

UTC Sheffield Olympic Legacy Park
Minutes of the meeting of the Governing Body held on 20 June 2017

Present:	Ian Anniss	Chair
	Sarah Clark	Principal UTC OLP
	Nick Crew	Executive Principal, UTC Sheffield
	Catherine Davison	University of Sheffield
	Andrew Denniff	Barnsley & Rotherham Chamber of Commerce
	Jag Goraya	MundoJumbo
	Sharjeel Jalal	Staff Governor
	Kate Krachai	Quality Context
	Helen Timms	Parent Governor
	Robert Walker	Local Authority

In Attendance:	James Kelly	Clerk to the Governors
	Nicola Simpson	Business & Operations Director, UTC Sheffield (B&OD)
	Vivienne Martin	UTC Sheffield (Secretary)
	Liz Wallis	SERO

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17/2/1	<p>Apologies for Absence</p> <p>Apologies for absence were accepted from:</p> <p>Julie Binney Sheffield Hallam University Yvonne Byrne Sheffield Teaching Hospitals.</p>	
17/2/2	<p>Declaration of Pecuniary Interests Relevant to this Agenda, Governing Body membership</p> <p>The register was confirmed as up to date.</p> <p>NC, SC, VM, NS are employed by UTC Sheffield.</p> <p>Iain McKinney declared that his employer Sheffield College undertook some work for the Sheffield UTCs. No other Governors had pecuniary interests to declare.</p>	
17/2/3	<p>Opening Remarks</p> <p>Governors issues:</p> <ul style="list-style-type: none"> i) The Chair reminded governors of the role of the Chair citing DfE guidance. ii) Catherine Davison said she attended 'Chair of governors' training, and explained that as vice-chair her role was basically to deputise whenever the Chair was unavailable to perform their duties. iii) The secretary confirmed that all governors had emailed her with details of Safeguarding training attended or scheduled to be attend. 	

17/2/4	<p>Minutes of the previous meeting held on 13 March 2017</p> <p>The minutes of the meeting held on 13 March 2017 were agreed as a true and accurate record and were approved.</p>	
17/2/5	<p>Matters arising from the previous meeting held on 13 March 2017</p>	
17/2/5.1	<p><u>How can progress in English be supported?</u></p> <p>The Principal updated governors with the following points:</p> <ul style="list-style-type: none"> i) 1 additional English teacher has been recruited, along with the Senior Leader Inclusion who is also an English teacher. ii) Discussions with the Curriculum Director, English were on-going, looking at issues such as data, assessments and mock exams. iii) Raising Attainment Group meetings were taking place looking at which students needed to be targeted for extra support. iv) The UTC is deploying 'waves of intervention' based on what is needed to bring the student's progress up to level 5 in English. v) The partnership with the Tuxford School Alliance is enabling conversations to take place with other experienced colleagues about how to boost performance. vi) The UTC is considering a full day review focused on English and also looking into getting more external scrutiny of the English provision. vii) More curriculum time is planned for English in the next academic year, but this will not dilute the provision in other areas of the curriculum. 	Agreed
17/2/5.2	<p><u>Review on link governors curriculum meetings to support Progress 8</u></p> <p>The following updates were provided:</p> <ul style="list-style-type: none"> i) Catherine Davison had met with the Health Department and was satisfied with how progress is measured and how students are supported. ii) Jag Goraya has already met with the Computing CD. iii) Rob Walker is waiting to hear from the Maths Department CD. iv) The meeting with the Science Department is in the diary for Kate Krachai. v) The Principal commented that ideally these discussions should take place before the summer holiday. vi) Kate Krachai asked about how best to record the outcome of the link governor discussions. The Principal stated that short bullet point updates will suffice using a standard proforma, once the proforma has been amended by the Principal, the Secretary will email the proforma to all governors (action point). It was also agreed that these updates should be a standard agenda item for full governing body meetings. 	Principal Secretary Secretary/Clerk
17/2/5.3	<p>Governors heard that despite the Education Funding Agency (EFA) requesting to attend the governing body meeting, meeting dates have been sent out but no further correspondence has been received.</p>	Ongoing Secretary
17/2/6	<p>Items for Consideration</p>	
17/2/6.1	<p><u>To receive Principal's Report</u></p>	

