

**MINUTES OF THE MEETING OF THE GOVERNING BODY  
HELD ON 9 December 2015**

**Present:**

Andrew Cropley	(Chair)
Jason Pepper	(Vice-Chairperson) Sheffield College
Nick Crew	Principal, UTC Sheffield
Gary Drabble	STEM, Sheffield City Council
Russell Hand	Sheffield University
Shaista Rashid	Parent Governor
Steve Schofield	Staff Governor, UTC Sheffield
David Kay	Sero Consulting

**In Attendance:**

James Kelly	Clerk to the Governors
Brigidin Crowther	Assistant Principal, UTC Sheffield
Nicola Simpson	Business and Operations Director, UTC Sheffield
Vivienne Martin	UTC Sheffield (Secretary)
Alex Reynolds	Principal, UTC Sheffield City Centre
Liz Wallis	Sero Consulting
Tina Gibson	SENCO for UTC Sheffield
Nadia Barratt	Inclusion Manager UTC Sheffield

		<b>ACTION</b>
15/4/1	<p>1. <b>Apologies for Absence</b></p> <p>Apologies for absence were accepted from Jon Stewart, Cllr Ian Saunders, Simon Jackson, Richard Wright, Martin Wood, and David Greenan. Chris Dymond was also absent.</p>	
15/4/2	<p>2. <b>Declaration of Pecuniary Interests Relevant to this Agenda/ Governing Body membership</b></p> <p>The register was confirmed as up to date and 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>	Members
15/4/3	<p>3. <b>Opening Remarks</b></p> <p>The Chair and other Governors agreed that despite a few governor absences for this meeting, it would be still useful to go ahead with the presentation on Special Educational Needs Provision at UTC.</p>	

15/4/4	4	<p><b>Election of Chair, Vice-chair and confirmation of term of office</b></p> <p>David Kay agreed to act as interim chair for the next meeting (10/3/16). This was approved unanimously by all Governors. Jon Stewart was happy to act as Vice-Chair – this was also endorsed by all Governors.</p> <p>Governors acknowledged the importance of having a longer term Chair in place as soon as possible.</p>	Agreed
15/4/5	5	<p><b>Review of Membership, terms of reference, and delegated powers of governing body committees</b></p> <p>5.1 In light of the feedback from the Trust Board – summarised below at 15/4/6 - The Chair agreed to send out a note to Governors confirming who was on which board, committee and sub-committee.</p> <p>5.2 Governor comment: We will need to look at who are 'link Governors' in case any gaps have opened up</p> <p>5.3 As Martin Howarth has not been able to attend this GB for a while, it was agreed that the Chair or a representative would speak to Sheffield Hallam University about a replacement attending.</p>	<p>Action – the Chair</p> <p>SLT/UTC</p> <p>Action – the Chair</p>
15/4/6	6	<p><b>Feedback from Trust Board</b></p> <p>6.1 Governors were updated that the Multi-Academy Trust had 11 Trustees. Members have 3 main functions – to approve Articles of Association, appoint Trustees, and approve Annual Accounts.</p> <p>6.2 Trustees formerly appoint Governors. Trustees have to be nominated by Sheffield Chamber of Commerce and Sheffield Hallam University. The Trust Board must have representatives from both Sheffield UTCs.</p> <p>6.3 The Trust board have elected Richard Wright as Chair, who will be the Executive Principal's (Nick Crew) line manager. The Trust Board can delegate responsibilities to individuals (e.g. the Executive Principal) or individual governing bodies. The Chair and the Executive Principal have drawn up the Sheffield UTC Academy Trust Scheme of Delegation.</p> <p>6.4 Implications for this governing body include that Cllr Ian Saunders and Chris Dymond will leave as they are on the Trust Board.</p>	
15/4/7	7.	<p><b>Approval of off-site educational visits.</b></p> <p>Governors were updated, and were content, that the school ski trip abroad was still planned for February 2016.</p>	Agreed
15/4/8	8.	<p><b>Update from SENCO/Inclusion Manager on SEND reforms</b></p> <p>8.1 Tina Gibson (UTC 's SENCO) and Nadia Barratt (Inclusion Manager) updated governors on how UTC meets the needs of SEN pupils, in line with the Government's new SEN Code of</p>	

