

Minutes

UTC READING

Meeting: UTC Reading Board **Location:** Meeting Conference Room,
UTC Reading
Crescent Road
East Reading RG1 5RQ

Date: 27th June 2017 **Time:** 5:30pm-7:30pm

Chair: Lee Nicholls (LN)

MINUTES of a meeting of the UTC Reading Trust Board held at UTC Reading on 27th June 2017, commencing at 5.30 pm.

Present: Lee Nicholls (4/4) (Chair); Joanne Harper (4/4) (Executive Principal); Jonathan Nicholls (1/1) (Principal); David Kilshaw (4/4); Paul Newman (4/4); Jonathan Ebel (3/3); Sarah Clark (3/4); Sarah Marston (2/4); Carole Stanley (2/4)

In attendance: Stephenie Mitchell, Director of Industry Relations
Heledd Walker, Clerk, Activate Learning Education Trust

1.	Apologies: Jennie Thompson (2/4); Anjanine McKenzie(2/4); Martin Dix (2/4)
2.	Declaration of interests, gifts and hospitality Lee Nicholls and Paul Newman are employed by Activate Learning, the provider of group services.
3.	Minutes The minutes of the meeting on 7 th March 2017 were agreed to be an accurate record of the meeting. All members were in agreement.
4.	Matters arising None
5.	Any other business that has arisen since the circulation of the agenda None
6.	Governance a) Activate Learning Education Trust multi academy trust update. The Chair updated the board, confirming that as of 1 st April 2017, UTC Reading along with UTC Oxfordshire had become part of Activate Learning Education Trust. A

closing set of accounts will be prepared up to 31st March 2017.
The Chair also confirmed that all is on track for UTC Swindon to integrate from 1st September 2017.

b) Disolution of UTC Reading Trust for reformation as a local governing body of Activate Learning Education Trust.

The board were advised that this would be the last meeting as UTC Reading Trust as it is now part of the multi academy trust. There would be a short meeting at the end of this meeting to capture the required resolutions and resignations.

c) Election of new UTC Reading local governing body chair.

Further to a call for expressions of interest for the Chair of local governing body UTC Reading, the board were advised that an expression of interest had been received from governor DK.

17:47 – Governor DK leaves the room.

All members agreed to nominate governor DK as Chair to the Local governing body UTC Reading effective from the first meeting of the next academic year.

17:55 – Governor DK returned to the room and was advised of his successful nomination which would be approved at the next Activate learning Education Trust board meeting.

RESOLVED

It was resolved that the board received an update confirming that UTC Reading was part of Activate Learning Education Trust as of 1st April 2017.

It was resolved that a separate meeting would take place at the end of this meeting to dissolve UTC Reading Trust.

It was resolved that all members nominated governor DK as Chair to the local governing body UTC Reading pending approval at the next Activate Learning Education Trust board meeting.

Governance update

a) Training update

The governors were reminded of their duty to complete the training. It was confirmed that the link would be re-sent to all.

b) Registers of Interest update

The governors were reminded to ensure the declaration of interest disclosure is up to date.

c) DBS update

The governors were reminded of the requirement to complete a Data Barring System (DBS) check and provide proof of identification.

RESOLVED

It was resolved that the governors were reminded of the requirement to complete the training, update the declaration of interest disclosure and ensure they provide identification for the DBS check.

7.

It was resolved that the training link would be re circulated to all.

Quality Assurance

a) **The Development Plan Priorities – Effectiveness of Leadership and Management – Jo Harper and lee Nicholls**

