

**Date:** Thursday 10 March 2016

Vivienne Martin

**Venue:** UTC Sheffield

**Tel: 0114 260 3970**

**Present:** David Kay Chair - Sero Consulting  
Richard Wright Sheffield Chamber of Commerce & Industry, Chair TSUTCAT  
Nick Crew Executive Principal, UTC Sheffield  
Gary Drabble STEM, Sheffield City Council  
Prof Russell Hand University of Sheffield  
Simon Jackson Parent Governor  
Steve Schofield Staff Governor  
Sharon Smith VP Hillsborough College (TSC)  
Martin Wood The Company of Cutlers

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**In attendance:** Dr Sarah Clark Principal UTC Sheffield OLP  
Brigidin Crowther Assistant Principal UTC Sheffield City  
James Kelly Clerk to the Governors  
Alex Reynolds Principal UTC Sheffield City  
Nicola Simpson Business & Operations Director, UTC Sheffield  
Liz Wallis Sero Consulting  
Vivienne Martin Secretary UTC Sheffield

|        |   | <b>ACTION</b>              |
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| 16/1/1 | <p><b>Apologies for Absence</b></p> <p>Apologies for absence were accepted from Jon Stewart, Shaista Rashid, Jason Pepper and David Greenan.</p>  |                            |
| 16/1/2 | <p><b>Declaration of Pecuniary Interests Relevant to this Agenda/ Governing Body membership</b></p> <p>David Kay – Sero Consulting.<br/>Governors were asked to declare any pecuniary interests relevant to the agenda. The B&amp;OD reminded governors of the need to submit any outstanding revised pecuniary interest forms.</p>   | All to action if required. |
| 16/1/3 | <p><b>Opening Remarks</b></p> <p>The Chair encouraged members to prioritise Governors meetings, especially in view of the new Trust Board Structure.<br/>The EP reported that Ofsted inspected the UTC on the 2<sup>nd</sup> and 3<sup>rd</sup> February 2016. The school has been rated <b>Good</b>.<br/>UTC staff and governors welcome these findings. The Chair said today's meeting provides an opportunity for governors to think about the school's future priorities, post Ofsted inspection.</p> | All to note.               |



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| 16/1/7   | <b>Minutes of the previous meeting held on 10 December 2015</b><br><br>Governors unanimously agreed the minutes of the previous meeting held on 10 December 2015.  |                                  |
| 16/1/8   | <b>Matters Arising from the minutes of the meeting held on 10 December 2015</b>  |                                  |
| 8.1      | Governors agreed that a new Vice-Chair would be voted at the next meeting.   | Members                          |
| 8.2      | Governors also agreed that they needed to look at the membership of the Strategic Development Committee.   | EP/Principal                     |
| 8.3      | Action 10.2 from previous minutes, regarding ways of obtaining new equipment for UTC, has been delegated to the Resources Committee.   | Chair<br>Resources/<br>Principal |
| 16/1/9   | <b>Items for Consideration</b>   |                                  |
| 9.1      | <u>To receive and consider Ofsted Report</u><br><br>(i) The Executive Principal said he was proud of this report. He described how the inspection was led by an English specialist. As Ofsted were used to inspecting 11-18 institutions, UTC's success is even more satisfying. The EP described how confident the school is about tackling areas where it needed to improve, e.g. Y10 attendance The EP said he is confident that the actions to address areas for improvement are all reflected in the School Improvement Plan. To sum-up, The EP said that UTC should consider the report as a mandate to keep improving.<br><br>(ii) Governor question – the Chair asked what was the teaching staff's experience of the Ofsted visit?<br><br>The Staff Governor stated that the teachers at UTC Sheffield always had confidence in the pupils and colleagues, and felt excited about what Ofsted would see of the pupils and their learning at UTC.<br><br>(iii) The Chair proposed a vote of thanks to The EP and SLT, pupils and staff for a fantastic achievement. In return the EP expressed his thanks for the support the Governors have given UTC.<br><br>(iv) Governor question - The Chair asked The EP what is SLT's approach to taking the school forward now?<br>The EP replied that the school is determined to improve across all the years, making more progress in Maths and English in particular. The EP said the school are very clear what interventions are needed to help all pupils make progress, including how to stretch the most able pupils. | Agreed                           |
| 16/1/9.2 | <u>To receive Principal's Report</u><br><br>The Principal's report was received and the following highlighted:<br><br>a. Pupil numbers are stable. Recruitment was strong with 80 pupils already for Y10 and aiming for 120. In Y12 there were a total of 251 applicants.<br><br>b. Governor question: what does the gender balance look like across new pupils? Response – the B&OD said this data is captured on the application spreadsheet and can be extracted.   |                                  |

