

Minutes of the meeting of the UTC Sheffield City Centre Governing Body held on Tuesday 12 July 2016

Present:

Dan Fleetcroft	(Chair) Performance Engineered Solutions Ltd
Nick Crew	Executive Principal, UTC Sheffield MAT
Cllr. Lewis Dagnall	Sheffield City Council
Gary Drabble	STEM co-ordinator, Sheffield City Council
Russell Hand	The University of Sheffield
Jason Pepper	The Sheffield College
Alex Reynolds	Principal, UTC Sheffield
Steve Schofield	Staff Governor, UTC Sheffield
Jon Stewart	Siemens
Richard Wright	Sheffield Chamber of Commerce & Industry

In Attendance:

Brigidin Crowther	Assistant Principal, UTC Sheffield
James Kelly	Clerk to the Governors
Vivienne Martin	UTC Sheffield (Secretary)
Charles Parker	Baker-Dearing Trust
Nicola Simpson	Business and Operations Director, UTC Sheffield
Liz Wallis	SERO Consulting

		ACTION
16/2/1	<p>1. Apologies for Absence</p> <p>Apologies for absence were accepted from Shaista Rashid (Parent Governor – resigned as son no longer a student here), Simon Jackson (Parent Governor), David Greenan, Newburgh Engineering, David Kay, Sero Consulting and Sharon Smith, The Sheffield College. Governors also welcomed Dan Fleetcroft as Chair (PES Performance Engineered Solutions) and Lewis Dagnall (Sheffield LA) to the governing body.</p>	
16/2/2	<p>2. Declaration of Pecuniary Interests Relevant to this Agenda/ Governing Body membership</p> <p>The register was confirmed as up to date and Governors had no pecuniary interests to declare.</p>	
16/2/3	<p>3. Opening Remarks – Presentation by Charles Parker</p> <p>(i) Charles said there are now 39 UTCs with 11 more to open next term, 2 closing (Burnley and Dunstable) and 2 changing age range (Greenwich to 11-18 and Tottenham 16-19). UTCs are educating to 13-14,000 pupils. The trend is upwards. The number of students progressing to apprenticeships is high and employer feedback is positive.</p> <p>(ii) A conference later in July BDT will look at what is working well in UTCs. Charles’s advice to this meeting included ‘do not be too concerned with e-bacc qualifications’, ‘consider opting-out of co-ordinated admissions’, ‘work with the Baker Dearing</p>	

	<p>Trust if you need help when dealing with the EFA,' and 'team up with others who share your goals/vision'. Charles said ideally UTCs need to be given a financial breathing space for their start-up periods, and he would like to see technical education attracting more investment from Government. Charles was not keen on the MAT model as there was no termination clause and UTCs are vulnerable to being asked to take over other schools. The Baker Dearing Trust can help UTCs come together with agreements that will have a termination clauses and transparent finances.</p> <p><u>Questions to Charles:</u></p> <p>(iii) A member queried why did the UTCs closing or changing age range not cope with their original expectations? Charles explained there were a number of reasons, in some cases the school leadership was not right, whilst some had weak employer engagement and poor local authority support.</p> <p>(iv) A member queried if the technical curriculum had any impact on the problems at these 4 schools. Charles said this was not a huge factor.</p> <p>(v) A member queried asked if there were concerns about negative publicity around the closures, e.g. could the closures be used by rival schools to portray the UTC brand in a negative light? Charles explained that DFE were not helpful in some cases and whilst the closures/changes were obviously not good news they tended to be local stories. Charles said it's important to remember that UTCs are supported by all political parties, and that no UTC has ever been the victim of poor planning.</p> <p>(vi) A member queried how do we get the positive messages about UTCs across? Charles said UTCs are doing well and we should shout about it. It is very important to get local authorities to write to parents offering UTCs as an option.</p>	
16/2/4	<p>4 Election of and registration of members</p> <p>4.1 The Principal announced that Steve Schofield is leaving UTC Sheffield City at the end of the school year and therefore a new staff governor would be in place. Elections to take place from September. The Principal and Chair thanked SC for contribution during his time at UTC Sheffield.</p> <p>4.2 In light of recent changes, governors agreed that Committee members/link governors would be refreshed for September. The B&OD stated it would be useful to do a skills audit to identify any gaps that needed to be filled for September. Governors thought a new governor with creative/digital experience was needed. The EP reminded governors that UTC are in the process of arranging a new representative from Sheffield Hallam University.</p> <p>4.3 Governors agreed to elect a new vice-chair in September when membership of the Governing body is finalised.</p>	<p>Agreed/Action</p> <p>Agreed/Action</p>

