

Minutes

UTC Oxfordshire Trust



Meeting:	UTC Oxfordshire Trust Board
Location:	UTC Oxfordshire
Date and time:	Wednesday 8 th March 2017
Chair:	Lee Nicholls
Attendees:	Lee Nicholls (Chair); Philip Waddup (Vice Chair); Mark Bodeker; Owain Johns; Zoe Pooley; Grace Thompson; Alex Birkhead; Billy McNeil.
In attendance:	Sue Lea Vice Principal, UTC Oxfordshire Sim Richards – Engineering Teacher Glen – Item 8 Heledd Walker; Group Compliance Administrator, Activate Learning

1. Apologies for absence

Paul Hogg; Steve Houseman; 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 7th December 2016

The minutes of the meeting of 7th December were approved as an accurate record of the meeting and signed by the Chair. All members agreed.

4. Matters arising

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

None

6. Governance

The members heard from the Chair that the Regional Schools commissioner had met with the Head's board and agreed the approval for the UTC Oxfordshire to integrate with Activate Learning Education Trust. Everything is on track to meet the 1st April deadline.

The Chair reminded the members that a new independent Chair would be required to start at the first meeting of the new academic year. Members were asked to send their expression of interest of becoming a Chair.

RESOLVED

It was resolved that the members were informed of the agreement received from the Regional School's commissioner to approve the integration of UTC Oxfordshire with Activate Learning Education Trust.

It was resolved that members would submit their expression of interest in becoming a Chair to the local governing body.

7. Governance update

- a) Appointment of Staff governor
Sim Richards joined the board as the Staff governor
- b) Governor Training
Members were reminded of the requirement to complete the mandatory training. It was resolved that a training tracker would be available at the next meeting.
- c) Registers of Interest.
Members were reminded of the requirement to complete a register of interest form and return to the Clerk.
- d) Governance Handbook.
The members received the updated Governance Handbook noting the changes around transparency.

Zoe Pooley arrives at 5:25pm

RESOLVED

It was resolved that the members appointed S Richards as the Staff Governor of UTC Oxfordshire.

It was resolved that members would complete the mandatory training.

It was resolved a training tracker would be available at the next meeting.

It was resolved that the members received the updated Governance Handbook noting the changes.

Owain Johns arrives at 5:29pm

8. Quality Assurance.

The Development Plan Priority – Quality of Teaching, Learning and Assessment.

The members received a presentation from Glen around the quality of teaching and learning, the members queried what was the expected standard of teaching, they were reassured that the expectation is to achieve 85% good or outstanding for overall teaching with appropriate interventions in place for colleagues not meeting this threshold.

RESOLVED

It was resolved that the members received the presentation.

It was resolved that the UTC would achieve 85% good or outstanding for overall teaching and learning, any colleague not meeting this deadline would receive the appropriate support and interventions.

9. Principals Report

The Principal confirmed that the UTC had received confirmation from the Department of Education that a funding grant of £200k per year for the next three years would be available in recognition of the particular recruitment challenges faced by UTC's in their early years. The funding is dependent on conditions which include integrating with a multi academy trust and having a financial plan demonstrating a trajectory towards debt free position once funding ends in 2019/20.

The members received the Principal's report highlighting key areas including the number of students on the roll is now 254 as one student from year 11 had left and another from year 12 had moved abroad. Recruitment is looking positive with 120 offer letters sent out for Year 10 students which include 14 siblings. The UTC is holding another 2 open evenings as the competition with schools is becoming more apparent. It was noted that 35% of the Year 12 applications are from females which is very positive for the UTC. Members challenged as to whether the UTC has a sufficiently strong process for maintaining interest from applicants. The UTC has put in place keeping in touch strategies to help firm the applicants.

17:41 – Billy McNeil leaves the meeting.

Further analysis has shown that 40% of applicants are internal, 87% of students would recommend the school. Discussions ensued around creating pathways to ensure that we have an inclusive offer for students who would benefit from the UTC. The members queried what would the education authority expect the school to offer?

Discussions moved to the modelling for the next academic year and the capacity which is capped at 352, with the limiting factor being staff not space. It was noted that the UTC is now fully staffed to deliver the current curriculum.

The board were informed that Vice Principal Sue Lea had decided to retire although would remain in a part time capacity to assist with employability and UCAS applications. Glen would step in as the interim vice principal.

RESOLVED

The members received the Principal's report for information.

10. Feedback from Finance Committee

The board received feedback from the Finance committee summarised by the Chair that the figures are currently £16k ahead of budget year to date. Income is slightly lower than expectation but this is balanced with ongoing stewardship of budgets. The UTC is still awaiting confirmation of the pupil number adjustment, which is estimated to be 83k, £34k of which has already been saved. The transition funding of £200k will be used on staffing and going towards a surplus of £101k. The building retention remains at £156k with ongoing negotiations in place. The outstanding auditor work has now been completed with the accounts signed and submitted to the Efa. The risks are broadly unchanged with the being risk being recruiting high quality teachers.

RESOLVED

The board received the feedback from the finance committee.

11. Feedback from Principal's Review and Pay award.

The Pay committee consisted of LN, MB and SH, it was confirmed that the committee had met and reviewed the principal's performance.

RESOLVED

It was resolved that the Principal's Review and Pay award committee had met and confirmed the pay and objectives for the coming year for the Principal.

12. Next meeting:

28th June 2017



28/6/17

