

**Minutes of the meeting of the UTC Sheffield Olympic Legacy Park Governors meeting  
Held on Tuesday 4 October 2016**

Present:	Jason Pepper Ian Annis Sarah Clark Nick Crew Catherine Davison Andrew Denniff Robert Walker	Chair – The Sheffield College Sheffield Eagles Principal UTC Sheffield OLP Executive Principal, UTC Sheffield The University of Sheffield Barnsley & Rotherham Chamber of Commerce Local Authority, Sheffield City Council
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In Attendance:	James Kelly Nicola Simpson Vivienne Martin	Clerk to the Governors Business and Operations Director, UTC Sheffield UTC Sheffield (Secretary)
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		<b>ACTION</b>
16/1/1	<b>Apologies for Absence</b>  Apologies for absence were accepted from Jag Goraya, Ian McKinney and Yvonne Byrne. Julie Binney was also unable to attend.	
16/1/2	<b>Declaration of Pecuniary Interests Relevant to this Agenda/ Governing Body membership</b>  The register was confirmed as up to date. Jason Pepper (Chair) declared that his employer Sheffield College undertook some work for both Sheffield UTCs under a Service Level Agreement. No other Governors had pecuniary interests to declare.	
16/1/3	<b>Opening Remarks</b>  The Chair welcomed everyone to the first meeting of the UTC Sheffield Olympic Legacy Park's governing body and all governors and those present introduced themselves.	
16/1/4	<b>Minutes of the Steering Group meeting held 13 July 2016</b>  a) Governors heard that most DBS checks had been completed and safeguarding training and been undertaken. VM agreed to circulate training opportunities for governors available from Learn Sheffield. Governors heard how training for Safer Recruitment and Channel was available online. The Principal said it would be ideal if any outstanding training was completed ahead of DfE's visit to the school on Wednesday 2 November 2016.  <a href="http://course.ncalt.com/Channel_General_Awareness/01/index.html">http://course.ncalt.com/Channel_General_Awareness/01/index.html</a>	VM  Governors

	<p>b) Governors were informed that discussions were on-going about VIP guests for the official opening in February 2017, i.e. VM is in touch with the Lord Lieutenant's office about a Royal guest.</p> <p>c) The B&amp;OD updated governors that there had been a technology issue affecting OLP, but Smoothwall were planning to sort out the problem on 5<sup>th</sup> October. The Chair asked if there had been any impact on Teaching and Learning, the Principal replied that the Head of Computing was satisfied everything was fine as long as this issue was addressed quickly.</p>	<p>VM to report back</p>
<p>16/1/5</p>	<p><b>Items requiring Approval</b></p>	
<p>5.1</p>	<p><b>Appointment of Staff and Parent Governors</b></p> <p>The Principal outlined the process for recruiting staff and parent governors. The Principal described how the forthcoming Parents Evening would be a useful opportunity to make sure parent governors were in place for the next meeting of the governing body.</p>	<p>Agreed</p>
<p>5.2</p>	<p><b>Appointment of Governors</b></p> <p>Governors discussed how useful it could be to have an additional governor with experience of the digital industry. All governors were happy with the plans and processes for recruitment of additional governors.</p>	<p>Agreed</p>
<p>5.3</p>	<p><b>Governance Arrangements</b></p> <p>a) The Executive Principal described the importance of Committees in holding the school to account, and how they can look closely at issues before reporting back to all governors. The Chair noted that there are some issues to resolve about how the Resources Committee will operate but it was for the Committee itself to discuss these. Governors were happy with the size of the Committees and the arrangement that they would normally meet once a term.</p> <p>b) Governors agreed membership of Committees as follows:</p> <p>i. Resources – Andrew Denniff, Catherine Davison and Ian Mckinney. Jason Pepper suggested Agenda Item: to look at both sets of resources figures at first meeting. Agenda Item: to discuss Terms of Reference (ToR). Date of first meeting: 7 December 2016</p> <p>ii. Strategic Development Committee – Ian Anniss, Rob Walker, Jag Goraya, Julie Binney, [and possibly Yvonne Byrne]. Agenda Item: to discuss Terms of Reference (ToR) Date of first meeting: tbc</p> <p>Governors agreed that Chairs for each committee could be agreed at the Committee's first meetings. The EP made the point that eventually it would be good to have parent/staff governors on the SDC.</p> <p>c) Governors were told that there is a range of statutory policies that will need to be agreed by Committees at their first meetings. The</p>	<p>Agreed</p> <p>Agreed</p>



