

**Minutes of the Board of Directors' Meeting held on Tuesday 24
September 2019 at 5.30pm in the Board Room, Silverstone UTC**

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

In attendance: Miriam Lakin (ML) Clerk

Apologies: Ray Brooks (RB)
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. Trustees were reminded to complete a new declaration of interests.

3. Election of Chair and Vice-Chair of Trustees

3.1 The trustees elected Doug Newman and John Sinclair as Vice-Chair.

4. Safeguarding

4.1 It was reported that safeguarding measures were included in the report on KPIs. Aside from this, there were no issues to report. One incident had been reported under Prevent.

5. Risk Register

5.1 The trustees noted the current risk register. The Principal reported that there had been no update since the previous meeting as the management team had not yet had a meeting to review it.

6. Minutes of the Previous Meeting

6.1 The Board approved the minutes and confidential minutes of the meeting on 9 July with a change to item 8.7 for clarity of wording.

6.2 Trustees asked that additional presentations and documents presented at their meetings were filed in the SharePoint area. The Principal gave

assurance that documents were always in the SUTC's records and agreed to take action to ensure they were copied to SharePoint.

7. Matters Arising

7.1 Mental Health Support (Minute 3.5 refers)

The Principal reported that no action had yet been taken. The issue had been discussed but the cost meant that it was not currently achievable. It was suggested that parents could fundraise to provide this service.

7.2 Wave 3 Interventions (Minute 3.5 refers)

The Principal reported that no data was yet available on the impact of Wave 3 interventions.

7.3 PAT Testing of Student Equipment (Minute 4.3 refers)

The Principal reported that due to cost and the time involved, a risk-based approach was taken. A visual inspection of every student laptop and charger was carried out. Most students had new equipment. Every circuit in the building had an RCD, and all SUTC equipment was PAT tested. Trustees commented that they were assured that the risk had been analysed and documented.

7.4 Internal Audit (Minute 6.3 refers)

The requirements of the Academies Financial Handbook with regards to internal audit were noted.

7.5 Chair's Presentation to Parents (Minute 10.4 refers)

It was reported that a date had been found.

7.6 BDT Conference (Minute 12.1 refers)

The Chair and Principal reported that the Baker Dearing Trust conference had provided good networking opportunities. It was perhaps more relevant for new UTCs. Trustees checked whether continued membership provided good value for money. It was confirmed that it did due to the lobbying the BDT provided.

7.7 Trustee and Member of Staff with Responsibility for Whistleblowing (Minute 12.2 refers)

It was reported that the Whistleblowing Policy had been update for approval at the current meeting.

8. Governance Matters

8.1 Trustees

The Board received the resignation of Mark Cusiter. A further trustee appointed by the University would be sought.

8.2 It was noted that there were spaces on the Finance Committee.

8.3 The Chair agreed to review the current Board and Committee membership and to consider where new members needed to be recruited. He stated that he would like to invite senior people from local companies to join the Board.

Minutes 8.4 – 8.12 are in the confidential section of these minutes.

8.13 **Scheme of Delegation**

The trustees received and approved the SUTC's Scheme of Delegation.

8.14 **Terms of Reference for Committees**

The trustees received the terms of reference for the Board's committees. It was agreed that each committee would discuss its terms of reference at their next meeting and recommend any changes to the next Board meeting.

8.15 **Term Dates 2020/21**

The trustees received proposed term dates for 2020/21. As the British Grand Prix was expected to take place on 15/16 July 2021, the proposal was to close the SUTC from 14/07/21, one week earlier than many local schools. It was noted that the SUTC taught for more hours than other schools. The trustees approved the term dates for 2020/21 as set out in the paper.

8.16 **Governor Training**

The attention of the trustees was drawn to free training available at: www.governorsforschools.org.uk/e-learning.

8.17 **Safeguarding Audit**

The document would be added to SharePoint following the meeting. The Principal explained that the self-audit was carried out annually for the local authority. Using a RAG rating, the SUTC was reporting green in all areas except one. There was one piece of work to do this term under the heading of 'Policy and Procedures' which would ensure this was also rated green.

8.18 The trustees approved the audit for submission.

9. Principal's Report

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

9.2 The report included data on destinations of students from the SUTC. Trustees asked if students were leaving the SUTC to do A-levels elsewhere which they could have done at the SUTC. It was noted that the data on destinations

showed some overlap of subjects at the SUTC and the new destination, but not a great deal.

