

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:	11 October 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 11 October 2016, commencing at 5.30 pm.

Present: Lee Nicholls (Chair); Joanne Harper (Principal); David Kilshaw; Sarah Clarke; Anjanie Mackenzie; Sarah Marston; Paul Newman

In attendance: Wayne Edwards; Katy Whife (Clerk)

A.	<p>Pre-Board Session – Integration with the Multi-Academy Trust</p> <p>During this pre-board session governors were given the opportunity, prior to the main board meeting, to ask any outstanding questions in reference to the governance plan and to carefully consider any outstanding queries that are not already dealt with through the project work or papers. After questions relating to the rationale of developing the Multi Academy Trust, governors explored how UTC Reading will be best integrated into such a governance model, considering a number of issues, including: how links to local communities will be maintained, the benefits of sharing good teaching practice amongst other schools in the trust, how operational surpluses may be managed and the management of potential conflicts of interest. It was said that a further Steering Group meeting is to be set up and that volunteers from the UTC Reading Board are invited to attend.</p>
1.	<p>Apologies:</p> <p>Martin Dix, Jennie Hooper, Caroline McNamara</p>
2.	<p>Declaration of interests, gifts and hospitality</p> <p>Lee Nicholls and Paul Newman are employed by Activate Learning, the provider of group services.</p>
3.	<p>Minutes</p> <p>The minutes of the previous meeting were checked and agreed to be an accurate record of the meeting.</p>

4.	<p>Matters arising</p> <p>The actions and resolutions that arose at the previous meeting were reviewed. The board were updated that feedback from the parent survey has now been received and that the pay award has now been made and confirmed with staff.</p>
5.	<p>Any other business that has arisen since the circulation of the agenda</p> <p>None</p>
6.	<p>Governance arrangements</p> <p>An update was provided on training for governors. It was noted that some governors still need to complete training, it was advised that Prevent and Safeguarding training should be completed by all governors.</p> <p>It was said that a routine review of the pecuniary interests is to be completed and all governors will receive an email reminder with the form to update.</p> <p>The board were advised that Sarah Fleming has resigned as governor</p> <p>Governors suggested that a governance checklist should be completed which outlines the changes required.</p> <p>RESOLVED</p> <p>To approve the appointment of Sarah Marston</p> <p>To circulate reminder to governors to complete required training and to review pecuniary interests form.</p>
7.	<p>Multi Academy Trust</p> <p>The Board received feedback and recommendations from the steering group in relation to UTC Reading joining the Activate Learning Multi Academy Trust. Feedback from the pre-board session was summarised to the board to inform decisions.</p> <p>RESOLVED</p> <p>To agree, in principle, to integrate with ALET, ruled and governed by the framework set out in the MAT's governance plan and scheme of delegation.</p> <p>To invite DK to join the Steering Group</p> <p>To endorse to recommendations set out in the report to:</p> <p>To begin to think about expressions of interest for local chair roles at the 2 UTC LGBs and, separately, to consider taking up the allotted places on the MAT trust board (space for 2 principals and 2 chairs and for 3 independents)</p> <p>Complete a consultation process with staff, parents and other stakeholders by the next UTC Board meetings (on 29 Nov for UTC Reading and on 7 Dec for UTC Oxfordshire), to help guide a final resolution at those meetings.</p> <p>To recognise the distinct nature of the proposed MAT and welcome the fact that we may be joined by other UTCs in the South central region, which will help us build greater economies and better opportunities for sharing and co-existing.</p>

Management Accounts

A summary for the 12 months to August 2016, along with the final year forecast out-turn was presented to the board. An update was provided on the technical treatment of capital spending. It was said that the final year end accounts are subject to review and confirmation by the auditors.

8.

The difference between the forecast and the out-turn was questioned and the board asked if there are any lessons to be learned. On this point it was noted that PNA has changed. In relation to income, it was clarified to the board that VAT registration is required if the school makes money over a certain threshold. Overall, the board considered the final forecast out-turn to show a positive picture.

