

**UTC Sheffield City Centre  
Minutes of the Governing Body meeting held on 5 October 2017**

Present: Dan Fleetcroft (Chair) PES Performance  
 Gordon Atkinson Staff Governor  
 Nick Crew Executive Principal, UTC Sheffield  
 Russell Hand University of Sheffield  
 Alex Reynolds Principal, UTC Sheffield City  
 Thomas Sutton Sheffield Chamber of Commerce  
 Karen Vernon-Parry Sheffield Hallam University

Also in Attendance: James Kelly Clerk to the Governors  
 Vivienne Martin UTC Sheffield (Secretary)  
 Nicola Simpson Business and Operations Director, UTC Sheffield  
 Tina Gibson UTC Sheffield, Senior Leader Inclusion

		<b>ACTION</b>
17/3/1	<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>• Chris Dymond Sheffield Digital</li> <li>• David Greenan Newburgh Engineering</li> <li>• Geff Green Sheffield Hallam University</li> <li>• Laura Hayfield Sheffield City Council</li> <li>• Jon Stewart Siemens</li> <li>• Martin Wood Company of Cutlers</li> <li>• Mark Cocken UTC Vice Principal</li> </ul>	
17/3/2	<p><b>Declaration of Pecuniary Interests Relevant to this Agenda/ Governing Body membership</b></p> <p>The register was confirmed as up to date and Governors had no pecuniary interests to declare relevant to the agenda.</p>	
17/3/3	<p><b>Opening Remarks</b></p> <p>The Chair thanked governors for attending this rearranged meeting. He informed governors that he, along with the Principal and the B&amp;OD had met with Michael Walker-Smith from the Education Funding Agency (EFA) the previous week for informal discussions, where the B&amp;OD asked some funding questions to which MW-S will report back to the B&amp;OD.</p> <p>Tina Gibson, Senior Leader Inclusion, was in attendance for her first meeting, introductions were made around the table.</p>	

<p>17/3/4</p> <p>17/3/5</p> <p>5.1</p> <p>5.2</p>	<p><b>Minutes of the previous meeting held on 28 June 2017</b></p> <p>Governors unanimously agreed the minutes of the previous meeting of 28 June 2017.</p> <p><b>Matters Arising from minutes of the meeting held on 28 June 2017</b></p> <p>The paper previously presented by the Principal explaining Progress 8 had been circulated to all governors.</p> <p>Governors were told recruitment for two new parent governors was underway, with a deadline for expressions of interest of 16 October. The departure of Helen Wilson (previous parent governor) meant a new Lead Safeguarding governor was needed, with the hope that one of the new parent governors would take on the role. In the interim, the Chair agreed to take on the role.</p>	<p>Agreed</p>
<p>17/3/6</p> <p>6.1</p>	<p><b>Items for Consideration</b></p> <p><u>To receive the Principal's Report</u></p> <p>The Principal's report was received and the following points highlighted: -</p> <p>(i) Y10 and Y12 students have settled in well at the start of this academic year, with Y10s in particular showing positive behaviour.</p> <p>(ii) <u>Recruitment</u> Y10 recruitment is strong – currently 117 are on roll and the full cohort of 120 is likely to be reached in the near future. The number on roll in Y12 is less positive with 103 on roll out of the target 150. The UTC is funded for 453 pupils, therefore finances will need to be managed carefully. One significant question for UTC is whether it will receive any up-front funding for the expected 100 Y9 pupils due to start in September 2018.</p> <p>(iii) <u>Pupil Progress</u> The Principal described a contrasting picture between KS4 and KS5. Post-16 results were one of the best in Sheffield, with Engineering a 96% pass rate and CDM at 100%. A-level performance was strong, with those taking A-level Maths achieved a 91% pass rate and further Maths a 100% pass rate. Two students performed so well they have secured places at Cambridge to study Engineering.</p> <p>(iv) KS4 results were much more variable. Whilst there were positive results in STEM subjects, English remains a challenging subject. The most disappointing results were in the option subjects: Computing, Product Design and, in particular, Geography. Computing is now taught at OLP. A new Geography teacher has been appointed and is already having an impact. As a result of the disappointing KS4 results, the UTC's Progress 8 score is likely to be -1.1. Other factors impacted on the score this year e.g. for students who had already achieved a Grade A these could not be counted in the current years results, which reduced the score.</p> <p>The UTC curriculum is now fully Progress 8 compatible for the current Y10/Y11 students.</p>	

(v) The Chair asked whether the P8 score means the UTC should prepare for an Ofsted visit? The Executive Principal and Principal replied that Ofsted tend to respond to a pattern of concerning results, not a one-off. The UTC is not hiding that it has some underperformance in KS4 but it is determined to eradicate any inconsistencies in its performance.

(vi) The Chair asked if Ofsted looked at the whole picture of KS4 and KS5 results combined. The Executive Principal replied no, but they do split vocational and academic results.

