

## MINUTES OF THE GOVERNING BOARD MEETING

Thursday 05 July 2018 held at GPUTC, commencing at 1010 hours

Present (Board): Phil Brown (PB - Chair), Steve Warburton (SW - Principal ex officio), Terry Jones (TJ), David Hiorns (DH)

Apologies sent (Board): Lisa Russell (LR -Vice-Chair), Peter Kelley (PK - staff governor), Lauren Faulkner (LF), Jane Murton (JM), Emma Ward (EW), Karl Hicks (KH)

In Attendance: David Bisley (DB), Paul Cradock (PC), Natalie Drewery (Clerk)

*The meeting was not quorate*

### **1 Welcome and apologies for absence**

1.1 The Chair opened and welcomed those present to the meeting. Apologies for absence were noted and approved, but it was noted that as such the meeting was not quorate, with less than 50% of governors being present. It was clarified that the meeting would still take place, but any actions / decisions would be either emailed for consideration, or rolled forward to the Board meeting on 20th September.

### **2 Declarations of Interests**

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

### **3 Draft Minutes of the meeting 17 May 2018 (for ratification)**

3.1 As the meeting was not quorate, governors were unable to agree the minutes as an accurate record; these will be re-table at the meeting on 20<sup>th</sup> September 2018.

### **4 Matters Arising and Action Log**

4.1 The Action Log had previously been circulated, the Chair asked that in future, governors update the log and close off any action items ahead of papers being issued. Governors discussed at length, the outstanding items and the need for them to be addressed prior to each meeting, to avoid any lengthy discussion.

4.2 The following notable items were updated:

Item 124 - SW confirmed the asset register is now in place; assets require tagging – new action.

#### **Action 157 – Assets to be tagged. Priority 2**

Item 115 – item closed; new action:

#### **Action 158 – Pupil Premium case studies to be compiled by LD and EW by next Board meeting. Priority 3**

Item 97 – closed as DB and JM met to discuss; new action for C&S committee

**Action 159 – C&S committee to be provided with a demonstration of the parent portal. Priority 3**

Item 129 – incentive payments; actioned; new action created:

**Action 160 – PB to raise with LF re progressing incentives for staff further. Priority 2**

Item 141 – sickness policy – revised draft sent to LF for distribution to governors and approval by email – PB to chase up.

Item 149 – EW now working with Lynne Donaldson re pupil premium.

Item 150 – SW wrote to parents re parent governor vacancy; two nominations have been received; potential election process to manage. Staff governor vacancy to be filled by September; election process to be managed.

**Action 161 – Parent and Staff Governor Election processes to manage and have in place for September – SW/ PB. Priority 2**

Item 151 – fund raising committee closed from parent perspective; new action:

**Action 162 – SW to consider how the UTC can approach organisations for funding / grants. Priority 3**

Item 152 – The staff survey has been analysed and the following actions taken: toilet segregation addressed; staff room provided with rest and refreshment facilities and information hub to resolve communication issues.

*Q/. A governor asked how the security and confidentiality of this room will be maintained, given that it is close to the Assistant Principal's office, with students using this area.*

*A/. DB advised that film will be placed on the windows and the door will remain closed; generally it is not an area that many students use or linger around.*

Item 154 – RB to present strategic position to governors; roll forward to next meeting.

Item 155 – Action log for risk issues – DH to undertake a walk round on 10<sup>th</sup> July; to revisit issues and ask new Head of Engineering to create a log.

Item 156 – meeting dates for Board distributed.

**Action 163 – 2018-19 Meeting dates for committees to be agreed and posted on secure governor area. Priority 2**

**5 Principal's Reports to Governors**

SW talked through the data report previously circulated.

**Leadership & Management**

5.1 Overall student numbers are down. Retention from Year 10-11 is good; within Years 12-13 there may be changes following a review of pupil progress. Recruitment campaign is not yet hitting desired targets.

5.2 There is a deficit in the year's budget operation.

5.3 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 and it was noted that the current 15% would reduce once exam results are known and students have made their decisions.

**Behaviour, Safety & Support**

5.4 Attendance and behaviour levels are improving and continue to show the good work undertaken in these areas; the recent DfE report had positive comments in this respect.

**Key Stage 4 Progress / Attainment**

- 5.5 DB provided detailed information on current Year 10 student progress and attainment. Governors discussed the UTC targets set, noting that it should vary according to the cohort. DB explained that the data reporting and mapping is now more effective to see progress, using KS2, UTC assessment, mock results and staff reporting on 'most likely outcome' for each student.

*Q/. A governor asked how parents feel about the targets not being met and how data is reported to them.*

*A/ DB clarified that he has written to all current Year 10 parents regarding expectations for Year 11 and advising of a new reporting format which will clearly detail targets and predictions, and a RAG rated attitude to learning section.*

*Q/. A governor asked how the UTC can ensure the accuracy of the reports to parents; who checks the data is correct.*

*A/. DB advised that the report is a template; data is dropped into it. Currently he checks all the data for anomalies, but longer term, there will be wider involvement and responsibility from the Data Manager, Student Support Managers and Deputy Student Support Manager.*

#### **Key Stage 5 Progress / Attainment**

- 5.6 The KS5 data may change going forward, once those students who will not progress into Year 13 are omitted. Year 12 English and Maths GCSE resits expect two-thirds to achieve level 4+.

