

## Minutes

### UTC READING

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

**Date:** 21 November 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 21<sup>st</sup> November 2017, commencing at 5.30 pm.

**Present:** David Kilshaw (DK) (2/2) (Chair); Joanne Harper (JH) (2/2) (Executive Principal); Jonathan Nicholls (JN) (2/2) (Principal); Paul Newman (PN) (2/2); Martin Dix (MD) (2/2); Jamie Thompson (JT) (2/2); Sarah Clark (SC)(2/2); 1); Jonathan Ebel (JE) (2/2)

**In attendance:** Heledd Walker (HW), Clerk, Activate Learning Education Trust  
Tanya Piek, Teacher (Item 7)

**Apologies:** Sarah Marston (SM) (1/2)

**Meeting Start Time: 5:30pm**

<b>1.</b>	<p><b>Apologies:</b></p> <p>The local governing body received and accepted apologies from governor SM.</p>
<b>2.</b>	<p><b>Declaration of interests, gifts and hospitality</b></p> <p>Paul Newman is employed by Activate Learning, the provider of group services. JN informed the members that he had attended St James's palace.</p>
<b>3.</b>	<p><b>Minutes</b></p> <p>The minutes of the meeting on 10<sup>th</sup> October 2017, having previously been circulated to all members were agreed to be an accurate record of the meeting. All members were in agreement.</p>
<b>4.</b>	<p><b>Matters arising</b></p> <p>The governors discussed the matters arising and agreed the following updates to actions;</p> <ul style="list-style-type: none"> <li>• 1. Long Term Estates Plan – Complete</li> <li>• 2. Training Link – Complete - Remove</li> <li>• 3. Glossary of Terms – Complete</li> <li>• 4. Chair and Members of Finance and Resources Committee – Complete -</li> </ul>

Remove

- 5. Link Governor Visits – Ongoing
- 6. Admission Procedure Queries – Complete

The members received the requested Long Term plans for Estates document, which had been previously circulated.

JH gave an overview that the UTC had been prudent since it opened in ensuring that it had a surplus each year to pay for longer term building projects. The plan details how the longer term building needs. PN queried whether there is any scope of extending the school, it was confirmed that there is a possibility to increase with an additional upper floor but not outwards. The governors discussed some of the upcoming requirements and their approximate costs, it was agreed that replacing the servers would possibly cost more than the estimated cost in the document. It was agreed that the plan was a great standard start which now requires some refinement making it specifically relevant to the UTC. Discussions ensued around the available cash at the bank. MD commented that some of the items in the plan are still under warranty, which would have to expire first.

**RESOLVED**

**A – To refine the plan by the LGB meeting on 26.06.18**

It was resolved to receive the Long Term Plans for Estates.

It was resolved to receive a refined plan at the June LGB meeting

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

The governors were asked whether there were any further volunteers to join the Finance and Resource Committee. Any interests should be emailed to the Chair and Clerk.

The Local Governing Body was reminded that there are currently 3 governor vacancies. Discussions ensued around the possible links the governors have to attract more governors, it was agreed that any nominations would be emailed to the Chair and Clerk.

5.

Governor SC discussed a course that had been discontinued. A discussion ensued around the reason as to why the course was discontinued. JH advised the governors that the course had been marked down due to an issue with the software, which was being appealed along with a formal complaint from JN. Nationally, the course had a very low pass rate. It was agreed that governors MD and SC would visit the UTC in their link roles to discuss the Development Plan key priority area of teaching and learning in line with the schedule of business.

**RESOLVED**

**A LGB suggested nominations should be emailed to the Chair and Clerk.**

It was resolved that the governors would email the Chair and Clerk with any suggested nominations for the three vacancies on the Local Governing Body.

It was resolved that the Link Governors for Teaching and Learning would visit the UTC.

