

## Minutes

### UTC READING TRUST

Company number: 07652565

<b>Meeting:</b>	UTC Reading Trust Board	<b>Location:</b>	Meeting Conference Room, UTC Reading Crescent Road East Reading RG1 5RQ
<b>Date:</b>	29 November 2016	<b>Time:</b>	5:30pm-7:30pm
<b>Chair:</b>	Lee Nicholls (LN)		

**MINUTES** of a meeting of the UTC Reading Trust Board held at UTC Reading on 29 November 2016, commencing at 5.30 pm.

**Present:** Lee Nicholls (Chair); Joanne Harper (Principal); David Kilshaw (by phone); Sarah Clarke; Paul Newman; Jonathan Ebel; Carol McNamara; Jennie Thompson; Martin Dix

**In attendance:** Heledd Walker

1.	<b>Apologies:</b> Anjanie Mackenzie; Sarah Marston
2.	<b>Declaration of interests, gifts and hospitality</b> Lee Nicholls and Paul Newman are employed by Activate Learning, the provider of group services. Wayne Edwards, Vice Principal of UTC Reading went to Munich with Fujitsu for 3.5 days.
3.	<b>Minutes</b> The minutes of the meeting on 11 <sup>th</sup> October 2016 were checked and agreed to be an accurate record of the meeting.
4.	<b>Matters arising</b> None
5.	<b>Any other business that has arisen since the circulation of the agenda</b> Jonathan Ebel joined the meeting as the new parent governor.
6.	<b>Governance</b> The board received the Consultation report proposing for UTC Reading to join Activate Learning Education Trust. The document outlined the process which had taken place over the period 17 <sup>th</sup> October to 18 <sup>th</sup> November which involved a consultation document being

	<p>distributed to 890 stakeholders; 400 students, 400 parents, 45 staff members and 45 employer and academic partners.</p> <p>For enquiries, an email address was set up, a telephone number provided, a page on the UTC's website a staff briefing meeting was held on 17<sup>th</sup> October and a student briefing meeting was held on 18<sup>th</sup> October. An informal drop in session between 7:30pm and 8:30pm was held on 31<sup>st</sup> October for parents/carers, employers and academic partners.</p> <p>7 responses were received (0.8% response rate), of these 5 were in favour and 2 not (1 employer partner and 1 parent or carer).</p> <p>The board discussed the 4 comments received by staff, 4 comments from parents and 1 from an employer partner.</p> <p>DK attended the steering group meeting on 28<sup>th</sup> November 2016 on behalf of UTC Reading and provided a summary update to the board via email.</p> <p>These included:</p> <p>The legal structure changes whereby the local boards would dissolve and immediately reform as a local governing body, a subcommittee of the multi academy trust board, operating under the scheme of delegation/decision matrix adopted at the time.</p> <p>The outstanding School status, it was confirmed that as UTC Reading is an outstanding school it would join the Activate Learning Education Trust as a 'continuing school' thereby retaining its URN, the DfE advised that its status would continue and would not trigger an Ofsted inspection.</p> <p>The board discussed the governance structure and the consideration to take up the allotted places on the Activate Learning Trust Multi Academy Trust Board, 2 places for principals, 2 chairs and 3 independents.</p> <p>No other questions were raised, the board voted unanimously based on an assessment of the outcomes of the consultation exercise, the board approves the motion to move an in principle agreement to integrate, to a full agreement to integrate with the Activate Learning Education Trust Multi Academy Trust, under the arrangements set out in the governance plan agreed by the Activate Learning Education Trust board in October 2016.</p> <p><b>RESOLVED</b></p> <p>Based on an assessment of the outcomes of the consultation exercise, the board approves the motion to move an in principle agreement to integrate, to a full agreement to integrate with the Activate Learning Education Trust MAT, under the arrangements set out in the governance plan agreed by the ALET board in October 2016.</p> <p>The board voted unanimously to approved the integration into the Activate Learning Education Trust.</p>
7.	<p><b>Governance update</b></p> <p><b>a) Election of Officers</b>  It was noted that under question 7 of the Financial Management and Governance Self-Assessment document.  "7. Has a chief financial officer, with appropriate qualifications and/or experience, been appointed by the board?"  The Director of Finance – Group Services has been appointed for this role.</p> <p><b>b) Appointment of Parent and Staff Governor</b>  Jonathan Ebel joined the meeting as parent governor. Jonathan informed the board that he had worked for Southern Electric for 32 years and in their design department since 2002.</p>