16/2/5	<p>5 Feedback from the Trust Board</p> <p>5.1 The EP described the role of the Trust Board, explaining that UTC sub-committees would report into UTC Full Governing Bodies, which would then report in to the Trust Board. The Trust Board also reports to the governing body of The Sheffield College.</p> <p>5.2 The Trust Board met on 10 May and confirmed Vivienne Martin as Company Secretary wef from 1 September 2016.</p> <p>5.3 Issues the Trust Board discussed included:</p> <ul style="list-style-type: none"> (i) Was an Audit Committee needed? Jason Pepper said this was not essential if the annual turnover was less than £50 million. (ii) The EP reported that it was felt that Learn Sheffield was working well. (iii) Top slicing for shared services was proving quite tricky. The EP said both UTCs will use one bank account and there will be some savings in relation to sharing staffing and executive functions. (iv) The EP said he will provide the Trust Board with an Executive Principal Report. (v) Alumni - The Board had recommended that UTCs should keep in touch with ex-students. 	
16/2/6	<p>6. Minutes of the previous meeting held on 10 March 2016 Governors unanimously agreed the minutes of the previous meeting of 10 March 2016.</p>	Agreed
16/2/7	<p>7. Matters Arising from the minutes Governors agreed that all matters arising were either completed, in progress and on track, or discussed elsewhere on this agenda.</p>	Agreed
16/2/8	<p>8. Items for Consideration</p>	
8.1	<p><u>To receive Principal's Report</u></p> <p>The Principal's report was received, and The Principal and governors highlighted the following:</p> <ul style="list-style-type: none"> (i) <u>Pupil numbers</u> are stable. Transition events went well. (ii) <u>Y10</u> – this year group continue to be challenging. The rise in FTEs (Fixed Term Exclusions) was largely due to a small number of Y10 pupils. Various strategies and measures are being deployed to counter this. Attendance is now improving. (iii) <u>Teaching and learning</u> –The EP and Principal stressed how important it was for UTC to listen to, and act upon, the 'student voice' in order to support continuous improvement across T&L. (iv) <u>Joint Curriculum Planning</u> – both Sheffield UTCs were working together on planning 'A' level and GCSE provision – e.g. sharing staff across MFL/Geography/Physics. 	

