

**Minutes of the meeting of the UTC Sheffield City Governing Body
Held on Monday 5 December 2016**

Present:

Jason Pepper	(acting chair) The Sheffield College
Gordon Atkinson	Staff governor
Nick Crew	Executive Principal, UTC Sheffield MAT
Gary Drabble	STEM, Sheffield City Council
David Greenan	Newburgh Engineering
Russell Hand	University of Sheffield
Babak Jahanbani	Festo Didactic Services
Alex Reynolds	Principal UTC Sheffield City
Sharon Smith	The Sheffield College
Thomas Sutton	Sheffield Chamber of Commerce & Industry
Karen Vernon-Parry	Sheffield Hallam University
Helen Wilson	Parent governor
Martin Wood	The Company of Cutlers'

In Attendance:

James Kelly	Clerk to the Governors
Nicola Simpson	Business and Operations Director, UTC Sheffield
Vivienne Martin	UTC Sheffield (Secretary)
Liz Wallis	SERO Consulting

		ACTION
16/4/1	<p>Apologies for Absence</p> <p>Apologies for absence were accepted from Dan Fleetcroft, Simon Jackson and Jon Stewart.</p>	
16/4/2	<p>Declaration of Pecuniary Interests Relevant to this Agenda/ Governing Body membership</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&OD reminded governors of the need to submit any outstanding revised pecuniary interest forms.</p>	All to action
16/4/3	<p>Opening Remarks</p> <p>Governors heard a presentation from three of UTC's World Skills Competitors – Jerin, Daniel and Hannah. Their success meant that UTC Sheffield City were the 5th highest ranked institution in the UK, and equal 1st in England. The three students talked the governors through their competitions, how they overcame the challenges they faced, e.g. working with new equipment for the first time.</p>	

