

Minutes

UTC READING TRUST

Company number: 07652565

Meeting:	UTC Reading Trust Board of Governors	Location:	Meeting Conference Room, UTC Reading Crescent Road East Reading RG1 5RQ
Date:	25th March 2015	Time:	5:30pm-7:30pm
Chair:	Lee Nicholls (LN)		

MINUTES of a meeting of the Board of Directors of the Company held at UTC Reading on 25th March 2015, commencing at 5.30 pm.

Present:

- Lee Nicholls (Chair)
- Joanne Harper
- Stephen McCormick
- Martin Dix
- Jennie Hooper
- Paul Newman
- Tony Macfadyen

In attendance:

- Katy Whife, Clerk
- Joe Noyes
- Carmel Jakes

Guest:

- Charles Parker, Baker Dearing Trust

1.	Apologies: Sarah Fleming, Caroline McNamara, David Kilshaw, Mike Morris
2.	Declaration of interests, gifts and hospitality Stephen McCormick works for Activate Learning Group, the provider of Group Services.

3.	<p>Minutes of meeting held on 15 October 2015</p> <p>The minutes were checked and agreed to be an accurate record of the meeting.</p>
4.	<p>Matters arising</p> <p>It was highlighted that M Dix needs to be added to the attendance section of the previous meeting's minutes.</p> <p>The Board were updated on the progress against actions highlighted in the previous minutes:</p> <ul style="list-style-type: none"> • An induction session is being arranged for new Governors with the Board Chair • The principal advised the Board that a broadening focus to curriculum pathways are currently being considered at the UTC, further to discussions at the previous Board meeting. These pathways include: mechanics, civil engineering and creative media. • Work is currently in progress to facilitate year 10 students to gain experience outside their main qualification. • There is a commitment to developing apprenticeships programmes (e.g. PBA) that align with the courses offered by the UTC – Activate Enterprise are involved with this work. <p>All other matters arising to be considered within the main agenda.</p> <p>RESOLVED</p> <p>To invite the Susan Thomas to the Board meeting in July 2015</p>
5.	<p>Election of new governors</p> <p>The Chair welcomed Jenny Hooper to the Board as the Staff Governor.</p> <p>The Chair updated the Board about a prospective governor who may fill the outstanding vacancy on the Board to join in July 2015. The candidate is local to the area and has a strong community focus alongside her IT background and could bring a valuable perspective to Board discussions.</p>
6.	<p>Principal's annual review</p> <p>The Chair updated the Board on the Principal's annual review.</p>
7.	<p>Principal's report</p> <p>The principal summarised key areas of her report, providing the Board with an overview on the progress towards targets and on where the Senior Leadership Team believes that the UTC is currently performing. The full details can be read in the report.</p> <p>The Board had a focused discussion on recruitment to the UTC, considering how the partners could work together to ensure that there continues to be strong interest in the</p>

	<p>UTC. The Board were advised that in some areas the local authority can provide support through writing letters to the local population. However, it was noted that local authority support can vary across the country.</p> <p>The achievement data was summarised. The Board were informed that there are no major concerns and achievement is above average in key areas. The Board were advised that the UTC is on track to meet the Board targets.</p> <p>Governors had a detailed discussion about students' attainment in English and Mathematics, paying particular focus to the attainment table on page 5 of the principal's report. It was suggested that it would be valuable to include a target grade so that there is greater clarity that achievements are related to the individual students' expected grade. Related to the previous point, Governors questioned whether there is are clear plans for the middle achievers. The Board requested that they receive assurance that focus is not primarily on the low and high achievers and that every student achieves their best. P Newman suggested that he can pick up this point about plans for middle achieving students through his link Governor work.</p> <p>The Board were advised of the UTC's outstanding behavioural record, whereby behavioural issues are managed holistically, which included working with families and the provision of career advice. It was noted that there are some occasional issues with absenteeism, which will be acknowledged when target setting for the next academic year.</p> <p>The Special Educational Needs (SEN) report, which provided a detailed overview of the UTC's assessment of and provision for this students with SEN, was summarised to the Governors.</p> <p>The Principal was praised on the clear presentation of information in the report.</p> <p>RESOLVED</p> <p>That the UTC will work with partners on student recruitment activities</p> <p>That P Newman will consider the strategy for middle achievers through his link governor work on the development plan.</p> <p>That the previous report's data will be included on the student attainment table within the report so that there is a clear comparator.</p> <p>To receive the SEN report</p>
8.	<p>Equality and Diversity Report</p> <p>The principal outlined the Equality and Diversity Report. The Principal emphasised that a place of learning is being created for each and every student and that nothing will stand in the way of this entitlement.</p> <p>RESOLVED</p> <p>To receive the Equality and Diversity Annual Report</p>

9.	<p>Update on development plan</p> <p>Governors updated the Board on their work with the UTC, related to their link themes. The importance of these meetings being strategic rather than managerial was noted.</p>
10.	<p>Report from Finance committee meeting (including management accounts and financial statements to full Board)</p> <p>The Board were advised of the Finance and Resources Committee discussions, where there was a consideration of the management accounts, audit, risk and the review of the group services contract.</p> <p>During the review of the management accounts a technicality about the purchase of student laptops was raised, where the purchase of a school laptop is voluntary. It cannot be guaranteed that all parents will purchase a laptop. There are also possible VAT implications.</p> <p>RESOLVED</p> <p>To receive the management accounts and financial forecast, with assurance that appropriate provision will be made for student laptops.</p>
11.	<p>Policies review</p> <p>The principal reported on the changes for the following policies:</p> <ul style="list-style-type: none"> (a) Admissions policy (b) Accident reporting procedure (c) Crisis management policy (d) Critical incident policy (e) Risk assessment policy (f) Preventing extremism and radicalism policy (Prevent) (g) Safer recruitment policy <p>The Principal drew governors' attention to the Prevent policy. The Prevent duty places a duty on certain bodies (including the UTC), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism".</p> <p>RESOLVED</p> <p>To approve the policies presented to the Board</p>
12.	<p>Review of training plan and development requirements for governors</p> <p>The Board were advised of the development of governors' induction materials.</p> <p>RESOLVED</p> <p>That the Clerk will make arrangements for Governors to receive access to the National Governance Association (NGA) training and information resource</p> <p>That the requirements for Prevent training will be considered within the governors training plan</p>

13.	Next meeting: 8 th July 2015
14.	Close of meeting There being now further business, the meeting closed.

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CHAIRMAN OF THE MEETING