<p>6.</p>	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• <b>Academies Financial Handbook</b> The governors received the Department for Education’s updated Academies Financial Handbook for information.</li> <li>• <b>A Guide to Acronyms</b> The governors received the Guide to School acronyms document.</li> <li>• <b>Governance Newsletter</b> The governors received a copy of the Governance Newsletter which had also been circulated by email.</li> </ul> <p><b>RESOLVED</b></p> <p>It was resolved to receive the Department for Education’s updated Academies Financial Handbook for information.</p> <p>It was resolved to receive “A Guide to Acronyms” document.</p> <p>It was resolved to receive a copy of the Governance Newsletter which had previously been circulated by email.</p>
<p>7.</p>	<p><b>Quality Assurance</b></p> <ul style="list-style-type: none"> <li>• <b>Development Plan Priority – Personal Development, Behaviour and Welfare</b></li> </ul> <p>The governors received the Personal Development, Behaviour and Welfare report, which had previously been circulated to the governors, along with a presentation from Staff Governor JT and TP.</p> <p>The Pastoral team ensure they report and observe the students, they ensure they know the whole person and make sure that they collate reports from teachers, visitors, parents, students and the individuals, along with their own observations. Information from previous schools is also obtained and any incidents noted. The team ensure that any concerns are recorded and acted upon, informing staff and any other 3<sup>rd</sup> party support agencies. Various support strategies have been designed and implemented along with the skills within the team to support the students. The strategies in place are continuously monitored and adapted as necessary. Best practice is shared both within the schools of the Activate Learning Education Trust and outside with neighbouring schools.</p> <p>The presentation highlighted the immense support the students receive from daily interaction by emails, or group discussions, 1:1 mentoring and access to help and advice and access to support during the evenings, weekends and holiday period.</p> <p>The governors heard of the other 3<sup>rd</sup> Party agencies involved which span across Reporting services such as Children’s Services, CAMHS, Public Services such as Thames Valley Police and the NHS and Support Services such as counselling and First Aid provisions.</p> <p>There are many CPD events to ensure staff are up to date with current advice and guidance.</p> <p>During the current academic year, the governors heard of the interventions in place which include an Internal exclusion room, a new leadership structure and new systems in place to record and monitor.</p> <p>The governors heard of the work in place to ensure a smooth transition from the previous schools, this includes reviewing the files and meeting with parents beforehand. Adaptations are made to the tutor groups if the pastoral team feel this is necessary.</p> <p>The governors commended the support that is offered to the students of UTC Reading and thanked the staff for their efforts. Some concern was raised over the support for staff to ensure there is a balance of work and life. The governors heard how the staff have access to coaching sessions either via the senior team or via external sources. There is also access to</p>

sessions around time management, with tricks to save time. Governors asked how much time staff spent supporting pastoral issues versus teaching. JH confirmed that the Senior leadership team were on reduced teaching hours to allow for Pastoral work. JN commented that this area is becoming a larger part in every school. The UTC is looking to further support the Pastoral team, the more complex cases can take hours of work. The governors queried how many cases were currently active, it was confirmed that this varies daily, there are currently a number of Safeguarding cases.

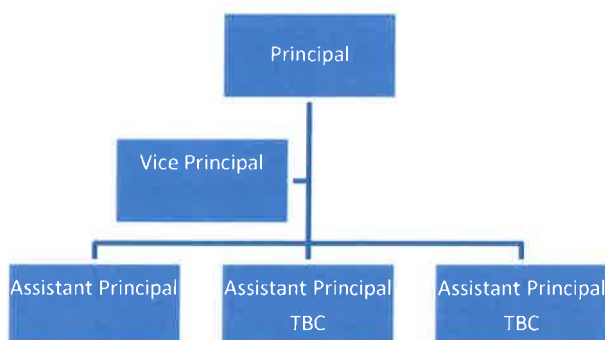
The discussions concluded that the governors were very impressed with the huge amount of work being done at UTC Reading to support the many complex issues that a number of students are experiencing.

### RESOLVED

It was resolved to receive a presentation regarding the Personal Development, Behaviour and Welfare pastoral support that takes place at UTC Reading.

### Principal's Report

The governors received the Principals report which had previously been circulated. An overview was received from JN regarding the recent staffing structure updates, the governors learnt how the UTC had recruited a replacement Vice Principal, an ex RAF Engineer and mathematician who in their current employment leads maths and computing along with being a Raising Standards lead for PiXL.



8.