The board received the Development Plan. The priority for this meeting was to discuss Leadership and Management in more detail. The Senior Leadership member for this area is JH and the link governor is LN. The Executive Principal introduced one area of the priority being the extended leadership team and a project around Women in Leadership. The Director of Industry Relations for UTC Reading joined the meeting and gave an overview to the board of the Action Research Project she had been working on. Evidence has found that females can be deterred from Engineering before they start primary school. The percentage of females studying STEM is rapidly reducing with only 9% of Women in STEM careers within the UK. Therefore part of the project was to encourage more women into Science, Technology, Engineering and Maths (STEM) and has focussed around the conversion rate of the current year 10 female students, the project explored how female students identify with adjectives whereas male students identify with verbs, therefore the UTC is being proactive with the recruitment campaign ensuring the marketing is differentiated for both male and female applicants. There are female only tutor groups with female partners that are members of WISE – Women in Science and Engineering. The benefits of the project are evident with an increase in Year 12 from 7% to 14% and in Year 11 this has increased from 12% to 15%. The governors queried how does the split compare with IT and English, it was noted that there is no separation in this area. Other governors confirmed that there is an unconscious bias within certain areas of industry. Another governor suggested that the work should be incorporated into the British values work that is being done across the whole group. The governors questioned what training was available. The Director of Industry Relations confirmed that the training “Skills for you”, a tailored course is available through the WISE – Women in Science and Engineering group. The Chair questioned what development has been rolled out to peers, how do our colleagues behave, is there any development, training or guidance for internal staff groups? She confirmed that peers can also go along to the WISE meetings, feedback is given to all colleagues as part of the Extended leadership team meetings. SM summarised that the Extended leadership team was a very useful bridge with the Senior leadership team, and they appreciate all the CPD – Continuous Professional Development opportunities they have been offered which include the Activate Learning leadership and Management program.

The Chair summarised that he is mindful of the changes in the leadership team and feels reassured to hear of the development taking place in the middle management level.

The Chair questioned what surprises were found being part of the extended leadership team, it was confirmed that the workload was the largest challenge, although there is a lot of support. The team comprises 10 members with an additional one joining next year. The Principal commented that it is a great team which presents a lot of challenge back and everyone is aspirational.

SM left the meeting at 18:27

The Executive Principal, confirmed that the Principal chairs the Extended Leadership team meetings giving them outcomes to the group as a responsibility.

8.

b) Self-Evaluation

The board received and approved the Self Evaluation document that was circulated prior to the meeting, this document was taken as read.

RESOLVED

It was resolved that the board received and approved the Development plan and received a presentation from the Director of Industry Relations around the introduction of an extended leadership team at the UTC and the project of increasing more female students to study STEM subjects.

It was resolved that the board received and approved the Self-Evaluation report.

Principals Report

The board received the Principals report which included the Data sheet. The Principal introduced the report informing the board of the addition of a Data sheet which captures both academic and financial data for each academy which will be consolidated for the Activate Learning Education Trust board meeting. The Chair commented on the added value of being able to bench mark across the group, commenting that staff costs as a % of income range from 56% to 83% over the academies.

One governor queried the comment around a concern about no shows and what did this mean. The Executive Principal explained that the percentage of no shows can be as much as 30% as places are held but the students may go elsewhere, in order to quantify the figures, the UTC now request further information on the application form as to whether the UTC offer is considered to be the first choice, second choice or a backup choice. So far they have received over 200 applications for Year 10. Discussions ensued around the Quality of Leadership and Management being 1-, the governors challenged this. The Executive Principal explained that Outcomes are currently 2+, with the pupil premium gap being too wide, the UTC has a duty to ensure that Pupil premium students catch up with the main cohort.

9.

The Chair challenged the board with the concern around keeping the outstanding grade 1 status with the changes in expanding capacity, the NSS project work, and the Executive Principal's changing role and the addition of a new academy from 1st September. The board confirmed that this risk was being mitigated with the formation of a sub group to monitor this area over terms 1 and 2, to ensure the measures of success with remain. The sub group consists of Governor SM, JE and DK. The Executive Principal confirmed that support was in place through coaching and mentoring for the two internal candidates that were not successful for the Principal's role.

The Executive Principal referred to a decision required around Term dates and referred to page 5 of the Principal's report. The Reading Local authority dates which are usually followed by UTC Reading are out of sync for the Easter 2018 holiday dates which are different to the neighbouring schools and other Activate Learning Education Trust schools. Due to the possible implications which may include attendance of students and school staff and additional childcare provisions could incur potential costs.