The Principal's report was received and the following points were discussed:

i) Governors heard how OLP's Self Evaluation Form (SEF) was judged to be very focused and a useful summary of evidence about the UTC by the Teaching School Alliance. At the next full governors meeting in the Autumn term, the SEF will have even more detail.

ii) In the next academic year OLP will be receiving termly telephone calls from the DfE as part of the monitoring process along with a formal visit in half-term 4 and half-term 6. There is no longer the need for termly monitoring visits.

iii) Recruitment

a. Governors were informed that Y10 acceptances were up to 110 and OLP is heading to having a full Y10 in September 2017.

b. Post-16 is a bit more varied. At the time of this meeting there had been 86 one-to one meetings with Post-16 applicants and the Principal. These meetings have proven to be the best way of getting acceptances from the applicants. The UTC is still trying to achieve a more balanced gender ratio but the Principal stated that the first priority is to achieve the right number of students overall.

iv) The Chair asked if there was any pattern to Y12 dropout? The Principal said it was a varied picture, but for some students they did not achieve grades strong enough for Y12.

v) A member asked what were the targets in relation to recruitment? The Principal replied that the main priority was to achieve 300 students on roll ahead of the next census. OLP is funded for 300 students from September 2017.

vi) The Principal reported that four current students have been identified as great case study material that can be used to help recruitment, The Principal and Sero are discussing further.

vii) Employer Engagement

Governors heard that the Trust Board were happy with the format of recording employer engagement, this format to be used across the MAT.

viii) Senior Leadership Team

The Principal reported how middle leaders at UTC OLP were to undertake training on the 'Power of Coaching.'

ix) Attendance

Year 10 attendance (which has been a concern) is improving. The Principal stated that a rewards system is in place to encourage attendance.

