

Minutes

UTC Oxfordshire



Meeting:	UTC Oxfordshire Board
Location:	UTC Oxfordshire
Date and time:	Wednesday 28 th June 2017
Chair:	Lee Nicholls
Attendees:	Lee Nicholls (Chair); Philip Waddup (Vice Chair); Mark Bodeker; Owain Johns; Zoe Pooley; Grace Thompson; Alex Birkhead; Billy McNeil; Paul Hogg; Stephen Houseman, Sim Richards
In attendance:	Sue Lea Vice Principal, UTC Oxfordshire Glen Young Heledd Walker; Group Compliance Administrator, Activate Learning

Start Time: 17:08

1. Apologies for absence

David Martin

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 8th March 2017

The minutes of the meeting held on 8th March 2017 were approved as an accurate record of the meeting and signed by the Chair. All members were in agreement.

4. Matters arising

The board members reviewed the resolutions from the previous meeting and agreed there were no updates apart from the training update which will be covered under item 7a.

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

Alex Birkhead - To consider the Apprenticeship points

Owain Johns - Dfe report will be considered under the Quality Assurance item.

6. Governance

- a) The chair updated all members that since the last board meeting on 8th March 2017, UTC Oxfordshire Trust would be dissolved and officially become part of the Activate Education Trust multi academy trust along with UTC Reading Trust.

- b) All members were informed that there would be a separate meeting at the end of this meeting to officially dissolve the Trust and receive signed resignations from the directors of UTC Oxfordshire Trust.
- c) The Chair reminded the members of the request for expressions of interest that had been sent to all governors for a new independent Chair of the Local Governing Body – UTC Oxfordshire from the beginning of the next academic year. An expression of interest had been received from Mark Bodeker.

17:16 – Governor MB leaves the room.

The members discussed the expression of interest received from MB and unanimously agreed that MB should be nominated for the role of chair.

Governor GT proposed the nomination of MB as chair to the local governing board and governor PH seconded this.

The Chair also noted that a new vice chair and a chair of the finance and resources committee would be required by the 22nd November 2017.

17:20 – MB returns to the room.

MB was informed that he had been successfully nominated as chair pending the approval at the Activate learning Education Trust board meeting on 11th July 2017.

RESOLVED

It was resolved to nominate governor MB as chair to Local Governing Body – UTC Oxfordshire from the beginning of the upcoming academic year pending the approval at the Activate Learning Education Trust board meeting on 11th July 2017.

It was resolved that expressions of interest for the role of vice chair and chair of the Finance and resources committee should be sent to the Clerk.

7. Governance update

- a) Training update
The governors were reminded of the mandatory training required for safeguarding and Prevent and reminded who had not yet completed this training.
- b) Registers of Interest update
The governors were reminded of the mandatory requirement to complete the declaration of interest forms.

RESOLVED

It was resolved that all governors would complete the mandatory safeguarding and prevent training and update the declaration of Interest forms.

8. Quality Assurance – Confidential Minutes

9. Principal's Report

The governors received the Principal's Report for discussion and approval. The Principal summarized the recommendations within the report to adopt some revised policies and adopt the Pupil Premium report.

The governors challenged the Principal around the recruitment figures for Year 10 and what was being done to increase the student numbers and achieve the target of 100 students. The

Principal confirmed that the Pupil Allocation number was 120 and 120 offers had been made. Currently 97 students attended the induction day on 13th June and several keep warm events are planned over the summer. The current variance to target is -3 and careful management and monitoring is underway to ensure no late withdrawals. Other events are taking place to continue the promotion of UTC Oxfordshire.

The governors challenged the confidence in the 6th form numbers. The Principal confirmed that this was the first year that internal recruitment is taking place from Year 11, therefore the perceived perception is based on exam confidence. Strong outcomes are being achieved with the new GCSE's in English and Math's and good progress has been made with the interventions boosters giving more confidence to the possible internal recruitment from Year 11, although currently there is still a negative variance to target of -20.

Discussions moved to the UTC's curriculum offer for Year 4 onwards. The Principal advised the board that a stronger curriculum offer was required to attract students to increase the growth to capacity at the point in Year 4 where the startup funds and transitional funding decreases. The Principal recommended that an option to consider would be the introduction of Business Studies and English at A level/Level 3 and also to consider apprentice provider training. The governors challenged whether it would be more appropriate to increase the Science offer to keep in line with the UTC's specialism. A number of the Governors confirmed that Geography was considered a science in the Universities. The discussion concluded that this would be considered when reviewing the offer in the autumn term.