**Post Meeting Note:** update on gender applications as at 23/5/16:

**Y12**

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|--------|-------------|-----|
| Male   | Engineering | 205 |
| Female | Engineering | 15  |
| Male   | CDM         | 33  |
| Female | CDM         | 18  |

**Y10**

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|--------|-------------|----|
| Male   | Engineering | 66 |
| Female | Engineering | 5  |
| Male   | CDM         | 17 |
| Female | CDM         | 13 |

- c. UTC is looking at selecting the next Worldskills team. A member asked whether there were plans to enter the CDM WorldSkills event? The Principal explained that unfortunately there were not enough applications to support an entry.
- d. KPIs The EP described the current high cash balance of £300k. There has been a reduction in the Education Services Grant (as part of the widespread changes to post-16 funding). The EP has challenged the EFA which could add £70k to the school's budget. Governors heard that whilst budgets may get tighter, the school will look to its relationship with employers and universities, e.g. to make savings on buying high-cost equipment.
- e. Student KPIs were looking positive. Results showed 52% of Y10s on track for 5 GCSEs including English and Maths, and 65% of Y11s. Governor commented that despite further interventions, English results have gone down since November 2015. The EP explained this is partly due to more rigorous controlled assessments taking place. The Principal emphasised how confident the school was that results would improve. Governors acknowledged the positive results for Post-16 pupils. The Principal described how the new progress tracker helped the school identify the priority '38' pupils who will receive targeted interventions.
- f. Behaviour and attendance, The Principal reported most Y10s had turned the corner but one student remains a concern. Governors heard that the total of 28 days fixed term exclusions did relate to a small number of pupils. Governors acknowledged that compared to other schools, UTCs exclusion rate is low.
- g. The B&OD reported that the UTC has passed a Health and Safety audit in relation to engineering provision at the school.
- h. The Principal described how the Principal's reports to Governors will need to evolve for future meetings as for example, we are not focussing on 5\* A to C GCSEs any longer.
- Governor question – the Chair asked if Alex would talk governors through the results more extensively the next time we meet.
- i. Staff recruitment: The Principal reported that a new English teacher has been recruited and new exam invigilators have been appointed. 10 applications had been received for an Engineering teacher.

Principal

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|          | <p>Governor question: out of 40 teaching staff, 4 are leaving – is there any particular reason for this? The EP said each case was different, but none were untypical. The Principal stressed how SLT were excited about the new teachers coming to the school.</p> <p>j. Governors heard that both CV writing and drop-in sessions for careers advice were proving very popular with pupils, particularly advice about Apprenticeships.<br/>Governor comment: Richard Wright explained that local MP Paul Blomfield is seeking feedback on Apprenticeships.<br/>Governor question: Russell Hand asked what data did the school have on pupil applications for university or apprenticeships? The Principal stated that approximately 40% leavers went to University last year, some went to jobs, some to FE and the rest started Apprenticeships.</p> <p>k. Ofsted’s findings highlighted the strong ‘business like culture’ of UTC, and the achievements in STEM related destinations for its pupils,</p>  |  |
| 16/1/9.3 | <p><u>To discuss Safeguarding (Standing Agenda Item)</u></p> <p>All UTC staff, and 1 governor, had received PREVENT training, and the Brathay Trust were working with pupils using personal and social development activities to highlight issues relating to PREVENT. Student Voice had also been consulted on how to highlight issues raised by the PREVENT agenda, some of these issues had been highlighted in PHSE lessons.</p>  |  |
| 16/1/9.4 | <p><u>To discuss Focus on English (Standing Agenda Item)</u></p> <p>Extra booster sessions have been put in place for those students who require additional support.</p> <p>All Governors agree that this topic was best covered during discussions on the Principal’s Report, and no longer requires a separate standing agenda item.</p>  |  |
| 16/1/9.5 | <p><u>Marketing / Recruitment</u><br/>To <u>receive</u> update on recruitment strategy.<br/>Liz Wallis updated Governors - main points discussed were</p> <p>(i) Figures for Y10 and Y12 applications are healthy. To ensure these become 'acceptances', Liz highlighted the need to showcase existing pupils’ work, and to have a marketing campaign around GCSE time. Social media continues to be useful in reaching 'new' candidates, particularly Facebook. Governor question - has UTC got a YouTube channel? Liz said there is a video channel and UTC should do a new film shortly showcasing pupils work and achievements.<br/>Governor question - how useful will the recent Ofsted findings be? Liz described how it fits very effectively with UTC’s ongoing marketing, and is useful to highlight on social media. SERO are writing a newsletter article based on the Ofsted findings.</p> <p>(ii) The EP said he had asked the local authority to write to parents of all Y9 pupils highlighting both UTCs.</p> <p>(iii) Governors also heard that other marketing activity included an interview with Lord Baker in the Financial Times, and a promotional film about UTC that DfE had made.</p> <p>(iv) Liz described how marketing UTCs is a constant challenge, with pressure coming from DfE wanting 'acceptances' not just applications by 31st March.</p> <p>(v) Governor question: is there a risk some UTCs may not have enough pupils</p> |  |

