

**Minutes of the Board of Directors' Meeting held on Tuesday 9 July 2019
at 5.30pm in the Board Room, Silverstone UTC**

Present: Doug Newman (DN) Chair
Stuart Banks (SB)
Ray Brooks (RB)
Mark Cusiter (MC)
Julie Dark (JD)
Jenny Harte (JH)
Julie Muscutt (JM)
Neil Patterson (NP) Principal
John Sinclair (JS)

In attendance: Miriam Lakin (ML) Clerk
Vanessa Stanley (VS) Deputy Principal

Apologies: Becky Midgley (BM)
Crispin Robinson (CR)

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 referred trustees to a report which had been placed in the Board's area on SharePoint. This showed the number of students with Child Protection files and with Early Help Assessment Plans made in conjunction with the relevant local authority. The Principal outlined those cases where there were serious concerns, and the measures the SUTC had put in place to support the students.

3.2 It was reported that local authority services were stretched and the SUTC had less support from them for improving student attendance. It was noted that Ofsted were aware of stretched and failing local authorities and in these cases the school was not deemed by Ofsted to be failing. However, trustees recognised the extra time and effort involved in supporting students where local authority services were less accessible than previously.

3.3 The Principal reported that there had been three permanent exclusions relating to one drug incident. The consequences of drug use had been

outlined strongly to students, and the SUTC continued to monitor carefully and take strong action as needed.

- 3.4 Trustees asked if the SUTC had sufficient time and resource to cope with the increased level of safeguarding cases and concerns. It was reported that this was a very large area of work. A staff member had been given an allocation of time for 'Wave 3' behaviour intervention which was linked to classroom and learning.
- 3.5 Trustees asked if it was possible for the SUTC to have a counsellor. It was reported that the cost of this tended to be prohibitive. It was suggested that a psychology student on placement undertaking supervised practice may be a good option. It was suggested that the Parent Forum could fundraise for a counsellor. However, it was also noted that providing a counsellor would create an expectation and a need. The trustees supported investigation of the ability of the SUTC to provide mental health support.
- 3.6 Trustees requested further information about the impact of the member of staff working on Wave 3 interventions. It was reported that an impact on behaviour was seen in a reduced number of incidents following the appointment. The trustees agreed to monitor this again at their next meeting.

4. Health and Safety

- 4.1 The Principal reported that there was no update. The next Health and Safety walk would be with representatives from the external facilities management company. RB stated that he would like to attend this.
- 4.2 Trustees asked if there had been any lost days at work or school due to accidents. The Principal confirmed that there had not.
- 4.3 RB asked if laptops brought on to site by students were PAT tested. It was reported that a visual inspection was carried out, but not PAT testing. The Board requested that PAT testing of student equipment was considered by the next meeting.

Action: Principal

5. Minutes of the Previous Meeting

- 5.1 The Board approved the minutes and confidential minutes of the meeting held on 7 May 2019 as a true record of that meeting with a change to minute 2.

6. Matters Arising

- 6.1 **Tender for Audit Services**

This matter had arisen from the meetings of the Finance and Remuneration Committee and of the Audit Committee. It had been agreed that UHY were competitive and both committees recommended continuing with UHY.

- 6.2 It was noted that good practice was to change auditors. The Principal reported that although the company was the same, the auditors who visited changed regularly.
- 6.3 It was noted that the new Academies Financial Handbook had more robust requirements on internal audit, and a different company may need to be used for this.
- 6.4 The trustees resolved to re-appoint UHY as external auditors for a period of two years to summer 2021.

7. Risk Register

- 7.1 The Principal reported that there had been some updates to the risk register following a monthly review by the senior leadership team. The Board noted the updates.
- 7.2 In respect of the risk of transitional funding, the Principal reported that there was a level of confidence from the Baker Dearing Trust about the continued receipt of the transitional funding.
- 7.3 The Principal reported that the ESFA had responded to the SUTC's feedback on the report of the School Resource Management Adviser. The ESFA had accepted that the SUTC would make the savings it could and there would be further feedback in January.

