

Minutes

UTC Oxfordshire



Meeting:	UTC Oxfordshire Board
Location:	UTC Oxfordshire
Date and time:	Wednesday 18 th October 2017
Chair:	Mark Bodeker
Attendees:	Mark Bodeker (MB) (Chair) (1/1); Philip Waddup (PW) (Vice Chair) (1/1); Owain Johns, Principal (OJ) (1/1); Stephen Houseman (SH) (1/1); Billy McNeil (WM) (1/1); Alex Birkhead (AB) (1/1); Zoe Pooley (ZP) (1/1); Sim Richards (SR) (1/1)
In attendance:	Glen Young, Vice Principal (GY) Julian Sonaike, Group Finance Business Partner (JS) Heledd Walker; Clerk, Activate Learning Education Trust (HW)

Start Time: 5:10pm

1. Apologies for absence

Paul Hogg

2. Declaration of interests, gifts and hospitality

Philip Waddup, works for Activate Learning, the lead sponsor and provider of group services.
Billy McNeil works for RM, a provider of services to UTC Oxfordshire.

3. Minutes of meeting held on 28th June 2017

The minutes of the meeting held on 28th June 2017 were approved as an accurate record of the meeting and signed by the Chair. All members were in agreement.

4. Matters arising

The governors received the Matters arising report for discussion. The actions were updated as follows;

1. Ongoing
2. Complete
3. Complete
4. Part of the agenda
5. Part of the agenda

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

Governor ZP requested to discuss the food provision available to the students. Concerns were raised around the lack of vegetables available on the menu. The Principal confirmed that the leftover food at the end of the day is mainly vegetables. The catering

provision is subsidised by the UTC due to the low numbers. The Principal confirmed that this would be reviewed over the next month and focus given to meal deal options at the monthly management meetings.

RESOLVED

It was resolved that the provision will be reviewed over the coming months with further focus around meal deal options on the agenda of the next management meeting.

6. Governance

- **Compliance Checklist**

Governors were reminded to return their Skills audit and any outstanding declarations of interest forms.

- **Nominations for Chair of Finance and Resources committee**

The board received nominations for governor WM to become the Chair of the Finance and Resources committee

Governor WM left the room at 5:18pm

The governors discussed the benefits and possible conflicts of interest that may arise.

All agreed to approve governor WM as Chair of the Finance and Resources Committee.

- **Membership of the board**

The board was informed of the resignations from Governors Grace Thompson and David Martin. Interest has been received from two potential new governors who will attend the next meeting. Governor ZP raised some challenge around the current diversity of the board, assurances were given that there is a remaining vacancy and the diversity of the board would be considered as part of the recruitment process. The board noted their thanks for the time the resigning governors had given to the UTC.

RESOLVED

It was resolved that any outstanding Skills audits would be returned to the Clerk.

It was resolved that Governor WM was approved as the Chair of the Finance and Resources committee.

It was resolved that two resignations were received and two potential governors would attend the following meeting as nominations. The board noted that the diversity of the board should be considered in any recruitment campaigns.

7. Quality Assurance

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

The Principal confirmed that this is covered in the Principal's report noting the evidence that supports the Grade 2 evaluation as follows;

Year 11

% of L4+ in Maths = 85% (PP70%)

% of L4+ in English = 69% (PP45%)

% of L4+ in English and Maths = 63%

Progress 8 = -0.70 (currently indicative of ASCL figures)

Year 13

A level – 97% A*-C : 100% pass rate

Technical – Average grade = Distinction + - 66% A*-C (equivalent)

Outstanding destinations achieved.

- **Link Governor Areas**

The board received the Link Governor area report which to clarify the discussions that had taken place during the Development day.