<p>6.2</p>	<p>(iv) Curriculum The Principal described a big focus on Employer Engagement which was having a positive impact.</p> <p>(v) Attendance had been affected by EID so was slightly less than the target 96%.</p> <p>(vi) <u>Achievement and Progress</u> Governors heard how in a way the school was having to 'fly blind' as it did not have the benefit of Fisher Family Trust Data, nor had it completed a census return yet. Y10 would be judged on the Progress 8 measures. However, OLP was developing an accurate picture of its pupils. The EP said the students will be undertaking CATs testing, as well as baseline assessments in English, Maths and Science. Governors also heard that OLP were undertaking a project with Tuxford Academy, working with Teaching Schools (Tuxford is part of a 9 school MAT).</p> <p>Governors were told that OLP had submitted a plan to undertake a public art project. The Principal said how the school could do a modern version of a London exhibition on biology from 1951. A member reported there is currently an exhibition at the Medical School of UofS. The Principal to update Governors.</p> <p>(vii) Safeguarding – The Principal updated governors that there are currently 2 pupils at OLP with child protection plans in place. It was noted that 33% of Y10 students have disclosed medical conditions – The B&amp;OD confirmed that none of these conditions require a PEEP. A member queried signing off Annual Report for Local Authority? The Principal will look at requirements for next meeting.</p> <p>(viii) The Principal reported that the school had taken its values from the Paralympic games values. A member asked how the school was organising its tutor groups, the Principal confirmed a vertical tutor group arrangement was in place. See separate sheet for further details.</p> <p>(ix) Enrichment Activities: P8 on Tuesday and Thursdays for students. The Principal will update at the next governors meeting as these activities will begin after October half term.</p> <p>(x) Progress Trackers: there will be 6 reports each year to parents. Staff to check if the interventions put in place are effective. At the next governors meeting it was agreed the Principal would update governors regarding ALPS/FFT and new measures for exams.</p> <p><b>Recruitment and the Financial Position</b></p> <p>(i) A copy of the <u>Budget Forecast</u> was given to all governors. The EP said that average costs from Sheffield City UTC site had been used in some calculations, however it was believed that the OLP building will be more cost-efficient.</p>	<p>Action The Principal</p> <p>Action The Principal</p> <p>Action The Principal</p> <p>Action The Principal</p>
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	<p>(ii) Governors heard how there was a risk of some financial clawback from EFA as the school had been funded for 153 pupils whilst it currently had 137 on roll. The forecast reflected expenditure based on the lesser number of pupils. In a response to a governor query on how the forecast showed expenditure relating to ‘Planned Maintenance’ and ‘ICT expansion’, The B&amp;OD explained that some economies of scale with Sheffield City UTC can be achieved. Governors also heard that currently in these early days for OLP UTC, there is estimation regarding finances but it is informed by the experience of City UTC. The B&amp;OD said eventually the school will have a 3-year projection of its finances but this was not possible at this early stage.</p> <p>(iii) The B&amp;OD confirmed the specialist equipment budget has to be spent by the end of this school year</p> <p>(iv) A member made the general point that 80% of a school’s expenditure is fixed with little room for manoeuvre. The B&amp;OD stressed that the financial position required decisions based on value for money from all staff.</p> <p>(v) The Chair reminded governors that both expenditure and income carries some risks at the moment, e.g. only an indication of Pupil Premium funding is available currently.</p> <p>(vi) The Chair stated that this governing body’s role was to help the school be financially viable whilst securing the best education for the pupils. The Chair also stressed that that the work of the Resources Committee would be key to many of the school’s financial issues. All governors agreed.</p> <p>(vii) A <u>Marketing/Recruitment</u> update was given to governors.</p> <p>Main issues discussed were:-</p> <p>The B&amp;OD explained that the pupil application form to OLP had to adhere to EFA standards and could not be altered to ask more about why students were applying to OLP. The Principal said the school was determined to be creative to support recruitment. A member stressed that it was useful to use feedback from current pupils and parents – they can act as ‘Ambassadors’.</p>	
6.3	<p><b>Capital Project</b></p> <p>Governors heard that there were some minor details to be reviewed but nothing significant, nor any major concerns. There was some ‘snagging’ but there had been no detrimental impact on teaching and learning.</p>	
6.4	<p><b>Governor Engagement</b></p> <p>Governors agreed to explore establishing link governors for key curriculum areas. Link governor curriculum areas were allocated – see attached table.</p>	

	AD enquired about BDT badge for governors. The Principal to obtain for the next meeting.	Action The Principal
16/1/7	<p><b>7. Any Other Items of Business</b></p> <p>(i) Governors were given a pack of key policies, along with a list of open evenings/showcase events, to which they are all invited to attend (revised copy of events attached with these minutes).</p> <p>(ii) A member asked about protocols around visits to the school? The Principal stated it was best to contact her office and to give reasonable notice as the UTC is always busy.</p>	
16/1/8	<p><b>8. Date of Next meeting</b></p> <p>Monday 28 November 2016, 5.00pm at UTC Sheffield OLP.</p>	
16/1/9	<p><b>9. Confidentiality</b></p> <p>No items discussed were deemed confidential.</p> <p style="text-align: center;"><b>-END-</b></p>	