

**UTC Sheffield City Centre  
Minutes of the Governing Body meeting held on 28 June 2017**

Present:	Dan Fleetcroft Gordon Atkinson Nick Crew Laura Hayfield Chris Dymond Geff Green Russell Hand Simon Jackson Alex Reynolds Thomas Sutton Karen Vernon-Parry Helen Wilson Martin Wood	(Chair) PES Performance Staff Governor Executive Principal, UTC Sheffield STEM, Sheffield City Council Sheffield Digital Sheffield Hallam University University of Sheffield Parent Governor Principal, UTC Sheffield City Sheffield Chamber of Commerce Sheffield Hallam University Parent Governor The Company Cutlers'
Also in Attendance:	James Kelly Vivienne Martin Nicola Simpson	Clerk to the Governors UTC Sheffield (Secretary) Business and Operations Director, UTC Sheffield

		<b>ACTION</b>
17/2/1	<p><b>Apologies for Absence</b></p> <p>Apologies for absence were accepted from:</p> <ul style="list-style-type: none"> <li>• Babak Jahanbani      Festo Didactic UK</li> <li>• David Greenan        Newburgh Engineering</li> <li>• Sharon Smith         The Sheffield College</li> <li>• Jon Stewart            Siemens</li> <li>• Liz Wallis              Sero Consulting</li> </ul>	
17/2/2	<p><b>Declaration of Pecuniary Interests Relevant to this Agenda/ Governing Body membership</b></p> <p>The register was confirmed as up to date and Governors had no pecuniary interests to declare relevant to the agenda.</p>	
17/2/3	<p><b>Opening Remarks</b></p> <p>The Chair welcomed everyone to the meeting. All governors/attendees introduced themselves, particularly for the benefit of new/recent members.</p>	
17/2/4	<p><b>Election of new members</b></p> <p>4.1      Laura Hayfield was welcomed to the governing body. Laura works for Sheffield City Council as a Programme Manager with responsibilities for delivery of Apprenticeship schemes.</p>	

4.2	Governors were informed that Sharon Smith had resigned as a governor, and would no longer be representing Sheffield College on the governing body.	
17/2/5	<p><b>Minutes of the previous meeting held on 27 March 2017</b></p> <p>Governors unanimously agreed the minutes of the previous meeting of 27 March 2017. It was noted that previous minutes should have said that Karen Vernon-Parry represented Sheffield Hallam University.</p>	Agreed
17/2/6	<p><b>Matters Arising from minutes of the meeting held on 27 March 2017</b></p>	
6.1	<p><u>Committee membership</u></p> <p>Governors noted that actions from the previous meeting had been carried forward, following next MAT Board meeting on 10 July 2017.</p>	
6.2	<p><u>Employers hosting student during the summer</u></p> <p>Governors heard that Chris Dymond was to meet with the Principal shortly to discuss ideas for CDM employer engagement. Governors agreed there was a need to maintain the interest of CDM applicants over the summer.</p> <p>For Post-16 students interested in engineering, governors discussed possible links with Robot Works situated near to the UTC on Matilda Street. The development on Matilda Street by marketing company Jaywing was also noted as being something to foster links with.</p> <p>Post Meeting Note: The B&amp;OD and Secretary have met with Jaywing and hope to start a mutually convenient relationship.</p> <p>Governors welcome the number of UTC pupils who were involved with the National Citizen Service as part of their enrichment activities.</p> <p>Secretary to provide number of students who participated during the summer. Post Meeting Note: 26 students from UTC took part this summer.</p>	Secretary✓
17/2/7	<p><b>Items for Consideration</b></p>	
7.1	<p><u>To receive the Principal's Report</u></p> <p>The Principal's report was received and the following points highlighted: -</p> <ul style="list-style-type: none"> <li>(i) Exams for Y11 and Y13 had passed off smoothly.</li> <li>(ii) Progress Tracker 5 shows an increase in projected performance of 65% achieving grade 4 or above in <u>English</u> (previously 58%), but performance in <u>Maths</u> has dipped slightly from 72% to 67%. Reasons for this decrease are being looked into, but the recent mock exam was a particularly difficult paper.</li> <li>(iii) The overall <u>Progress 8</u> score has fallen slightly to -0.7, however adjustments to this score may be made following this year's final results. The Principal informed governors that the score for current Y10 pupils, whose curriculum was fully compatible with Progress 8, was much stronger at -0.1. It was agreed that it would be useful to</li> </ul>	Action

re-circulate the paper explaining the Progress 8 measures, presented by the Principal at an earlier governing body meeting.