Principal/Sero

	<p>x) <u>Behaviour/exclusions</u></p> <p>Governors were informed of how some students, who have been excluded, are vulnerable and will feature in case study material, which will only be used for ofsted/LA information, to demonstrate what the UTC is doing to support the most vulnerable students.</p> <p>Reintegration meetings, which follow any exclusion, are important and in some cases involve support from the local Multi-Agency Support Teams (MAST) and youth work projects such as The Golddigger Trust.</p> <p>http://www.golddiggertrust.co.uk</p> <p>xi) <u>Performance /KPIs</u></p> <p>The Principal explained that the appendix to The Principal's report showed where Y10 student progress currently sits and where they are expected to be at the end of Y11. More information will be available when Progress Tracker 6 is complete. Governors heard that the RAG meetings are helping the UTC be more confident in its predictions about progress.</p> <p>xii) <u>The Chair questioned the figures relating to progress in English</u> From 37.5% on target to achieve level 5 or more to an expected 77.8% achieving this level at the end of Y11. Should the UTC be worried about such a big gap? The Principal said there are some gaps that will need to be challenged and added that a figure of 55% currently, not 37.5%, is more realistic.</p> <p>xiii) <u>The Chair asked is there the potential for over-estimation of students progress?</u> The Principal said this should not be an issue as the UTC works with external schools to help it make realistic predictions, but there are difficulties sometimes in identifying exactly where grade boundaries lie. The Chair said ultimately it comes down to 'can a student consistently achieve high grades?'</p> <p>xiv) Helen Timms (Parent Governor) said that her recent conversation with the CD for English was informative and realistic about how difficult it was to pinpoint exactly what a student will be able to achieve. The Chair added that English is always an area difficult to assess.</p> <p>xv) The Principal concluded the discussion on Performance by reminding governors that the UTC has entered some students for external exams and these will in turn be able to give the UTC valuable information it can learn from.</p> <p>xvi) <u>New staff</u></p> <p>Governors were informed that new teaching staff were being involved in student transition events.</p> <p>xvii) <u>Finance</u></p> <p>Governors were informed that following the Resources meeting on 6 June 2017 there was a surplus of £31k in the budget for 2017/18. Governors approved the budget.</p>	<p>Agreed</p>
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<p>17/2/6.2</p>	<p>xviii) Governors were informed that the local Secondary Headteachers' forum had raised no objections to the proposal for both UTCs to look at recruiting Year 9 from September 2018 (subject to approval).</p> <p>xix) Governors were informed that the Trust board were considering some of the suggestions put forward by the National Leader in Governance Consultant David O'Hara – the Chair said that David had obviously got a good grasp of what a UTC is and how it operates, after meeting several members of the Governing Body and MAT Board.</p> <p>xx) A member asked if there was any additional funding for marketing that promotes employer engagement?</p> <p>The B&OD replied that there is some funding available around exam results time. Governors echoed what the member suggested, that it would be useful to have something more to 'show-off' to employers – for example, could there be a USB stick with information about UTCs that could be circulated to employers. The Exec Team / Sero to add to their marketing discussion agenda.</p> <p>xxi) In relation to the Creative Digital sector the Principal referred to a student survey which identified what areas the student were most interested in. Governors agreed with Rob Walker that it is important that students are aware of what direction the sector is moving in and where the creative industries are located.</p> <p>xxii) A member asked who was responsible overall for OLP's Employer Engagement activity? Ideally shouldn't there be one person with strategic responsibility?</p> <p>The Principal explained it was a shared responsibility across the UTC with herself and the Executive Principal being involved in the introduction/welcome of an employer to the UTC, followed by meetings with relevant Curriculum Directors and then ultimately conversations with the students. The Principal said the UTC's approach to Employer Engagement was working, there was a long list of employers on board with OLP and positive employer engagement was being embedded across all areas of OLP. The B&OD reminded governors that the UTC is expanding and therefore capacity at the leadership level needed to be taken into account and as the SLT was expanding in September 2018 this would support further engagement.</p> <p>xxiii) The Chair concluded this part of the discussions by suggesting any further concerns regarding Employer Engagement should perhaps be best addressed outside of this meeting.</p> <p>Safeguarding</p> <p>The Chair (as lead Safeguarding Governor) had a productive meeting with KS4 Learning Manager, which highlighted the UTC's strengths and weaknesses in relation to Safeguarding. The Annual Review for the Local Authority has been deferred by the Local Authority, but both the Chair and the Principal were very confident about the UTC's approach to Safeguarding.</p>	<p>Exec Team/Sero</p>
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17/2/6.3	<p>Marketing Update</p> <p>Liz Wallis highlighted the following points to governors:</p> <ul style="list-style-type: none"> i) UTCs do face challenges that other schools do not face in relation to recruitment – UTCs have to ‘win’ students. ii) There is a lot of ‘bread and butter’ activity in relation to marketing from OLP and its partners, digital marketing through Twitter and particularly Facebook, is vital. The content of the marketing messages is key “how is UTC different” use of student and employer profiles, project reports and teacher profiles. iii) LW said the UTC is beginning to develop an alumni network that could be useful for marketing activities. iv) Year 9 consultation. LW reported receipt of 143 responses to the consultation, with most being positive. Some issues were raised but these were often based on misconceptions, which then flagged up an issue about better communication. <p>Governors asked how wide the consultation went – how many people did it reach? LW stated that exact figures were not available but said the timescale the consultation had to follow meant a huge response was not expected. The Executive Principal said the Regional Schools Commissioner would want to know have you consulted widely and have you had any major objections.</p> <ul style="list-style-type: none"> v) This year’s GCSE campaign <p>LW stated that experience suggested investing in Facebook marketing was useful and there was a need to invest in high quality promotional media, e.g. film material, to support this.</p> <ul style="list-style-type: none"> vi) Employers <p>LW stated that there has been a lot of effective material around recruitment but there was now a need for stronger material to support OLPs conversations with employers.</p> <ul style="list-style-type: none"> vii) A member commented that she had found that many primary schools do not know much about UTCs. LW stated that primary schools had been invited to attend this years ‘Digi-fest’ event in July which will feature information about UTCs. The Chair said that primary schools are probably ‘slow burners’ in relation to awareness of UTCs – however the Principal added that as the staffing capacity at OLP grows it should help make it easier to devote time to raise that awareness. viii) A member asked if OLP has KPI’s about marketing? How is marketing effectiveness measured? Governors heard that currently online feedback on marketing activity is requested but the UTC does need to develop KPIs to monitor the effectiveness of existing marketing strategies? ix) The Chair asked LW what could governors do to help? LW said it would be useful for governors to use their own networks and channels to spread the word about UTCs. LW, the Principal and KK are to meet 	Principal/Sero
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soon to discuss marketing ideas further and report back to the Governors via the Trust.