8.3	<p>(v) <u>SEN provision</u> – continues to be refined and enhanced. UTC is looking at what impact the various forms of SEN support are having. Fortunately, both the UTC and the SENCO started operating as the new national code of practice/guidelines were being introduced so the school feels well placed to adapt to the new SEN environment.</p> <p>(vi) <u>Pupil Progress</u> - A notable achievement is the pass rate for Y13 in CDM studies is 100%. Also, 71% of Y11 are predicted to get 5* A-C GCSEs. Currently 52% of Y10s are expected to get 5* A-Cs. The EP and Principal agreed with a members request for Governors to be given a heads-up on GCSE and A level results. Liz Wallis said some promotional work based on expectations was already being prepared, but stressed the challenges UTCs face with a media focussed wholly on GCSE/'A' level achievements. Liz described how UTCs counter this by constantly drip feeding stories to the media about their own successes and impact. Charles Parker suggested the school could look at what Dartford UTC did through an Awards Evening event, which featured tables sponsored by different employers – this created interest from both media and local businesses.</p> <p>(vii) A members asked if UTC should look carefully at managing expectations, considering the predictions for Y10 results, and also would the development of Progress 8 measures dilute UTC's unique curriculum? The Principal acknowledged that there will be a strong focus on Y10 as they remain a challenging year group, along with the new curriculum and grading structure will make things more demanding. The Principal also explained how Progress 8 would work in the school and reassured governors that there should be no dilution of UTCs curriculum. The Principal agreed to do a short presentation on the new measures/levels at the next FGB.</p> <p>(viii) <u>Staffing</u> – The Principal reported that UTC City Centre is fully staffed for September with 7 new starters.</p> <p>(viii) <u>Employer/Stakeholder engagement</u> – Governors welcomed details of a multitude of visits to employers and partners. The Principal also described how UTC pupils are participating, and being successful, in a number of employer sponsored competitions.</p> <p>(vii) <u>Finance</u> – the school had an in-year surplus of over £49k, and carry-forward of over £178k. The B&OD stressed that the financial environment will get tougher, with more pupils but the same funding. However, the UTC is in a better position than most schools.</p> <p>To discuss Safeguarding</p> <p>(i) Governors heard that how UTC had learnt lessons recently about the need for rigorous checks when new pupils are referred to UTC by the local authority and other schools. The AP said if a pupil is inappropriately placed into UTC it can take time to unpick all the issues. The AP said that frank conversations are needed with previous schools and agencies</p>	<p>Action</p> <p>Action/Agenda item</p>
-----	---	---

8.4	<p>before a new pupil is admitted. Charles suggested UTCs should always ask a prospective new pupil ‘where did you hear about us?’</p> <p>(ii) The AP reported that the UTC continue to meet their responsibilities under the PREVENT agenda.</p> <p>Marketing/Recruitment</p> <p>(i) Liz Wallis tabled a paper updating governors on marketing and recruitment. Liz reported a lot of synergy between the two UTCs recruitment drives. Liz described how Y10 recruitment grows throughout the year and currently this UTC is doing fine, and UTC OLP is respectable. Liz said a potential risk was Y12 ‘fall off’.</p> <p>(ii) Liz described how UTC was concentrating on targeted Facebook advertising but may use Hallam FM too. Liz said it was useful to adopt various marketing activities so that people encounter the messages in different ways.</p> <p>(iii) The Principal described they key message of UTC was that it offered a wider curriculum than others. Charles Parker suggested a key message to attract Y10s and Y12s was ‘Your career starts here...’</p> <p>(iv) Liz described that a new website would be in place for GCSE results, featuring a front page for both UTCs with individual school’s sites behind this.</p> <p>(v) A member queried if the school was planning on funding based on 539 pupils, would this be achieved? The SLT team said it was achievable and they expect to be very close to that figure. The EP added that UTC had put a business case to EFA for more funding to support the Creative/Digital curriculum but so far the EFA were saying other schools cope without more funds. The Chair queried if the EFA were likely to be persuaded by this case? The EP said the problem is that UTC is a different type of provider than most that EFA are used to. However, they have enlisted the help of local MP Paul Blomfield and the support of the Baker-Dearing Trust.</p>	
16/2/9	<p>Feedback from Sub-committees:</p> <p>9.1 Strategic Development Committee Meeting postponed due to restructure of governing body.</p> <p>9.2 Resources Committee - meeting held on 22/2/16</p> <p>The Chair thanked the resources team for maintaining a budget surplus. Staffing for next year is close to its optimum. There was a real challenge re: the upkeep and upgrading of equipment. The EP and B&OD said there were no easy answers but efforts would continue. The committee had approved the budget for next year – just under £3million with</p>	

	£54k clawback for 539 pupils.	
16/2/10	Date of Next meeting Wednesday 21 September 2016, 5.30-7.30pm Studio 1, UTC Sheffield City.	
16/2/11	Confidentiality References to individual cases under the Safeguarding agenda item were deemed confidential. -END-	