

Minutes

UTC READING

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

Date: 10th October 2017 **Time:** 5:30pm-7:30pm

Chair: Dave Kilshaw (DK)

MINUTES of a meeting of the UTC Reading Trust Board held at UTC Reading on 10th October 2017, commencing at 5.30 pm.

Present: David Kilshaw (1/1) (Chair); Joanne Harper (1/1) (Executive Principal); Jonathan Nicholls (1/1) (Principal); Paul Newman (1/1); Martin Dix (1/1); Jamie Thompson (1/1); Sarah Clark (1/1); Sarah Marston (1/1); Jonathan Ebel (1/1)

In attendance: Julian Sonaïke, Group Finance Business Partner
Heledd Walker, Clerk, Activate Learning Education Trust

1.	<p>Apologies:</p> <p>No apologies were received.</p>
2.	<p>Declaration of interests, gifts and hospitality</p> <p>Paul Newman is employed by Activate Learning, the provider of group services.</p> <p>Joanne Harper, Jonathan Nicholls and Martin Dix attended a Baker Dearing overnight.</p>
3.	<p>Minutes</p> <p>The minutes of the meeting on 27th June 2017 were agreed to be an accurate record of the meeting.</p> <p>All members were in agreement.</p>
4.	<p>Matters arising</p> <p>The members reviewed the actions and updated as follows;</p> <ul style="list-style-type: none"> • Long Term Plan for Estates – Ongoing • Training Link to be sent out to all Governors – Complete • Clerk to provide Glossary of Terms document – Update at next meeting • Chair and members of Finance and Resources committee required - Complete
5.	<p>Any other business that has arisen since the circulation of the agenda</p> <p>The Principal raised a requirement for approval from the governors for a student History trip to</p>

	<p>Berlin on 20th October.</p> <p>The governors queried why their approval was required. It was noted that due to recent acts of terrorism the risk assessment of the trip was a higher risk and therefore required governor approval. Discussions ensued around the procedures in place for various eventualities. JT reassured the members that a thorough risk assessment had been completed; there would be a point of contact at the UTC for any queries. Three members of staff are part of the trip, two of whom have local knowledge.</p> <p>The discussions concluded that all were in agreement.</p> <p>The Executive Principal informed the board that a complaint had been received by Ofsted. An Investigation had taken place which concluded that there was some very good practice in place. Queries were raised around the procedure for receiving complaints. The board were assured that this was outside the academy's policy as it was sent direct to Ofsted who had forwarded to the Local Authority.</p> <p>Volunteers were requested for an Interview panel on Thursday 19th October. Governor SM confirmed availability to attend.</p> <p>Volunteers were requested for a Governors Discipline Committee on Tuesday 31st October.</p> <p>Volunteers were requested for the Pay Committee on 2nd November. It was confirmed that DK and JE could attend this meeting.</p> <p>It was confirmed that SC, DK and JE could attend this meeting.</p> <p>RESOLVED</p> <p>The members approved the Student History trip to Berlin.</p> <p>It was resolved that the governors received information regarding a complaint, an investigation had concluded that very good practice was in place.</p>
6.	<p>Governance</p> <ul style="list-style-type: none"> • Compliance Checklist Governors were reminded of the requirement to return the Skills audit and declaration of interests forms. • To receive nominations for Chair of Finance and Resources committee. Volunteers were requested to be part of the Finance and Resources committee, the first to take place on 21st November from 4:30pm. Governors MD agreed to chair this committee, governor PN agreed to remain as Vice Chair and governor DK also agreed to be part of the committee. <p>RESOLVED</p> <p>It was resolved that the governors would return any outstanding declarations of interest and skills audit documentation.</p> <p>It was resolved that governors MD, PN and DK would be members of the Finance and Resources committee.</p>

Quality Assurance

- **Development Plan Priority – Outcomes for Pupils**

The Executive Principal summarised the background to the development plan which is owned by the Senior Leadership team with support and challenge given by the named governor links.

Discussions ensued around the key development plan area of Outcomes for Pupils. The Principal summarised that A Level grades had improved although they had not achieved the national average, although the National average figures for 2017 may change due to the changing specifications. The academy had narrowly missed the Board target of a grade C with a –C. Questioned were raised by the governors as to when the National Average data would be available, which would be around March. The governors noted that the A level offer available to students at the UTC Reading are considerably tougher courses.

The Principal update the governors that UTC Reading have joined the PiXL6 scheme, a concept which began in London Challenge to raise standards. The governors heard how the Senior Leadership team have rigorous data reviews every 6 weeks, which is focussed around impact of interventions since the last review.

