

MINUTES OF THE GOVERNING BOARD MEETING

Thursday 29 March 2018 held at GPUTC, commencing at 1010 hours

Present (Board): Phil Brown (PB - Chair), Steve Warburton (SW - Principal ex officio), Lauren Faulkner (LF), Peter Kelley (PK - staff governor), Jane Murton (JM), Lisa Russell (LR -Vice-Chair), Terry Jones (TJ)

Apologies sent (Board): Anne Devlin (AD); Karl Hicks (KH), David Hiorns (DH)

In Attendance: Habtom Mebrahtu HM (vice AD), David Bisley (DB), Roger Moore (RM NLG consultant), Natalie Drewery (Clerk)

The meeting was quorate throughout

1 Welcome and apologies for absence

- 1.1 The Chair opened and welcomed those present to the meeting, introducing Roger Moore, NLG Coach who has been commissioned to undertake a review of governance. Apologies for absence were noted and approved.

2 Declarations of Interests

- 2.1 For item 6, LR declared an interest. There were no further declarations of interest pertaining to items on the agenda.

3 Draft Minutes of the meeting 08 February 2018 (for ratification)

- 3.1 The minutes of the previous meeting on 08 February 2018 were agreed by the board as an accurate record and were signed by the Chair.

Action: Clerk to file

4 Matters Arising and Action Log

- 4.1 The Action Log had previously been circulated, the Chair asked that governors update the log and close off any action items as appropriate.
(JM arrived at 10.16 hours)
- 4.2 The following items were updated:
- Item 127 – SW has written a paper for KH; SW to email to KH – item closed.
 - Item 125 – PB has spoken to Steve Bowyer re the Skills Service; a different route will be explored – item closed.
 - Item 83 – Change action to PB, not LR. It was noted that a presentation can be viewed by webinar and that CAST had offered to provide Ofsted preparation training. **Priority 2**

- Item 128 – Perkins undertook a H&S walk round and investigation re the accident at work; DH will be providing a report. It was noted that DH had sent a comment that the H&S walk round highlighted a positive improvement since the last visit; a report will be circulated. **Priority 2**
- Item 129 – LF reported that although she and EW had an initial discussion, the working party had struggled to meet to discuss an incentive payment or put forward proposals for consideration. The timeframe does not appear to facilitate an incentive payment. Discussing the principle behind the payment, governors heard from TJ regarding the annual awards presented to staff at PRC which are values based rather than performance, as measuring what “above and beyond” performance looks like is hard to define. It was agreed that the proposal should look towards values recognition, at the end of the calendar year. LF agreed to write up a proposal to present to the next meeting. **Priority 2**
- Item 132 – DB confirmed that the email to sponsors was sent and received a positive response, placing the Year 10 students in work experience. The next round of Year 12 – February’19; Year 10 – April /May’19 will seek employer sponsor participation. Item closed.
- Item 134 – Safeguarding audit – SW to send to all governors. **Priority 1**
- Item 110 – It was noted that the KS5 Manager attended CS committee – item closed.
- Item 12 – It was noted that DBS clearance for governors is an ongoing part of safeguarding, rather than a specific action item – item closed.
- Item 92 & 118 – to merge same actions into 118– ongoing.
- Item 7 – this item was no longer considered a live action and therefore closed.
- Item 107 – TJ clarified that the PRC were waiting for the UTC to approach them regarding providing independent learning resources from the PRC, but were happy to support this provision where possible. Going forward it might be a case for joint investment and shared resources, but for the time being, escorted access was an option. KS5 manager to liaise with TJ. **Priority 3**
- Item 119 – actioned; item closed.
- Item 115 – EW agreed to set a date with SW to move forward on providing case studies for pupil premium. Further, she has undertaken training in PP reviewer training, and will share a template for evidencing PP spending on the website, for the current year. **Priority 1**
- Item 71 – DB reported that surveys have been commissioned through NFER, for staff, pupils and parents. The staff and parent surveys have been sent out; the reports are due back imminently. The pupil survey will be sent out next term. In determining how the reports on the surveys will be evaluated, governors JM, LF, PK offered to analyse the results of the parent and staff surveys and report back to the Board. It was noted that the SLT will review the feedback from a leadership perspective. **Priority 2**

5 Principal's Reports to Governors

SW advised his report would also link in item 10 on the agenda, Risk Register. Referring to the report he clarified that it was a new format, designed to be more coherent. Questions were invited.

