

Minutes of the Board of Directors' Meeting held on Tuesday 26 March 2019 at 5.30pm in the Board Room, Silverstone UTC

Present:	Doug Newman	(DN)	Chair
	Ray Brooks	(RB)	
	Mark Cusiter	(SB)	
	Julie Dark	(JD)	
	Corrie Harris	(JM)	
	Neil Patterson	(NP)	Principal
	Crispin Robinson	(CR)	
	John Sinclair	(JS)	
In attendance:	Miriam Lakin	(ML)	Clerk
	Vanessa Stanley	(VS)	Deputy Principal

Apologies: Paul Atkinson
Stuart Banks
Julie Muscutt
Becky Midgley

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 declarations of interest in addition to those already submitted.

3. Safeguarding

3.1 The Principal stated that there were no new incidents to report. He confirmed the number of students on the child protection register. The Principal confirmed that nothing arising from this was having an overall impact on the running of the SUTC.

4. Health and Safety

4.1 NP reported that RB had visited the SUTC the previous day. The Board received and noted the report submitted as a result, along with a commentary from the Principal on the outstanding actions.

4.2 Trustees were informed about the responsibility for ensuring that workshops were tidy and plug sockets not overloaded. Trustees asked about the responsibility for ensuring that students wore safety glasses. The Principal confirmed that these were provided by the SUTC and that teachers should give instructions about when they were to be used. Trustees suggested that students should be expected to provide their own safety glasses in order to ensure that personal responsibility was taken for the glasses.

- 4.3 It was confirmed that, as an action arising from the previous meeting, RB had reviewed the accident book and had not identified any particular themes or patterns which needed to be addressed.

5. Minutes of the Previous Meeting

- 5.1 The Board approved the minutes of the meeting held on 14 February 2019 as a true record of that meeting.

6. Matters Arising

6.1 Mental Health Training (Minute 3.7 refers)

JS reported that the University's Human Resources department could provide training, but there would be a cost to the SUTC. JS agreed to follow this up with the University's Vice Chancellor.

Action: JS

- 6.2 **Commentary on Inspection Data Summary Report** (Minute 9.12 refers)
This action was outstanding.

6.3 Risk Register (Minute 9.15 refers)

A full review of the risk register was on the agenda for the current meeting.

7. Risk Register

- 7.1 The Board received and reviewed the SUTC's risk register. It was confirmed that there had been no amendments since the previous review. Updates had been given on some of the risks and the mitigating actions.

- 7.2 In terms of particular risks, the following points were noted:

- The SUTC was likely to appoint a staff member with particular responsibility for behaviour intervention as a part of their role. This would complement the SUTC's existing work on academic intervention
- Operational costs were under control. The SUTC would receive an additional £200k of funding in 2019-20 as planned, however, the conditions of this funding were not yet known
- The Principal would distribute a skills matrix for all trustees to complete. This would help to highlight training needs

Action: NP

- Two staff were due to leave the SUTC this term. Exit interviews would be conducted to gather any relevant information of which the SUTC's management should be aware
- Quotations for insurance were still being sought. The Chair requested an update to the next meeting.

Action: NP

- Curriculum review was ongoing. A wide variety of models were being assessed to see how these linked to staffing and ensure that the best

fit was received. The Principal noted that under the new Ofsted framework, schools were expected to consider the intent, implementation and impact of their curricula. He had therefore developed a proforma to test these at school, faculty and subject level

- Staff were no longer able to receive email on their phones. It was agreed that it should be checked whether trustees could receive email on their phones, although it was noted that confidential data was sent to trustees via a secure system
- In terms of the risk that management information was not accurate or in a suitable format for monitoring performance, trustees commented that this was the case, however, the Board needed to be aware of when the questions asked of the information needed to change. The Chair asked all trustees to review this question, and to feed back to the Principal
- Further guidance was awaited on related party transactions.

8. Governance Matters

8.1 Membership of the Academy Trust

Silverstone Circuits' appointed corporate representative had not yet joined the Board. It was hoped that she would be able to join by 1st May 2019.

Minutes 8.2 to 8.6 are in the confidential section of these minutes.

9. Principal's Report

9.1 The Board received and noted a report from the Principal. In particular the following matters were raised.

9.2 Compliments, Comments and Complaints

Details of an intended complaint had been received and were noted by the Board. The Clerk confirmed that she had not received the written complaint. The Chair stated that the Board was concerned by any intention to raise a formal complaint, and asked for assurance that the Senior Leadership Team had considered the situation giving rise to it. The Principal stated that he was content that the SUTC had done what it could. The concern raised was about the delivery of maths, as students had finished the curriculum a few days before the exam. The Principal agreed that this was of concern, and reported that the issue had been caused by the long-term absence of a staff member for medical reasons. It remained extremely difficult to find substitute maths teachers. The SUTC had used a trainee teacher to deliver some classes, and had provided targeted sessions run by a specialist teacher over Easter and on Saturdays. The Principal stated that in his view the SUTC had done what it could in the time available, and the problem did not point to a systemic failure in the SUTC.

9.3 Inspection Data Summary Report

The Principal agreed to make this available for the meeting of the Achievement, Learning and Teaching Committee on 25 April.

9.4 School Evaluation Form and School Development Plan

It was confirmed that both documents were up to date and would be placed on the Trustees' area of the SharePoint site for review.

9.5 Report from Careers Leader

The Board noted a valuable report from the Careers Leader which had been received as part of the Principal's Report. The Deputy Principal reported that further work would be done to space out careers focused work in the curriculum so that it did not impact at the same time as exams. It was agreed that the report would be circulated to the next Parents' Forum.

9.6 Key Performance Indicators

As part of the Principal's report, the Board received the latest statistics on performance on a set Key Performance Indicators. In particular, comments were received on the following:

- Attendance in Year 11 – was below 2018 levels. Analysis had been carried out and the Principal reported he was satisfied that absences were for clearly explicable reasons
- Applications - these were continuing to grow. It was explained that the difference between the number of applications and the number of offers made was due to applications being processed in batches. The Principal confirmed that offers were made to all applicants. Some applicants were invited to face to face meetings to ensure that they understood the requirements of the SUTC. Fortnightly open events were well-attended, and the SUTC would undertake some advertising on social media
- Staff Absences – were high compared to other years. The Principal confirmed that there were no readily identifiable trends or patterns, however the Senior Leadership Team would consider more detailed analysis and as necessary discuss this with relevant line managers.

10. Link Governor Reports

a. Parent Forum Update

10.1 The next Parent Forum would take place on Monday 1st April.

b. Achievement, Learning and Teaching Committee

10.2 The Committee was due to meet on 25 April.

10.3 JH reported that she had met the Head of Faculty for Science, Maths and IT and had undertaken two Maths and two Chemistry classroom visits. JH



reported on her findings from the two visits. It was agreed that her written report would be circulated by the Principal to the Board. JH stated that ideally she would review progress against her findings termly.

Action: NP

- 11. Date of Next Meeting**
Tuesday 7 May at 5.30pm.

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Chair
Signed _____ Date _____