for New Trustees** (Item 9.8)
A pack had been prepared and feedback was awaited.

6.5   **Effectiveness of the Appraisal Policy** (Item 9.10)
The Audit Committee would meet in June and this would be on the agenda.

6.6   **Trustee Understanding of Budgeting and Finance** (Item 9.11)
The Chair stated that an assessment of the skills and roles on different committees and how these were shared effectively would be useful.

6.7   **Parents Questionnaire** (Item 9.12)
On agenda

6.8   **Child Protection Register Cases** (Item 10.4)
This had been added to the Principal's report.

6.9   **Assurance on GDPR** (Item 12.3)
BM was unable to attend the meeting and present a report. However, an external company had been engaged as part of a cost effective package. BM and Neil Hopkins were leading internally. SP noted that Silverstone Circuits had had a person trained who could offer support if necessary.

6.10   Trustees asked what actions the governing body needed to take. NP stated that trustees must always use their UTC email addresses for UTC business. The Board would begin to use SharePoint again to distribute meeting papers.

6.11   It was noted that the Audit Committee had agreed to seek regular updates on GDPR compliance, but also that it would be useful to ensure that there

was a policy in place from a governing body perspective covering for example the use and distribution of SUTC information by trustees.

6.12   **Trip to Disneyland Paris** (Item 13.2)
NP reported that the trip started on the last day of the summer term.

6.13   **Data Summary Report** (Item 14.5)
It was confirmed that the report would be on the agenda for the next meeting of the new Achievement, Learning and Teaching Committee.

6.14   **School Evaluation Form and Development Plan** (Item 15.2)
Both documents had been circulated

6.15   **Local Enterprise Partnerships** (Item 1.15 Confidential Minutes)
SP confirmed that he had spoken to both LEPs prior to the meeting and would have something in writing in around a week.

6.16   **Draft Letter to Nick Petford** (Item 1.17 Confidential Minutes)
A meeting would take place on Friday to draft the letter.

6.17   **BRDC** (Item 1.18 Confidential Minutes)
SP confirmed that the BRDC had been briefed about potential developments and were supportive.

7.   **Governance Matters**
7.1   **Appointment of New Trustee**
The Board agreed the appointment of Corrie Harris to the governing body as a trustee. The appointment was subject to the receipt of an application form. It would take effect from receipt of the form for a four year term of office from May 2018 to May 2022. The Board formally welcomed Corrie Harris as a trustee, and noted that she had been nominated by Bedford College Group as the successor body to Tresham College.

7.2   **Update on Closer Partnership with the University of Northampton**
In his capacity as Dean of Arts, Science and Technology at the University of Northampton, JS reported that the University's Vice Chancellor had established a task force on the partnership. A number of other interested partners would be invited to join the discussion.

7.3   **Trustee Training Feedback**
Some trustees had been booked on to safer recruitment training. RB would attend New Governor Training.

7.4   **Updated Articles of Association**

NP reported that the updated Articles adopted the most recent version published by the DfE. They were with the DfE for review and approval.

7.5   It was noted that the updated Articles removed references to Tresham College. CH confirmed that following an official merger on 01/08/2018, the former Tresham College would become part of the Bedford College Group. The Tresham branding would be retained, but it would cease to exist as a separate entity.

7.6   It was noted that this also affected the wording of many of the SUTC's policies which had been adopted from Tresham College and referred to Tresham. It was agreed that Audit Committee would review all references to Tresham in policies as part of their policy review schedule.

8.   Principal's Report

8.1   The Board received and noted an update from the Principal. In particular, there were comments on the following:

8.2   **Permanent Exclusions**
A higher level was being seen than previously. All recent permanent exclusions related to one-off significant serious breaches of behavioural policy. The SUTC would take action to ensure that it was clear to students that certain actions would have consequences, and that this message was reinforced. It was suggested that this could be done as part of induction, and via a document sent to parents.

8.3   It was agreed that a question would be posed to the student prefect body about how the SUTC could ensure that the set standards were clear and constantly reinforced.

8.4   **Attendance**
Attendance in Years 10 and 13 was low compared to previous years. There were several cases of authorised absence due to ill health. There was also a potential system error in that there appeared to be some corruption in the data. As the figures were published, trustees recommended that data issues were addressed urgently.

8.5   The potential impact of the location of the SUTC was also noted. Where students had only one lesson timetabled and a lengthy journey, there would be an understandable temptation not to attend. NP reported that the SUTC did what it could to avoid this situation, but that in a small school there were fewer options.

8.6   **Behaviour**

The number of significant concerns had decreased from 15 to 10 since the previous report. For next year, the focus would be on correcting Year 10 student behaviour much sooner. Trustees asked who would be responsible for this as it was likely to be an additional workload. NP reported that the strategy would be to focus on the small number exhibiting persistently poor behaviour, and this would keep the number of interventions to a manageable level. Attendance letters would also be sent out when the number of absences was above the norm. A member of staff in Student Services would monitor.