5.1 Leadership & Management –

Q/. A governor asked for clarification on the student retention figure; considering that it would be more useful to evidence an in-year figure to measure students leaving, and reasons why.

A/. DB noted that the SLT report on this data each term. SW highlighted that there will be a clawback of funding; this was necessary as pupil numbers have dropped.

Action 136: SW agreed to adapt the measures to show the starting point for the year, alongside the numbers in year at the data points. Priority 2

5.2 Behaviour, Safety & Support – SW advised that the report had been received from the DfE. The Education Advisor had commented positively on the focused work for individual students and the reduced number of exclusions. DB noted that staff are aware of a number of pupils with underlying issues and this year, support, such as 1:1, counselling & therapy groups is in place to address issues ranging from attendance to emotional / social problems.

Q/. A governor questioned if the support being obtained is internal.

A/. DB advised that it both external and internal, such as two counsellors attending once a week, external agencies running small group sessions.

Q/. A governor asked how this is being paid for.

A/. SW clarified that it comes out of the budget. It was noted that previously, PB had a discussion with AD, for the provision of student services from Anglia Ruskin University, but due to AD's absence had not been followed through.

Action 137: HM to look into from ARU's perspective; SW to define what support would be required for the students. Priority 2

Q/. A governor queried if the UTC provides PSHE as part of the curriculum.

A/. DB confirmed that PSHE is covered in assemblies; and within daily mentoring.

Referring to the DfE report, PB advised that it had commented upon the importance of governors using data. It was noted that CS committee have undertaken a lot of work on the data; but this has not been as in-depth at Board level. This will need addressing.

Reviewing the NEET figure, a governor suggested that the measure should be the % at high risk to be NEET by the end of the year; if the figure is known, steps can be taken to address the situation.

5.3 Key Stage 4 Progress / Attainment –SW advised that the limiter for achieving the target of 5+ grade 4's is Maths. The measures taken to address this include running an Easter school, specific interventions and restructuring the timetable for Year 11 & 13 Maths.

Q/. A governor questioned why the movement within the academic year was limited.

A/. DB acknowledged there had been a plateau in terms of progress; the next data drop after the Easter mock exam will provide more timely data. It was noted that one Maths teacher will leave at Easter; going forward the leadership structure put in place for KS4 & KS5 in Maths will track student data.

Q/. A governor asked if there were specific areas of the maths curriculum which students were struggling with.

A/. DB clarified that a number of online resources are being used to identify personalised intervention plans for every student.

Q/. A governor asked where the figures may be by the end of the summer and how big the gap will be between the target % and actual %.

A/. DB explained that a better picture of data will be known after the mock exam.

Action 138: SW agreed to provide governors with an updated KS4 progress / attainment summary following the mock exam. Priority 2

Q/. A governor noted that lead sponsors will ask if the Board has done everything possible to help these students achieve; and enquired if there was anything else which can be provided to help these students achieve the results.

A/. SW explained that what is most beneficial is 1:1 and small group interventions; this is currently being provided.

Q/. A governor questioned if the results were as they are because of the entry position of students in Year 10.

A/. DB explained that of the three sets in Year 11, set 3 is making expected progress. Sets 1&2 (most able and middle levels) are yet to make the progress expected.

Q/. A governor expressed concern that if the catch up for these students was behind whether additional support could be sourced.

A/. SW advised that discussions have been held regarding the current Year 12's providing mentoring support.

Governors noted from CS committee discussions that the in-year progress for Year 10 students was more positive and requested that at the next Board meeting, the data for Year 10 and 12 be presented.