The board confirmed the link governors and SLT members as follows;

Area	Leadership Link	Governor Link
Overall Effectiveness	Owain Johns	Mark Bodeker
Effectiveness of leadership and Management	Owain Johns Richard Hurrell	Mark Bodeker Steve Houseman Billy McNeil John Hill
Quality of Teaching, Learning and Assessment	Glen Young	Alex birkhead Paul Hogg Robert McGreevy
Personal Development, Behaviour and Welfare	Iris Ferrier	Zoe Pooley Sim Richards Phil Waddup
Outcomes for Students	Owain Johns	Mark Bodeker Steve Houseman Billy McNeil John Hill
Effectiveness of 16 – 19 Study Programme	Sue lea	Mark Bodeker Steve Houseman Billy McNeil John Hill
Environment and resources	Owain Johns	Mark Bodeker Billy McNeil Phil Waddup

- **Pupil Premium Strategy**

The board received the Pupil Premium Strategy Statement which gives an impact of the Pupil Premium Grant (PPG) expenditure over the last academic year 2016 – 2017 and provides further information as to how the new PPG for 2017-18 will be focused to support the further closing of the gap in achievement between disadvantaged and non-disadvantaged students.

The Principal summarized the purpose of the report to highlight the interventions put in place to close the gap. The governors heard that on entry the gap was 58% which has now been reduced to 24%.

Questions were raised by the governors around the national average figures and future cohort numbers. Clarity was given that this will be a smaller cohort next year with 4 disadvantaged students as opposed to 15. Work has already begun with a parent forum to address behavior and attendance.

RESOLVED

It was resolved to approve the governor and leadership links as discussed at the Development Day.

It was resolved to receive the Pupil Premium Strategy for information and discussion.

8. Principal's Report

The Principal's report was received for discussion and approval. The Principal introduced the new format which includes a data dashboard an overview to allow benchmarking and comparisons with the other academies within the trust. The governors noted the RAG – red, amber green colour rating against the targets.

Discussions ensued around the Student numbers data on page 3, the actual number of students in year 12 being 66 against a target of 90. The governors accepted that this was an ambitious target and requested more clarification around why the 24 students had not chosen the UTC. The Principal confirmed that they had been accepted but had not arrived, some had been swayed by the travel. The chair challenged whether the target of 90 students for post 16 is too ambitious. The Principal confirmed that 32 applications have already been received with 17 confirmed as internal applicants.

It was agreed that the introduction of business studies is positive to increase the offer. The offer will be further promoted during the events on 29th November.

It was agreed that a target of 90 – 100 is realistic with a good argument to suggest that the inclusion of a business studies offer will enhance the offer and add an extra dimension.

Governor ZP raised a query with regards to some of the marketing material which is very male dominated given the requirement to attract more female students. The Principal confirmed further photographs would be requested from marketing to be mindful of the diversity within the photographs. The board were informed that there is a higher number of female students in the current year 10 which is now 27%.

Discussions moved to the effectiveness of leadership and management with the following progress and updates on actions agreed by the governors and implemented.

- Successful governor development day held on 30th September.
- Governor visit template being designed leading to improved focus upon development areas, self-evaluation and informed judgements.
- Business Studies evaluation of KS5 options being considered.
- Alternative curriculum offer focusing upon 'entry level' courses in place for current Y11 course.
- ECDL being successfully delivered in Year 11 with students embracing this appropriate option, with assessments taking place in January 2018.
- Business studies in Year 10 successfully introduced.
- Successful DfE monitoring visit on 28th September.
- UTC Oxfordshire hosting English and Maths conference on 20th October.

Governor AB had visited the UTC to check the SEF judgements, he commented that there was a good evolving system in place with feedback being given. Feedback 5 is used throughout the UTC. He noted that there was evidence of the work done at the governors development day being implemented. Governor AB commented that it would be worth phasing the assessments throughout the day as opposed to the start of the day.

Queries were raised around the relationship with ALET since the move from being a single academy trust SAT to part of the multi academy trust. The Principal confirmed that the UTC is hosting an English and Maths conference, the Principal is now a trustee of the ALET board, fortnightly meetings take place with the CEO of ALET and weekly meetings take place with the Chair.

The board resolved to receive and approve the Principal's report.

RESOLVED

It was resolved to receive and approve the Principal's report.