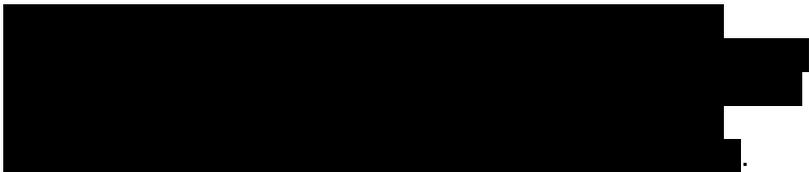
	<p>Hannah, in response to a question from a member, stated that she was one of only 6 female competitors. Jerin described how some of the older competitors did know more about the industry than they did, but UTC competitors had met them before and were not overawed at all.</p> <p>Daniel, Jerin and Hannah all agreed that the experience had given them some valuable insights into what sort of engineering careers they could pursue.</p> <p>Governors expressed their thanks to the students for both their contribution to UTC success at the Worldskills Competition and for a fantastic presentation at this meeting.</p>																										
16/4/4	<p>4 Election and resignation of members</p> <p>i) The meeting was informed that Richard Wright had resigned from this Governing Body (Richard is Chair of the MAT Board) and the following new governors were unanimously accepted onto the Governing Body for 4-year terms of office.</p> <p>Babak Jahanbani (co-opted governor) who works at Festo. Karen Vernon-Parry (co-opted governor) from Sheffield Hallam University. Thomas Sutton (co-opted governor) from Sheffield Chamber of Commerce Gordon Atkinson (staff governor) Helen Wilson (parent governor)</p> <p>ii) Jason Pepper (as temporary Chair for this meeting) reminded governors that a new vice-Chair was needed for this Board, and that nominations/ expressions of interest should be emailed to vmartin@utcsheffield.org.uk prior to the next meeting.</p> <p>iii) Governors discussed who should fill the various Link Governor roles. The outcome of the discussions was as follows: -</p> <table border="1" data-bbox="304 1431 1257 2069"> <thead> <tr> <th>Role</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td>BDT Link Governor* to be confirmed</td> <td>Martin Wood</td> </tr> <tr> <td>Safeguarding / Alex Reynolds</td> <td>Helen Wilson (parent)</td> </tr> <tr> <td>SEN/LAC** (Inclusion) Tina Gibson</td> <td rowspan="2">Helen Wilson (parent)</td> </tr> <tr> <td>**Special Educational Needs/Looked after Children</td> </tr> <tr> <td>Engineering & Manufacturing/Gareth Nadin</td> <td>David Greenan</td> </tr> <tr> <td>Creative Digital Media/Victoria Allen</td> <td>Chris Dymond</td> </tr> <tr> <td>Science/Darren Archer</td> <td>Russell Hand</td> </tr> <tr> <td>Maths/Jon Middleton</td> <td>Gary Drabble</td> </tr> <tr> <td>English & Communications/Tina Gibson</td> <td>Sharon Smith</td> </tr> <tr> <td>Business, Enterprise & Commercial/Nicola Simpson</td> <td>Tom Sutton</td> </tr> <tr> <td>Health & Safety/Nicola Simpson</td> <td>Jason Pepper</td> </tr> <tr> <td>Data/Alex Reynolds/Darren Archer</td> <td>Karen Vernon-Parry</td> </tr> </tbody> </table>	Role	Governor	BDT Link Governor* to be confirmed	Martin Wood	Safeguarding / Alex Reynolds	Helen Wilson (parent)	SEN/LAC** (Inclusion) Tina Gibson	Helen Wilson (parent)	**Special Educational Needs/Looked after Children	Engineering & Manufacturing/Gareth Nadin	David Greenan	Creative Digital Media/Victoria Allen	Chris Dymond	Science/Darren Archer	Russell Hand	Maths/Jon Middleton	Gary Drabble	English & Communications/Tina Gibson	Sharon Smith	Business, Enterprise & Commercial/Nicola Simpson	Tom Sutton	Health & Safety/Nicola Simpson	Jason Pepper	Data/Alex Reynolds/Darren Archer	Karen Vernon-Parry	<p>Agreed</p> <p>Action for all Governors to consider</p> <p>Agreed</p>
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16/4/5	<p>The Secretary agreed to arrange meetings between the link governors and the relevant Curriculum Directors/SLT.</p> <p>5. Feedback from Trust Board</p> <p>No update at this meeting as the Board was not meeting until Monday 12 December 2016.</p>	Action for VM
16/4/6	<p>6. Minutes of the previous meeting held on 21 September</p> <p>Governors unanimously agreed the previous meeting's minutes.</p>	Agreed
16/4/7	<p>7. Matters Arising from the minutes</p> <p>i) The Executive Principal updated the meeting re: progress with the UTC Olympic Legacy Park. Governors heard that OLP had a successful first 'DfE monitoring visit' and there was a lot of interest in its specialisms of health and sport. The Parent Governor asked whether there had been a student drop-out yet? The Executive Principal replied that a few Y12 students had a change of plan, and 1 Y10 left as he missed his friendship group.</p> <p>ii) The Principal told the meeting that the UTC's procedures for checking and double checking student's work gave them confidence they were on top of any concerns about plagiarising. As a result, the UTC did not think it was a priority to invest in any further anti-plagiarising tools.</p> <p>iii) Governors heard that the appointment of a new Chair for the Resources Committee had been deferred until the next meeting of that Committee.</p>	Action for Resources Committee
16/4/8	<p>8. Items for Consideration</p> <p>8.1 To <u>receive</u> Principal's Report.</p> <p>The Principal's report was received and the following highlighted:</p> <p>i) Governors heard that Progress 8/Attainment 8 continue to be challenging, but the Principal highlighted that targeted interventions and the impact of a UTC's curriculum review will help the school make progress. In response to a question from Governors, The Principal stated that a Progress 8 score of -0.5 would trigger an Ofsted visit. The Executive Principal said it had been accepted that UTCs need to develop their curriculum to reflect Progress 8, and that a 3-year trajectory for this had been accepted.</p> <p>ii) A member reminded the meeting of the governor training course around 'Understanding School Data.'</p> <p>iii) UTC is now an approved centre for the European Computer Driving Licence (ECDL) and all pupils in KS4 will sit the qualification. In response to a question from the Chair, the</p>	