8. Governance Matters

8.1 Trustees

The Board had received the resignation of Paul Atkinson. A further trustee would be sought. The Chair would follow up with a person who had expressed an interest.

- 8.2 It was noted that there were spaces on the Audit Committee and the Finance and Remuneration Committee which could affect the ability of those committees to be quorate.

8.3 Responsibilities

It was clarified that staff member responsible for Looked After Children was John McAfee. The trustee responsible was Doug Newman.

8.4 Partnership

Minutes 8.4 – 8.9 are in the confidential section of these minutes.

8.10 Trustee Self-Evaluation

A self-evaluation had been completed. It was agreed to check which new trustees had completed training.

8.11 Interview

The Chair agreed to attend an interview panel for the Assistant Principal role to take place on 18 July.

9. Principal's Report

9.1 The Board received and noted a report from the Principal.

9.2 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 – this was down compared to the previous year, although 6th form attendance had improved significantly due to adding an afternoon registration
- Behaviour – Year 10 behaviour had dipped
- Student Numbers – slightly lower than the previous year
- Health and Safety – no incidents to report
- Parents' Evening Attendance – there had been reasonable attendance, this was lower for Year 13 students as their grades were mostly known
- Applications – 6th form applications were lower compared to the previous year, however, there was closer monitoring of which students were likely to accept the place
- Staff Absences – there were still long-term sickness absence problems.

9.3 Curriculum and Quality

Trustees requested an update on the curriculum. The Principal reported that for Engineering, an EAL Level 3 extended diploma would be added. This was more suitable to lower prior attainers and matched the apprenticeship framework that many went on to. The extended diploma ran alongside the BTEC qualification.

9.4 There was a significant national difference between National Qualifications Framework (NQF) and Qualifications and Credit Framework (QCF) results. Nationally, NQF had a significantly lower pass rate, and the SUTC performed well when compared to the national results.

- 9.5 The Chair stated that he wished to remain clear that the SUTC's specialisms were Engineering and Events.
- 9.6 JM, in her capacity as a teacher of that subject, noted that there was no standalone events qualification available nationally, therefore the events specialism was made up of a package of travel and tourism and business qualifications that were given events contextualisation by the SUTC. It was reported that whilst the business qualification was attractive to applicants and suited the SUTC's students, there were no plans to move to an entirely business focus. Assurance was given that the SUTC looked regularly at the qualifications available to see what was most relevant to the teaching of events management.
- 9.7 It was reported that Year 10 would continue Smart Product Design and Manufacture (SPDM) into Year 11. There was some uncertainty over whether SPDM would continue in Year 10, there was a possibility to switch to Design and Technology instead.
- 9.8 It was reported that the SUTC had begun theorising and strategising to improve outcomes in Physics, Chemistry and Mathematics, looking for example at skills and qualification on entry and the creation of sets. There were also new plans for whole school literacy development.
- 9.9 Sixth form applications had been assessed to decide which A-level subjects would run and teachers were being spoken to. It was not possible to run both English and Media. Computing was unlikely to run, however IT and Cyber Security would.
- 9.10 BTEC PE Level 3 was a new subject in which there had been a good level of interest. There were currently 7 applicants. There may be a possibility to increase this to 10. Noting that break-even was 13 to 14 students, the trustees supported the running of BTEC PE Level 3.
- 9.11 The Principal showed forecast destination data for Years 11 and 13, noting that this was not yet complete and would be refreshed on results day. Currently, 52% of leavers were going to university.
- 9.12 **Compliments, Comments and Complaints**
A report was received. It was noted that a number of complaints related to SPDM in Year 11. A large amount of intervention had been put in place which had significantly improved the actual grades against the forecast.