	<p>practice. Main points of the presentation were:-</p> <p>8.2 The revised code of practice changes mean that disabled children and those with SEN are included in provision, that parents and pupils have a stronger voice in decision-making, and that 'Statements of SEN' were being replaced by Education, Care and Health Plans (ECHP). The changes aim to reduce the number of children 'labelled' as 'SEN'.</p> <p>8.3 UTC plan extensively for transition issues and information gathering in relation to SEN pupils, using the 2nd summer half term as a 5 week transition period. Information is collected using methods such as application forms, open evenings/events, letters to parents, and the Inclusion Manager's direct contact with families and agencies.</p> <p>8.4 Through rigorous tracking, testing and reviews UTC aim to identify any barriers to learning for SEN pupils that may not have been picked up from other schools. During the Autumn term, UTC do this using programmes/approaches including YELLIS, Accelerated Reader and Lucid. Exam Access testing takes place in 2<sup>nd</sup> half of Autumn term. UTC update Inclusion Trackers throughout the year and the information is available to all staff.</p> <p>8.5 The SENco and Inclusion Manager explained that the UTC's approach is 'what is the barrier to learning and how do we overcome it?' At the heart of the approach is high quality teaching, with specific interventions for SEN pupils in English, Maths and Science, and provision through the Personal Support centre. This will be boosted further by the appointment of two Learning Support Assistants early in 2016 for the Personal Support Centre to help vulnerable pupils and those with SEN.</p> <p>8.6 Governor question: What other resources can UTC access to boost provision? The SENco replied that sharing in the good practice of others is vital.</p> <p>8.7 Governor question: Is UTC attracting pupils with specific type of SEN? The SENco replied it was the same as any school. The Executive Principal stated this was in line with UTC being an inclusive school.</p>	
15/4/9	<p><b>9. Minutes of the previous meeting held on 24 September 2015</b></p>	
	<p>Governors unanimously approved the minutes from the previous meeting.</p>	<p>Agreed</p>

15/4/10	<p><b>10. Matters arising</b></p> <p>10.1 In response to item 5.2 from previous minutes, The Executive Principal tabled Fisher Family Trust (FFT) data at the meeting. The EP described how the data is good for giving some context to the school's progress, and the ranking of 23 was positive.</p> <p>10.2 In response to item 5.3 at the last meeting about ways that new equipment could be obtained for UTC, The Principal for UTC City told Governors that UTC were still looking for match funding. 4 students had made such progress that advanced equipment is now needed. About £5,000 of investment should suffice. Governors agreed that Siemens should be approached, and also FESTO.</p>	Action SLT
15/4/11	<p><b>11. Items for Consideration</b></p> <p><b>11.1 To receive Principal's Report</b></p> <p>The Principal's report was received and the following highlighted:</p> <ul style="list-style-type: none"> <li>(i) UTC recruitment is satisfactory (503 on roll).</li> <li>(ii) Exclusions had increased, mainly due to a small number of Y10 pupils.</li> <li>(iii) Lesson observations had produced positive feedback – and Governors were also given copies of a letter with positive feedback from the Consultant Executive Principal Vic Maher after spending a day immersed in UTC (mainly English and Maths departments).</li> <li>(iv) Staff survey results were also positive. The Chair commended the UTC for the result that 71% of staff were proud to work for the school.</li> <li>(v) <u>Highlight of the report</u> was the news that 4 pupils had been selected to take part in training for selection to the Siemens World Skills competition in Abu Dhabi in 2017 (4 out of the 7 UK places). The chair proposed that it would be good to invite these pupils to a future GB meeting.</li> <li>(vi) Successful recruitment and careers events have been held.</li> <li>(vii) Financial KPIs are looking healthy – a carry forward of £171k was reported.</li> <li>(viii) On student progress, the Chair noted the scores for 5*A- C remained strong. Governors heard that the school was being careful around Y10 progress in English and Maths. The Principal explained that all schools were having to cope with a slightly confusing picture around how these subjects are now graded 0-9.</li> <li>(ix) On Teaching and Learning, Governors heard how MFL would become an optional subject from January for Y11 and some Y10 pupils. A new MFL teacher is unlikely to be in place until Easter, but an interim teacher would be used beforehand. Governors heard that school are trying to recruit a French specialist.</li> <li>(x) Governor question – why French, and not Spanish? The EP explained the main reason is that it is the most popular with other schools.</li> </ul>	Secretary

