

Minutes

UTC READING

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

Date: 6th March 2018 **Time:** 5:30pm-7:30pm

Chair: Dave Kilshaw (DK)

MINUTES of a meeting of the UTC Reading Trust Board held at UTC Reading on 6th march 2018, commencing at 5.30 pm.

Present: David Kilshaw (DK) (3/3) (Chair); Joanne Harper (JH) (3/3) (Executive Principal); Jonathan Nicholls (JN) (3/3) (Principal); Paul Newman (PN) (3/3); Martin Dix (MD) (3/3); Sarah Clark (SC)(3/3); Sarah Marston (2/3) Jonathan Ebel (JE) (3/3) Louis Turner (LT) (1/1)

In attendance: Heledd Walker (HW), Clerk, Activate Learning Education Trust.
Neil Pouney (NP), Vice Principal
Jax Snipps (JS), Assistant Principal, Teaching and Learning.

Apologies:

Meeting Start Time: 5:34pm

1.	<p>Apologies:</p> <p>None</p>
2.	<p>Declaration of interests, gifts and hospitality</p> <p>PN is employed by Activate Learning, sponsor and the provider of group services.</p>
3.	<p>Minutes</p> <p>The minutes of the meeting on 6th March 2018, having previously been circulated to all members were agreed to be an accurate record of the meeting and signed by the Chair.</p> <p>All members were in agreement.</p>
4.	<p>Matters arising</p> <p>Jonathan Ebel joined the meeting at 5:39pm</p> <p>The governors received the matters arising report for discussion.</p> <p>It was agreed the completed items can be removed.</p> <p>The following Actions were updated</p>

	<p>2 – Long Term Estates Plan – Action moved to ALET as part of a wider Capital plan</p> <p>3 – Nominations to join the LGB – Action updated to include JH may have links with an Independent School.</p> <p>4 – WCSQM video – Action due to size cannot be circulated, add to website instead.</p> <p>RESOLVED</p> <p>It was resolved to receive the matters arising actions for discussion and update.</p> <p>It was resolved to update the matters arising according to the discussions.</p>
5.	<p>Any other business that has arisen since the circulation of the agenda</p> <p>The governors were informed of the planned term dates for the next academic year 2018-19 which included the plan for inset day to be the same day across the Trust. A multi academy trust (MAT) wide teaching and learning conference will take place on 7th January 2019.</p> <p>The governors were in agreement with the suggested plan.</p> <p>Governors SC and MD, the link governors for outcomes had visited to review the assessment plans and raised the benefits of additional information being available to parents such as an assessment plan, it was noted that these documents are working documents therefore continually being updated. It was concluded that the detailed analysis was very useful and needs to be embedded in a practical solution. Further discussions concluded that some amendments to the current Year 12 inductions were required to ensure students were fully prepared before starting the first unit.</p> <p>RESOLVED</p> <p>It was resolved to receive and approve the planned term dates for the 2018-19 academic year which included a trust wide inset day for Teaching and Learning.</p> <p>It was resolved to receive the link governors visit report for outcomes including an update regarding the additional analysis of outcomes and assessment plans.</p>
6.	<p>Governance</p> <ul style="list-style-type: none"> • Appointment of Staff governor <p>The governors received the resignation from JT, Staff governor. The Chair took the opportunity to thank JT for her commitment to the board during her term of office. The Chair welcomed LT as the new staff governor for UTC R.</p> <ul style="list-style-type: none"> • Compliance Checks <p>Governors were reminded of any outstanding governance forms which need to be returned to the Clerk.</p> <ul style="list-style-type: none"> • Governance update <p>The governors received a Governance update which included GDPR, Gender Pay Gap reporting and the National Funding formulae.</p> <p>The Clerk updated the board regarding the GDPR work taking place and the proposal to the Trust board to appoint JH as the DPO who will work together with the Clerk to implement the regulation which is enforceable from 25th May 2018.</p> <p>It was noted that Activate Learning Education Trust (ALET) currently don't employ over 250 staff and therefore are not required to report the gender pay gap, however with an additional</p>

	<p>school joining in April, the reporting requirement will apply in March 2019. Work is already being done within the Trust to ensure any gaps are closed.</p> <p>JH summarised the National Funding formulae to the board confirming that UTC R has benefitted from this. Over the next 3 years there will be a 10% increase on the base rate which the LA are phasing to reduce the impact on schools that have been receiving above the rate.</p> <p>RESOLVED</p> <p>It was resolved to receive the resignation from JT, staff governor.</p> <p>It was resolved to welcome LT as the new staff governor for UTC R</p> <p>It was resolved that any outstanding governance forms would be returned to the Clerk.</p> <p>It was resolved to receive the Governance update for information.</p>
7.	<p>ALET School Priorities – Update on Progress and Impact:</p> <p>The 2017 Progress Tables are now released and validated. Below are a few measures where the UTC performed less well. A report has been produced to show what has been done in 2017/18 to ensure the results in these areas are better in 2018:</p> <ul style="list-style-type: none"> • Progress 8 is 0-3 classed as average by DfE. The progress in the areas below were lower than other areas: English Business Studies Open Bucket Progress and attainment of those with Higher Attainment <p>We have also identified a risk to performance this year with a change in</p> <ul style="list-style-type: none"> • L3 Technical Qualifications at Post 16 – changes (introduction of examined unit) could lead to potential dip in performance (a key strength of UTC's post – 16) <p>The Chair introduced NP, Vice Principal to the board to present the work being done to improve the results in 2018/19.</p> <p>The governors had previously received a link to a training video regarding progress 8 to give some background understanding.</p> <p>It was considered that English was currently an area of concern with only one student being predicted a 7+. Stretch and challenge had been a focus in the learning walks; therefore interventions were in place to improve this area for the students with higher attainment. Governors raised challenge that the focus should not exclude those with lower attainment. The executive team advised the board that the current student cohort had high prior attainment at the KS2 level therefore there would be criticism if additional interventions were not put in place to ensure those students were also making the eight progress steps. There was discussion that Nationally, students with high attainment are not performing well in English and Maths across all UTC, therefore requiring particular focus. One of the interventions in place was a revision boot camp to boost English. It was concluded that the focus is on all students, however particular concern had been raised that there was not enough stretch and challenge with evidence that for the whole cohort the estimated Progress 8 is -0.519 with English for those with higher prior attainment estimated to be -1.409 Some clarification was requested around the grades and whether a 5 or 4 were considered to be a C. The discussions noted that this year learning institutions are accepting students with grades 9 – 5 thereby concluding that a 5 is being treated as a C. Universities are requesting 5's therefore the UTC has to ensure as many students as possible attain 5 grades. The</p>