The Chair then said how important it was that the disappointment with the P8 score did not adversely affect recruitment. The Executive Principal and the Principal both stressed that the UTC will work hard to avoid this, emphasising the positive aspects of the UTC's performance and the fact students go on to a range of exciting destinations and that none of the students are expected to be not engaged in education, employment or training (NEET).

The Principal talked governors through how UTC was going to improve its P8 score and KS4 results more generally. This included:

- Getting benefits from the link with the Mercia Trust and its schools
- Analysing the curriculum offer to see how the P8 score can be boosted
- All Y10 Pupils to undertake triple Science
- Sharper focus on assessment
- Additional classes in key subjects such as English, Maths and science
- More use of 'rewards and sanctions' across the UTC

A Trustee asked whether the measures to avoid the sort of problems seen this year relating to Geography (where a single teacher assessment led to some unrealistic expectations) were just temporary for this year. The Principal replied that the measures were long term and not just for this year.

(vii) Year 9 update The Principal informed governors that Lord Nash, the UTCs Minister, had approved UTC's plans for Y9 recruitment. To date there are 41 applications for Y9 in September 2018 (in addition there are already 51 applications for Y10).

(viii) Staffing The UTC is fully staffed with a number of new teaching staff having taken up post in September, including the new Vice-Principal Mark Cocken.

(ix) Finance The B&OD reported that the UTC was on target for an in-year £200k surplus. Due to the lag-funding for the new Y9 intake of students, the UTC will not be able to invest as much as it would like to in some items of new equipment. The B&OD reported that the lathes & milling machines do need to be replaced at the end of this academic year.

(x) The EP reported that the Principal has been invited to join a panel of experts to oversee the introduction and implementation of the DfE's new T-Level qualifications.

<p>6.2</p> <p>6.3/6.4</p>	<p><b>Health and Safety Annual report</b></p> <p>The B&amp;OD informed Governors that the Executive Principal and herself had both completed their IOSH health and safety training.</p> <p><b>Link Governors - update</b></p> <p>As discussed earlier in the meeting (see point 5.2) there is a vacancy for a lead Safeguarding governor, in the interim the Chair will take on this role.</p> <p>The Secretary reminded governors that they should use the proforma already circulated (17/3/6.4) for recording and providing feedback on their link areas visits.</p>	
<p>17/2/7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p><b>Feedback from Sub-committees</b></p> <p><b>Trust Board</b></p> <p>The Executive Principal reported that the following Issues were discussed at the recent Trust Board:</p> <ul style="list-style-type: none"> <li>i) Changes to the Trust Board – there will now be 5 members, Richard Wright (Chamber of Commerce), 2 representatives from The Sheffield College including the new Principal, one from Sheffield Hallam University and one from the LEP.</li> <li>ii) DfE approval of the plans for Y9 recruitment from September 2018.</li> <li>iii) The Trust Board discussed producing a document to support Employer Engagement, which could involve some input from governors.</li> <li>iv) A governance review had shown the need to amend the format of the Executive Principal's report to the Board – in the future reports would be based around 3 themes – performance, policies/procedures, and Strategic issues/priorities.</li> <li>v) Policies should be approved by the Trust Board.</li> <li>vi) In the future there will be one overarching Resources Committee across both UTCs, but each UTC will have its own Strategic Development Committee although these will now be known as Educational Quality Committees.</li> <li>vii) <u>Health &amp; Safety</u> The UTC had no concerns regarding cladding. Additional security measures for the buildings would be put in place, particularly in light of City UTC's city centre location.</li> </ul> <p><b>Educational Quality Committee (formerly SDC)</b></p> <p>Membership of this committee was discussed and the Principal said it would be useful to have Russell Hand on this committee as part of its remit was to examine improvement plans.</p> <p><b>Resources Committee</b></p> <p>The B&amp;OD/EP will consider who from this governing body needs to be on this Committee in the future, now that it serves both City and OLP UTCs.</p>	<p>Action</p> <p>Action</p>

<p>17/3/8</p> <p>8.1</p> <p>8.2</p>	<p><b>Any Other Business</b></p> <p>A Skills audit of governors needs to be completed by December 2017, this will help identify governor-training needs. Please complete the skills audit and return to the secretary asap.</p> <p>Thomas Sutton reminded governors there is a local authority organised Business Conference Exhibition at Ponds Forge on the 18<sup>th</sup> October with a number of high profile speakers. Tom will share the link to further information about the event with the secretary who can circulate to all governors.</p>	<p>Action</p> <p>Action ✓</p>
<p>17/3/9</p> <p>17/2/10</p>	<p><b>Date of Next meeting</b></p> <p>Wednesday 29 November 2017, 5.00-7.30pm Studio 1, UTC Sheffield.</p> <p><b>Confidentiality</b></p> <p>Some local authority data in the Principal's Report is not yet validated and therefore should be treated as confidential.</p> <p>Meeting ended 6.35pm</p>	