

**UTC Sheffield Olympic Legacy Park**  
**Minutes of the meeting of the Governing Body held on 13 March 2017**

Present:

Jason Pepper (Chair)	The Sheffield College
Ian Annis	Sheffield Eagles
Julie Binney	Sheffield Hallam University
Yvonne Byrne	Sheffield Teaching Hospitals
Sarah Clark	Principal, UTC OLP
Nick Crew	Executive Principal, UTC Sheffield
Catherine Davison	The University of Sheffield
Andrew Denniff	Barnsley & Rotherham Chamber of Commerce
Jag Goraya	Sheffield College
Kate Krachai	Quality Context
Helen Timms	Parent governor
Robert Walker	Local Authority

In Attendance:

James Kelly	Clerk to the Governors
Vivienne Martin	UTC Sheffield (Secretary)
Nicola Simpson	Business and Operations Director, UTC Sheffield
Liz Wallis	SERO Consulting (part)

		<b>ACTION</b>
17/1/1	<p><b>Apologies for Absence</b></p> <p>Apologies for absence were accepted from Sharjeel Jamal (staff governor).</p>	
17/1/2	<p><b>Declaration of Pecuniary Interests</b></p> <p>The register was confirmed as up to date. Jason Pepper declared that his employer Sheffield College undertook some work for the Sheffield UTCs. No other Governors had pecuniary interests to declare.</p>	
17/1/3	<p><b>Opening Remarks</b></p> <p>The Chair highlighted there had been much news around education funding since the last meeting, including around the new schools funding formula and the recent announcements in the budget about funding for technical education.</p>	
17/1/4	<p><b>Election of Chair and vice-chair</b></p>	
17/14.1	<p>Governors were informed that Jason Pepper will be leaving The Sheffield College to take up a post in Wakefield and as a result will be standing down as Chair of Governors. Ian Annis was nominated as the new chair and endorsed unanimously by governors - no other candidates stood for the post. Ian described how he had chaired various governing bodies before and acknowledged each one was different. Ian said he would</p>	

	<p>discuss, outside of this meeting, his duties as Chair alongside his other governor responsibilities with the Principal and Executive Principal.</p>	<p>Agreed</p>
<p>17/1/4.2</p>	<p>Catherine Davison was nominated as Vice-chair for a period of one year, and was also endorsed unanimously.</p>	<p>Agreed</p>
<p>17/1/4.3</p>	<p>A member asked about clarity on what the different roles of Chair/Vice-chair involved. Governors were reminded that the roles of Chair/Vice-chair are set out in the Governor's Code of Conduct which is based on national guidelines.</p> <p><a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/582868/Governance_Handbook_-_January_2017.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/582868/Governance_Handbook_-_January_2017.pdf</a></p>	
<p>17/1/5</p>	<p><b>Minutes of the previous meeting</b></p> <p>Minutes of the previous meeting were approved subject to the following comments: -</p> <p>a) A member suggested the reference to the election of parent and staff governor that took place at the last meeting should have reported that governors were elected without any objections. The Chair reminded the meeting that all appointments to the governing body and elections of Chair and Vice-Chair were subject to ratification by the Trust Board.</p> <p>b) A member said his reported comments in the discussion of the Principal's report (at paragraph 16/2/4.1f) should have said that that he had experience of a school in Sheffield having to accommodate a student from Hemel Hempstead, not London.</p>	
<p>17/1/5.1</p>	<p><b>Matters arising from the previous minutes</b></p> <p>a) Governor training update – the meeting heard that all outstanding governor training was either undertaken already, or dates had been arranged for completion. The Principal urged governors to make sure all training was undertaken before the next visit from DfE on <b>30 March 2017</b>. A member asked if DfE would scrutinise 'safeguarding', to which the Principal replied yes and this would involve DfE representatives talking to the Chair of Governors. The Chair asked all governors to notify The Secretary of any relevant training they undertake.</p>	<p>Action for governors</p>
<p>17/1/6</p>	<p><b>Items for Consideration</b></p>	
<p>17/1/6.1</p>	<p><b>To receive the Principal's Report</b></p> <p>The following areas/issues were discussed: -</p> <p><b>(i) Recruitment/Numbers on roll</b> – the Principal reported that the current number on roll is 132. This includes one Y11 pupil. So far there have been 90 applications and 48 acceptances for next year's Y10, and 134 applications and 73 acceptances for the next Y12. The Principal described how experience from last year indicates more applications and acceptances occur as the year goes on. However, the school is factoring in a 30% drop out from Y12 acceptances, therefore the Principal is continuing to have 1:1</p>	

meetings with Y12 applicants/families – this seems to be having a positive impact.

(ii) The Executive Principal (EP) highlighted that Sheffield and Rotherham local authorities (LAs) had written to all Y9 parents highlighting that UTCs were an option they could consider, and such a letter should be issued every September from now on.

Governors heard that Derbyshire LA had issued a letter also but that the letter was not specific enough about UTCs.