	<p>discussions moved to the Business Studies, whereby the predicted grades for 5 and above had increased from 23% last year to 43.5% in the current academic year, although the links with poor English was apparent with students unable to articulate their thoughts and write effectively within the limited time period, progress is closely monitored across the assessment points.</p> <p>RESOLVED</p> <p>It was resolved to receive an update on the progress in place to improve the results for the academic year 2018-19.</p>
8.	<p>Quality Assurance</p> <ul style="list-style-type: none"> • Development Plan Priority – Quality of Teaching, Learning and Assessment – SLT Link and Governor Link – discussion of this area. <p>JS, the senior leadership team link governor presented to the board of the 6 weekly review cycle which chose 10 random students in Year 10 and 12 to complete a survey. Collaborative work was taking place with 4 other Baker Dearing trusts whereby principals would observe 20 lessons and feedback. Teachers were taking part in the Teaching Effectiveness Enhancement Programme (TEEP) and embedding the changes within their lessons. Some of the interventions for Literacy Skills and knowledge included silent reading, practicing long answers and exam questions such as 12 mark questions and improving the skills required for report writing. Independent learning time is also being developed.</p> <p>It was noted that UTC R was applying for teaching school status, highlighting the areas such as great use of technology, being part of PiXL, Continuous Professional Development sessions available to all staff such as the Teacher Effectiveness Enhancement Programme (TEEP) and the employer engagement being embedded in lessons giving additional context to the lessons.</p> <p>The areas planned for improvement include the quality of written work, students taking pride in their work, the quality of feedback to students to ensure they are aiming for aspirational grades, ensuring the lessons are more engaging and motivational, the target and aspirational grades have been added to the students ID badges to assist with focus.</p> <p>The discussions concluded that an external review was in place the following week to verify all the interventions in place.</p> <ul style="list-style-type: none"> • Equality and Diversity Annual Report <p>The governors received the annual equality and diversity report for approval. It was concluded to approve the report.</p> <ul style="list-style-type: none"> • Health and Safety Annual Report <p>The governors received the health and safety audit and action plan which was approved by all.</p> <ul style="list-style-type: none"> • SEND report <p>The governors received the SEND report for approval.</p> <p>RESOLVED</p> <p>It was resolved to receive an update of the Development plan priority, teaching, learning and assessment.</p> <p>It was resolved to approve the annual equality and diversity report.</p> <p>It was resolved to approve the Health and Safety report and Action Plan.</p> <p>It was resolved to approve the SEND report.</p>

9.	<p>Principal's Report</p> <p>The governors received the Principals report for discussion and approval. The Principal summarised areas of the report including the strengthening of the senior leadership team by recruiting two further assistant principals. In order to maintain previous standards during a period of change some adjustments had been made to the Behaviour policy along with some teachers progressing to the Level 3 TEEP programme to ensure the aspirations within the UTC remain high.</p> <p>The governors raised queries around any vacancies, it was confirmed that applications were being received. All vacancies for September 2018 were being advertised through TES.</p> <p>The Internal Exclusion room was proving effective and making an impact with behaviour, work is being done to provide staff with development of behaviour management strategies.</p> <p>RESOLVED</p> <p>It was resolved to receive and approve the Principals report.</p>
10.	<p>Policy Reviews</p> <p>The governors received the updated Behaviour policy for approval.</p> <p>RESOLVED</p> <p>It was resolved to approve the Behaviour policy.</p>
11.	<p>Principals Review</p> <p>This had been completed by JH as line manager with performance reviewed and targets set.</p> <p>RESOLVED</p> <p>It was resolved to receive an update.</p>
12.	<p>Finance Committee Feedback</p> <p>The LGB received feedback from the Finance committee by PN who confirmed that the financial position was positive with the achievement of a higher than planned surplus identified subject to confirmation of the accounting treatment of staff costs. The ability to review capital projects highlighted the positive position with many schools not able to do this.</p> <p>GDPR had been added to the Risk register.</p> <p>RESOLVED</p> <p>It was resolved to receive feedback from the Finance Committee</p>
13.	<p>Next Meeting</p> <p>Tuesday 26th June 2018 – Development Plan Priority – Leadership and Management</p>

Meeting closed: 7:30pm

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CHAIR OF THE MEETING

DAVID KILSHAW

DATE

29/6/18.