The governors heard how the structure of the Senior Leadership team had been strengthened as shown in the diagram above to include two additional Assistant Principals (AP). Each AP will have their area of responsibility, namely Teaching, Learning and Assessment; Professional Development, Behaviour and Welfare and Outcomes and data. 10 members of staff had applied for the two roles. The interviews take place on 22<sup>nd</sup> November. Discussions moved to some recent staff turnover whereby the two engineers had left, one had been recruited by Shell, with a significant increase in salary and the other had returned to industry after some trouble settling into the role. Both vacancies are currently being covered with a plan in place up until Christmas. The UTC has access to an ex member of the Royal Mechanical Engineers after the Christmas break until the beginning of July. MD raised some concerns around the impact of the Engineer who has now left will have on the UTC as is currently being replaced with a Mechanical Engineer. The discussion concluded that as at BTEC Level 3, the impact is minimal.

Discussions moved to the UTC's invitation to apply for the World Class School Quality Mark (WCSQM), whereby a team of 6 students were identified and completed a "week in the life of" video at UTC Reading. The students were successful and have been put forward for the next level whereby three students were invited to an assessment day at a school in Leeds where they had to work in collaboration with other WCSQM applicants. They were assessed during

	<p>the day by external world class school assessors. If successful, they will be awarded the World Class Schools Quality Mark at a prestigious event at Cambridge University in December.</p> <p>Other areas of development include the development of a partnership between Oakbank, Maiden Erlegh School and UTC Reading to deliver a multi school professional studies programme to provide a more enriching programme to training teachers.</p> <p>Discussions moved to the attendance of KS5 students whereby 13 are causing a concern. JN updated the governors that each will receive an action plan by the end of the week. PN commented how the implementation of Lockdown training was going. The governors heard how students react to a whistle being blown with all classed being locked and blinds drawn.</p> <p>Further discussions ensued around the subject level analysis with some governors requesting further information, it was agreed that the areas of concern are Business with more challenging students in this group. The discussions concluded that requesting further detail is beyond the scope of the governors and should be dealt with by the SLT and Link governors.</p> <p><b>RESOLVED</b></p> <p>It was resolved to receive the Principals Report.</p>
9.	<p><b>Pay Committee</b></p> <p>The governors received feedback from DK regarding the Pay Committee, confirming this had taken place and the proposals from the Principal had been reviewed and approved.</p> <p><b>RESOLVED</b></p> <p>It was resolved that the local governing board received feedback from the Pay Committee.</p>
10.	<p><b>Working Groups/Advisory Groups</b></p> <p>No working groups had met since the last meeting.</p> <p><b>RESOLVED</b></p> <p>It was resolved that no working groups had met since the last meeting.</p>
11.	<p><b>Policy Review</b></p> <p>The Local governing body received the Policy Review update confirming that since joining the Activate Learning Education Trust multi academy trust, all policies are now the responsibility of the Trust. However via delegated authorities, ALET has produced a schedule of policies that the Trust will be responsible for. Whilst the Trust wide policies continue to be developed and approved as a suite of policies, the UTC is responsible for the upkeep of their previous policy schedule.</p> <p><b>RESOLVED</b></p> <p>It was resolved to receive an update regarding the Policy Review.</p>
12.	<p><b>Finance Committee Feedback</b></p> <p>The governors received feedback from the Finance committee. PN who in his role as VC had chaired the Finance Committee gave an overview to the LGB. The UTC had made an operating surplus of £59k against a £0k budget which was predominantly due to the increase in commercial income from ALET services to UTC Heathrow. The positive pay cost variances were attributable to the teaching cost savings. The overview concluded that the UTC was in a strong financial position.</p>

	<p><b>RESOLVED</b></p> <p>It was resolved to receive feedback from the Finance Committee confirming that the finances were in a strong position.</p>
13.	<p><b>Governor Discipline Committee Feedback</b></p> <p>The local governing body received an update following a recent governor discipline committee. The Chair of the Governors Discipline Committee confirmed that the committee had met and the information presented was very thorough, all the measures in place were evident in the pack. The committee heard evidence from the UTC, however the parents did not attend the committee. After careful consideration of the information received and the questions asked of the UTC, the governors upheld the decision of the Executive Principal to permanently exclude the student.</p> <p><b>RESOLVED</b></p> <p>It was resolved to receive feedback from the Governors Discipline Committee who confirmed that it was decided to uphold the decision of the Executive Principal to permanently exclude the student.</p>
14.	<p><b>Next meetings:</b></p> <p>Tuesday 6.March.2018</p> <p>Tuesday 26.June.2018</p>

**Meeting closed: 7:46pm**

  
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**CHAIR OF THE MEETING**

6/3/18.  
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**DATE**