Action 139: SW to provide an update on Year 10 & 12 progress / attainment. Priority 2

Q/. A governor commented that all students should be exam ready, including equipment ready.

A/. DB noted this requested and would look at what else could be done

Q/. A governor questioned if there are sufficient invigilators available.

A/. SW clarified that all staff and parents have been asked to see if they can offer any support; as there are many concessions for students, there will need to be a lot of assistance, which employer sponsors could assist with.

Action 140: DB to ask Laura to contact PB re providing personnel support. Priority 2

Referring to Engineering, PK advised that the department was facing similar achievement challenges. There is a push to ensure that the work already provided is to the required standard and that the second exam delivers. Vast improvement has been seen since interventions were actioned. Staff absences have had an impact.

Q/. A governor queried if Employer Sponsors can assist with providing staff to support the department.

A/. PK advised that it is not workplace engineers that are needed to support students, but DT teaching staff; all attempts to find locum support has not brought forward the quality needed.

5.4 Staff absence – SW noted that staff absence at 8.5% was high; this is due to sickness and fatigue, but also takes into account long term sickness. DB reported that he and LF have met to review the sickness absence policy, in terms of triggers,

tightening up reporting procedures and management of absence. A draft policy will be presented to the next Board meeting; following ratification this will then be consulted with staff with a view to introducing and embedding before the end of the summer term.

Action 141: DB / LF to present a draft sickness absence policy for ratification at the next Board meeting. Priority 2

- 5.5 Recruitment– SW noted that the recruitment for the new Year 10 intake was going well; interviews are currently taking place. Post 16 student recruitment has also increased recently; the UTC is competing with 20 local sixth form provisions. The target is 100; this currently stands at 72.
- 5.6 Staffing – SW clarified that the 100% staffing refers to permanent positions. The in year staff leavers have been replaced with long term supply teachers. There are no day to day supply teachers.
- 5.7 UTC Activities / Events/ Development – SW provided a summary sheet detailing sponsor activities, student events, personal development, marketing activities and curriculum information; he highlighted these as ‘good news’ information which is ongoing. This will be circulated as part of the Principal’s Report going forward.
Q/. A governor commented that the student activities often preclude those students who cannot afford to attend; it would be good to see more affordable and inclusive trips planned.
A/. SW explained that a balance of trips and educational visits are offered; many are free to students.
- 5.8 DfE Report – SW reported that the recent DfE report has been received; this will be circulated to governors. The report focuses on the delivery of the vision, quality of teaching and outcomes. The visits are embraced and seen positively as a way of getting to ‘good’.

Action: 142: SW to circulate the DfE report to governors. Priority 1

- 5.9 Risk Register – SW reported that there had been no significant change to the risk register; a number of amber items had moved to green; the red items remain. A number are expenditure related to mitigate the risk.
- 5.10 *Q/. A governor queried if the UTC actions exit interviews with staff to understand why they leave.*
A/. DB confirmed that exit interviews are held by SLT or the line manager; these are recorded.
Q/. A governor asked what the staffing risks are.
A/. SW confirmed that the risks have been identified and that the SLT are talking to staff to mitigate this risk.
- Governors considered whether exit interviews should be independent; being held by the SLT may prevent the full reasons for leaving from being disclosed.

Action 143: SW to ask EPM if they can provide independent exit interviews as part of the current service. Priority 2

6 Curriculum 2018-19 options update

- 6.1 LR declared an interest in this item; as an external Auditor for AQA Engineering Quality.

6.2 SW referred to the document provided to governors, noting that this had been presented and discussed at CS committee, and talked through the changes. A core programme will be followed in Year 10; the programme followed in Year 11 will be determined by student success. Referring to the Post 16 curriculum, the introduction of a Core Engineering Programme through AQA was noted; this is separate to the current OCR / BTEC programme offering a lighter approach in Maths and Science. Staff are happy with the AQA programme. The introduction of a Year 12 Development Programme, which will be offered to no more than 15 students, is aimed at those who did not achieve at GCSE, but preparing students for apprenticeships or moving onto other courses and includes 20 days of work experience; one day per week with an employer.

