

Minutes

UTC Oxfordshire



Meeting:	UTC Oxfordshire Board
Location:	UTC Oxfordshire
Date and time:	Wednesday 22 nd November 2017
Chair:	Mark Bodeker
Attendees:	Mark Bodeker (MB) (Chair) (2/2); Owain Johns, Principal (OJ) (2/2); Stephen Houseman (SH) (2/2); Billy McNeil (WM) (2/2); Alex Birkhead (AB) (2/2); Zoe Pooley (ZP) (2/2); Sim Richards (SR) (2/2); Robert McGreevy (RM) (1/1); John Hill (JH) (1/1)
In attendance:	Iris Ferrier, Assistant Head – BPDW Coordinator (IF) Heledd Walker; Clerk, Activate Learning Education Trust (HW)
Apologies	Paul Hogg (PH), 0/2 Philip Waddup (PW) (Vice Chair) (1/2);

Start Time: 5:10pm

1. Apologies for absence

Paul Hogg
Philip Waddup

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 18th October 2017

The minutes of the meeting held on 18th October 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. Action - Complete
2. Action - Complete
3. Action - Ongoing
4. Action - Complete
5. Action – Ongoing

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

The board received the resignation of parent governor AB who is leaving as his daughter has left UTC therefore no a parent governor.

The board received the resignation of governor PH

The board noted their thanks to both PH and AB for their time and commitment and wished them well for the future.

Further to Governor ZP queries around Healthier nutrition for UTC Oxfordshire learners, the Principal informed the board of a Wellbeing event which had taken place with the aim to improve nutrition. The research concluded that the provision would be amended to include one or more "healthier cakes" recipe, stocking Boka bars, a low sugar oat bar in place of sweet treats; stocking sugar-free versions of Tango, 7-Up and Pepsi. The UTC are also going to trial a brand of UGLY water (naturally sugar-free and flavoured with the extract of fruit oil). A porridge trial will take place for one week with appealing toppings to gauge response. In addition to this the Chef has expressed an interest in attending a Chef's Nutrition Training Course and possibly a Nutrition VR2 Level 2 qualification to deepen nutrition understanding which can be applied to the pupil café at UTC Oxfordshire.

RESOLVED

The board resolved to accept the resignations from Governors PH and AB

The board received information regarding the Wellbeing event which had taken place at UTC Oxfordshire following Governor ZP's queries with regards to nutrition.

6. Governance update

The board received an introduction from two new nominated governors JH and RM. Following the introduction and discussions regarding their experience and background, the board resolved to approve the governors as part of the LGB.

The members were informed that there is now a vacancy on the Finance committee and were asked whether there were any volunteers to attend this board. Governor RM volunteered to join this committee. The board agreed that RM would be an asset to the committee and approved the appointment.

The board received the document "A guide to Acronyms" for information.

RESOLVED

The board resolved to approve the appointment of Governors JH and RM.

The board invited volunteers for the vacancy on the Finance Committee. It was resolved to approve governor RM as a member of the Finance Committee.

The board resolved to receive the guidance document "A guide to acronyms".

7. Quality Assurance

- **Development Plan Priorities – Personal Development Behaviour and Welfare.**

The board received a presentation from the Pastoral and Safeguarding Coordinator IF summarising the interventions in place to support students within UTC Oxfordshire. IF described how students are monitored on a daily basis based on their safety, as this can fluctuate with the huge variety of complex needs such as looked after children, depression, anxiety, OCD, Violence in the home and drugs. Each student is red, amber, green rated.

The team work with the students to raise their aspirations and find something that becomes a goal for them linked to possible work experience, the team is continuously researching avenues

for the students.

The UTC has a higher number of home schooled students this academic year who have presented difficulties adjusting back into a mainstream setting and how to discuss what they have read or seen. They are being supported by a mentor.

Other interventions include the introduction of a Spirit programme which is also linked to staff training, the purpose is to provide extra support for Drug and alcohol abuse, Exam stress, Sex education and Child sexual exploitation. A parent forum has also been established to open up discussions around various topics, these are held both in the morning and evening to meet the needs of parents.

Governors commented that the detail of the support given by UTC Oxfordshire is outstanding as many other would under report in this area. Other governors commented that although this area is very challenging the support given to the students is very positive. The governors noted how the academy has to show progression and spends more on funding the support that is received through the Pupil Premium grant. Other governors raised concerns around the impact on the staff and how are they being supported. IF confirmed that she speaks to all the staff involved in supporting the students allowing them to offload any concerns. Others raised queries around the limits for support. OJ confirmed that other strategies are being investigated alongside the one to ones, such as building resilience, to empower the students to help themselves. Governors commented that there are such complex dynamics in such a transformational time in the students' lives. Governors raised questions around confidence that staff will identify the risk correctly. The discussions concluded that a lot of impressive work is undertaken at UTC Oxfordshire to equip the students to deal with difficulties that arise in life and to stop the vulnerabilities affecting their academic outcomes.

