

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:	7 th March 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 7th March 2017, commencing at 5.30 pm.

Present: Lee Nicholls (Chair); Joanne Harper (Principal); David Kilshaw; Paul Newman; Jonathan Ebel; Jennie Thompson; Martin Dix; Anjanie Mackenzie

In attendance: Heledd Walker, Group Compliance Administrator
Jonathan Nicholls, for item 8

1.	<p>Apologies: Sarah Clarke, Sarah Marston, Carol McNamara</p>
2.	<p>Declaration of interests, gifts and hospitality Lee Nicholls and Paul Newman are employed by Activate Learning, the provider of group services.</p>
3.	<p>Minutes The minutes of the meeting on 29th November 2016 were agreed to be an accurate record of the meeting. All members were in agreement.</p>
4.	<p>Matters arising The board reviewed the matters arising from the previous meeting. The Chair requested an update of the resolution at Item 9 (29th November 2016) whereby it was resolved to investigate a recalculation of the year 10 pupil allocation numbers to maximise progression into year 11 and 12. The principal confirmed that this was investigated had taken place with the proposal agreed by the members via email between the 10th and 12th December 2016. It was also agreed to increase the intake of Year 10 to 100 in September 2017. The proposal</p>

was sent to the local authority.

	2018	2019	2020
Year 10	120	120	120
Year 11	80	120	120
Year 12	160	160	160
Year 13	200	160	160
TOTAL	560	560	560

5.

Any other business that has arisen since the circulation of the agenda

None

6.

Governance

The Chair updated the board with regards to the integration with Activate Learning Education Trust multi academy trust. The regional commissioner for schools had met with the Head Teachers board and approved the business case. A tupe letter has been sent to staff. Everything is in place to integrate on the 1st April 2017 or 1st September depending on costs.

The time is now pertinent to appoint a new Chair to the UTC Reading board. Any expressions of interest should be emailed to the Chair.

RESOLVED

It was resolved that the members received an update regarding the integration of UTC Reading with Activate Learning Education Trust.

Its was resolved that individuals should send any expression of interest with regards to becoming Chair to the UTC Reading local governing body to the current Chair.

7.

Governance update

- a) The members received the updated training records as at 24th February 2017 noting any members with outstanding training requirements.
- b) The members received and completed the Register of Interest forms for completion.
- c) The members received the updated Governance Handbook and notes the amendments.

RESOLVED

It was resolved that the members received the updated training records as at 24th February 2017.

It was resolved that members updated their Register of interest forms.

The members received the updated Governance Handbook.

Quality Assurance

- 8.
- a) The members received a presentation on the development plan priorities – Quality of Teaching and Learning with the leadership link being Jonathan Nicholls and the governor link being Sarah Marston.
The presentation summarised the key factors which contributed to the Outstanding Ofsted inspection being Understanding the students, Great Teachers and the quality of Marking and Feedback, the vision is now to accelerate from Outstanding to World Class. Key achievements since September 2016 to aide achieving the vision include the addition of 13 new staff which include 3 Newly Qualified Teacher's, 3 unqualified teachers and 1 Newly Qualified Teacher plus. There is also a new middle management structure, 2 PGCE students and a new TEEP teaching model.
 - b) The members received the updated Self Evaluation report for discussion and approval of the key areas.
 - c) The members received the Equality and Diversity Annual Report for approval. The governors were satisfied that all the objectives had been met and agreed to continue with the current Equality Objectives.
 - d) The members received the detailed Annual Health and Safety audit report taking account of the detailed action plan on pages 7 – 11. Health and Safey meetings take place on a weekly basis. The members questioned whether the emergency response plans had been tested and were reassured that they had. The members were informed that the report would be received on an annual basis.
 - e) The members received the SEND report for approval. It was noted that this statutory report had not changed since last year. The members agreed the approval.

RESOLVED

The members received a presentation from JN on the Development Plan priorities – Quality of Teaching and Learning.

The members received and approved the Self Evaluation report.

It was resolved to receive the Equality and Diversity annual report which the members agreed to approve and continue with the current Equality objectives.

It was resolved to receive the annual Health and Safety audit report for information.

It was resolved to receive and approve the SEND report.