	<p>Governor question: were any new applicants to the school specifying which language they wanted to study? The EP replied that had not happened yet.</p> <p>(xi) Governors were happy to endorse the plans for future MFL provision at the UTC.</p>	<p>Agreed</p>
	<p><b>11.2 Safeguarding</b></p> <p>(i) The Assistant Principal reminded governors of UTC's responsibilities under the PREVENT programme. The Chair suggested governors should consider undertaking the PREVENT training.</p> <p>(ii) The AP also reported that in the whole of 2015 there had been a small number of racist bullying incidents referred to the local authority.</p> <p><b>11.3 Marketing</b></p> <p>Liz Wallis updated governors on marketing for UTC1 and UTC2. The main points were:-</p> <p>(i) UTC had to date received 52 applications for Y10, and 29 for Y12. This is slightly disappointing but everyone is focussed in boosting recruitment for both UTCs. If this picture had not improved by the end of January then that would be of concern.</p> <p>(ii) Marketing events were encouraging with more planned for early 2016.</p> <p>(iii) Governors questioned what is the problem with Y12 recruitment. Liz explained that schools do lose Y12 pupils naturally, and UTC's challenge is to recruit more to counter this. Gary Drabble mentioned that Y12 recruitment is set against a changing background – changes in demographics, and changes in post-16 provision from schools. Governors heard that other schools were targeting pupils with, for example, provision in engineering. The Chair asked if these other schools should be dissuaded – it is important that engineering is UTC's specialism. Governors heard how it is only natural for other schools to not want to be left behind. However governors acknowledged that it would be difficult for other schools to match the UTC's specialist provision, as UTC had the facilities and the expertise.</p> <p>(iv) Governors suggested that UTC needed to promote further just how much investment it has made in its specialisms, and what facilities and expertise it has as a result. Liz said she would explore whether the feasibility of further promotion of how strong UTCs classrooms were.</p> <p>(v) Governors queried how much positive publicity could UTC get from the success of the 4 students being selected for the Siemens World Skills competition. The Chair recommended the editor of the Sheffield star should be contacted again.</p>	<p>Action LW Sero</p> <p>Action LW Sero</p>

15/4/12	<p><b><u>12. Feedback from Sub-committees:</u></b></p> <p><b>12.1 Strategic Development Committee – meeting held on 14/10/15.</b> Governors heard this was a positive meeting where the Development Action Plan was examined in detail.</p> <p><b>12.2 Resources Committee meeting held on 23/11/15.</b> Governors heard how the UTC’s appraisal process was ratified by the Committee.</p> <p><b>12.2.1 To approve the 14/15 financial statements</b> Governors unanimously agreed to accept the recommendations of the Financial Resources Committee, and to approve the financial statements.</p>	Agreed
15/4/13	<p><b>13. Any Other Business</b></p> <p>(i) The B&amp;OD explained that the Local Authority’s contract with Taylor Shaw was coming to an end. Governors agreed that they were happy to continue this arrangement but would delegate the decision to the Resources committee that was sitting at the end of February 2016. Governors should let the B&amp;OD have any comments ahead of the Committee meeting.</p> <p>(ii) <u>To discuss and approve Executive Principal’s targets</u> Governors unanimously agreed the targets tabled at the meeting.</p>	Agreed
15/4/14	(i) Date of next FGB meeting 10 March 2016, 5.30pm at UTC Sheffield City Centre.	
15/4/15	15. Confidentiality There were no confidential items. - MEETING CLOSED 7.50pm-	