A member asked if the explanation for this was that some in the Derbyshire area see UTCs as a threat to their pupil numbers? A member commented that it was probably more a case of pressure from local Headteachers in Derbyshire, rather than the LA being 'protectionist'.

The Chair asked if Barnsley and Doncaster LAs had sent similar letters? The secretary said she is following this up. A member speculated that parents who receive these letters perhaps do not know 'the story behind UTCs'. The Secretary highlighted that the Sheffield LA letter described the UTC specialisms. The Principal said that OLP were following up the recent letter with a showcase event on 5 April, whilst City UTC were holding an event on 29 March. Liz Wallis said she will make sure the website details for these event explicit the 9 reasons why UTC may be the right choice for a student.

In response to a question from a member Liz Wallis stated that the attendees from the showcase events often signed up to attend at the last minute.

(iii) **Employer Engagement** – governors discussed the information in Appendix B of the Principal's report entitled *Employer Engagement*. The Principal described how Employer Projects mapped onto qualifications are being undertaken by students. These involve employers setting a brief, students working on it and then employers coming in to assess the students' work. A member said there was a pharmaceutical laboratory at Attercliffe which students could visit to gain an understanding of how such a workplace operates. The Principal said this sort of opportunity was very exciting for UTC.

A member suggested it would be useful to have the all the information about employer engagement on UTC's website. The Principal agreed there is more the school can do with its website, Liz Wallis said it would be good to showcase what employers were doing with OLP as this would help make visible what goes on in the school.

Governors welcomed a member's suggestion that, if school was happy, for employers to blog about their projects with OLP, and then link this to OLP's website thereby directing some online traffic to the OLP.

(iv) The Chair said the employer engagement details shown in the Appendix looked unbalanced in relation to the OLP's specialisms.

Agreed

	<p>The Principal acknowledged this but pointed to the fact that engagement with the Health sector is increasing and catching up. A member questioned the format of the employer engagement report and suggested the information could be enhanced and the report made more useful. The Principal said she found the current format of the report really useful for recruitment of students. The Chair said whilst the format of the paper was one issue, the main issue is the quality of employer engagement. A member said if OLP identified areas it needed help with then governors should try to help bring more employers on board and keep existing partnerships developing. The Chair said a discussion of this point should feature in the next meeting of the Strategic Development Committee (SDC).</p> <p>(v) The Principal informed governors that following a health check on how OLP were approaching technical qualifications, she still had some concerns about the lack of information coming out from the Exam board. The Principal to follow up and report back.</p> <p>(vi) <b>Behaviour and Attendance:</b> The Principal talked about the school's on-going efforts to boost Y10 attendance. There has been a dip from 92.8% to 91.8%. As it is not a big year group, individual absences can have a big impact. Governors also noted that there are a number of vulnerable students in Y10 (Appendix C to the Principal's Report gave details of vulnerable students, the variety of issues involved, and the challenges the school faced). The Principal drew governor's attention to Page 11 of the School's SEF which shows the school's response to the Y10 attendance challenges. The Curriculum Director for Science and Sport leads this response. Joyce Lancaster from the local authority has endorsed OLP's approach. There should be more positive news to present to the DfE when they visit at the end of March as attendance is rising as we move towards Easter.</p> <p>(vii) The Chair asked if OLP are informed in advance if a pupil has had attendance issues before coming to OLP? EP said that the school tries to request information, but the Principal added that a pupil cannot be turned down because of attendance issues. The Principal reiterated the point about a small number of absences having a big impact on attendance when there is a small cohort. A member said it would be good to celebrate the pupils with 100% attendance. The Principal agreed that rewards were important but added that it was the 'tougher' actions that were having the most impact on improving attendance. The Chair asked what role external agencies had in helping tackle these issues? The Principal confirmed that such agencies had been supportive, and the school's links with Joyce Lancaster (LA) gave them a good relationship with local Multi-Agency Support Teams (MAST).</p> <p>(viii) <b>Achievement and Progress:</b> The Principal reported that there is an overall positive trend towards a Progress 8 score for Y11 of 0.5. However, governors were told that progress is not so secure when the focus is on individual subjects and the Principal said a close eye will be kept on individual subjects as the school heads towards Progress Tracker 4 (PT4). Link governors will be invited to see the interventions each subject has in place and how individual students are being targeted. The Chair asked if meetings</p>	<p>Agenda Item for SDC</p> <p>Principal</p>
--	---	---