- x) The Chair also asked if investment was needed to support marketing activity, especially for informative marketing material? The Executive Principal said that the Trust Board would consider marketing investment for both UTCs.
- xi) LW concluded the update by reminding governors that marketing is a MAT-led issue and that now is probably a good time to start looking at a longer-term marketing strategy.

17/2/7

Feedback from Meetings

7.1

Trust Board Update (held on 3 April 2017)

- i) Jason Pepper has left The Sheffield College and is no longer part of the Trust Board. The Executive Principal said that there was probably going to be changes to the governance structure of the Trust Board and discussions were on-going.
- ii) Governors said it would be useful to see the minutes from the Trust Board meetings – the Chair said he would try to write a quick report in future.

7.2

Resources Committee (held on 6 June 2017)

- i) The Chair of Resources informed governors that discussions had highlighted that financial reports need to be circulated in plenty of time for members to review the papers.
- ii) The Committee also agreed that 'Staffing vacancies/recruitment' should be a standard agenda item for Committee meetings.
- iii) The Chair also reported a discussion about how to raise income through use of UTC premises for outside activities. e.g. hospitality events. The Chair said the fields/pitch were outside of OLPs remit, but there should be consideration about hiring out the UTC building to raise funds at appropriate events.

7.3

Strategic Development Committee (held on 10 May 2017)

- i) Governors heard that unfortunately only two governors could attend the most recent meeting, as a result there was no chance of electing a vice-chair for the Committee. Timings of future meetings will be considered carefully.
- ii) Discussions at this committee were mostly of a general nature about e.g. OfSTED. Committee did acknowledge that the School Improvement Plan (SIP) was being rewritten for next year.
- iii) A member commented that some MATs are moving away from the traditional use of sub-committees. The Chair said that the typical approach is still to use sub-committees for scrutiny of particular issues, but that the full local governing bodies and Trust Boards were where

	decisions were usually made. The Executive Principal said the Trust Board on 10 July 2017 will talk more about governance structure.	
17/2/8	<p>Any Other Items of Business</p> <p>A member asked if there were any ambitions for the MAT to include a Primary school? The Chair and Executive Principal said this issue will be feature in future discussions and the Trust Board will take a view of this.</p>	
17/2/9	<p>Date of Next meeting</p> <p>Full details of next academic years' governors meetings will be circulated in due course.</p> <p>Post meeting note: see dates below:</p> <p>Monday 18 September 2017 – changed to 25 September 2017 Tuesday 21 November 2017 Tuesday 13 March 2018 Tuesday 5 June 2018</p> <p>5.00-7.00pm at UTC OLP.</p>	
17/2/10	<p>Confidentiality</p> <p>No items discussed were deemed confidential.</p> <p style="text-align: center;">-END-</p>	