

## 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>	10 <sup>th</sup> December 2014	<b>Time:</b>	5:30pm-7:30pm
<b>Chair:</b>	Lee Nicholls (LN)		

**MINUTES** of a meeting of the Board of Directors of the Company held at UTC Reading on 10<sup>th</sup> December 2014, commencing at 5.30 pm.

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**Present:**

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

**In attendance:**

- Shelley Gacke, Management Accountant
- Katy Whife, Clerk

<b>1.</b>	<b>Apologies:</b> Paul Newman Tony Macfadyen
<b>2.</b>	<b>Declaration of interests, gifts and hospitality</b> Stephen McCormick works for Activate Learning Group, the provider of Group Services.
<b>3.</b>	<b>Minutes of meeting held on 15 October 2015</b> The minutes were checked and agreed to be an accurate record of the meeting.

<p>4.</p>	<p><b>Matters arising</b></p> <p>The Chair informed the Board that Caroline Gratix has resigned as the staff governor of the UTC Reading Trust. This is because Caroline has left the organisation.</p> <p>At the last meeting it was resolved that two new members are to be recruited to fill the vacancies. The Chair proposed that Martin Dix, Partner for Peter Brett Associates LLP, fills one of the vacancies – full discussion in item 5.</p> <p>The Pay Committee occurred within the proposed timeframe on the 9<sup>th</sup> November. There were no appeals.</p> <p>All other matters arising to be considered within the main agenda.</p> <p><b>RESOLVED</b></p> <p>To recruit a staff representative</p> <p>To fill the outstanding vacancy on the Board</p>
<p>5.</p>	<p><b>Election of new governors</b></p> <p>The Chair proposes that Martin Dix joins the Board as a sponsor nominated governor. Martin gave the Board an overview of his experience. Martin is a partner at Peter Brett Associates, working in the engineering field, an area that is directly relevant to the work at the UTC. Further to this, Martin has a keen interest in education and is fully supportive of the different routes of education made available to young people and is passionate about the ethos of the UTC. Martin lives locally and he therefore has knowledge of the local community and is within easy access for meetings and other commitments.</p> <p>Martin Dix left the meeting to enable to Board to openly discuss his recruitment.</p> <p>After careful consideration it was resolved that Martin Dix should be appointed to the UTC Reading Trust Board of Governors.</p> <p>It was noted that the next vacancy on the Board should be filled by a person not affiliated directly to a sponsor organisation and that there should be consideration to the skill mix and the Board’s representation of the local community (age, sex, and ethnicity).</p> <p>Martin Dix returned to the meeting and was pleased to accept the role.</p> <p><b>RESOLVED</b></p> <p>To approve the recruitment of Martin Dix as director of the UTC Reading Trust Board</p> <p>To provide relevant information and training to the new governor</p> <p>To complete enhanced DBS checks and other administration</p>
<p>6.</p>	<p><b>Preparations for consideration of Principal’s review and pay award</b></p> <p>Governors were requested to volunteer to take part in the the Principal’s review and pay award review.</p>

	<p><b>RESOLVED</b></p> <p>That David Kilshaw and Carole McNamara will be invited to take part in the Principal's review and pay award review.</p>
7.	<p><b>Principal's report</b></p> <p>The principal summarised key areas of her report, focusing the discussion on a review of targets (see report for details).</p> <p>The Board questioned whether there could be greater flexibility in how learners study through work placements and remote study using IT. The Principal agreed that flexibility is important and noted that there is already variety built into the programmes. She emphasised that students do also need access to the encouragement and use of the facilities offered by the school.</p> <p>The Board had a broad discussion about target setting, highlighting the importance of setting achievable targets and maintaining the balance of practical study with academic success.</p> <p><b>RESOLVED</b></p> <p>To agree targets</p> <p>To include summary data in the next report</p>
8.	<p><b>Report from Finance committee meeting (including management accounts and financial statements to full Board)</b></p> <p>The Board were advised of the Finance and Resources Committee discussions.</p> <p><b>RESOLVED</b></p> <p>To approve the Annual Report and Financial Statements for the year ended 31 August 2014</p>
9.	<p><b>Strategic proposals and recommendations for UTC curriculum changes</b></p> <p>Further to previous discussions about the specialisms and pathways pursued at UTC Reading, the Principal presented a report which outlines the current provision, the rationale for considering alternatives and suggestions for future provision. The future considerations are to:</p> <ol style="list-style-type: none"> <li>1. Add in a further specialism</li> <li>2. Widen the options within the specialisms</li> <li>3. Add more A Levels</li> <li>4. Add a Level 2 pathway</li> <li>5. Add in apprenticeship courses</li> </ol> <p>The Governors discussed each area.</p> <p>It was emphasised that there may be further scope to work with existing partners to provide opportunities for students to work out in the field which will help them to apply themselves to the job they are studying towards. This led on to a discussion about apprenticeships, where it was highlighted that there is a gap in some areas of specialist provision, e.g. electronics, and that the UTC is well placed to manage</p>

	<p>apprenticeships in these areas. Developing apprenticeships was strongly endorsed. It was suggested that the UTC's offer should be clarified to students and staff.</p> <p><b>RESOLVED</b></p> <p>To approve recommendation to widen the options in our current specialisms</p> <p>To revisit the proposal to add a level 2.5 pathway at a future date</p> <p>To approve the recommendation to look at running apprenticeships with our lead partners initially with the potential to expand if there is demand.</p>
10.	<p><b>Health and safety annual report</b></p> <p>The Board received the Health and Safety Annual Report which informed the Board of the state of Health and Safety at the UTC and any recommendations for improvements.</p> <p><b>RESOLVED</b></p> <p>To receive the report</p>
11.	<p><b>Equality and diversity report</b></p> <p><b>RESOLVED</b></p> <p>To defer the Equalities and Diversity report item to the next meeting</p>
12.	<p><b>Policies review</b></p> <p>The principal reported on the changes for the following policies:</p> <ul style="list-style-type: none"> <li>(a) Admissions</li> <li>(b) Controlled Assessment</li> <li>(c) Curriculum</li> <li>(d) Examination</li> <li>(e) Safeguarding</li> <li>(f) Safer recruitment</li> <li>(g) Charging and Remissions</li> <li>(h) Health and Safety Policy</li> </ul> <p>The Principal advised the Board that the Admissions Policy will go through a period of consultation for 6 weeks with local schools. Feedback will be reported.</p> <p>During the discussions about the Safeguarding Policy, the Board were reminded that Lee Nicholls is the Safeguarding Governor.</p> <p>After careful consideration the Board agreed to approve the policies.</p> <p><b>RESOLVED</b></p> <p>To approve the policies</p> <p>To note that Lee Nicholls is the Safeguarding Governor</p>

13.	<p><b>Update from governors on development plan themes</b></p> <p>The governors summarised their work on the development plan themes. Many governors have had the opportunity to meet staff working in their link area and it has been noted that the work has been useful, though it may be beneficial to have a clearer focus at future meetings. It was suggested that their should be focus on the agenda of the Board and its priorities and that governors should find ways to challenge and support from a strategic perspective.</p> <p><b>RESOLVED</b></p> <p>That the Chair will re-circulate the summary information about the development plan themes, UTC Reading manager lead and link governors.</p> <p>That governors continue to progress their work on the development plan themes</p>
14.	<p><b>Next meeting:</b> 25<sup>th</sup> March 2015</p>
15.	<p><b>Close of meeting</b></p> <p>There being now further business, the meeting closed.</p>

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**CHAIRMAN OF THE MEETING**