8.7 Child Protection Cases

The Board noted the number of students in the SUTC who were on the Child Protection Register.

8.8 Quiet Working Area

NP reported that this had been successful. Previously students who had been sent out of lessons could still associate with other students in general circulation and it was easier for them to be less productive, providing a perverse incentive. They must now go to the quiet area and work under direct supervision.

8.9 Current Student Numbers

NP reported that there were 452 students. Some had left since the beginning of the year, especially in Year 10. For this reason, the SUTC was over-offering places from September 2018. Trustees asked about the pressure this put on space. VS reported that if all students who had been offered a place attended then the SUTC would be at absolute capacity. Trustees asked if this had any safety implications. It was reported that class sizes were within requirements. Engineering workshop classes with numbers above 21 or 22 students were difficult, but an extra class could be offered to alleviate this.

8.10 Applications

The latest application statistics were noted. It was reported that applications to Year 12 were not as high as would be liked. Applications to Year 10 were progressing well. If necessary, NP was prepared to make up a shortfall in Year 12 applications through Year 10. However, this would create pressure as previously noted.

8.11 Single Central Record

This was a live document. NP invited any trustee who wished to see it to visit the SUTC.

8.12 School Evaluation Form and Development Plan

This had been distributed to trustees. VS explained how the Development Plan had been updated in response to a request from trustees for updates to show progress against the plan. A table had been created which included a termly status update. The final version of the plan would be created in September when all the results were available. This would allow a summary of how successful the SUTC had been and what activities to stop or continue.

8.13 It was noted that whilst the relevant Committees would look in more detail at those items especially relevant to their business, it was for the Board overall to query and challenge the Evaluation Form and Development Plan. Queries and challenges should ideally be notified before a meeting so that a response could be prepared. The Chair asked all trustees to ensure that they had read the documents.

8.14 It was agreed that comments on the documents could be made on SharePoint, with the initials of the commenter beside them. Whilst all trustees would be able to comment, some areas would be particularly for the Achievement, Learning and Teaching Committee.

8.15 **DfE Educational Advisor / School Improvement Partner Feedback**
Both had visited on the same day. It had been a useful visit for both the SUTC and the individuals, and some positive feedback had been received.

Karen Falvey joined the meeting.

9. External Review of Governance

9.1 It was confirmed that the external review document had been circulated to the Board prior to the meeting. KF reported that her assessment was that governance was strong in general. She had made some recommendations for areas that could be improved. The action plan had four priorities. These were discussed as follows:

9.2 Curriculum Committee – This had been completed as the Achievement, Learning and Teaching Committee had been set up.

9.3 Head Teacher Performance Management – This was ongoing. The Chair reported that a report had been submitted and targets set. A timetable had been created for review over the next academic year, and the setting of new targets. The targets would form the basis for targets for the senior leadership team.

9.4 Succession Planning and Training – This recommendation had been addressed.

9.5   Risk – A risk template should be produced and risk should become a standing item for the governing body. This was a work in progress.

9.6   KF confirmed that she was therefore content to sign off the report.

9.10   The Board thanked KF for the work she had done on their behalf and the key areas she had highlighted.

Karen Falvey left the meeting.

10.   Training on the Inspection Data Summary Report

10.1   NP guided the trustees through the new Inspection Data Summary Report, the data it contained and where this data may be used to challenge the SUTC. In particular the board discussed:

10.2   Robustness of Baseline Testing – this was a common theme for UTCs in general. The only robust alternative would be testing at the end of KS3, which was not done. VS confirmed that the SUTC cross-referenced with other testing.

10.3   Progress 8 Measures – many of the measures were based on Progress 8 which did not reflect the school. This was acknowledged by DfE performance tables. Whilst Progress 8 was important and was taken seriously, it was not necessarily the best way to measure the SUTC. The SUTC wanted its specialisms to be as strong as the Progress 8 curriculum, and these were not measured as part of Progress 8. The focus was on improving performance in subjects in order to improve the end performance. Where opportunities to improve Progress 8 directly did not conflict with the mission of the UTC, these would be taken. However, this would not include 'gaming the system' at the expense of what was right for students and industry.

10.4   Level 3 Value Added – the SUTC had a programme addressing value added which was already showing improvements for those students on it. The SUTC recognised the importance of improving value added in particular subjects at A-level.

10.5   Absence – persistent absence was higher than the national average. The impact of geography and less frequent bus services was noted.