Personal Development, Behaviour and Welfare Link Governor ZP, attended the UTC as part of the governor development visits. The aims of the visit were to gain a better understanding of lessons, conduct in lessons and working relationships and to observe break time conduct and staff interaction. Governor ZP summarised that during the visit, the UTC was very calm and orderly, there was an upbeat atmosphere and teaching staff were interacting with students positively during break times.

RESOLVED

It was resolved that the board received a presentation on the key development plan priority area – Personal Development, Behaviour and Welfare.

It was resolved that the board received the record of activity from the link governors from their UTC visits along with an update from the link governor of the development plan priority area – Personal Development, Behaviour and Welfare.

8. Principal's Report

The board received the Principal's report which included the data overview for the UTC. The governors discussed the targets in the data overview, extract as follows;

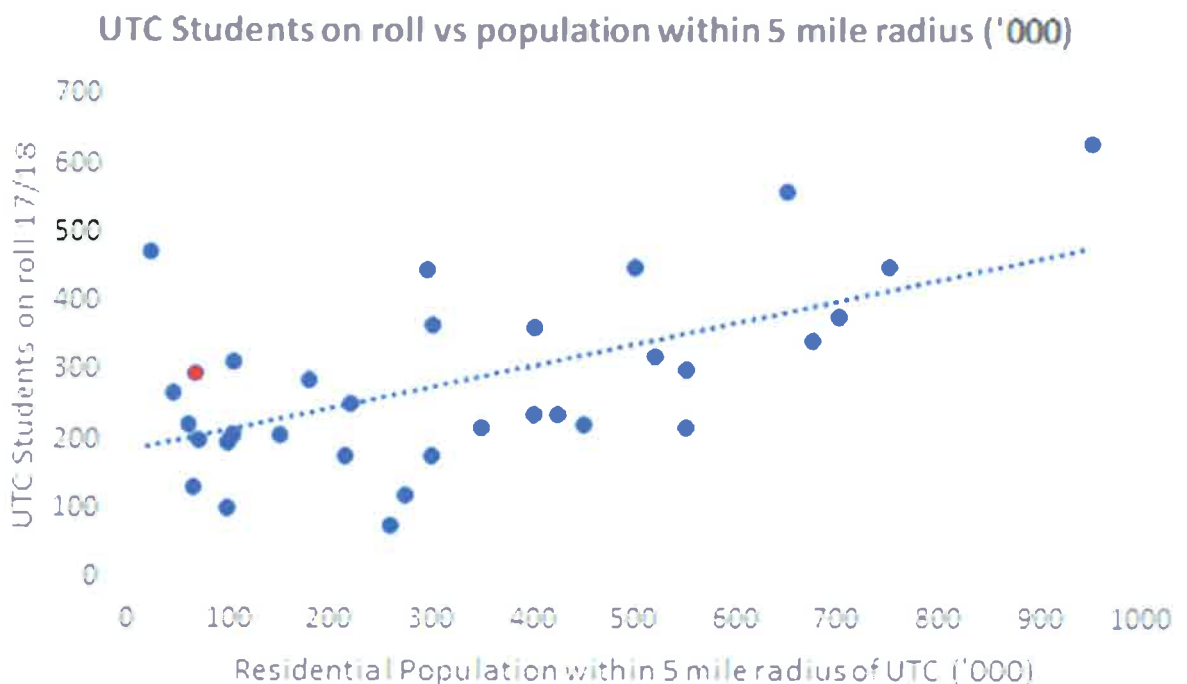
Strategic Priorities	Measure	Target	Actual	RAG	Comments
Outcomes	Year 11 percentage 4+ in English and Math	70%	68%		Based on Year 10 end of year PPE's
	Year 11 percentage 4+ in English and Maths – disadvantaged	50%	23%		Based on Year 10 end of year PPE's

	Year 11 percentage 5+ in English and Maths	50%	35%		Based on Year 10 end of year PPE's
	Year 11 percentage 5+ in English and Maths – disadvantaged	30%	15%		Based on Year 10 end of year PPE's

The governors queried the data, asking where the actual figures had been obtained. OJ confirmed that these were the actual results achieved at the end of Year 10. Discussions moved to comparisons with National averages then concluded that all members were in agreement to approve the targets.