(iv) Post 16 Y12 results are starting to improve, this is in line with the strong progress in Y13. Performance in technical subjects is strong, moderators have looked at the standard of work in both Engineering and CDM and were impressed with the quality of work. The moderators actually increased grades for some of the Engineering work and samples of work have been used as exemplars.

(v) Support from Mercia Learning Trust

Benefits are continuing to flow from this relationship. Recently, Mercia Trust provided some useful advice for UTC's Pupil Premium strategy and help for the school in the use of the SISRA data management tool. UTC representatives are soon to visit Newfield School to look at their approach to behaviour management.

(vi) Behaviour and attendance

The number of exclusions has decreased. The Principal also informed governors of a positive outcome in relation to two Y11 pupils who had been temporarily excluded due to involvement in serious incidents. Close co-operation between UTC and the local authority led to the pupils completing their learning programmes and the need for permanent exclusion was avoided.

(vii) Y10 attendance, which has been problematic before, is looking much more positive at 94.5%.

(viii) Resources

The budget is looking positive for next year. The UTC is fully staffed apart from one teacher vacancy. The UTC will also have increased leadership capacity from September when the new Vice-Principal starts, Mark Cocken.

(ix) Year 9 Consultation

UTC's plans were received positively by the local Secondary Headteacher's Forum. The Executive Principal said he would circulate details of the positive responses received during the consultation. Governors asked what sort of concerns had been raised, e.g. were there any concerns about the relatively short period of time (2 years) pupils would spend at their secondary schools prior to starting Y9 at the UTC? The Executive Principal said that most of the concerns raised were about space to accommodate Y9 pupils, teacher capacity and sufficient resources being available for all pupils (some of these concerns were from existing students). Some responses to the consultation had raised concerns about the length of the school day for Y9 pupils, but the Executive Principal said this would not be a problem as Y9 pupils are likely to finish around 3pm. Governors were reminded that expansion to Y9 was only available to schools rated 'good' or 'outstanding' by Ofsted. There will need to be another short consultation and the final decision should be made

in August. Governors welcomed that, at the moment, the plan to expand is not hitting any major obstacles.

POST MEETING NOTE: This has now been passed by the Minister.

(x) Governance

The Principal explained that a requirement of the additional funding of £200k was to undertake a National Leader of Governance supported self-review. The Trust has recruited the consultant David O'Hara to undertake the review which will look at governance across the Trust, including the delegation of responsibilities to local governing bodies. Final discussions on the review findings will be held at the next Trust Board in July.

(xi) Recruitment

Year 10 recruitment is looking positive, and there have been over 220 applicants for Y10. Governors heard that the letter from local authorities to parents about UTCs had a major impact, doubling the number of Y10 applicants. The Chair asked if UTC get any input to the letter that is issued by the local authorities. The Executive Principal confirmed UTC did have an input to the letter but the final version that is issued varies depending on the local authority involved. Sheffield LA is very supportive and their letter was very useful, Rotherham and Nottingham used more or less the same letter but Derbyshire's letter was less clear. The Executive Principal said DfE would monitor that an appropriate letter is issued every September by every local authority.

(xii) The Principal said over 50% of applicants were from outside Sheffield. Governors asked whether pupils received any help with travel costs? The Principal said it varies from one local region to another, e.g. South Yorkshire provide a travel pass, North Notts provide a bursary etc. A member commented that it is interesting how far people will travel to study. Governors agreed that it would be useful to promote how close UTC is the train station and how a 20-minute train journey puts many places within easy reach of UTC.

(xiii) Year 11/Y13 Destinations

Governors were informed that a number of current Y11 students are planning to return to UTC for their Post-16 studies, final details will be available after GCSE results. All current Y13 students are either moving into an Apprenticeship or going to University. The Principal said there had been many unconditional offers of University places. Governors asked whether these unconditional offers were demotivating for the students concerned? The Principal replied that this does not seem to be the case.

