

## Minutes

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### UTC READING TRUST

**Company number: 07652565**

<b>Meeting:</b>	UTC Reading Trust Board of Governors	<b>Location:</b>	Meeting Conference Room, UTC Reading Crescent Road East Reading RG1 5RQ
<b>Date:</b>	Wednesday 15 <sup>th</sup> October 2014	<b>Time:</b>	4:45pm-5:30pm - OFSTED Briefing
<b>Chair:</b>	Lee Nicholls (LN)		5:30pm-7:30pm - Main Board

**MINUTES** of a meeting of the Board of Directors of the Company held at UTC Reading on 15 October 2014, commencing at 5.30 pm.

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**Present:**

- Lee Nicholls (Chair) LN
- Joanne Harper JH
- Stephen McCormick SM
- Tony Macfadyen TM
- Michael Morris MM
- Sarah Fleming SF
- David Kilshaw DK
- Carol Stanley CS
- Caroline Gratrix CG

**In attendance:**

- Shelley Gacke, Management Accountant
- Katy Whife, Clerk

<b>1.</b>	<p><b>Apologies:</b></p> <p>Paul Newman</p> <p>The Chair informed the Board that Alexandra Sinton and Daniel Johnson have resigned as Directors of the UTC Reading Trust. Two new members are to be recruited.</p>
<b>2.</b>	<p><b>Declaration of interests, gifts and hospitality</b></p> <p>SM works for Activate Learning Group, the provider of Group Services.</p>

3.	<p><b>Minutes of meeting held on 2<sup>nd</sup> April 2014</b></p> <p>The minutes were checked and agreed to be an accurate record of the meeting.</p>
4.	<p><b>Matters arising</b></p> <p>The Board were informed that the DBS checks are now complete.</p> <p>All other matters arising to be considered within the main agenda.</p>
5.	<p><b>Examination Results</b></p> <p>The Board received an update on examination results for GCSE early entry, BTECs and AS levels from lead UTC staff. The achievements and the areas in need of improvement were outlined to the Board (see report for details).</p> <p>The Board noted the good results in early entry GCSE and BTECs.</p> <p>When the results for AS Levels are compared against attainment targets, the UTC didn't perform well in all areas. It was resolved that the targets were too challenging for some students. Moving forward, a higher entry requirement has been recommended. There may be more opportunities for judging a student's attainment throughout the year. Many initiatives have already been put in place to better support students: mocks are at an earlier date to provide more time before main exam; skills days; conference days for AS students. Many lessons have been learned. The Board questioned how staff learn from excellent students and staff to which a range of methods were outlined, including: learning walks, day to day feedback and learning communities.</p> <p>To ensure that the improvement strategies are having an impact across all qualification types, the Board requested an update at the March 2015 meeting. It was highlighted that a clearer focus in the report on pedagogy and impacts will be beneficial.</p> <p>The Board congratulated the school on their positive results and on the good work that is occurring.</p> <p><b>RESOLVED</b></p> <p>To provide an interim examination results report at the Board meeting in March 2015</p>
6.	<p><b>Development Plan</b></p> <p>The Principal summarised the progress against the development plan.</p> <p>The link governors were agreed for each development plan theme. It was agreed that the link governor should focus on providing strategic advice rather than getting involved operationally. It was agreed that the pairs should make contact with each other as appropriate and that the SLT are expecting this.</p>
7.	<p><b>Principals report</b></p> <p>The principal summarised key areas of her report. The report is in a new format which</p>

	<p>better aligns with the development plan and the self-evaluation.</p> <p>The UTC has been nominated for a Pride of Reading Award, which celebrates exceptional standards and success from individuals and business' across Reading.</p> <p>The principal highlighted the risk that schools are concerned about losing their best students to the UTC, which may have an impact on recruitment.</p> <p>The Board discussed the risk that the EFA could potentially claw back money if the pupil numbers are not met. There was a discussion about an option to spread payback over 2 years. The Board suggested that the long game is important and gave support to spreading the costs. This year's focus on good outcomes will have a positive impact in the future. A steer towards the option of repayment was also highlighted and it was reinforced that there is a chance that the option to delay payback would not be provided.</p> <p>It was suggested that additional activities to increase recruitment could be prioritised, e.g. there may be more scope for industry partners to work together and that the UTC could explore an IT event with Microsoft. The importance of including parents in student recruitment was emphasised. Further to marketing, there was a suggestion to consider the offer to students; there may be scope to develop level 2 pathways. Some concern was raised about how well the traditionally academic approaches (A 'Levels, GCSEs) align with the school's technical aspirations and its focus on 'hands on' learning. It was noted that 'practical study' and 'vocation' should not be seen as an alternative to A 'levels and that both can be pursued. It was suggested that a range of pathways should be offered so the school is inclusive. The Board discussed additional specialisms, e.g. sports science and product design. The Chair suggested that the various ideas have their pros and cons and should be considered in the forward plan. However, we should keep focused on the current specialisms and not move to far away from the current specialist areas at this time.</p> <p><b>RESOLVED</b></p> <p>To update on student recruitment at the next meeting</p> <p>To approve term dates</p> <p>To arrange a Pay Committee in November</p> <p>To provide a strategic briefing at the next Board meeting on curriculum options.</p>
8.	<p><b>Management Accounts</b></p> <p>The Management Accountant summarised the financial position to September 2014. It was noted that there are still some catering costs to be budgeted for.</p> <p>The Board questioned whether there would be claw back of funding if targets were not met. In the case where there is no claw back of funding, the option to carry over a surplus was considered. The importance of spending the funding on those students at the UTC for the period that the funding is provided was emphasised alongside the</p>

	<p>need for the current spending to be balanced with an approach that allows for the management of future provision and developments. The link to discussions at the previous meeting was highlighted.</p> <p><b>RESOLVED</b> To receive Management Accounts</p>
9.	<p><b>Policy Review</b></p> <p>The Board received a summary of changes for the following policies:</p> <ul style="list-style-type: none"> <li>• Allegations of Abuse Against Staff</li> <li>• SEND - Special Educational Needs and Disabilities</li> <li>• Assessment</li> <li>• Fire Safety and Evacuation Policy</li> <li>• Maternity Leave Policy</li> <li>• Paternity Leave Policy</li> <li>• Probation Policy</li> </ul> <p><b>RESOLVED</b> To approve the policies</p>
10.	<p><b>Governance Arrangements</b></p> <p>The Board received a paper that provided updates on governance.</p> <p><b>RESOLVED</b></p> <p>To reappoint the Chair and the Vice Chair</p> <p>That all governors submit the declaration of pecuniary and business interests form</p> <p>To receive Governors attendance for 2013-2014</p> <p>To note the Governors Handbook, Department of Education, 2014 (<a href="#">click here</a>)</p>
11.	<p><b>Dates of future meetings</b></p> <p>10<sup>th</sup> December 2014</p>