

Minutes

UTC READING TRUST

Company number: 07652565

Meeting:	UTC Reading Trust Board	Location:	Meeting Conference Room, UTC Reading Crescent Road East Reading RG1 5RQ
Date:	28 th June 2016	Time:	5:30pm-7:30pm
Chair:	Lee Nicholls (LN)		

MINUTES of a meeting of the UTC Reading Trust Board held at UTC Reading on 28th June 2016, commencing at 5.30 pm.

Present:

- Lee Nicholls (Chair)
- Joanne Harper (Principal)
- Caroline McNamara
- David Kilshaw
- Martin Dix
- Sarah Fleming
- Tony Macfayden
- Sarah Clarke
- Anjanie Mackenzie

In attendance:

- Heledd Walker, Group Compliance Administrator, Activate Learning (minutes)

1.	Apologies: Paul Newman, Jennie Hooper
2.	Declaration of interests, gifts and hospitality Lee Nicholls, is employed by Activate Learning, the provider of group services.
3.	Minutes The minutes of 8 th March 2016 were checked and agreed to be an accurate record of the meeting.
4.	Matters arising

	<p>The board were advised of an email from Katy White that has been circulated containing training packages. Governors were asked to complete this over the summer and submit the completion certificates to Katy.</p>
<p>5.</p>	<p>Any other business that has arisen since the circulation of the agenda</p> <p>The Board were informed that Tony McFadyen had tendered his resignation with affect from this meeting on 28th June 2016. Tony will be moving abroad. Sarah Marston IoE's Director of Secondary Education at the University of Reading joined the meeting as an observer with a view to joining the board.</p> <p>RESOLVED</p> <p>The board wished Tony well for the future and thanked him for his time on the board.</p>
<p>6.</p>	<p>Governance update</p> <p>The governors discussed the proposal of joining the multi academy trust, Activate Learning Education Trust (ALET). Concerns were raised around the funding that is currently provided directly to the UTC. Assurance was given that the MAT would consist of principals and head teachers of the schools and UTC's enabling them to be included in decisions. Questions were raised regarding the surpluses generated by individual schools, whether this would stay with the individual schools, the governors were assured that this would stay with the schools unless generated strategically for school to school improvement.</p> <p>The board discussed the geographical locations of the UTC's and schools and discussed whether Cambridge UTC would also be an option. Discussions referred to the letter received from Nick Boles in October 2015 and the pressure from regional schools commissioners on single schools and trusts to form a MAT and that these should not just consist of secondary schools. Governors expressed that they wanted to explore other MAT options that are geographically closer.</p> <p>The board briefly discussed the collaborative projects that are currently running across the UTC's and The Bicester School and Bicester Technology studio, which include Data Dashboard Project and Middle Management leadership training. More collaborative projects would arise with the formation of the MAT.</p> <p>The dissolution of the trust during the first term of 2016-17 was discussed with a reformation into a local governing body with the principal and chair being a member of the ALET. Governors asked for clarification of the ALET quorate to make decisions. Assurance was given that the formation of the ALET has to be approved by the government.</p> <p>Some governors expressed concerns around the possibility of a dilution to the current outstanding status of UTC Reading, with the mix of "good" or special measure status UTC's and Schools joining the multi academy trust. The board was reassured that if a school was underperforming, immediate action can be taken to stop this.</p> <p>Governors were referenced to part of the ALET's vision statement around its intention to stay focussed on secondary education with a specific specialisation in 14+ education aligned to the needs of businesses and economic sectors important in its regions. Governors asked for further justification on the inclusion of a secondary school in the MAT. The discussion ensued around the financial stability of The Bicester School which has improved immensely over the past two years, subject areas were also raised. UTC's don't offer languages and humanities that the secondary school does. There was some agreement that having a secondary school is beneficial for teacher training experience. Further clarification was requested for the theme of the MAT.</p>

The discussions concluded that more work will be done over the summer by the working group which Sarah Fleming is a member to ensure that concerns are addressed correctly which will be brought back to the next board meeting in October.

RESOLVED

To clarify the quorate required to make a decision at the Activate Learning Education Trust board.

Justification for having a secondary school in the Multi Academy Trust

Clarification as to the theme of the MAT

What are the other MATS could the UTC join instead

Principal's report

The Principal reported back to the board that the results of the UTC Consultation to change the working Day. The result is in favour of a change although some parents are unhappy with this. The principal confirmed that there would be no change to staff contracts from 08:30 – 5:15pm. This was approved.

Anjanie Mackenzie worked together with Jo Harper and Mike Halliday to review the Group Services Contract. It was recommended on the basis of the review that the group services contract with Activate Learning should be continued.

Following the bid of UTC Reading becoming a designated National Support School, UTC Reading has been awarded the status of becoming a National Support School. The expectation is to support at least one school in each academic year to access a grant up to £20k. It is proposed that UTC Reading operates under the Maiden Erlegh Teaching School and supports two UTCs in 2016/17. Jo will give 40 days of support throughout the academic year to each UTC with a further 10 days of financial support from Group Services. The governors expressed that their biggest concern what this it does not dilute the outstanding work done at the UTC Reading. In reassurance the governors were referred to the diagram showing the UTC Reading structure at capacity.