10.6   Results – shown by prior attainment and national averages. Whilst overall attainment should improve if students made good progress whilst at the SUTC, it had still been successful even if they did not attain highly. The data may generate questions about previous high attainers. NP stated that they had not necessarily made sufficient progress in KS3. Data on students who

attended the SUTC for four years showed that their progress had caught up by the end of the four years. A scatter graph tracking KS2 attainment against KS4 progress did not appear to yield much useful data. NP showed an example from Aston UTC which had been adjusted to show UTC baseline testing against KS4 progress. The SUTC was working on producing a similar graph.

10.7   KS5 Trends over Time – some of the data related to very small numbers of students and was not therefore statistically significant. However, it could be seen that Physics was not performing so well especially at A-level. Entry criteria had been increased. There had been some curriculum changes to give those students entered for A-level more time to focus on A-level, or an opportunity to take an extended diploma and drop the A-level. Trustees asked if and when the SUTC expected to see a significant change, and what the aspiration was in terms of value added. It was reported that Physics was predicting 0.75 grades higher. In Maths, the latest testing resulted in a prediction of one tenth of a grade higher. NP stated that the aspiration was a situation where the number of students with negative value added was diminishing over time. NP stated that one grade higher than predicted was not deliverable in all cases. The trustees noted that there should be a strong link between the data and the School Improvement Plan to allow the governing body to track a continuous improvement in performance.

11.   Link Governor Reports
11.1   Parents' Forum
RB reported on the parents' forum. Wider views of the SUTC had been sought through a questionnaire sent to all parents. The biggest response had been received from parents with children in Year 10. A summary of the responses would be distributed. The findings were:
- Parents knew who to contact when there were issues
- Feedback from parents' evenings was generally good. Time slots were found to be too short, and the ability to book on line would be appreciated. NP stated that it would be possible to purchase online booking software. The use of a large open space was also suggested so parents could see where there were longer queues
- Canteen facilities were raised as an issue, particularly choice, seating, food running out and cost. There was a suggestion that parents could meet the contractors
- Views on communications were generally positive. It was suggested that text would be better than email when there was unauthorised student absence. NP reported that the issue of staff responses to parents had been raised several times in staff briefings as the quality and timeliness of response was variable. There would be some training and regular reminders

- The use of a package such as Go4Schools was suggested to allow parents to track attendance, behaviour and performance. NP stated that this should be considered as the current system was able to integrate with such a package. He noted that the SUTC did not currently communicate with parents if a behaviour sanction had been issued
- Communications on work experience could be better. NP acknowledged this and stated that a more structured system would be introduced for Sixth Form next year
- The likes of students included independence of study and overall experience
- Dislikes included lack of study space, especially in the LRC, and wasted journeys when they were not informed of teacher absence. NP acknowledged this and stated that there had been clear communication to teachers about it. Lack of workshop time was also raised as a dislike. NP stated that the amount of workshop time available in KS4 was communicated clearly, but that students often had higher expectations. Some students had fed back on inconsistencies with discipline. NP stated that this was a difficult issue as there were differences between teacher responses, but also between responses to students based on their needs and personalities. Often responses were based on the knowledge of a situation which could not be shared with classmates.

11.2 The Chair thanked the Parents' Forum for their useful feedback. He stated that it would be a good idea for feed back questions and answers from the SUTC to be put into a written document and sent to parents. A newsletter should go out before the end of the current term.

Action: NP

Crispin Robinson left the meeting.

11.3 **Achievement Learning and Teaching Committee**
The Committee had met and agreed its Terms of Reference. The Chair was JS. The members were JH, JD, CR, VS and James Moore. It had been noted that some policies were currently reviewed by Audit Committee which may require the review of the ALT. At present JD was a member of both committees so could liaise between them. A more robust system would be developed.

12. **Policies for Approval**
12.1 It was reported that policies on Behaviour, Exclusion and Misuse of Drugs had been changed in response to feedback following an exclusion case.
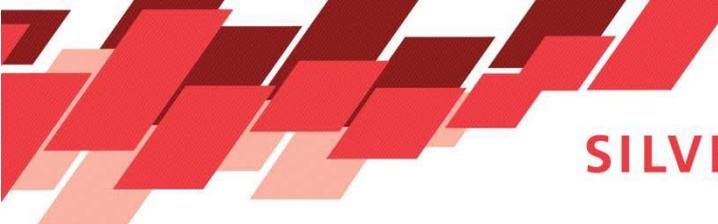
12.2 The Examinations Policy had been changed in response to new advice about smart watches. A new system was in place to avoid smart watches and phones being stolen during exams. All items are sealed and put into the secure exam store. Large clocks are provided in the exam rooms.

12.3 The Board approved the revised policies on Behaviour, Exclusion, Misuse of Drugs and Examinations.

13. Date of Next Meeting
Tuesday 10 July 2018 at 5.30pm at the SUTC.

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Chair
Signed   Date