9. Management Accounts

The board received the Management accounts for the twelve months to 31st August 2017. The board was informed that governor MB and WM had already met with the Principal to review the

numbers and were in agreement.

The Group Finance Business partner summarized to the board that the last financial year was positive with an operating surplus of £141k being achieved. Largely attributable to the transitional funding received and an adjusted pupil number adjustment figure from the EFA. Queries were raised as to whether the bank balance included the Kier retention; the Finance Business Partner confirmed that it was included in the bank balance on the cash flow forecast. Further clarification was requested as to where the retention was included on the balance sheet. JS confirmed that its included in the cash line in the bank and assurances were given that there is enough cash to repay the retention if required.

The Chair noted that at this point in the previous year the estimate was a balanced budget of £1 and requested clarification of how the surplus had been achieved during the year. The Principal confirmed that receiving the transitional funding grant of £200k had enabled the UTC to achieve a surplus. The grant enabled the UTC to be proactive with staff planning and recruitment with teachers in post by the beginning of September. The board were informed that the UTC is now eligible for the next transitional funding grant, although certain conditions to apply.

Governor SH requested clarification as to how much had been set aside for maintenance in the current year's budget. JS gave assurances to the board that last year's figures were being used to project for the current year although it is a cautious budget.

Discussions moved to the income stream for the gym facilities with clarification requested around the membership figures. Some members have moved to other facilities due to increased space though a reduced offer, an increase in personal training has become evident in the figures, membership is now taken by direct debit therefore providing a steady income stream. The governors challenged what was in place to ensure this income continues. Assurances were given by the principal that week end bookings and half term bookings are becoming more popular with consideration being given to employing a student for lock ups.

Further questions were raised around the transitional funding and whether there is a time frame in which it has to be spent. The Chair clarified that the transitional funding will be received over the next three years with the proviso that it is spent wisely to gain maximum value to improve the UTC.

The discussions concluded that the board received the management accounts for information.

JS left the meeting at 6:01pm

RESOLVED

It was resolved to receive the management accounts to the year-end of 31st August 2017 for information.

10. Policy Review

The Principal referred to the Policy adoption and renewals noted in the Principal's report. The following policies are due for review on 1st November 2017.

- Behaviour for Learning Policy
- SEND Policy
- Safeguarding Policy
- E Safety and Social Media Policy
- Assessment Policy
- Literacy Policy

RESOLVED

It was resolved that the above policies are due for renewal on 1st November.

11. Pay Committee

Volunteers were requested to be part of the Pay Committee to review the progress against objectives to achieve a 1% pay award.

RESOLVED

It was resolved that the Chair, Governor ZP and Governor AB would take part in the Pay Committee.

12. Risk Register

The board received the risk register for information. Further review would take place at the Finance and Resources committee meeting in November. The board noted that 4 risks had reduced from red to amber. The retention of good staff remains a risk.

Discussions moved to the risk around the building not being completed to the high standard expected. It was confirmed that discussions are on-going, all the issues are now manageable with the possibility of the risks being moved to a longer term maintenance plan. It was confirmed that there is a 6 year guarantee.

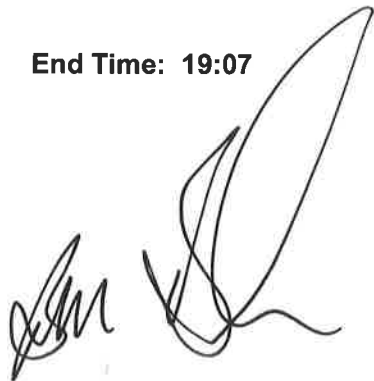
RESOLVED

It was resolved to receive the Risk register for information. Further review will take place at the Finance and Resources committee in November.

13. Next meetings

- Wednesday 22nd November 2017
- Wednesday 7th March 2017
- Wednesday 27th June 2017

End Time: 19:07

A handwritten signature in black ink, consisting of several loops and a long, sweeping tail that extends upwards and to the right.

22 November 2017