



**Minutes of the meeting of the UTC Sheffield Olympic Legacy Park Local Governing Body  
Held on Monday 28 November 2016**

Present:	Jason Pepper (Chair) Ian Annis Julie Binney Yvonne Byrne Sarah Clark Nick Crew Catherine Davison Andrew Denniff Jag Goraya Sharjeel Jalal Helen Timms Robert Walker	The Sheffield College Sheffield Eagles Sheffield Hallam University Sheffield Teaching Hospitals Principal UTC OLP Executive Principal, UTC Sheffield MAT University of Sheffield Barnsley & Rotherham Chamber of Commerce MundoJumbo Staff governor Parent governor Local Authority
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In Attendance:	James Kelly Nicola Simpson Vivienne Martin	Clerk to the Governors Business and Operations Director, UTC Sheffield MAT UTC Sheffield MAT (Secretary)
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		<b>ACTION</b>
16/3/1	<p><b>Apologies for Absence</b></p> <p>Apologies for absence were accepted from Liz Wallis (SERO Consulting). Ian McKinney also did not attend.</p>	
16/3/2	<p><b>Declaration of Pecuniary Interests Relevant to this Agenda/ Governing Body membership</b></p> <p>The register was confirmed as up to date. Jason Pepper (Chair) declared that his employer, The Sheffield College, undertook some work for the Sheffield UTCs. No other Governors had pecuniary interests to declare.</p>	
16/3/3	<p><b>Opening Remarks</b></p> <p>The Chair welcomed governors who were attending the full governing body meeting for the first time.</p>	
16/2/4	<p><b>Minutes of the Previous meeting</b></p> <p>Governors agreed that the previous minutes were an accurate record of discussions.</p>	Agreed

<p>16/2/4.1</p>	<p><b>Matters arising from the previous minutes</b></p> <p>a) The Principal emphasised the need for all governors to have undertaken Safeguarding training, certainly before the next monitoring visit from DfE (the weblink for this was circulated after the previous meeting). The Chair proposed that all governors should complete the training by the end of this term and to notify Vivienne Martin once they had done so – all governors agreed.</p> <p>b) The Chair also asked that all governors should have DBS clearance completed by the end of this term (this was nearly all in place).</p> <p>c) Governors asked if there was any further information on the official opening of the OLP UTC? The Secretary reported that negotiations with the Lord Lieutenant’s office was ongoing and whilst no definite date was in place yet, it was expected to be sometime between February and Easter 2017.</p> <p>d) Governors asked about the progress with the work to install Public Art for OLP. The Principal said much progress had been made and an artist with a connection to the UTC and from a health background was helping the school to agree a brief for work by the end of November. The Principal said it was important the piece represented the school’s specialisms. There was still some work to do on securing funding to support the project (about £1k). The Chair asked that any governors interested in being involved in the work to email The Principal directly.</p> <p>e) <b>Presentation on Students’ Previous Schools</b>  The Chair welcomed a Y12 Computing Student and Martyn Eggleton (Skills Trainer). The Student explained that a visual map had been developed to illustrate which schools OLP students came from. Governors were shown not only where students were recruited from but also the spots where recruitment was slow and/or lacking. The programme split the region into local authority and recruitment districts. It was explained how the map could be enhanced in order for the data to be interrogated further. Governors discussed whether the map showed OLP to be a truly regional centre. There was representation at the school from as far afield as Nottinghamshire to Barnsley. The Principal stressed however that the current data was based on the recruitment for this first year of the school when there was no building, no established teachers etc. so is very much early data.</p> <p><a href="https://studentmap.herokuapp.com/">https://studentmap.herokuapp.com/</a></p> <p>Governors discussed how travel options were key for prospective students rather than the distance to travel. A member suggested that maybe the map could be put on the school website and enhanced so that students/parents could click on their location and get travel options to OLP. It was also suggested that it was worth exploring the existing ‘UK Register of Learning Points’. The Chair mentioned that Sheffield College had used travel mapping software and if the Student/Skills Trainer were interested they could be sent details to explore the software further.</p>	<p>Action for Governors</p> <p>Action for Governors</p> <p>Action for Governors as necessary</p>
