

MINUTES OF THE GOVERNING BOARD MEETING

Thursday 17 May 2018 held at GPUTC, commencing at 1015 hours

Present (Board): Phil Brown (PB - Chair), Steve Warburton (SW - Principal ex officio), Lauren Faulkner (LF), Jane Murton (JM), Terry Jones (TJ), Karl Hicks (KH), David Hiorns (DH)

Apologies sent (Board): Lisa Russell (LR -Vice-Chair), Peter Kelley (PK - staff governor)

In Attendance: David Bisley (DB), Paul Craddock (PC), 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 Paul Craddock who was attending from the teaching school, Arthur Mellows. Apologies for absence were noted and approved. Referring to the agenda, PB advised that item 7 (Safeguarding Review update) had been removed and rolled forward to the next meeting.

2 Declarations of Interests

2.1 There were no declarations of interest pertaining to items on the agenda.

3 Draft Minutes of the meeting 29 March 2018 (for ratification)

3.1 The minutes of the previous meeting on 29 March 2018 were agreed by the board as an accurate record and were signed by the Chair.

Action: Clerk to file

(SW joined at 10.20 hours)

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.

4.2 The following items were updated:

107 – TJ clarified that no approach had been received to discuss the independent learning resource. Whilst long term options would need to be discussed in terms of safeguarding issues, in the short term, access can be provided with immediate effect. It was noted this should be trialled with the current Year 12 students, after May half term; KS5 Student Manager to liaise with TJ to action.

122 – JM updated that the UTC is ready to go live, with all parents / staff log ins having been provided and the cashless till system has been set up. The final stage of uploading the menus needs to be actioned by the PRC catering manager, who is currently off sick. TJ provided an update to this matter at the end of the meeting, that the catering manager is off for 4 weeks; a replacement from the PRC will be in touch to finalise the set up.

128 – DH advised he did look into the accident and this is reported on within his H&S report on this agenda.

71 – it was noted this referred to 2016's survey; the item was removed from the action log, having been superseded by NFER parent and staff surveys this year. DB referred to the current year's surveys noting that SLT have highlighted 5 key factors of concern; these will be addressed and feedback to staff on the basis of 'you said, we did'.

Q/. A governor queried if the 5 areas related to how staff feel about being valued, as this may need to be taken into account when addressing the staff incentive scheme.

A/. SW advised that the areas related to data collection, management of behaviour, day to day communications. The positive feedback related to CPD investment and management valuing staff contributions.

Action 152 – Review of Staff Survey Action Plan to be a standing item on this agenda – Priority 3.

124 – SW and Roy Bird are developing an Asset Register, using a PRC work placement individual. It was noted that Rawlinson's Accountants would be responsible for auditing the Asset Register.

5 Principal's Reports to Governors

SW talked through the data report previously circulated.

5.1 Leadership & Management – there has been little change in overall student numbers. The target for all UTCs for NEET is zero; discussing how this can be attained, sponsor employers offered to assist, either at PRC or within industry. It was noted that PRC are holding a careers event shortly, which UTC leavers are welcome to attend.

5.2 Behaviour, Safety & Support – Persistent non-attendance levels have improved. Year 10 attendance is good; Year 11 figures reflect study leave and sickness.

5.3 Key Stage 4 Progress / Attainment – SW noted the data is improving in English and Maths and the intervention programme of support is continuing.

Q/. A governor questioned the bar which the UTC has set itself for comparison against.

A/. SW clarified that the secondary school Progress 8 measure is difficult to compare to, but the Board require KPIs to be reported against.

Governors discussed the criteria which should be used to measure performance against, in particular noting the national benchmark and 12 local Peterborough schools. Whilst attainment data was required, it was also important to show improvement, in particular within the cohort reporting on SEN, disadvantaged and vulnerable pupils. DB noted that the UTC has case studies in place to show progress of these groups of pupils. Although it was noted C&S committee review the data on

the current Year 10 and 12 cohorts, the Board requested sight of this at the next meeting.

Action 153 – DB to provide Year 10 and 12 progress / attainment data for next Board meeting.

