

UTC Sheffield Olympic Legacy Park
Minutes of the meeting of the Governing Body held on 25 September 2017

Present:	Ian Annis	Chair
	Yvonne Byrne	Sheffield Teaching Hospitals
	Sarah Clark	Principal UTC OLP
	Nick Crew	Executive Principal, UTC Sheffield
	Catherine Davison	University of Sheffield
	Andrew Denniff	Barnsley & Rotherham Chamber of Commerce
	Sharjeel Jalal	Staff Governor, UTC OLP
	Kate Krachai	Quality Context
	Helen Timms	Parent Governor

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

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17/3/1	<p>Apologies for Absence</p> <p>Apologies for absence were received from:</p> <p>Jag Goraya Mundo Jumbo Ian McKinney The Sheffield College Rob Walker Sheffield City Council</p> <p>Julie Binney Sheffield Hallam University was also unable to attend.</p>	
17/3/2	<p>Declaration of Pecuniary Interests Relevant to this Agenda</p> <p>No interests were declared relevant to the agenda.</p>	
17/3/3	<p>Opening Remarks</p> <p>Prior to the formal governing body meeting commencing, the Principal gave governors an update on how UTC OLP was meeting its' Safeguarding responsibilities. The main points highlighted were:</p> <ul style="list-style-type: none"> - UTC OLP's Safeguarding team include Matthew Hodkin as Designated Safeguarding Lead (DSL) from January 2018, Caroline Hayes (Deputy DSL) in addition to the Executive Principal, the Principal, Seana Sleaford and Colin Smith, who has a specific role as internet Safety co-ordinator. - Priority safeguarding concerns include FGM, Prevent and Internet safety. - Awareness of internet safety and its links to other concerns such as CSE, was being built into Citizenship lessons/studies. 	

The Chair noted that there were 18 pupil applications deemed as 'not progressed' and asked was it the case that the local authority were pushing for these to be accepted and also is it offering UTC OLP protection from inappropriate admissions? The Principal replied that there is no pressure from the LA, who have been very supportive and the expectations of UTC OLP are in line with its role in the LA's Fair Access arrangements, just like other Sheffield schools. The Executive Principal added that both UTCs have an excellent relationship with John Bigley from the LA who oversees admission arrangements across Sheffield.

- b. A Governor asked if it was possible to see a breakdown of UTC OLP students based on gender, and also the geography of where pupils reside – the Principal confirmed this information was available and that she would send a link to this information.
- c. The Executive Principal commented that whilst DfE are always wary of the potential of clawback of UTC funding by the EFA due to recruitment shortcomings, both UTC OLP and Sheffield City UTC were actually in a strong position in relation to pupil numbers. The Principal pointed out that this time last year UTC OLP had received 5 applications, whereas this year that figure was already at 83.
- d. Teaching and Learning Governors welcomed that TVTSA were scheduled to undertake health checks on the provision of both English and Maths at UTC OLP in the form of 1-day reviews.
- e. Behaviour and Attendance Governors welcomed the improvements in last year's Y10 Attendance. The Principal reported that this year's Y10 had settled in well and classroom disruption had subsided. UTC OLP are seeing the benefits of the re-launch of its behaviour/consequences system, which included a letter to parents/carers at the start of term describing the main features of the system.
- f. Achievements and Progress Governors heard that external module results had boosted UTC OLP's Progress and Attainment 8 position. The Principal illustrated this in her report through diagrams showing where UTC OLP stood regarding its flight path data for both Progress 8 and Attainment 8. The data was reassuring and puts the UTC in line with its intention of achieving a Good/Outstanding Ofsted judgement. Success stories include an Y11 pupil who transferred from City UTC and went on to achieve a pass grade in every GCSE subject they undertook. The Principal reported that there was a small number of students under-achieving in either English or Maths and this is being addressed through targeting these students for extra help – the new Learning Support assistant will be able to lead some interventions, particularly for Maths, and the school will carefully consider how it will deploy Pupil Premium funding to support progress of more vulnerable students.
- g. Post 16 GCSE resits Post-16 students need to have good passes in English and Maths, and therefore UTC OLP allowed some students to undertake resits in either November 2016, or in June 2017. 7 students still need to improve their English grade and UTC OLP is making provision available to support this, but the strategy around

Action

this is being kept under review. Some pupils were also allowed to resit their Science exams and all achieved stronger pass rates.