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<p>16/2/5</p>	<p>f) The presentation prompted a discussion on recruitment issues more generally. The Chair asked whether the UTC should look to national recruitment. The Principal stressed the school should always be creative about how it recruits and therefore national recruitment should be part of the approach. A member welcomed this but reminded governors it did pose challenges, citing an example from another Sheffield school where students who had travelled from London needed to be housed etc.</p> <p>g) The Executive Principal informed governors that all local authorities had received a directive from government to write to parents reminding them that UTCs were an option for their children, and that such letters should be issued from February 2017.</p> <p>h) Governors also discussed how important it was to recruit in partnership with others – in particular the school could look to its links with the Institute of Sport. The Principal agreed the school should explore these ideas further.</p> <p>i) Governors agreed that the ‘map’ and the presentation had been extremely useful. The Chair asked the student if he prepared the ‘map’ by himself – Reece said he had worked closely with two student colleagues. Governors wanted to record many thanks to all three pupils for this excellent piece of work and to the student for explaining its’ use to governors so clearly.</p> <p><b>5. Appointment of Staff and Parent Governors</b></p> <p>Governors unanimously endorsed Sharjeel Jalal as the staff governor on the local governing body. Sharjeel introduced himself to governors and explained he had over 15 years experience teaching computer studies.</p> <p>Governors unanimously approved Helen Timms as the parent governor onto the local governing body. Helen explained she was the parent to a Y10 pupil, and also that she had over 25 years experience in sports management.</p> <p>Both new governors agreed to a term of office of 4 years.</p> <p>Julie Binney also introduced herself to governors, describing how she had experience as a FE teacher at Sheffield college, and was now part of Hallam University’s PE programme.</p> <p>Governors discussed how it 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>The Principal</p> <p>Action for Governors</p>
<p>16/2/6</p>	<p><b>6. Items for Consideration</b></p>	
<p>6.1</p>	<p><b>To receive Principal’s Report</b></p> <p>The Principal’s report was received, the following items were discussed:</p>	

	<p>(i) <u>Recruitment</u> – OLP currently has 137 pupils on roll. It is funded by EFA for 153. The Principal is having 1-1 meetings with all applicants to OLP. There are already 50 applications for Y10. In the run-up to Christmas there will be a number of recruitment events based on the school’s specialisms, and in the New Year the aim is to hold a post-16 event. The Chair asked what could governors do to help recruitment? The Principal said she would welcome ideas from governors for new sources of applications, any useful contacts, and any help with increasing the local profile of the UTC. The Principal confirmed, in response to a question from a member, that OLP does have links with the Sheffield Digital Hub.</p> <p>(ii) <u>Curriculum</u>. The Principal explained how she would like to enhance to enrichment activities on offer but the school has a small team to try and do this so not everything is possible. JB said perhaps Sheffield Hallam could help and agreed to explore whether any of the following available from the University could be of use to OLP – the Talented Athlete Programme, scholarships, Venture Matrix and possibly using some PE students to come in and run clubs in the school. The Chair suggested that Sheffield Futures might also be able to help.</p> <p>(iii) Behaviour and Attendance – the DfE monitoring visit highlighted an issue with Y10 attendance. The Principal drew governors’ attention to the case studies of vulnerable pupils to understand the scale of the challenge OLP faced with Y10 attendance. The school is undertaking an array of interventions to meet this challenge, and is taking forward actions suggested by the DfE monitoring visit. Governors accepted that attendance for vulnerable pupils will be challenging, but endorsed the approach the school was taking in response. The Principal said information on vulnerable groups in the school will be in the school’s SEF.</p> <p>(iv) A governor asked if UTC ever refuses a place. The Executive Principal explained that the school is not allowed to refuse an application at Y10, but will discuss with parents and student to see if the UTC is the best place for them. The Parent Governor reported that in the Rotherham area the UTC is seen as aspirational, but in some schools it is seen as an opportunity to ‘off-load’ challenging students. OLP needs to work hard to put the right message across. The Chair reminded the meeting that OLP should be cautious about challenging any applications.</p> <p>(v) Achievement and Progress. Governors heard that systems are in place for tracking progress and the Marking and Assessment policy is being used consistently by all staff. Work scrutiny has taken place in every curriculum area and good practice is being shared, as the aim is to achieve consistency right across the school. OLP is getting a good picture of where Y10 pupils are at, drawing on using Fisher Family Trust (FFT) data, CATS testing information and key subject assessments. Students and parents are kept informed of progress through Progress Tracker Reports (6 per school year).</p> <p>(vi) Leadership and Management. Governors heard that the first DfE Monitoring visit had been positive; Any resulting actions are built into Development Plans and will be shared with the Strategic Development Committee. OLP is making full use of Learning Walks, Work Scrutinies and full teaching observations. OLP’s bid to work</p>	<p>Action for JB Principal</p>