Discussions moved to coursework monitoring which has improved since last year with staff moderating within teams and beyond the UTC with subject networks and the use of examination boards. CIDA had seen marks moderated downwards whilst staff have found issues around the software and have therefore appealed against the decisions. The governors raised queries as to why this course is provided. It was felt that it lined up with the BTEC level two and aligned with other subjects, the students have their first exposure at 14 which has proved to be a challenge. This course is now being reviewed with a proposal to replace with smart electronics.

Discussions moved to the Key Stage 5 results. 100% of students had achieved an A* - B grade in Smart Product Design. Governors requested clarification around how many students were in this cohort. The Principal confirmed that this particular cohort was 14 students. The governors requested that in future they would like to receive cohort numbers alongside the % to give more context to the data.

The Principal received challenge from the governors around the statement that “A* grade for too many students is elusive”. The Principal clarified that there are strategies in place to increase grades from 3 to 4 and from 4 to 5 but there is a requirement for strategies for the higher learners. The governors heard how the academy is investing in a tutoring service – Yipiyap which combined with PiXL there is a strong package to specifically target and identifies students. The governors queried whether teaching was a cause of concern, they were reassured that the results were due to brand new qualifications with a weaker cohort but the evidence of value added was good. The board discussed the expectations of the students with a massive amount of theory and maths to learn there is not enough capacity within lesson time therefore extra work outside of lessons is expected.

Governors queried whether parents were aware of feedback given to students. The board were informed that feedback is captured regularly and staff have been sending 1 piece of positive feedback for at least one student in each class per week, which is shared with the parents, which has been positively received.

The board were informed of a recent success whereby one of their students who had participated in an Enrichment activity had recently taken part in the World PowerPoint

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Event in California which resulted in achieving 7th place in the World.

It was agreed that an Outcomes for Students discussion would take place after half term with the Leadership member and governor link.

- **Link Governors Report – for approval**

The board received the Link Governor proposal document which has been updated in light of the new Ofsted Handbook, outlining the four main strategic areas whereby a governor and member of the leadership team will link to an area.

Following discussions, the following were agreed for 2017/18.

Area	Leadership Link	Governor Link
Effectiveness of Leadership and Management	TBC - Vacancy	Dave Kilshaw Paul Newman
Quality of Teaching, Learning and Assessment	TBC - Vacancy	Sarah Marston
Personal Development, Behaviour and Welfare	Dan Sydes until Christmas Vacancy TBC	Dave Kilshaw Jon Ebel
Outcomes for Pupils	Jon Nicholls VP Vacancy TBC	Sarah Clark Martin Dix

- **Pupil Premium Report**

The governors received the Pupil Premium Strategy Statement which gives a view of the impact of the Pupil Premium Grant expenditure over the last academic year 2016-17 and further information to how the new grant for 2017-18 will be focussed to further support closing the gap in achievement between disadvantaged and non-disadvantaged students.

The Principal summarised the report and informed the governors that this was based on the KS4 cohort. It was noted that the gap at UTC reading is closing and has improved since last year. The academy has picked up on literacy skills required at KS5 and has therefore introduced interventions at KS4 to provide a mitigation against any barriers to learning.

Attendance of the disadvantaged cohort is currently ½ % behind the non-disadvantaged cohort; however the academy is confident that there is strength to turn this and the literacy skills around with skills and increases in self-esteem. Improvements have already been seen in the first term.

The governors resolved to receive the Pupil Premium Strategy Statement for information.

RESOLVED


It was resolved that further discussions around outcomes for students would take place after the half term between the governor and leadership links for this area of the Development Plan.

It was resolved to agree the following link governors the key areas of the development plan.

	<p>Dave Kilshaw – Effectiveness of Leadership and Management Dave Kilshaw – Personal Development, Behaviour and Welfare Paul Newman – Effectiveness of Leadership and Management Sarah Marston – Quality of Teaching, Learning and Assessment Jon Ebel – Personal Development, Behaviour and Welfare Sarah Clark – Outcomes for Pupils Martin Dix – Outcomes for Pupils</p> <p>It was resolved to receive the Pupil Premium Strategy Statement.</p>
8.	<p>Principal’s Report</p> <p>The board received the Principals report for approval and discussion. The Principal summarised the report and introduced the new format which includes a data sheet that allows benchmarking across the Trust. Discussions ensued around the Quality of Teaching, Learning and Assessment (SEF Grade) with governors asking questions as to why the grade always drops at the beginning of the year, the board decided that it would be best to show the grade as a 12 month rolling average. Other questions were raised around the staff costs as a percentage of income. The difference between target and actual is currently due to some vacancies within the extended leadership team, the incremental increase has also been included.</p> <p>The governors raised challenges around the target grades questioning why the targets are lower in Engineering. The Executive principal reassured the board that the targets are realistic and they always aim higher. Also made the Board aware that the Engineering course was a new structure, with more external examinations and we are expecting the national average to drop considerably. The Executive Principal, assured the board that we were still very ambitious for the students and were pushing for the highest grade for each student. When the National Average data is available the target will reduce. The discussions concluded that the board agreed the targets with the proviso that governors SC and MD would investigate further as part of their link roles.</p> <p>Governor MD left the meeting at 18:47</p> <p>The principal referred to page 5 of the report drawing attention to the staffing structure with three middle leader posts.</p> <p>The Principal referred to the proposed vision statement on page 16 which was presented to the joint leadership teams of UTC Reading and UTC Swindon. The governors approved the vision statement as</p> <p>“UTC Reading will be a world-class educational institution that nurtures and develops our students and staff through partnerships in leading, building a culture of competence development and managing the talent pipeline to meaningful employment and where success is inevitable. We will deepen the students’ knowledge and broaden their skills in all subjects whilst simultaneously preparing them for the ever changing, diverse world we live in.”</p> <p>The governors were informed that the academy has submitted an application to become a World Class School. The outcome should be available in January.</p> <p>RESOLVED</p> <p>It was resolved to receive the Principal’s report and approve the targets set by the academy</p>

