

Minutes

UTC Oxfordshire Trust



Meeting:	UTC Oxfordshire Trust Board
Location:	UTC Oxfordshire
Date and time:	Wednesday 7 th December 2016
Chair:	Lee Nicholls
Attendees:	Lee Nicholls (Chair); Philip Waddup (Vice Chair); Mark Bodeker; Owain Johns; Zoe Pooley; Grace Thompson; Steve Houseman; Alex Birkhead; David Martin
In attendance:	Sue Lea Vice Principal, UTC Oxfordshire Sim Richards – Engineering Teacher Heledd Walker (Group Compliance Administrator, Activate Learning)

1. Apologies for absence

Billy McNeil; Paul Hogg

2. Declaration of interests, gifts and hospitality

Lee Nicholls and Philip Waddup, work 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 19th October 2016.

The minutes of the meeting were approved

4. Matters arising

None

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

The principal informed the board that an overseas trip is planned to CERN - Switzerland before the next board meeting in March and governor approval is required. Following reassurance from the principal that all appropriate risk assessments are in place, the governors approved the trip.

RESOLVED

To approve the trip to CERN, Switzerland.

6. Governance

The chair summarised to the board that during the last Board meeting a resolution in principle was made to integrate with Activate Learning Education Trust (ALET) with a final decision and resolution due at the December 2016 board meeting.

The Board received the consultation report for the consultation process which took place between

31st October to 2nd December 2016 for the proposal for UTC Oxfordshire to join the Activate Learning Education Trust (ALET). Leaflets were distributed to the 558 stakeholders which included the students, parents, staff and employer and academic partners. An email address, dedicated telephone number and feedback page on the UTC website was set up. In addition to this a staff briefing was held on 31st October and a student briefing on 1st November with an informal drop in session held for parents, carers, employer and academic partners.

Of the 558 stakeholders, responses were received from 14, equating to 2.5% response rate. Of the 2.5% responses received, 6 (overall 1.08%) were in favour and 8 (overall 1.43%) were not in favour of the decision. The 8 stakeholders were 5 staff members, 2 parents or carers and 1 academic partner.

A discussion ensued around the possible reasons for those that were not in favour of the integration proposal and the details of the consultation process. As there were no comments made by the respondents, it is difficult to establish the reasons. Concerns were raised over the next steps given that 8 stakeholders were not in favour of the integration and that 5 of these were staff.

As discussions drew to a close, three options to move forward were presented.

1. Move ahead to a full resolution with the Principal picking up any issues.
2. Make the full resolution on the proviso that there are no issues.
3. No resolution and conduct a further opportunity for a staff consultation after the meeting

The governors voted as follows

Option 1 – 3 votes

Option 2 – 1 vote

Option 3 – 5 votes

RESOLVED

It was resolved to conduct a further opportunity for staff consultation after the meeting.

Meeting Postscript.

All UTC Oxfordshire staff were provided with an update on the consultation process and responses made.

UTC Oxfordshire staff were given a further opportunity to raise points at an additional staff meeting or privately with either the Principal or Chair of Governors, at designated time slots.

No staff responded with any further views either during or after the meeting, either verbally or in writing.

It was therefore proposed that the board considers the following further resolution:

“Based on an assessment of the outcomes of the consultation exercise, the board approves the motion to move an in principle agreement to integrate, to a full agreement to integrate with the Activate Learning Education Trust MAT, under the arrangements set out in the governance plan agreed by the ALET board in October 2016”.

RESOLVED

This resolution was passed unanimously via an email vote concluded by 21st December 2016.

7. Governance update

- a) Sim Richards, Engineering Teacher attended the meeting as an observer with the potential of becoming a staff governor.
- b) The governors were reminded of their duties to complete both the Prevent and Safeguarding online training.

RESOLVED

It was resolved to appoint the staff governor at the next meeting.
Governors would complete both the Safeguarding and Prevent online training.

8. Quality Assurance.

The Board received an update on the governor link areas of the development plan. The governors linked to Safeguarding were confirmed as Zoe Pooley and Grace Thompson. Zoe Pooley had met twice with Sue Lea, firstly to review and audit the safeguarding procedures and secondly to action a safeguarding audit. The board thanked Zoe for the work she has completed around safeguarding.

A number of policies were discussed as having been reviewed for approval by the governors, it was resolved to have policy review as a standard item on the agendas with an action to share the UTC Reading policy spreadsheet template with Sue Lea. Key statutory policies should be approved at the upcoming March and July board meetings.

RESOLVED

To add policies as a standard item on the agenda
To share the UTC Reading policy spreadsheet template with Sue Lea.

9. Principals Report

The Board received the Principal's report of progress towards targets and current performance. Discussions ensued around recruitment in year 3, with interest being buoyant and successful numbers attending open events. Year 10 applicants are currently oversubscribed. Governors were reassured that it is anticipated that the over recruitment can be staffed by the current staff in place.

RESOLVED

To receive and approve the Principals report.
To note the agreed target for the new qualifications as
To agree and approve the academic target for the new grade GCSE's of 70% 4+ and above for English and Maths
To agree and approve the academic target for the new grade GCSE's of 50% 5+ English and Maths

10. Report from Finance Committee

The chair of the Finance and Resources committee summarised to the board what had been discussed and recommended for approval during the Committee meeting. The management accounts are in surplus which is slightly misleading as there are fewer pupils; therefore a claw back is due, resulting in balancing prudent spending without affecting learning. The completion of the building debate is still ongoing with retention of £156k set aside.

The balance sheet looks healthy although it does include the retention figure. It was confirmed that at the time of writing the Audit Completion report, and subject to the satisfactory conclusion of the remaining audit work it is anticipated to receive an unqualified opinion with no misrepresentation or significant errors. There were a number of disclosure amendments which included; physical signature of journal entries, income recognition in the correct year and some adjustments in respect of ensuring compliance with FRS102.

RESOLVED

It was resolved to sign the audit representation letter as recommended.

11. Feedback from Pay Committee

The Pay Committee recommended adopting the recommendations made by the Principal for incremental progression based on performance reviews. Additionally the full meeting of the board of governors resolved to approve a 1% pay award for all staff.

RESOLVED

It was resolved to approve the recommendations made by the Principal for incremental progression based on performance reviews.

It was resolved to approve a 1% pay award for all staff.

12. Preparations for consideration of Principal's review and pay award

Volunteers were requested for the upcoming Principal's review and pay award meeting.

RESOLVED

Mark Bodeker and Stephen Houseman volunteered to attend the Principal's review meeting.

The Group Compliance Administrator would confirm the date of the Principal's review and pay award, preferably before the end of January 2017.

13. Next meeting:

Wednesday 8th March 2017.

A handwritten signature in black ink, appearing to read 'J. Bodeker', followed by a period.