Q/. A governor asked who will provide the work experience for these students.

A/. DB explained that the external links which have been generated through seeking work experience for Year 10 will be maintained; some smaller enterprises will welcome the one day per week, rather than 2 full weeks.

Q/. A governor asked if the employers will offer an accreditation.

A/. DB advised that some employers will go on to offer apprenticeships, therefore the work experience will enable them to be 'apprentice ready'.

Decision: All governors were in agreement to the Curriculum options 2018-19 as presented.

Due to timing, item 11 on the agenda, External Review of Governance, was brought forward to the next item.

7 External Review of Governance

7.1 RM clarified that the recent DfE report had recommended a focus on governance. His services, to undertake a Review of Governance, have been funded through the Teaching Alliance with Arthur Mellows College. He noted the government's push to strengthen governance across the country, in particular the National Schools' Commissioner's view on the 4 stages of governance, to stabilise, repair, improve, sustain; with its success being based on student outcomes. A number of actions were required to commence the review; the findings will be presented to governors by May half term.

(TJ and DB left the meeting at 12.25 hours)

Action 144: Clerk to provide 12 months of Board and Committees minutes and External Advisor Reports to RM. Priority 1

Action 145: All governors to complete a Self Evaluation, prior to meeting 1:1 with RM. Meetings to be set up by RM. Priority 2

Action 146: Clerk to circulate a doodle poll to establish a suitable date for a Governor Day between the end of June and the end of the summer term, to discuss the findings of the External Review and a way forward, carry out Governor walk rounds and prepare for Ofsted. Priority 1

(RM left the meeting at 12.35 hours)

8 Governors' visits timetable for sign off

8.1 LR clarified that governor visits need to take place in pairs; the format will be to visit, met with SW and produce a report. The following actions were agreed:

Action 147: PB / EW to meet with the Student Council – PB to liaise with KS4 Manager (Charlotte) Priority 2

Action 148: PK to arrange for HM to have a walk round of the Engineering Dept following the next Board meeting. Priority 2

Action 149: EW to meet with SW to undertake a Pupil Premium Review. Priority 2

9 Vacant Post – Parent Governor

9.1 Discussing the parent governor vacancy, it was agreed to target parents of Years 10&12, and it would be useful to have the new governor in place to attend Governor Day.

Action 150: PB to write to Parents of Years 10 & 12, seeking nominations to fill this position. Priority 2

10 Sub-committee Reports

10.1 Curriculum & Standards – LR reported that the committee would be looking ahead to focus on Years 10 & 12 data. All other notables which the committee had discussed were mentioned within item 5 on the Principal's report.

10.2 Finance & Resources – PB reported that the committee met; currently he also Chairs this committee, but going forward, further members are required, and to take over chairing the committee. As an interim, JM offered to join the committee until the parent governor vacancy was filled. The minutes from the committee meeting will be circulated.

PB advised that he had been approached by the CEO of Baker Dearing with a proposition of holding a fund raising meal at the UTC, catered for by a Michelin star chef; to promote the UTC in business and fund raise.

Governors considered that there would be better ways of fund raising, and discussed the options for forming a fund raising committee of parents, suggesting that rather than fund raise for the UTC, the money raised should be used for scholarships and the greater good of students.

Action 151: SW to consider options for setting up a fund raising committee. Priority 3

10.3 Health & Safety – DH has conducted a H&S walk round, a report will follow.

11 Risk Register & School Action Plan

11.1 This item was covered under the Principal's reports, item 5.

Any Other Business discussed – for noting only

A governor suggested that the UTC consider holding a formal prize night to recognise Student successes in Year 11 & 13. Sponsor employers could come together to offer prizes, perhaps even scholarships for Year 11 or 13, or help to move them on, outside of education.

The meeting closed at 12.57 hours

Date of Next Full Board Meeting: Thursday 17 May 2018 10am – 12.30pm