	with the proviso that the BTEC targets will be further investigated.
9.	<p>Management Accounts</p> <p>The board received the draft management accounts for the period to 31st August 2017. The Executive principal summarised to the board that income was in line with predictions with staff costs kept to a minimum and an increase in commercial income. Savings have been identified on building maintenance and learning resources , the combined savings along with the increase in income has resulted in £193k surplus, which is almost the same as the sum of the transitional funding. The board had previously agreed to a £50k spend of the transitional fund. The governors requested clarification of the amount of the transitional fund, which was confirmed to be £200k for three years on the proviso that certain criteria is met. The Group Finance Business partner confirmed that the difference between the reserves and the bank balance, subject to audit confirmation is the Pupil number adjustment which is £269k. Queries were raised by the governors around whether there should be more spending. The Executive Principal reassured the board that not having available funds would be problematic and that proposed spending would be brought to the next board meeting.</p> <p>RESOLVED</p> <p>It was resolved to receive the management accounts for information.</p>
10.	<p>Policy Review</p> <p>The board received an update regarding the policies. Since the UTC had moved from being a single academy trust, responsible for all policies to joining the Activate Learning Education Trust all policies are now the responsibilities of ALET. Via delegated authority ALET are producing a schedule of policies separated by Trust and academy responsibility. Whilst this register is being developed the UTC is responsible for the upkeep of their previous policies. All were in agreement.</p> <p>The board received the Admissions Procedure for approval. Governor JE raised queries around section 5 of the procedure where UTC Reading is oversubscribed with applications for admission greater than the published admission numbers. The document stated that after the admission of pupils with statements of Special Educational Needs where UTC Reading is named on the statement the criteria will be applied in the order set out in the remainder of the document. Governor JE queried whether this was correct. Other queries were also raised around post 16 students with no advantage being given to resident students moving from year 10 to year 11. The Executive Principal confirmed that further research would be completed to reassure the board. The board agreed that the policy could be approved on the proviso that further research around students with special education needs and resident students was completed.</p> <p>The board received the Child Protection and Safeguarding Policy and procedure for approval. The Executive Principal summarised that the policy had been updated in line with DfE guidance. The governors confirmed that the policy was very comprehensive and met all the statutory requirements</p> <p>RESOLVED</p>

	<p>It was resolved that the UTC would remain responsible for the upkeep of their previous policy schedules until the ALET has produced a schedule of policies for the schools and the Trust.</p> <p>It was resolved that the Admissions Procedure was approved on the proviso that the Executive principal would further investigate the procedure around Special Education Needs students being offered a place before other criteria and clarification around resident students.</p> <p>It was resolved to approve the Child Protection and Safeguarding Policy and Procedure.</p>
11.	<p>Pay Committee</p> <p>Resolved under Item 5.</p>
12.	<p>Risk Register</p> <p>The board received the Risk register which had been reformatted with high level risks transferred to enable the leadership to focus on key risks.</p> <p>The governors discussed the low level risks that had been retained which include the economic status, the new leadership team, insufficient funding provided by the EFA and whether Financial Systems could bot retrieve data in the event of a disaster. A discussion ensued around whether there was a requirement for a disaster recovery plan and where would teaching take place if the UTC was not available. The Executive Principal confirmed that neighbouring schools would assist along with the Local Authority.</p> <p>RESOLVED</p> <p>It was resolved to receive the risk register for review and discussion.</p>
13.	<p>Next meetings:</p> <p>Tuesday 21.November.2017</p> <p>Tuesday 6.March.2018</p> <p>Tuesday 26.June.2018</p>


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CHAIR OF THE MEETING

21/11/17
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DATE