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	<p>with Tuxford Academy means the school has got £13k support funding, which will help to bring in to OLP external support from this 'outstanding school'.</p> <p>(vii) Stakeholders: Governors heard there were over 80 employers on OLP's database. The Principal also reported that a Student Board for OLP had been established. In response to a question from the Chair, the Principal agreed to come up with ideas for how governors could work with the Student Board. The Principal was also keen to use the 'Cutler's Passport' programme where students learn employability skills with the input of local employers. In particular it would be good for governors to support pupils. The Executive Principal said governors would need to know what sort of time commitment this would involve.</p> <p>(viii) Actions for Governors. The principal outlined the following:</p> <ul style="list-style-type: none"> <li>o All Governors should have a DBS check;</li> <li>o All Governors should have completed their online Channel training;</li> <li>o All Governors will need to sign to confirm that they have read and understood arrange of policies/ reports – including Keeping Children Safe in Education; UTC OLP Safeguarding and Child Protection Policy; UTC OLP e-Safety and Cyberbullying Policy; UTC OLP Whistleblowing Policy; UTC OLP staff code of conduct within the Staff Handbook 2016-17.</li> </ul> <p>The safeguarding governor (also Lead Governor for Prevent) should attend additional training and the Chair of governors will need training/guidance for dealing with allegations against head teachers.</p> <p>IA member described his role as governor at another Sheffield school, particularly in relation to safeguarding. As a result it was agreed that IA would meet termly with the OLP Principal and also join in the Principal's meetings with the local authority/Learning Manager regarding Safeguarding. IA added that he is currently undertaking Safer recruitment training.</p> <p>(ix) SMSC: A member asked about the school's approach to Citizenship studies. The Principal said it is a compulsory subject for Y10s involving 2 lessons per week, but that the school also embed citizenship within assemblies and VMG. The Principal gave an example of how 'Remembrance' was embedded throughout the curriculum.</p> <p><b>Principal's presentation</b></p> <p>In addition to the Principal's report, the Principal gave a presentation that looked at the findings of the recent DfE Monitoring visit, and the actions the school is undertaking around target setting and monitoring progress. The main points discussed were: -</p> <p>(i) New Progress 8 and Attainment 8 targets are challenging. The Executive Principal made the point that UTCs only in reality have 5 terms to make the progress they want to make. OLP's aspirational target is to be in the top 5% of schools according to</p>	<p>Principal</p> <p>Action for governors</p> <p>Secretary to research</p> <p>Principal/IA</p>
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	<p>FFT data, with a Progress 8 score of +0.5 (national average is 0). The Parent Governor stated the information around progress would need to be explained to parents clearly and concisely. The Principal explained how the school would also be reporting on how vulnerable groups are progressing compared to other students. For Post-16, the ALPS system is being used – aspirational targets drawing on GCSE performance. The Chair reminded governors that there is governor training on understanding school data, which they should consider. Please let the Secretary know if you wish to attend.</p> <p>(ii) The principal said the DfE monitoring visit was useful for UTC OLP as it keeps the school ‘on time’ or ahead of where it should be. Action points for the school included: -</p> <ul style="list-style-type: none"> <li>• making sure there was shared understanding of school systems,</li> <li>• that good practice should be embedded,</li> <li>• maximise use of the school’s SEF and Development plans,</li> <li>• focus on Y10 attendance as this is an area of weakness</li> <li>• use employer led projects</li> <li>• set meaningful targets for staff</li> <li>• develop middle management across the school</li> </ul> <p>Governors discussed the Y10 attendance issue. The Principal outlined how the school are taking a range of actions to address this issue including reviewing the school’s attendance policy, consider using the legal sanctions available, liaising with the local authority (Joyce Lancaster). The Chair reminded governors that taking tough action and using sanctions to address the attendance issue could involve them.</p>	Governors as necessary
<p>16/2/7</p> <p>16/2/7.1</p> <p>16/2/7.2</p> <p>16/2/7.3</p>	<p><b>Feedback from Meetings</b></p> <p><b>Trust Board</b> No meeting held to date, scheduled for 12 December 2016</p> <p><b>Resources committee</b> No meeting held to date, scheduled for 7 December 2016.</p> <p><b>Strategic Development Committee</b> No meeting held to date – scheduled for 23 January 2017.</p>	
<p>16/2/8</p>	<p><b>8. Any Other urgent Items of Business</b></p> <p>No issues were raised</p>	
<p>16/2/9</p> <p>16/2/10</p>	<p><b>9. Date of Next meeting</b></p> <p>Monday 13 March 2016, 5.00pm at UTC Olympic Legacy Park.</p> <p><b>10. Confidentiality</b></p> <p>No items discussed were deemed confidential.</p>	