

Minutes

UTC Oxfordshire



Meeting:	UTC Oxfordshire Local Governing Body Meeting
Location:	UTC Oxfordshire Greenwood Way, Harwell, Didcot OX11 6BZ
Date and time:	Wednesday 7 th March 2018
Chair:	Mark Bodeker
Attendees:	Mark Bodeker (MB) (Chair) (3/3); Owain Johns, Principal (OJ) (3/3); Stephen Houseman (SH) (3/3); Billy McNeil (WM) (3/3); Zoe Pooley (ZP) (3/3); Sim Richards (SR) (3/3); Robert McGreevy (RM) (2/2); Denise Townsend (DT) (1/1); Phil Waddup (PW) (2/3)
In attendance:	Glen Young, Assistant Principal (GY) Heledd Walker; Clerk, Activate Learning Education Trust (HW)
Apologies	John Hill (1/2)

Start Time: 5:15pm

1. Apologies for absence

JH

2. Declaration of interests, gifts and hospitality

PW, works for Activate Learning, the lead sponsor and provider of group services. BM works for RM, a provider of services to UTC Oxfordshire.

3. Minutes of meeting held on 22nd November 2018

The minutes of the meeting held on 22nd November 2018 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. It was noted that having received the feasibility document and also the appointment of DT – parent governor under item 5, all actions are complete.

RESOLVED

It was resolved that all actions are now complete.

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

Approval was requested for an overseas residential trip to Geneva in June for 30 students and 3

members of staff. The AP confirmed that the trip had taken place on two previous occasions, although it was a different time of year this year. The discussions concluded that all were in agreement to approve the trip.

RESOLVED

The board resolved to approve the trip.

6. Governance update

The board received the Governance update from the Clerk which included a General Data Protection Regulation (GDPR) briefing informing the governors that the regulation will apply to schools from 25th May 2018. The committee was informed that currently, Activate Learning Education Trust does not employ more than 250 employees and therefore does not have to calculate or publish Gender Pay Gap information this year. The committee also received an update regarding the National Funding formulae, with the Principal confirming that the net result for UTC Oxfordshire was neutral.

Following an introduction from DT, nominated parent governor and brief discussion the committee resolved to approve the appointment and DT was welcomed to the board.

RESOLVED

The board resolved to receive the governance update report regarding GDPR, Gender Pay gap and the National Funding formulae as information.

The board resolved to approve the appointment of Parent Governor DT.

7. ALET School Priorities – Update on Progress and Impact

The board was informed that this item was included in the principals report under item 9.

RESOLVED

The board resolved to consider this item within the principal's report under item 9.

8. Quality Assurance

- **Development Plan priority – Quality of Teaching, Learning and Assessment**

The board received an update from GY referring to appendix 1 of the Principals report. The board were informed that 48 lesson observations had taken place during the autumn and spring terms resulting in 6 being graded outstanding, 15 graded as good and 3 required improvement. Some concern was raised around no judgement being given regarding marking and feedback. The governors queried why wasn't this happening and were reassured that further explorations are being done with samples of books being reviewed. There are further observations taking place during the summer term. GY briefed the board regarding further actions being taken which include taking advantage of the ALET subscription with PiXL, with colleagues benefitting from receiving strategies to improve and raise standards. Booster sessions are now taking place on Wednesday afternoons. Governors queried whether these sessions were aimed at the lower or higher achieving students. It was confirmed that these sessions are aimed at all students to fill any knowledge gaps. The Principal referred to a recent External Validation visit, confirming that further quality assurance validation is being developed for KS5. As teaching and learning is at the heart of the UTC, one of the strengths is developing colleagues both teaching and support staff. The chair queried whether there would be any ongoing assessment. The Principal confirmed that this would be included in the Development Plan.

- **Equality and Diversity Annual Report**

The board received the Equality and Diversity Annual Report for approval. Following a brief discussion, it was agreed to continue with the current Equality objectives and

approve the report.

- **Health and Safety Annual Report**
Received at the Finance and Resources committee.
- **SEND Report**
Received for information.
- **DfE Monitoring Visit – Confidential Item**

RESOLVED

The board resolved to receive an update regarding the Quality of teaching from the Assistant Principal.