	<p>Jonathan was welcomed onto the board.</p> <p><b>c) Governor Safeguarding Training</b>  The board received an overview of the governors safeguarding training record as at 19<sup>th</sup> November 2016.</p> <p>Governors were also reminded to complete the register of interest forms sent to them by Katy Whife.</p> <p><b>RESOLVED</b></p> <p>To appoint the Director of Finance – Group Service as per the Financial Management Governance Self-Assessment document.</p> <p>Jonathan Ebel, approved an appointed as parent governor.</p> <p>The overview of the governor safeguarding training record was received and approved.</p> <p>Governors will complete their register of interest documents and return to Heledd Walker, Group Compliance Administrator <a href="mailto:heledd.walker@activatelearning.ac.uk">heledd.walker@activatelearning.ac.uk</a>.</p>
8.	<p><b>Quality Assurance</b></p> <p><b>a)</b> The development plan priorities – Personal Development, Behaviour and Welfare – Dan Sydes – Vice Principal  In accordance with the quality assurance report, during the November/December board meeting the area to be explored in more detail is Personal Development, Behaviour and Safety. Dan Sydes, Vice Principal presented an overview to the board summarising that 2015/16 had been a year of great improvement in this area and more changes have been implemented to continue the improvement in 2016/17. Dan works with the link governors Anjanine Mackenzie and Dave Kilshaw on this area. Some of the key achievements of 2015/16 included; launching the respite room, the Student Equalities Council, dedicated tutor programme and planned and embedded Citizenship and SMSC programmes, a range of external speakers to support topics such as Sex Education and Drugs. The recruitment of 2 pastoral leaders, maintaining high standards in e-safety, and Above national average attendance. Some of the key developments of 2016/17 include; a clear and simple behaviour flowchart has been created and all staff had an In service training (INSET), the introduction of increased visibility of the Learning Philosophy for all stake holders through in service training, pastoral programmes, new sinage and the TV's, Revamped the student leadership programme to engage more key stage 4 (KS\$) leaders – years 10 and 11, redevelopment of the safeguarding policy with updated training for all staff online.</p> <p>The link governors confirmed that during the term, they had 1 face to face meeting and two phone calls. Governor Dave Kilshaw informed the board that although the Duke of York award is not available in house, he has a link to formalise this externally.</p> <p>Governor Anjanine Mackenzie has done a lot of work around mental health including using the Stephen Fry movie and also the health aspects of using energy drinks.</p> <p>Governor Dave Kilshaw explained that the challenge given to the leadership link is indepth and the detail is challenged, however the leadership has always dealt with it before the discussion.</p> <p><b>b)</b> Development of Strategic Documents – Middle leaders training – Karen Barker  The board received the Development of Strategic documents report to discuss. Karen</p>

Baker who is completing her National Professional Qualification for Headship (NPQH) has provided a bespoke training package to the extended leadership team. Karen provided the board with an overview of the work she had completed with the team to develop development plans and Self-Evaluation forms. Future recommendations include sharing the QA processes with other schools/UTC to share good practice, moderate the documents internally and that the Development plan becomes a continual reference point in line management meetings to focus priorities.

Karen was thanked for the work she had done with the teams.

**c) Self-Evaluation**

The board received the Self-Evaluation report for discussion and approval with summaries from the principal on areas of the document.

**d) To receive the report outlining the link governor roles**

The board received the quality assurance report from the Principle who gave an overview of the document which was devised in 2015 and updated in light of the new Ofsted Handbook. This document along with the time set aside in each governor meeting develops the ability of the Board of Governors to challenge and support the day to day leadership of the school.

The board reviewed the document and approved.