7.

The Governors discussed the planned Employer Engagement for 2016/17 with the existing employers and the potential of new employers such as BMW, AWE and a big telecoms company. David Kilshaw has a contact within HP which he will pass to Jo.

Lee Nicholls noted to congratulate and thanked Mike Halliday for all the work he had done in this area.

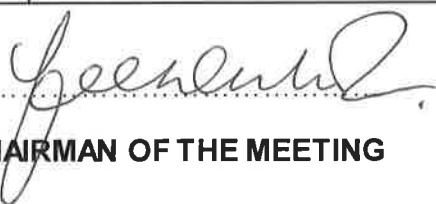
Outcomes for pupils, the principal summarised that overall, there is a positive feeling although some concerns over progress 8 and attainment 8. 100% of pupils attended the maths and English exams and were positive. The realistic prediction is 70% 5A* to C grades. BTEC is also looking strong with Engineering stronger than Computer Science. Once governor questioned that Computer Science was a concern in year 10. It was noted that Computer Science is a new subject in Year 10, most schools only enter if the pupils are high maths achievers, UTC Reading enters all pupils. The Year 13 A Level results are also looking positive. The pupil premium progress is very high and attainment is above the national average.

RESOLVED

To approve the change to the school day.

	<p>To recommend to the Board the continuation of the group services contract with Activate Learning.</p> <p>To approve the UTC Reading becoming a National Support School and supporting two UTC's in 2016/17 with Group services providing 10 days of financial support to each.</p> <p>David Kilshaw to pass HP contact to Jo Harper.</p>
<p>8.</p>	<p>Annual Pay Review</p> <p>The board received the annual pay review proposal of a 1% rise based on external recommendations and financial constraints of the budget.</p> <p>RESOLVED</p> <p>To recommend and approve the 1% pay rise to all staff from 1st September 2016.</p> <p>Joint letter of confirmation from Lee Nicholls and Jo Harper to be sent out to all UTC Reading staff.</p>
<p>9.</p>	<p>Quality Assurance</p> <p>The board received and discussed the development plan with an update from the link governors about recent meetings with the senior leadership team. There had been some very positive governor link meetings in the quality and assessment and mental health areas. Feedback from the senior leadership team is very positive with meetings working well with the right balance of feeling both supported and challenged. There is now some emphasis for data around these meetings.</p> <p>The board received and discussed the Self Evaluation with the main updates being around the awarded status of a National Support School and staffing. A much reduced staff turnover has resulted in only one resignation for August 2016. There was a broad discussion around capturing data around the industry links with destinations which Mike Halliday is developing, a destinations manager allocated to collect data termly would lead to more sophisticated planning. Discussions moved to ratios of male and female students which is currently 85% male and 15% female. The governors discussed how to champion girls into STEM, currently the female population in year 10 is 25%. The UTC is a female friendly environment with an emphasis on female friendly marketing. There are some females moving from Reading girls school to the UTC, although this could be due to a bad Ofsted. The Science provision includes Biology which usually appeals to females. It was noted that it is a big step in Year 9 to decide to attend a UTC. Increasing the female population could be added to the development plan if the board feels it is a requirement.</p> <p>RESOLVED</p> <p>The development plan was received and discussed</p>
<p>10.</p>	<p>Policies Review</p> <p>The governors received the following policies to approve.</p> <ul style="list-style-type: none"> • Data Protection • Data Management • Capability of Staff

	<ul style="list-style-type: none"> • Charging and Remissions • Employee Pay • Accessibility Plan • Home-school agreement • Supporting Pupils with Medical Conditions <p>RESOLVED</p> <p>All policies were approved</p>
11.	<p>Report from Finance Committee Meeting</p> <p>The board received a verbal update from the Finance committee meeting. The UTC is on track to achieve the budget and surplus. The student adjustment claw back was less than anticipated therefore the additional monies can be invested for the remainder of the year. The draft budget was received . The budget includes to recommended pay award.</p>
12.	<p>Cycle of meetings and calendar of business for 2016/17</p> <p>The board received the proposed cycle of meetings and calendar of business for 2016/17. The governors expressed a preference for having meetings on Tuesdays rather than the proposed Thursdays.</p> <p>RESOLVED</p> <p>To amend the cycle of meetings and calendar of business to accommodate meetings on Tuesdays not Thursdays.</p>
13.	<p>Annual Review of Committee membership</p> <p>The Finance committee membership would remain the same with a three year term apart from the resignation received from Tony MacFayden.</p>
14.	<p>Next Meeting</p> <p>This was originally proposed for 13th October but will be amended to 11th October 2016 to accommodate the Tuesday preference.</p>



CHAIRMAN OF THE MEETING