The board resolved to approve the Equality and Diversity Annual Report.

9. Principals Report and Self Evaluation

The board received the Principals report and self-evaluation, with key highlights summarised by the principal which included;

- Improved progress and attainment in GCSE subjects
- Revising 6th form judgements based upon PPE results
- Persistent absence has increased
The board heard how the UTC are putting actions in place to reduce this, which have included using local offers; transparency across external agencies, a member of staff has attended a course to discover alternative strategies to reduce this and local level strategies such as a breakfast club, peer support groups and increasing parental involvement.
Governors queried whether this was across the whole cohort. It was confirmed that it is due to a small number of students with very high nonattendance. It has become apparent that schools are becoming a conduit for all problems as local services no longer exist.
- Fixed term exclusions have increased since November
It was noted that these relate to a small number of challenging students. It was highlighted that the UTC is still managing behaviour and has not had any permanent exclusions to date.
- Staffing recruitment for September is proving challenging
- A positive DfE monitoring visit
- A small in year deficit predicted.

Following a discussion around the targets, the chair queries, how they are set. The Clerk confirmed that going forward, some will be set at school level and others by the ALET executive board.

Discussions moved to the applications for 2018-19. The board heard that after 4 busy open events, applications received by the local authority were 151, therefore extremely positive as the Pupil Allocation Number (PAN) is 150 for year 10. Although a drop off is anticipated, there are a number of further marketing and induction events planned.

Governors queried some of the data within the incidents in the school during 2017-18, the Principal reassured the board that 10 and 12 bullying incidents and referenced a comment from a student to the visitor from the DfE stating that it "is virtually nonexistent". The discussions concluded that there are a huge amount of needs within the current cohorts with some considerable challenges in the current Y10 cohort, it is not expected that the outcomes will be consistent with the previous year. On the whole, the students have high prior attainment and therefore there is a requirement to push for better outcomes to ensure that the Progress 8 score which has improved from -0.6 to -0.08 remains at this point. The

discussions revisited the steps that were put in place in the previous academic year to improve English and further improvements have been done in the current academic year with a lead in English appointed. Once governor added that the focus of improvement has to be broad enough to ensure that the focus on English doesn't become detrimental to the other subjects.

RESOLVED

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

10. Policy Review

The following policy updates were received for information.

- Equality and Diversity Policy
- Behaviour for Learning Policy
- Admissions Arrangements Policy
- Fire Safety and Evacuations Policy
- Teaching and Learning Policy

RESOLVED

The board resolved to receive the policy update for information

11. Principals review

The Chair confirmed that he had met with the Principal and the CEO of ALET to review the 2017 objectives and confirmed that they had all been met. Further objectives for 2018 had been set which are being reviewed on a weekly basis and new pay had been set accordingly.

RESOLVED

The board resolved to receive the feedback from the Principals review.

12. Feedback from Finance Committee

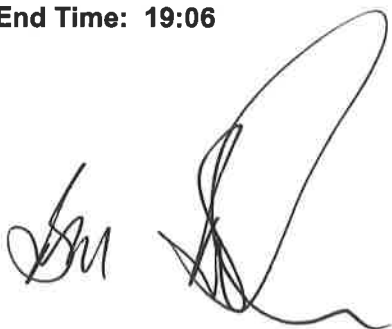
The board received from BM, chair of the finance committee who summarised that a small in year deficit of £7k had been forecast against an income of £2.2m. It was considered that this was a good position. The board was also informed that the ongoing issue with Kier had been discussed. It was noted that on review of the risk register, the recruitment of teachers was a risk, this led to a further discussion with the board around how the UTC will manage the risk, it was noted that possible more costs with temporary staff would be necessary. Further suggestions were put forward from the governors which included offering further incentives, meeting with Oxford Brookes, possibly looking overseas, consideration of an apprenticeship style idea.

RESOVLED

13. Next meetings

- Wednesday 27th June 2017

End Time: 19:06



27th June 2018