- 9.3 The report included a self-assessment against the Gatsby Benchmarks for careers provision in schools and colleges. The Principal stated that it was planned to deliver work experience in July for all Year 10 and 12 students. An external company would be contracted to manage this, at a cost of around £30 per student. Trustees asked if it was difficult to get students to placements because of travel. The Principal replied that this was a known problem. Trustees encouraged the SUTC to think creatively and noted that employers could be flexible about timing. Trustees suggested a mini-bus between the SUTC and the placement, driven by a volunteer.
- 9.4 Trustees advised that in seeking an external supplier of work placements, the SUTC should check that they had sufficient and appropriate contacts and whether there would be competition with other schools.
- 9.5 Trustees noted the latest student numbers. Year 12 had grown, but there had been a drop in Year 10 numbers. It was reported that some of this was attributable to decisions taken over the summer to stay at the current school rather than moving to the SUTC.
- 9.6 It was noted that 650 tickets were booked for the next open evening.
- 9.7 On the budget, the Principal reported that the SUTC would be funded on 470 students, creating a shortfall of around £300k. More funding would be requested but was unlikely to be forthcoming. There was also a surplus at year end in 2018/19. There would be further work on the budget to try to reduce the shortfall. Good financial management in the previous year had lessened the impact.
- 9.9 **Compliments, Comments and Complaints**
The trustees received and noted a report.
- 9.10 **GDPR Update**
An audit on the retention of records policy was to take place. Previous feedback from the audit company had been incorporated into the Retention of Records policy for approval later in the meeting.
- 9.11 **Review of SEF and Development Plan**
The Principal showed the trustees the latest iteration of the SEF. He explained that all teachers had fed into the creation of the SEF, and this would be shared with them once it had been seen by the Board.

9.12 **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 – study leave had started before the cut off date for attendance measurement in order to allow the building to be set up for exams. This meant that every student had 7 days of non-attendance. The trustees received assurance that the correct attendance code was being used in the reporting of this data. Around 5% of the total was days lost through sick leave. It was noted that a medical appointment could take out the whole day due to bus journeys. It had therefore been made a parent responsibility to bring students to school following medical appointments
- Student numbers – healthy numbers in Year 12 should translate into Year 13. Internal applications were strong
- Staff absences were shown compared to regional staff absences in order to give the trustees further context. The Principal confirmed that the slides showed all forms of staff absence.

10. **Admissions for 2021**

10.1 The Principal reported that if the SUTC wished to change admissions criteria, a consultation must begin in January 2020. He reported that adding a Year 9 had been discussed with senior staff at length. The advantages included increased student recruitment and the opportunity to receive students younger and begin moulding them. The disadvantages included the likely opposition of many staff as more mature students was a strong motivation for working at the SUTC, and that Year 9 students may be less able to cope with longer school days.

10.2 It was reported that it was a challenge to find a Year 9 curriculum that was a good fit and was broad. It would be possible to do KS4 in Year 9, although Ofsted did not favour this approach. To guarantee an increase in student numbers, an intake in Years 9 and 10 would be needed in the first year of operation, and therefore three-year GCSEs would not be possible. It would be possible in the second year as a backstop. The agreement of the DfE to a flexible intake would be needed. It was noted that three-year GCSEs could be difficult and may require a different pace. It was also noted that there may be an opportunity to complete GCSEs by the middle of Year 10 and spend time on other value adding activities. A slower curriculum could make space for work-based learning activities and extended projects. Many schools in Bedfordshire and Buckinghamshire began GCSEs in Year 9, and therefore the SUTC may be disadvantaging students if it did not.

- 10.3 The Chair requested for the next meeting a full appraisal of the advantages and disadvantages, the context, the likely financial model and the experiences and professional judgement of teachers and other UTCs.

11. Link Governor Reports

a. Parent Forum Update

- 11.1 The Forum would meet on Monday. The Chair was due to present to Year 10 and 12 parents on Thursday.

b. Audit Committee

- 11.2 There was no new report as the Committee had not yet met.

c. Finance and Remuneration Committee

- 11.3 The deficit as previously reported had been discussed. Financial year end was underway.

d. Achievement, Learning and Teaching Committee

- 11.4 The members of the Committee had met on 13 September. There were detailed conversations about KS4 and KS5 exam results. The Chair of ALT reported that there was an overall mixed picture in exam results, with some excellent results and some room for improvement. He reported that there had been an honest exchange with every representative who had met the Committee, for which they were very grateful.

- 11.5 Overall there were four things to work on in ALT and through the School and Faculty development plans:

- Strategies for higher attaining students in English, Maths and Science to be stretched and challenged
- Maths and Science to consider the strategy for creating sets at the end of Year 10, this may be too late to have an impact
- Improvement strategy for Geography. Two experienced teachers would be in post by January
- Engineering curriculum, and an assessment of how the KS4 curriculum fit with the KS5 curriculum.

- 11.6 An overview of summer 2019 results would be placed on the SharePoint site.

12. Policies for Approval

12.1 Governing Board Code of Conduct

The policy was approved with an amendment to state that the seven principles of public life applied.

12.2 Safeguarding and Child Protection

It was confirmed that amendments had been made to take new guidance into account. The trustees approved the policy.

12.3 Retention of Records

Trustees noted some references which should be changed and queried the use of the word 'indefinitely'. It was agreed that the Audit Committee would review the policy for final approval at the next Board meeting.

12.4 Protected Disclosure (Whistleblowing)

The trustees approved the policy with the following amendments:

- Draw attention to the need to try to resolve issues informally before invoking the policy
- Add hyperlink to Clerk's details
- Change dates

It was confirmed that using the Deputy Principal as a contact was correct given the severity of matters likely to be raised.

13. Any Other Business

13.1 Ofsted Inspection Preparation

It was reported that two trustees could attend this training. Those wishing to go should contact the Chair.

14. Date of Next Meeting

Tuesday 3 December

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Chair

Signed

Date