- 5.4 Staff absence – discussion was held regarding the staff absence level; noting that there were a few long term sicknesses which may skew the data, and that by increasing moral, staff absence would reduce. Governors considered the need to benchmark against the national sickness figures.
- 5.5 UTC Activities / Events/ Development – SW provided a detailed sheet on sponsor activities, work experience and personal development. Thanks were expressed to sponsor employers for the work experience provided.
Q/. A governor requested that parents are informed of the enrichment activities available to pupils.
A/. SW advised that the pupil newsletters currently come from the Marketing section; there is an evolving communications plan to share good news items of student achievement and DB is exploring using the Student Leadership Team to develop communications further for the next academic year.
- 5.6 DfE Report – SW circulated the action plan arising from the latest DfE report, noting the common theme was ‘how the organisation holds itself accountable’. SW considered this was key to improvement and requested governors’ participation in ensuring the action plan was addressed.
- 5.7 Employer Engagement – SW provided an updated sheet containing the employer engagement opportunities / events which were planned for, which he talked through. It was noted that the Marketing Co-ordinator will be contacting Employer Sponsors with dates to attend the events. For information, it was noted that work experience for Year 12 will be held at the end of February and for Year 10, during May.

6 Risk Register & School Action Plan

- 6.1 SW provided an updated Risk Register, noting that 5 items have been closed; 4 added, summarised as IT system upgrade, staff recruitment, preparation for Ofsted, results v. student numbers.

7 Safeguarding Action Plan – review of progress

- 7.1 This item had been removed from the agenda and will be rolled forward to the July meeting.

8 Report back from Student Council meeting on 10.05.2018

- 8.1 PB and EW met the council on 10th May (report to be circulated); PB reported that they were impressed with how articulate and interested the students were. PB highlighted that the council expressed concern with staff resilience due to the long days they were expected to work and questioned if the model works. A discussion was had regarding the work environment v. the students and behaviour management, which they recognised was being addressed. Students asked for greater employer involvement and practical use of the workshop equipment. Criticism was extended to the timetable with clashes and changes, not enough text books, no library and a request was made for more online resources. Next steps were

highlighted as identifying some of the areas to quickly address and feedback to the students accordingly.

9 Sub-committee Reports

- 9.1 Curriculum & Standards – LR was not present to provide a report, but it was noted that most of the items on this agenda were also covered by the committee. The focus was on data and predictions. A subject review had been conducted within the engineering department, which was positive; it was planned to roll this out to English and Science next.
- 9.2 Finance & Resources – SW reported that although the committee had not met, RB and himself have been working on a profile budget to present to the DfE, with short term efficiencies and a long term strategic plan. Information was provided to governors and a discussion held on considering efficiencies.

Action 154 – RB to attend the next Board meeting to present the strategic position – Priority 3.

- 9.3 Health & Safety – DH circulated a report following a recent visit, when the RIDDOR accident had been reviewed; he discussed the main points of the report and highlighted the actions needed. It was noted that there were a number of improvements, and also further areas to address, with actions remaining outstanding. DH advised that Perkins can offer assistance, in particular regarding H&S guidance.

(TJ left the meeting at 12.30 hours)

Action 155 – Electronic Action Log required; DH to highlight high risk actions and advise UTC - Priority 2.

(PC left the meeting at 12.35 hours)

10 Sickness Policy ratification

- 10.1 LF / DB advised that a proposed sickness policy will be circulated by email, for ratification. It was noted that if no comments are received from governors, it will be accepted that governors have ratified the policy.

Action 141 updated – LF to circulate the policy to all governors Priority 1

(DH and KH left the meeting at 12.40 hours)

11 Proposed Meeting Dates for 2018-19 Academic Year

- 11.1 The proposed dates for the Board meetings will be circulated by the Clerk.

Action 156 – Clerk to circulate the meeting dates for 2018-19 – all to note – Priority 1

Any Other Business discussed – for noting only

SW advised that no responses had been received to the request for parent governors. Next steps were noted - SW to mail all parents and to advertise the Staff Governor vacancy.

The meeting closed at 12.45 hours

Date of Next Full Board Meeting: Thursday 05 July 2018 10am – 12.30pm