RESOLVED

To receive the management accounts and forecast

Analysis of Examination Results

An analysis of the examination results was presented to the board by the vice-principal. The presentation outlined results for Year 11, Year 13 and provided destination data. The full detail can be seen in the report.

Year 11

Overall the headline measures are good, with strong levels of progress at the UTC noted. An improvement is seen across all subject areas and not only in core subject. A discussion ensued about how progress and achievement is reflected in league tables and it was said that some qualifications are not reflected in league tables. The board considered the importance of English and maths for a student's future achievement and were pleased to be informed that maths is a highly performing department.

In relation to levels of progress, it was asked whether this would be a normal trend for the age group or whether the UTC has made a difference. It was said that data suggests that the impact is unique to their time at the UTC.

9.

The board were advised that the achievement for those students who have free school meals (FSM) the students generally make good progress, however not always the same achievement as other students. It was said that case studies will developed to explain this trend.

The board considered whether the computer science qualification should be continued as a compulsory subject, despite advice from the DFE that advised the school against it. Because computer science is a UTC specialism it was agreed that the qualification should continue. It was said that students enjoy the subject and that it will be of value in their future employment.

RESOLVED

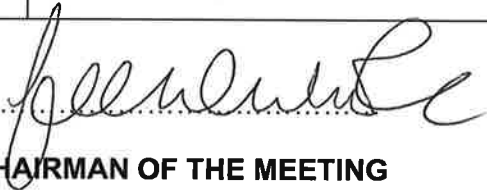
To recommend that the computer science subject should continue as a core subject for years 10-11

Year 13

An overview of Year 13 results was presented. It was noted that core maths has become increasingly popular and the students are successful.

	<p>Destinations</p> <p>The board were advised of the significant increase in students going into apprenticeships. It was said that compared to a typical 6th form the level of awareness of this option is high.</p>
10.	<p>Principal's Report</p> <p>The principal outlined her report which summarised the main areas of the Quality Assurance Framework operated by the UTC. Full details can be seen in the report.</p> <p>The board were advised that there is a new leadership and management structure which will build capacity. Also, two support bids have also been submitted and the NQS this year are strong. It was said that this area cannot be rated as outstanding at this stage until the data is available.</p> <p>The board were advised that there has been one permanent exclusion. A discipline committee has been convened and a decision will be made as to whether to uphold the decision or not.</p> <p>The term dates were set out in the appendix of the report and were accepted by the board.</p> <p>The board discussed admissions and noted the development which will support the UTC to meet targets in this area, including the recruitment of an admissions and events member of staff. Suggestions were made about other interventions that may support student recruitment, including the focus of the curriculum. As a board there is confidence around the pipeline of students.</p> <p>RESOLVED</p> <p>To approve the term dates for 2017/2018</p>
11.	<p>Quality Assurance</p> <p>Governors were advised that at the next meeting that time will be made available for governors to report back on work with the SLT link in their area of the quality assurance framework. The areas are: Effectiveness of Leadership and Management, Quality of Teaching Learning and Assessment, Personal Development, Behaviour and Welfare and Outcomes for Pupils. The new governor was advised that the Quality of Teaching Learning and Assessment area will be most appropriate in relation to her expertise.</p> <p>RESOLVED</p> <p>That SM will be a link governor for the 'Quality of Teaching Learning and Assessment' area</p>
12.	<p>Policies Review</p> <p>The board were advised that the Safeguarding Policy has been reviewed in line with new statutory guidance. The changes were agreed by the board.</p> <p>A minor wording change has been made to the Admissions Policy. Governors were reminded that this is the first year that admissions arrangements are outside local authority control.</p> <p>RESOLVED</p> <p>To approve the Admissions Arrangements</p> <p>To approve the Safeguarding Policy</p>

13.	Pay Committee Governor volunteers were requested for the pay committee. RESOLVED That PN, LN and DK will join the pay committee. A meeting will be convened at the end of the month and the outcome reported back to the board.
14.	Next meeting: 29 November 2016


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CHAIRMAN OF THE MEETING