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|          | <p>to open? Liz said there was always a possibility, whilst The Principal stressed that the UTC's ambitions were to be full or even over-subscribed as soon as possible. The B&amp;OD stressed that much work was underway to make sure acceptances were coming though. Sarah Clark (Principal OLP) said that she was already having 1-1 discussions with parents/students interested in the Olympic Legacy Park UTC.</p>   |        |
| 16/1/9.6 | <p><u>To receive and consider proposed changes to term dates from Sheffield City Council.</u></p> <p>Governors discussed the local authority's proposals for changing the dates of the school terms Governors said they were happy with option 1 - keep term dates as they are now – or option 2 – a two week October half term with a week less in the main summer holiday.<br/>All governors agreed that option 3 - two week half terms in October and Spring Bank - was bad from a secondary school's perspective. The EP to report Governors decision to SCC.</p>   | EP     |
| 16/1/9.7 | <p><u>To receive and consider admission arrangements for September 2017.</u></p> <p>The B&amp;OD explained that a few minor amendments were being made to the admissions policy based on feedback from DfE. The arrangements would be the same for both UTCs in Sheffield.<br/>Governor comment: UTC City does not tend to get applicants from Doncaster, and that it is very much Sheffield pupils the school attracts. The B&amp;OD added that DfE were very specific about what was needed to be in line with the national admissions code guidelines.<br/>Governor question: Will there be a UTC in Doncaster? The EP said that probably not until 2018/19 at earliest.</p>   |        |
| 16/1/9.8 | <p><u>To receive and consider dates for future Trust/Governors/Committee meetings</u></p> <p>The B&amp;OD informed governors this would be circulated as soon as the dates become available.</p>  | B&OD   |
| 16/1/10  | <p><b>Feedback from Sub-committees:</b></p> <p><b>10.1 Strategic Development Committee –19/1/16</b></p> <p>The Committee discussions focussed on rationalising the School Improvement plan. Governors agreed to have a more substantive discussion on this at next term's FGB.</p> <p><b>10.2 Resources Committee - meeting held on 22/2/16</b></p> <p>Governors heard that the school is confident that complex information is presented and discussed clearly by the Committee. Also the Committee has a strong commitment to reviewing the capital equipment issue. Nick explained there were no plans to increase staffing at the UTC, however the next Resources Committee will look at how staff can be deployed across both UTCs The Committee were confident that Finances were in order.</p> | Action |
| 16/1/11  | <p><b>Any other urgent items of business</b></p> <p>None.</p>   |        |

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| 16/1/12 | <b>Date of Next Meeting</b><br>Tuesday 12 July 2016. 5.30-7.30pm UTC Sheffield, City Centre. |  |
| 16/1/13 | <b>Confidentiality</b><br>No items were deemed confidential.                                 |  |