- h. Governors welcomed the data that showed that in relation to its specialisms, UTC OLP is performing better than the national averages.
- i. Leadership and Management The DfE had undertaken a monitoring phone call this term and the overall message was positive (this would not lead to a published report). The input from TVTSA was giving UTC OLP plenty of development opportunities for boosting middle and senior management skills.
- j. Year 9 update The Executive Principal informed Governors that DfE's Minister for Schools Lord Nash had given the go ahead for both Sheffield UTCs to include a Y9 cohort from September 2018. The priorities now were to publicise this positive change in the make-up of the UTCs and put the right curriculum plans in place for Y9 provision.
- k. Staffing Governors heard that due to some resignations late in the last term and the change of mind by one new recruit about taking up a position with UTC OLP, there had been the need to use supply staff this term.

There are 2 apprentice vacancies: IT Technician and Admin Team.

- l. Finance and buildings The B&OD reported an expected carry forward of £179,000. Draft accounts will be presented to auditors this term. One significant consideration was whether any up-front funding from the ESFA could be secured for the new Y9 cohort (funding is typically in arrears).

The Executive Principal reported that UTC OLP's financial position is manageable but tight. Regarding building work, governors heard that some tarmac has to be re-laid but the contractor will undertake this as part of existing contract during half term. The Executive Principal said checks carried out had confirmed the school had no concerns regarding 'cladding'.

Governors asked what is the position regarding the outside 'pitch' – The B&OD reported that 'Pulse' are the company now responsible for the pitch and that UTC OLP has shared use of it with Oasis Academy. There are still additional nets that need to be delivered and lighting upgraded, but these are for Pulse to sort out. The work should be completed by the October half term.

The B&OD reported that an extra layer of security has been added to the main entrance of both UTCs, whereby visitors have to buzz to reception for entry to the building.

- m. Employer engagement Governors welcomed the wide range of activities to support Employer engagement listed in the Principal's Report including Employer mentor days, and Employer visits.

	<p>n. <u>Spiritual, Moral, Social and Cultural (SMSC) update</u> Governors heard of some good work with the Universities in Sheffield. The Principal said it would be good to get more information on destinations. Helen Timms said as a parent governor she wanted to commend UTC OLP staff for the signposting of Y10 students towards enrichment activities and opportunities provided by Universities.</p> <p>o. <u>Health and Safety Annual report</u> The Chair welcomed this as being very clear and all governors were happy to approve the report.</p>	
<p>17/3/7</p> <p>7.1</p>	<p>Feedback from Meetings</p> <p>Trust Board (July 2017)</p> <p>a. The Executive Principal updated governors on the make-up of the Board following the departures of Jason Pepper, Heather Smith from The Sheffield College and Cllr Lewis Dagnall. Cllr Dawn Dale from the Local Authority would replace Lewis Dagnall.</p> <p>b. Governors heard that whilst the original Trust Board had 3 Members, it is now considered good practice to have at least 5 Members. The Trust Board in the future would comprise of Richard Wright (Sheffield Chamber of Commerce), two representatives of The Sheffield College including the Chief Executive, Karen Bryan from Sheffield Hallam University and Nigel Brewster from the Local Enterprise Partnership.</p> <p>c. The Trust Board discussed the possibility of producing a document aimed at helping employer engagement. Its format would be along the lines of '5 ways to engage with a UTC', and the document may involve some input from governors.</p> <p>d. A governance review for the Trust Board had highlighted a number of points. Firstly, it was proposed that the Trust should have a 1-page Strategy document that captured its role. Secondly, it was felt important to get the Trust Board's view of the technical performance of the UTCs. Thirdly, the Trust board decided it wanted the Executive Principal's report to be more succinct, having 3 areas of focus – Performance, Policies and Procedures, and Strategic Issues & Priorities.</p> <p>e. Governors heard that in future there will be one overarching Resources Committee that covers both Sheffield UTCs, OLP and Sheffield City Centre, and what had been known as the Strategic Development Committee was being rebranded as the Educational Quality Committee (EQC). Each UTC would continue to have its own EQC. The Joint Resources committee would finalise a scheme of delegation to local governing bodies later this term.</p> <p>f. The Chair asked for more details on the joint Resources Committee, pointing out the importance of the local governing body for each individual UTC being able to identify the priorities for Teaching and Learning at each institution and how spending would be used to address these priorities. The Executive Principal said that the Joint Resources Committee would decide these matters. Governors</p>	