The governors raised some challenge over the data contained within the Pupil Premium report, querying whether the number of pupil premium students within the UTC was average, above average or below average. The Principal confirmed that resulting from comparisons made with local schools, these figures are currently above average. The governor's challenged further around what is the impact when comparing outcomes and was reassured by the Principal that current data indicates that all interventions are resulting in positive impact by reducing the gap. The Chair concluded that the report should be updated to include additional comparisons summarising that the sum of money spent was X, the original gap was Y and the outcome of the money spent has resulted in the improved gap of Z. The board received a Special Educational Needs and Disabilities (SEND) handout to cross reference with the Pupil Premium data. The Principal summarised that the data showed 4 students with profile gaps and the difference being made. The governors queries when did the students joined and challenged why one data line showed a decrease. The Principal assured the governors that this particular student was experiencing a lot of difficulties which shows the accuracy of the data. The governors challenged the information further stating that the report should include the proportion of pupil premium students in the school, how the grant had been spent and has the expenditure demonstrated success in closing the progress and attainment gap? The governors requested a set of KPI's enabling them to glance at the data. Further clarification was requested by the governors around the national data. The Principal confirmed that further analysis would be available at the next meeting.

The governors reviewed the results of the recent survey with challenge around the 71% achieved for bullying being effectively dealt with. The Principal clarified that this result was based on 2%. It was concluded that the negatives should be shown differently as the data doesn't reflect the true perception, with only 2% experiencing any bullying.

The governors requested that previous year's data should be shown in brackets with regards to attendance etc.

The Principal noted that some of the additional funding had been used as continued staff INSET to support the development of learning dialogues in a "feedback five" format using One Note which had involved some "how to" sessions as well as department planning for September readiness, a revolution in the Engineering department.

Praise was given by the Chair and Governors to the leadership and management of UTC Oxfordshire when considering the milestones achieved in a relatively short period of time from January 2012 whereby a Strategic local review identified Science and Engineering as shortage areas and the need for a UTC to the most recent milestones of the UTC receiving its first exam results in Yr 11 and 13 in August 2017 and in September 2017 whereby the 3rd co-hort of students join the UTC.

RESOLVED

It was resolved that the careful management and monitoring of student numbers would continue over the summer months to minimize the risk of late withdrawals.

It was resolved that the introduction of Geography as part of the Science offer would be considered in the autumn term.

It was resolved that the Pupil Premium report would be reviewed and updated for the next meeting.

It was resolved that the previous year's data should be shown in brackets as a comparison.

10. Policies to be reviewed and approved by governors

The governors received a number of policies to be approved during the meeting. The Chair challenged the process of approving the policies being presented and the board were reminded of the process of approving policies, whereby the link governor must have adequate time to review the policy with the final before it is presented to the board.. As there is an urgent requirement that the policies are agreed and adopted by 14th July 2017 it was agreed that individual link governors would review the policies, advise of any amendments and circulate via email. The policies would be approved by email if everyone was in agreement.

RESOLVED

It was resolved that due to the urgent requirement to have some policies in place by 14th July 2017, it was agreed that the link governors would review the policies and provide any amendment feedback. Once any amendments made, the policies could be approved by email.

11. Feedback from Finance Committee

The Chair of the Finance and Resources committee provided a verbal summary to the board, confirming that a revised forecast had been received giving a more optimistic view of potential numbers, therefore producing a balanced budget. The governors challenged why there had been a change and could they be certain that this was realistic. The principal confirmed that he had consulted with other colleagues and aligned the data. The board were satisfied with the outcome and agreed the balanced budget could be recommended to the Activate Learning Education Trust board for approval.

The board were informed of the challenges ahead which include considering a broader curriculum and a plan for year 5 when the funding comes to an end. The Kier retention has not yet been resolved although a Design Consultant will now review how much it will cost to rectify the issues and a decision will be made to pay the difference.

The Risk register was reviewed with no significant changes reported.,

RESOLVED

The board received a verbal summary from the Chair to the Finance and Resources committee. The board resolved to recommend the balanced budget to the Activate Learning Education Trust board for approval.

The board resolved that a Design Consultant would review the defects by Kier and the cost it would incur to rectify, the difference between this and the retention could then be paid.

12. Cycle of Meetings and Calendar of Business for 2017/18

The board received the Cycle of Meetings and Calendar of Business for 2017/18.

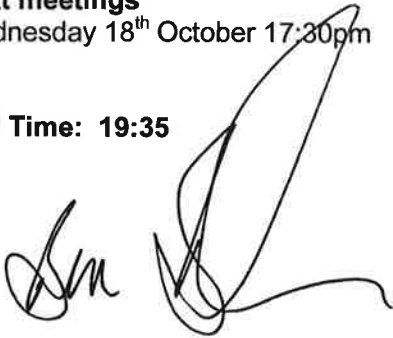
RESOVLED

The board received the Cycle of Meetings and Calendar of Business for 2017/18.

13. Next meetings

Wednesday 18th October 17:30pm

End Time: 19:35

Two handwritten signatures in black ink. The first signature is on the left and the second is on the right, overlapping slightly.

18 / 10 / 2017 .