(xiv) The Executive Principal reported that he has held a positive first meeting with Jane Tory, the new DfE lead official on Free School's and UTCs. Encouraging messages to come out of the discussions with Jane included that DfE want to see an expansion of UTCs, and that Jane herself wants to know more about UTCs' relationships with employers and also what sort of students UTCs tend to attract. It was also clear that DfE are aware that there is no benefit to asking UTCs to do the same as other schools and that they are listening to

	<p>how different UTCs are and considering the implications of those differences.</p> <p>(xv) A member raised the issue of degree apprenticeships, which are not available in the CDM sector yet. The trend is for large employers to get involved in these but CD stated it would be useful if smaller employers became involved. The degree is a 3-year programme so it is quite a commitment. It is hoped that degree apprenticeships should be available in the CDM sector soon.</p>	
7.2	<p><b>Recruitment/ Marketing update</b></p> <p>Liz Wallis (SERO) was not able to attend tonight, governors held a brief discussion on the current position on recruitment, building on the earlier discussion about the Principal's Report. Governors heard the positive picture around Y10 recruitment would be reinforced with some promotion activities around GCSE results day.</p> <p>Governors were informed that recruitment for the proposed Year 9 would use plenty of targeted advertising (e.g. via Facebook). The general expectation is that the earlier UTCs can get pupils to enrol, the easier it will be to keep the pupils at UTC, and therefore ultimately the expansion to Year 9 should see UTC needing to recruit less for Y12, as many pupils will move naturally from Y11 to Y12.</p>	
17/2/8	<p><b>Feedback from Sub-committees</b></p> <p>8.1 <b>Trust Board</b></p> <p>The Executive Principal reported the following Issues were discussed at the recent Trust Board:</p> <ul style="list-style-type: none"> <li>i) The consultation and strategy for Y9 expansion</li> <li>ii) The use of the Transition Funding</li> <li>iii) The review of governance, which could see the Trust Board Members increase in size from 3 to 5.</li> <li>iv) UTC's increased leadership capacity, which should boost the engagement with employers, particularly with the introductory conversations.</li> </ul> <p>8.2 <b>Strategic Development Committee</b></p> <p>Governors heard that the most recent meeting focussed on the School Improvement Plan (SIP) and was primarily a review of the past year.</p> <p>8.3 <b>Resources Committee</b></p> <ul style="list-style-type: none"> <li>i. Martin Wood reported that there are no concerns with the current financial position and that the Committee were reassured that UTC was making the right decisions to protect the UTC's finances from any risks. Projections indicate a modest in-year surplus. Governors endorsed the Committee's decision to approve the school's budget plan.</li> <li>ii. Governors discussed the point made by the Principal that it was challenging to fund the replacement of equipment at UTC. The Principal stressed how important having the right equipment was for UTCs –</li> </ul>	

<p>17/2/9</p> <p>9.1</p> <p>9.2</p>	<p>students need to have equipment that is both practical to use and does not restrict their progress in learning their chosen specialism.</p> <p>Governors discussed the possibilities offered by investment from employers. A member raised the question about how much have employers gained from UTC following some investment. Governors agreed that the benefits to employers could be wide reaching. The Chair asked could we ask employers to somehow measure the benefits of investment in UTCs? The Executive Principal said the Royal Navy claimed it could save £150k per student if they recruit from UTC, due to the cost of training the recruits normally require. The Chair and the Principal said it would be useful for employers to consider how much has been saved by their business by employing UTC students.</p> <p>A MEMBER asked if it was possible for UTC to identify what you might need to spend on equipment, and when you would need to spend it? The Chair of Resources and the Principal said the UTC was not quite in a position to do that yet.</p> <p>A MEMBER asked what were the guidelines on how the UTC raises funds? The B&amp;OD said as a charity, the UTC can raise its own funds but money is tight for everyone. Employers tend to lend people or time rather than cash.</p> <p><b>Any Other Business</b></p> <p>Governors expressed thanks to Simon Jackson who was attending his last meeting as a parent governor.</p> <p>Governors were reminded that there is a Prizegiving evening at the Cutler's Hall on <b>Tuesday 12 September 2017</b> from 5.30pm (6.00pm start) with Y11s and Y13s invited. This will be our first full four-year cohort of students.</p> <p>The Executive Principal stated that next year's event will feature both the Sheffield UTCs.</p>	
<p>17/210</p> <p>17/2/11</p>	<p><b>Date of Next meeting</b></p> <p>Wednesday 27 September 2017, 5.00-7.30pm Studio 1, UTC Sheffield.</p> <p><b>Confidentiality</b></p> <p>No discussions tonight were deemed confidential.</p> <p style="text-align: center;">-Meeting ended 6.45pm-</p>	