10. Link Governor Reports

a. Parent Forum Update

- 10.1 A Parent Forum took place on 24 June. It was unfortunate that some attendees had misunderstood the purpose of the Parent Forum. This would be reintroduced in September. It was proposed to hold a night for all parents.
- 10.2 There were two issues arising from the meeting on 24 June which it was requested that the Principal consider. One related to the volume of emails from a particular member of staff.
- 10.3 The Parent Forum requested a nominated member of staff to help in the organisation of fundraising events, or that this became a project for Events students. It was noted that student projects would tend to become an additional responsibility for teachers who were responsible for checking work and ensuring standards. JD stated that the Parent Forum would like a contact to facilitate, for example, room bookings. The Principal stated that this was possible but noted there was limited capacity for actual organisation.
- 10.4 The Chair reported that before the end of September he proposed an evening for all parents where they were invited to meet the Board for a presentation of the SUTC's journey, vision and mission and how the Parent Forum could best be involved. The Chair requested that a suitable date was sought.
- 10.5 The Parent Forum had also discussed regular communications, possibly in the form of a newsletter.
- b. Audit Committee**
- 10.6 The Committee had met on 18 June and the minutes were received by the Board. The Committee would follow up on GDPR issues it had identified. It had also reviewed the gifts and hospitality register and the purchase of insurance. One further member was needed.
- c. Finance and Remuneration Committee**
- 10.7 The Committee had approved the budget for 2019/20. The cash flow was reasonably good due to good management and cost mitigation. The Board noted the budget as it had been submitted.
- 10.8 Trustees asked about the budget line for outsourced cost. It was reported that c. £52k was the outsourced FM provider
- 10.9 The budget was based on 530 students. The ESFA would adjust its payments based on actual pupil numbers. However, they were not willing to adjust if the prediction was wrong by less than 5% of budget.
- d. Achievement, Learning and Teaching Committee**

- 10.10 The Committee had met on 27 June. It had received the majority of predicted grade data and received a reasonable level of assurance. A question remained about the extent to which grade boundaries would be adjusted. The Principal noted that whilst attainment was at a reasonable level, progress from starting points was not as good as could be expected in a small number of subjects and addressing this would be central to the school development plan next year.
- 10.11 It was noted that data collection would change in response to Ofsted guidelines and dates would be set for the analysis of this data and reports to ALT. It was also noted the collation of data would be more automated next year.
- 10.12 The Committee had also discussed lessons learned in respect of the qualifications students were allowed to enter and how to ensure communications about this were parent-friendly.
- 10.13 The Committee had also:
- received updated versions of a number of development plans and requested sight of all of them
 - noted the need for learning walks, both of which had since taken place
 - thanked James Moore and wished him well as he was leaving the SUTC
 - received a detailed update from the Special Educational Needs coordinator.

11. Policies for Approval

- 11.1 The Board approved the following policies:
- Attendance and Punctuality (Students)
 - Disability
 - Educational Visits
 - Equal Opportunities for Staff
 - Equal Opportunities for Students
 - E-Safety Policy
 - Examinations Appeal
 - Examination Policy Including Access Arrangements
 - Gifts and Hospitality Policy and Register
 - Looked After Children
 - Sex and Relationships
 - Sickness Absence
- 11.2 The Board approved the following policies with amendments:
- Health and Safety
- An amendment to 3.2.17 to make sure the responsibility of employees and students identified as requiring PPE to use that PPE was clear. It

was noted that visitors' use of PPE would be addressed through a risk assessment for that visit.

- Vexatious Complaints and Harassment
Trustees commented that the second letter template used the first person and agreed that it would be better to ensure that it was clear that the judgement was collective rather than personal, and was signed by an individual on behalf of the SUTC.

12. Any Other Business

12.1 BDT Conference

Members requested feedback from the Chair and Principal at the next meeting about the Baker Dearing Trust conference.

12.2 2019 Academies Financial Handbook

This would come into effect in September. The Board received a summary of changes. The main changes were further audit requirements, and the need for an appointed trustee and member of staff with responsibility for whistleblowing. It was confirmed that the current procedure in the event of a whistleblowing report was that the whole Board was responsible.

12.3 How Ofsted Inspect Governance

The Board received and noted information about how Ofsted inspect governance.

13. Date of Next Meeting

Tuesday 24 September

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Chair

Signed

Date