Principals Report

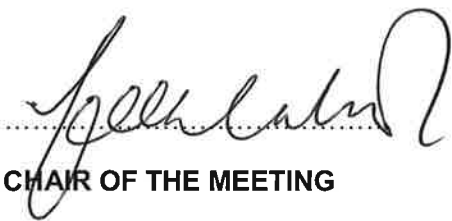
The members received the Principal's report for discussion.

Student recruitment was discussed, the members noted that recruitment is currently looking strong, Year 10 is more static. Year 12 is currently harder to predict whether the UTC is a first choice, 2nd choice or a backup choice.

- 9.
- Parent and Staff surveys were included in the pack with key highlights being that 92% of staff either strongly agree or agree that they are proud to work at UTC Reading. 100% of parents indicated that their child feels safe at UTC Reading. 9 parents indicated that their child's lessons were disrupted by bad behaviour, the principal indicated that this is predominately within the year 10 cohort whereby the expectations of the students is alien to some, the members noted that there are two year 10 students close to permanent exclusions. 100% of parents stated that they would recommend the UTC Reading to other parents.

	<p>RESOLVED</p> <p>It was resolved to receive the Principal's report.</p>
<p>10.</p>	<p>Policies</p> <p>The members received the Equality Policy for approval, it was noted that no changes had been made. The members agreed to approve the Equality Policy.</p> <p>The members noted that the following policies had been reviewed by the Senior Leadership team under delegated authorities since the last meeting:</p> <ul style="list-style-type: none"> • Anti-Bullying • Business Continuity Plan • Exclusion Policy <p>RESOLVED</p> <p>It was resolved to approve the Equality Policy noting that no changes had been made.</p>
<p>11.</p>	<p>Report from Finance committee meeting</p> <p>The Chair of the Finance committee reported back to the main board.</p> <p>There had been a positive update whereby the UTC had been gifted an additional £200k over the next three years to assist with the challenges faced by the UTC's in early years.</p> <p>The finances and budget are on track to repay the Pupil number adjustment of £269k</p> <p>The Financial Regulations would now be reviewed at the Activate Learning Education Trust level.</p> <p>The committee received the Group Services contract which would be reviewed by all at the Head's meeting in July.</p> <p>The committee reviewed the risk register and agreed the additional risk around leadership capacity.</p> <p>RESOLVED</p> <p>The board received the update from the Finance Committee.</p>
<p>12.</p>	<p>Feedback from Principal's review and pay award.</p> <p>The Principal and Staff governor left the meeting.</p> <p>The members received feedback from the pay committee which included DK, CM and LN which was held in early February. The committee were satisfied that the Principal has met all the objectives and was therefore the full remuneration package was released.</p> <p>The members also gave feedback around an opportunity which had arisen for the principal with UTC Swindon to become an executive principal to cover both UTC's with an opportunity within UTC Reading for an SLT member to become an Operational Principal. The opportunity arose from the outstanding Ofsted inspection. Following a discussions around the succession planning process, the allocation of funds to cover the Principal's salary and the process that would be followed to find the best candidate for the Operational Principal's role. The members</p>

	<p>agreed that subject to the decision making at the UTC Swindon board, and a costed report giving succession planning assurances, the board supports the change in role for the Principal to become an Executive Principal.</p> <p>The Principal and Staff governor returned to the meeting.</p> <p>The chair summarised that feedback had been received from the Pay committee with all objectives met releasing the full remuneration.</p> <p>The board supports the change in role on the proviso that the Principal provides a costed report for succession planning, this would be distributed to members with members AM, MD and the chair forming a sub group, to consider any comments by the last week of April.</p> <p>RESOLVED</p> <p>It was resolved that the Pay Committee and confirmed that all objectives had been completed and the full remuneration released.</p> <p>It was resolved that the board supports the Principals change in role.</p> <p>It was resolved that the Principal would provide a costed report for the succession planning which would be distributed to the members with feedback sent to the sub group by the last week in April.</p> <p>It was resolved that the Chair, AM and MD would form the sub committee to consider the succession planning.</p>
13.	<p>Feedback from Discipline Committee</p> <p>The members received feedback from the Governors Discipline Committee which upheld the Principal's decision to permanently exclude the student.</p> <p>RESOLVED</p> <p>The members received the feedback from the Governors Discipline Committee.</p>
14.	<p>Next meeting:</p> <p>Tuesday 27th June 2017.</p>



CHAIR OF THE MEETING

27/6/17

DATE