**RESOLVED**

The board received an update on the development plan priorities with the area of Personal Development, Behaviour and Welfare being explored in more detail.

The Development of Strategic Documents report was received and discussed.

The Self Evaluation document was received and approved.

The Quality Assurance Report was received and approved.

Teaching and Learning will be the topic explored in more detail in the March board meeting with Jonathan Nicholls and Sarah Marston as the link governor.

Martin Dix left the meeting at 7:05pm

**Principals Report**

The board received the Principal's report which summarises the main areas of the Quality Assurance Framework operated by the UTC which are;

Effectiveness of Leadership and Management

Quality of Teaching, Learning and Assessment

Personal Development, Behaviour and Welfare


**9. Outcomes for Pupils**

Discussions ensued around Student recruitment. Year 10 used to apply through the local authority but are now applying directly to the UTC, the applications for year 10 are currently higher than in previous years, with 94 male applicants and 20 female applicants, therefore not a concern.

With regards to post 16 applications, it is expected that 35 students would remain at the UTC post 16, therefore 165 applicants are required from external applications, this figure is currently 41. However, on the positive, attendance at Taster evenings have been the highest to date with over 300 students attending the events. The board discussed the various events

	<p>in place to encourage more applications along with the use of social media.</p> <p>Discussions moved to reviewing the pupil allocation numbers (PAN) in year 10 therefore increasing the numbers in later year groups</p> <p>Discussions ensued around Board Targets for 2017. It was recommended to approve the following</p> <p>Year 11</p> <p>Progress 8 – 0.0</p> <p>50% - 5 and above in Maths and English</p> <p>75% - 4 and above in Maths and English</p> <p>Post 16</p> <p>A level – grade C average</p> <p>Technical qualifications – Distinction grade average</p> <p><b>RESOLVED</b></p> <p>It was resolved to approve the board targets for 2017 of</p> <p>Year 11</p> <p>Progress 8 – 0.0</p> <p>50% - 5 and above in Maths and English</p> <p>75% - 4 and above in Maths and English</p> <p>Post 16</p> <p>A level – grade C average</p> <p>Technical qualifications – Distinction grade average</p> <p>It was resolved to investigate a recalculation of the year 10 pupil allocation numbers to maximise progression into year 11 and 12.</p>
10.	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>a) Complaints Procedure</li> <li>b) Special Educational Needs</li> <li>c) Fraud Policy</li> <li>d) Whistle Blowing Policy</li> <li>e) Sex Education</li> <li>f) Governors' Allowance</li> <li>g) Instrument of Governance</li> </ul>

	<p><b>RESOLVED</b></p> <p>All policies were received and approved by the board.</p>
11.	<p><b>Report from Finance committee meeting (including management accounts and Annual Financial Statements)</b></p> <p>The board received an update from the Chair of the Finance and Resources committee stating that Mazars had walked the committee through their draft audit report and had provided an unqualified report.</p> <p>The Terms of Reference were received and approved.</p> <p>The Financial Management and Governance Self-Assessment Questionnaire was received and approved.</p> <p>It was recommended to formally approve and accept the Annual Financial Statements.</p> <p>The management accounts were seen, the numbers are on track with no issues.</p> <p>The Group Finance Business partner is to profile the figures over the 12 month period.</p> <p>The new Academy Financial Handbook was received.</p> <p>The Competitive Tendering Policy was received and approved.</p>
12.	<p><b>Feedback from Pay Committee</b></p> <p>The board received an update from the Pay Committee who had met and upheld the recommendations for the teachers' pay award.</p>
13.	<p><b>Preparation for consideration of Principal's review and pay award.</b></p> <p>The board were asked for two volunteers to meet with the Chair and Principal preferably by the end of January to discuss the review and pay award.</p> <p><b>RESOLVED</b></p> <p>It was resolved that Dave Kilshaw and Carole McNamara would join Lee Nicholls and Jo Harper.</p> <p>The Group Compliance Administrator would provide details of the meeting date and time.</p>
14.	<p><b>Next meeting: 7 March 2017</b></p>



CHAIRMAN OF THE MEETING