agreed that it was therefore important that there is a representative from the local governing bodies who can report back on the discussions at the Joint Resources Committee and the Trust Board.

The Chair also stressed the importance of continuity in governance, even if sometimes the personalities involved may change. In response to the Chair asking if there was the right sort of interaction between the Trust Board and the local governing bodies, the Executive Principal said that the scheme of delegation would address this question.

The B&OD stated that individual accounts for each UTC would be tabled at the joint resources meeting.

A governor asked who would Chair this meeting. The EP reported that it will probably be the next Finance Director from The Sheffield College, once they have settled into their new role and become familiar with the MAT Board structure.

- g. Catherine Davison agreed to attend the next Trust Board on behalf of UTC OLP governors, as the Chair was not able to make the next meeting on 9 October 2017.

7.2 **Resources Committee**

Governors noted that there nothing to report back at this meeting, as the Committee had not met this term yet.

Andrew Denniff and Catherine Davison indicated an interest in joining this Committee.

7.3 **Educational Quality Committee** (formerly known as the Strategic Development Committee)

Governors discussed the need to boost membership of this Committee. The secretary reported that Iain Mckinney expressed an interest in joining this Committee as his skills are more beneficial to this Committee.

7.4 **Link Governor Meetings**

Catherine Davison said, subject to some training, she was willing to be the link governor for Data. The Chair agreed to continue as the link for Safeguarding and Kate Krachai agreed to become the link for Health & Safety.

Governors then discussed the proforma for collecting the outcomes of link governor discussions. Kate Krachia said the proforma is useful in that it can act as a prompt and guide for discussions. The Chair reminded governors of the need to have discussions with their link area if they have not already done so. The Principal said it would be useful to get feedback from each link governor ahead of the net local governing body meeting at the end of November. The Chair also asked for governors to write up any outcomes of discussion s in the summer term using this proforma.

The secretary reported to governors there is a vacancy for a parent governor with one Expression of Interest received to date. The deadline

<p>17/3/8</p> <p>8.1</p> <p>8.2</p>	<p>is 16 October 2017. The secretary will email parents and/or put information on UTC OLP's website to raise awareness of this.</p> <p>Any Other Business</p> <p>The Parent Governor reported that from parents' perspective the change of the times of the school day should have been communicated earlier.</p> <p>The Parent Governor also said that ideally the timeline around arranging work experience placements needs to be longer as this year timescales felt tight and there was little time for CV preparation, personal statements etc.</p> <p>Kate Krachia said that employers similarly were felt put under pressure by the timescales. The Principal accepted these points and added it will be easier this year as the process should start earlier.</p> <p>Yvonne Byrne pointed out that the Teaching Hospitals had a cycle for these sorts of work experience placements as strict checks/clearances needed to be made before Health placements could begin.</p>	
<p>17/3/9</p> <p>17/3/10</p>	<p>Date of Next meeting</p> <p>Tuesday 21 November 2017, 5.00pm.</p> <p>Confidentiality</p> <p>No items discussed were deemed confidential.</p> <p style="text-align: center;">-END-</p>	