#### **Teaching & Learning**

- 5.7 DB advised of improvements and talked governors through the areas /subjects being addressed, noting that there are many positives, within teaching strengths and full staff complement in certain subjects.

*Q/. A governor asked if targets have been discussed with the new Head of Engineering, Steve Colby.*

*A/. DB clarified that dialogue regarding output has been held with him and he is aware of targets.*

#### **Risk Register**

- 5.8 SW highlighted four current risks and talked governors through the impact and mitigation being taken. The four areas were quality of teaching and recruitment, Student Numbers for September 2018, Year 11 / 13 student results and departure of the Marketing & Recruitment Officer.

### **6 Ratification of the budget 2018-19**

- 6.1 PB noted that this item had been deferred, pending final information and as the meeting was not quorate the budget could not be ratified. This will be finalised by email.

### **7 Safeguarding Action Plan – review of progress**

- 7.1 TJ advised that following a visit in March and the recent DfE visit, he had prepared a report on the action items arising from these visits; all actions are now green. He expressed concern, as safeguarding governor, that he was not aware of the DfE safeguarding visit, until the report was received.

- 7.2 SW clarified that a further safeguarding audit has been carried out by Arthur Mellows College and other audits are planned for next term.

**Action 164: SW to provide the written report to TJ. Priority 1**

- 7.3 TJ noted that arising from the March visit, he undertook a Single Central Record check and reported that there is limited access to the excel SCR file, with only SW having editing access and ES having access, he recommended that another senior leader have editing rights. Further he recommended that DOB and Home Address be recorded on the SCR for ease of cross referencing. He noted that the SCR contains leavers, whilst this is correct, the UTC needs to decide and record, how long this information is retained on the SCR, as there may be reference and GDPR implications.
- 7.4 SW noted the recommendations and advised that Emma Coleman has been given editing rights.

**Action 165: SLT to determine how long leavers' details are retained on the SCR and record this accordingly. Priority 1**

**8 Policies**

- 8.1 Prior to the meeting the GDPR and Lone Worker policies were provided to governors for ratification. As the meeting was not quorate, governors will be asked to ratify via email.

**Action 166: Clerk to email governors regarding ratifying the GDPR and Lone Worker policies. Priority 2**

- 8.2 SW provided governors with a policy review chart which SLT are working through to ensure compliance. It was noted that there are a number of policies due for review, in particular the Safeguarding & Student Welfare Policy, this will be brought to the Board for approval, once the new KCSIE document is implemented in September. Moving forward the dates of policy review will be staggered, and where appropriate, committees will review the policies. It was noted that most of the policies were written for the opening of the UTC, these will now need reviewing / re-writing to ensure they meet the needs of the current operation.

**Action 167: SLT to review the chart to ensure compliance, phase rewrites and action approval through committees / Board. Deadline for the review by the end of August. Priority 2**

**9 Sub-committee Reports**

- 9.1 Curriculum & Standards – LR was not present to provide a report. The focus was on the Teaching & Learning Review and the SEF, which had previously been presented to governors at the Governor Away Day. Student and Staff feedback was reviewed; the minutes will be posted onto the secure governor area once finalised.
- 9.2 Finance & Resources – PB advised that the committee met on 25<sup>th</sup> June and shared the concern at the lack of active governors on the committee and that currently he is chairing the committee, which is seen as a conflict. Although an independent person, RB, is relied upon to inform this committee, moving forward, it will be important to recruit new governors to this committee. Active recruitment through PRC and Perkins, and filling parent and staff governor roles, was discussed.

**Action 168: SW to provide PB with the details of the Responsible Officer from Perkins, who acts as an adviser to the committee. Priority 1**

- 9.3 Health & Safety – DH advised that a walk round has been planned for 10<sup>th</sup> July, but noted that the electronic action log remains outstanding. It is hoped that seeing H&S through a working environment, rather than education establishment, will be achieved, to ensure all H&S requirements are in place. DH will meet with Steve Colby to outline H&S expectations. DH suggested that SLT may wish to consider IOSH training, to ensure safety within the UTC.

### **10 Election of Chair / Vice Chair for 2018-19**

- 10.1 PB advised that this item will be concluded via email.

**Action 169: Clerk to email all governors for nominations for Chair / Vice Chair positions. Priority 2**

### **11 MAT Strategy**

- 11.1 PB noted that this had been discussed at the Governor Away Day, when the next steps were agreed, to form a sub-committee, and volunteers were sought. The sub-committee will consist of LR, SW and PB.

### **12 Appointment of Principal's Remuneration Committee**

- 12.1 It was noted that three governors are required to form this committee; this will consist of TJ, LF and KH.

**Action 170: PB to notify KH of this commitment. Priority 1**

### **13 Governor Training**

- 13.1 Governors were reminded to notify the clerk of any training undertaken, to ensure that this is recorded within Governor Development.

### **Any Other Business discussed – for noting only**

Governors requested that the UTC inform them of the student results in August and a discussion was had regarding how this will be managed. It was noted that all Peterborough secondary schools have agreed a format of reporting results. Considering the UTC's collective sponsor response, it was suggested that a conference call be arranged via PB, with SW, the Media Manager and sponsor governors to discuss the results and media message.

The meeting closed at 12.40 hours

Date of Next Full Board Meeting: Thursday 20 September 2018 10am – 12.30pm