As noted in the paperwork consultation closed has closed resulting in 16 responses from

	<p>parents, 14 were in favour and 2 were not as they had already booked holidays. The governors discussed the implications of moving and noted that 66% of students would be affected if the dates remained in line with the local authority. The governors queried how the absences would be noted. The Executive Principal confirmed it would be treated as unauthorised. The board voted with all members agreeing that the best course of action would be to move the holiday dates back a week to align with neighbouring authorities. It was agreed that the two parents who were opposed to the changes would be written to</p> <p>Discussions ensued around the number of fixed term exclusions which had increased. The Executive Principal confirmed that a number of interventions had been put in place to manage behaviours. The Senior team is currently reviewing the strategy. The senior team have reflected how difficult the autumn term is for the new year 10 cohort, behaviour improves after this. Consideration has been given to having an isolation room with a staff rota to run on their admin days. The governors commented how the serious nature of a fixed term exclusion needs to be emphasised. It was confirmed that this is a last resort, for a day of investigation then reintegration into the school. The Chair queried whether this figure was high and whether it should be presented as a percentage of students. The discussions concluded that an isolation room would have other benefits apart from reducing this number, as teachers could also develop their behaviour management skills as opposed to passing to the Senior Leadership team. Although the cohort as a whole was a grade higher than the previous year, the behaviour was more challenging. The board then discussed the correlation between higher grades and more challenging behaviour. It was also noted that fixed term exclusions can result in a safeguarding issue with economic disparities as the students are often unsupervised. The discussions concluded that an isolation room managed by teachers during their admin days would be a positive step forward to improve behaviour.</p> <p>RESOLVED</p> <p>It was resolved to receive the Principals's report.</p> <p>It was resolved that the board agreed to change the Easter 2018 holiday dates.</p> <p>It was resolved that an isolation room would be a positive implementation to the behaviour strategy.</p>
<p>10.</p>	<p>Policies</p> <p>The board received the following policies which had been reviewed.</p> <p>Charging and Remission Policy</p> <p>Employee Pay Policy</p> <p>The board agreed the approval of the policies.</p> <p>RESOLVED</p> <p>It was resolved that the board approved the Charging and Remission Policy and the Employee Pay policy</p>
<p>11.</p>	<p>Report from Finance committee meeting</p> <p>The board received feedback from the Chair of the Finance and Resource committee, summarising that the outturn was a £150k surplus with a year to date figure of £115k, this</p>

	<p>should be taken in context with the rest of the sector which is struggling. The current cash reserve is £250k. It was noted that discussions around what cash reserve should the UTC plan for over the next 5, 10, 15 or 20 years to ensure there is some cash plus a reserve.</p> <p>The finance committee has reviewed the balanced budget and proposed to the board that it should be recommended to the Activate Learning Education Trust board for approval.</p> <p>The board also noted that the budget has included capacity for a pay award.</p> <p>The Chair also raised the membership of the Finance committee with new members required.</p> <p>RESOLVED</p> <p>It was resolved that the board recommended the balanced budget to the Activate learning education trust board for approval.</p> <p>It was resolved that new members would be required to join the finance and resources committee.</p>
12.	<p>Cycle of Meetings and Calendar of Business for 2017/18</p> <p>The board received the calendar of business for the upcoming academic year 2017-18.</p> <p>RESOLVED</p> <p>It was resolved that the board received the calendar of business and cycle of meetings for the upcoming academic year 2017 – 18.</p>
13.	<p>Feedback from Discipline Committee</p> <p>The board received feedback from the chair of the discipline committee who confirmed that the Executive Principals decision to permanently exclude the student had been upheld.</p> <p>RESOLVED</p> <p>It was resolved that the board received the feedback from the discipline committee that the decision to permanently exclude the student had been upheld.</p>
14.	<p>Next meetings:</p> <p>Tuesday 10.October.2017</p> <p>Tuesday 21.November.2017</p> <p>Tuesday 6.March.2018</p> <p>Tuesday 26.June.2018</p>



CHAIR OF THE MEETING

D. KILSHAW

10/10/17

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DATE