The Chair congratulated OJ on behalf of the board for all the work invested into the recruitment campaigns. The 4 open events held had resulted in the Local Authority receiving 151 applicants for Year 10 in September 2018. Given that the pupil allocation number (PAN) is 150, this is extremely positive. Further work is being done within the UTC to model supply and demand scenarios with 5 or 6 groups. It was noted that a recent inspection from an external verifier from **BDT** had confirmed that UTC Oxfordshire had the best increase in students on roll for all the UTC's that opened in 2015.

The board discussed how the predicted student numbers for 2018/19 of 140 in Year 10, 110 in Year 11, 80 in year 12 and 55 in year 13. This would result in an additional income of £475k.



The Principal referred to the diagram above which shows the number of students at UTC's compared with how many people live within a 5 mile radius of the UTC, which is considered to be the average distance travelled by UTC Students. The National average is half of this distance.

Any UTC's above the line of best fit are achieving education outcomes and employer engagement. UTC Oxfordshire is highlighted as the "red dot". This confirmed that UTC Oxfordshire is in the top quartile of other UTC's.

Governors raised questions around the predicted maximum capacity for the UTC. The discussions that ensued confirmed that the UTC is built to fit 600 students, however the maximum capacity anticipated would be 485 students.

Further recruitment events are planned for the 6th form. OJ confirmed that strong interest has been received following the effective advertising of the provisions.

The governors noted the work which had been done around Leadership and Management since the last DfE visit including;

- Computer Science curriculum models have been investigated and booster English and Maths in place for identified co-hort.
- Alternative provisions for students are being scoped for Bike maintenance and training.
- Year 12 PPD to start after Christmas.
- Staff attended the PIXL conference and collaboration work with ALET academies taking place to build on effective practice.
- OJ attended the OSHA Head teacher Conference.
- OJ is a member of the ALET Trust board
- Business Studies recruitment has started with advertising in place. The Course will be launched at the 6th form Open Evening.
- Three link governors have attended the UTC focusing on Teaching and Learning and Behaviour and Welfare areas.

The board received an update from Vice Principal GY, summarising the work achieved in the area of Quality of Teaching and Learning. An inset day has been organized for January for discussion and sharing of good practice. The governors raised questions as to whether staff are engaged with this and who contributes to the events. It was confirmed that all staff are engaged with a healthy discussion by all. A governor had attended the UTC and found a calm atmosphere, on the whole all students seemed to be engaged apart from some in a lower Maths group. Queries were raised for consideration to be given as to whether the continuous observations were beneficial or whether staff felt it was a continuous test.

The discussions moved to the progress since the last meeting in the area of Specialisms and local strategy. The following Employer led activities have taken place.

- Air Products ELP launched for Year 10 and 12, working with 2 representatives, one of which is a chemical engineer. During the project, they are given a demonstration of liquid nitrogen and hydrogen cars. 5-6 representatives will be judging the final presentation.
- Year 13 drone – Themed ELP successfully launched. An enthusiastic parent and a world famous pilot Tom Smith have agreed to judge the event.
- Governor SH from BMW led another skills workshop, preparing learners for aptitude tests and skills-based evaluations.
- Royal Academy – Stem initiatives at SBS

RESOLVED

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

It was resolved that all were in agreement to approve the Year 11 English and Maths targets.

9. Pay Committee

Governors MB, ZP, and AB attended the Pay Committee on 10th November and received OJ's

proposals. They considered the salary uplifts and any significant progression and felt that it was sensible and proportionate and therefore approved.

RESOLVED

The board resolved to receive the feedback and recommendations from the Pay Committee.

10. Policy Review

The board received the Policy Review update indicating the plan to harmonise the policies throughout the Activate learning education trust.

RESOLVED

The board resolved to receive the update of the policy review.

11. Preparations for consideration of Principals review and Pay award

The local governing body were notified that this will take place in January and will be considered by the Chair MB alongside the CEO of Activate Learning Education Trust, LN.

RESOLVED

It was resolved that the board received an update regarding the consideration of the Principals review and pay award.

12. Feedback from Finance Committee

The board received feedback from Finance Committee. The Chair of the Finance Committee summarized that £130k had been brought forward. The balanced budget had been based on a cohort of 320 students, however the actual cohort is 300 students, therefore incurring a shortfall of £100k unless savings are made elsewhere, however the £130k brought forward surplus can also be used. The Chair of the Finance Committee referred to the predicted students in 2018/19 and the corresponding income. Longer term consideration now has to be given to relative investments.

The Risk register was received and reviewed, the overall view was that there was ongoing management of the risks various work had taken place around safety and wellbeing.

The governors raised queries of the effect of losing or gaining students in the year. OJ confirmed that either losing or gaining students within the year is an inevitable possibility.

RESOVLED

It was resolved that the Local governing body received feedback from the Finance Committee.

13. Next meetings

- Wednesday 7th March 2017
- Wednesday 27th June 2017

End Time: 19:12