	<p>to accommodate this were being arranged? The Principal referred to the arrangements outlined in her report to governors, which described how the meetings would take place after PT4 and also provided what sorts of questions link governors could ask as part of this scrutiny. The Principal will email governors about these meetings. The next visit from DFE is also due after PT4 at the end of March.</p> <p>(ix) The Principal described how the school was using Fisher Family Trust (FFT) data to identify how students were performing and that current information indicated the school was heading towards 'outstanding' results'. Cognitive Abilities Testing (CATS) testing was also being used with Y10s to provide more baseline information. Y10s have also been assessed using previous GCSE papers with Maths averaging grade 3, English 1.29 and Science 1.48. The Principal said it would be useful to look closer at how progress in English could be supported at the next meeting.</p> <p>Governors were also told that some GCSE resits had taken place – both Maths resits were successful, and 2 of the English, a further 9 resits in English are not due until the end of year exam period.</p> <p>(x) Governors also discussed Appendix D to the Principal's Report showing data against the school's KPIs. The EP commented that DFE has indicated some 'movement' around how Progress 8 would work for UTCs and their more vocational/technical curriculum. The Principal said it would be useful for link governors to discuss the sort of information in Appendix D at the next meeting once they had met with their Curriculum areas.</p> <p>(xi) <b>Leadership and Management</b> – the Principal described how the school is establishing 'hubs' for some subjects, based on advice from the Tuxford teaching alliance. Governors also heard how OLP were forging even stronger links with undergraduates at both the University of Sheffield and Sheffield Hallam University.</p> <p>(xii) Staff attendance – the principal acknowledged there had been some challenges but improvements are being seen – e.g. a new geography teacher had settled in well. A member asked if absences were tracked? The EP said that OLP's staff attendance was strong but there were some staff with medical conditions.</p> <p>(xiii) <b>Finance</b> – the Executive Principal described the positive news that the government has committed an additional £200k per academic year for the first 3 years of UTCs. OLP have been informed they will receive funding for 300 students for 2017/18. The Chair commented that there was still some way to go to achieve 300 pupils, but the EP expressed confidence that this would be achieved.</p> <p>A member queried what the funding was for? The Executive Principal described how it was to support the school's essential running costs. The additional funding means the school will have a healthier carry forward.</p>	<p>Action for Principal</p> <p>Agenda item for next full governor's meeting</p> <p>Agenda item for next full governor's meeting</p>
--	---	---

17/1/6.2	<p><b>Marketing Update</b></p> <p>(i) Liz Wallis gave an overview of what SERO Consulting undertake for OLP. In response to a question from a member Liz described the purpose of SERO’s marketing activity as being to ‘drive up student applications’ to OLP. Governors heard that whilst recruitment for Y10s was strong, for Y12 it was more challenging. The 30% dropout rate always needs to be factored in. Another challenge was that currently OLP has no Y11 to recruit from – that of course will change in future years. The Principal reported how valuable it was for her to have 1:1 meetings with Y12 applicants.</p> <p>(ii) Governors agreed with Liz and the Principal when they said a plan covering all marketing activity was needed. This would be particularly useful, as capacity issues will always need to be considered. The Chair said the Principal’s time was of most value for the 1:1 meetings. A structured plan could identify what could be done, who by, and when.</p> <p>(iii) Liz highlighted the period around GCSE results as being particularly significant. A member asked what could governors do to support this marketing activity? An overall plan could highlight where governors could have a role.</p> <p>(iv) The Chair asked if the OLP should be worried about the gender breakdown in applications? A member suggested it would be good to use strong gender role models in marketing materials/activity. Liz Wallis agreed and said there needed to be a lot of showcase materials featuring female pupils and messages about ‘girls making the future’.</p> <p>(v) A member suggested that some dedicated support for recruitment could be funded from the additional £200k per year referred to earlier. The Executive Principal stressed how DFE would not be impressed if funding was diverted away from the ‘sharp end’ of teaching. The Chair and Executive Principal said whilst it was the remit of the Resources Committee to look at where help can be provided for recruitment and how it was important to consider the point made by the B&amp;OD that budgets remained tight, and caution was needed especially if the school was to build up a financial reserve.</p>	<p>Sero/Principal</p> <p>Agreed/Action for SERO</p>
17/1/7	<p><b>Feedback from meetings – Confidential Items</b></p> <p>17/1/7.1 <u>Trust Board held 12/12/16</u></p> <p>17/1/7.2 <u>Resources Committee held on 7.12.16 and 6.2.17</u></p> <p>17/1/7.3 <u>Strategic Development Committee 23.01 2017</u></p> <p>17/1/8 <b>Any Other Business</b></p> <p>(i) The Secretary reported that the Education Funding Agency want to attend UTCs’ governor meetings – the Executive Principal said dates would be circulated to EFA.</p>	<p>Action for EP/Secretary</p>

17/1/9	<p>(ii) The official opening of OLP will be on 23 May 2017 with Lord Robert Winston. Further details to follow.</p> <p>(iii) A member reported back from a National Governors Conference where former Secretary of State for Education Estelle Morris encouraged schools to have 'confidence to do things that can't be measured'.</p> <p><b>Date of Next Meeting</b></p> <p>Tuesday 20 June 2017, 5.00pm at UTC OLP.</p> <p>Please send apologies to <a href="mailto:vmartin@utcsheffield.org.uk">vmartin@utcsheffield.org.uk</a></p>	Secretary
17/1/10	<p><b>Confidentiality</b></p> <p>Matters discussed from other meetings item 17/1/7 were deemed confidential.</p> <p>Meeting closed – 7.10pm</p>	