- Principal confirmed the qualification required about 2-3 days work from each student.
- iv) Attendance has improved in Y11 due to an array of interventions and now sits at 93.5% whilst Y10 is 94.4%. This figure is expected to rise as two Y10 pupils are moving to alternative provision, as this was deemed more appropriate for them.
 - v) In relation to Academic performance, the Principal explained that the English department had been cautious with their prediction of a 48% pass rate and this figure will rise significantly as we head towards the summer. Similarly, the predictions for Engineering are currently cautious. It is expected that the current predicted pass rate of 65% will rise to 80% for the next progress tracker in January 2017.
 - vi) The results for Y10 were much more settled, and this reflects that the curriculum is fully Progress 8/Attainment 8 compatible. The Progress 8 prediction for Y10 is -0.13, and Attainment 8 is 44.
 - vii) The Executive Principal explained to governors how the UTC is strengthening its work with the Teaching Schools Alliance (TSA), with a further grant of £20k to support this partnership, and also links were being developed with Lesley Bowes (CEO of Escafeld Teaching Alliance). It was hoped this would bring enhancements to UTC, e.g. the English department.
 - viii) A member asked what was the Personalised Support Centre mentioned in the report exactly? The Principal described the Centre is used in conjunction with the Inclusion Manager and LSA to help a wide range of pupils, either 1:1 or in small groups.

8.2

Marketing/Recruitment update (Confidential Items)

- i) 
- ii) Activity that has taken place include a number of marketing events, a revamp of the UTC website to accommodate both Sheffield UTCs, a more integrated approach to the use of social media, less of a reliance on print media, a good amount of PR on the back of the opening of OLP UTC, and the continued use of Facebook advertising which was proving effective at reaching parents
- iii) LW said the challenge was to convert the interest in joining UTC into actual applications for UTC. A member queried what is the difference between an 'expression of interest' and a 'sign up'? LW said this probably means that the sign up comes first – e.g. signed up to attend an event – and then the expression of interest is the next step.

- iv) 

	<p>v) The Chair asked if GD and all the employers represented around the table could consider arranging one of these ‘host’ days as suggested.</p> <p>vi) [REDACTED] – he suggested UTC needs to get across the message about how successful its students are at getting to excellent universities.</p> <p>vii) The Chair and LW agreed that this shows how important it was to collect some good case studies to showcase the destinations that UTC students progressed to. LW confirmed that alumni would be used for this. The Principal gave the example of 2 of last years Worldskills participants who were now excelling at Middlesex University and Toyota respectively. A Parent Governor described how her son was encouraged to join UTC by an ex-pupil who went on to undertake an apprenticeship. The Executive Principal said that of 40 Royal Navy apprenticeships this year, 38 were from UTCs.</p> <p>viii) The Chair concluded the marketing update by reiterating the two actions arising – the development of powerful case studies involving all the various student destinations, and the use of employer ‘host’ visits for potential UTC students.</p>	<p>All to action if possible</p> <p>Sero/CDM</p> <p>Actions LW/Employers</p>
<p>16/4/9</p>	<p><u>Feedback from Sub-committees:</u></p> <p>Strategic Development Committee – meeting held on 19/1/16.</p> <p>Main points discussed highlighted were: -</p> <p>i) The Principal will give an assembly to pupils explaining what Progress 8/Attainment 8 means for them. A member asked was it necessary as would the measures really drive pupils on, and aren’t the measures more about the school’s reputation? The Principal said it was important that students realised that it’s not just about GCSEs anymore. The Parent Governor stated that she thought pupils were confused by all the changes to how progress is measured.</p> <p>ii) The Principal reported that UTC Y10 students took part in a successful Summer camp at AMRC, which will be repeated for this years Y10.</p> <p>iii) EAL pupils – a survey had been carried out to identify what were the various ‘home’ languages that student spoke.</p> <p>iv) The commentary in the development plan will be updated</p> <p>Resources Committee - meeting held on 22/2/16.</p> <p>The B&OD updated governors. Main points discussed were: -</p> <p>i) 2015/16 was a tight year but UTC has an in-year balance of £98k.</p> <p>ii) UTC have a large cash balance due to pupil number adjustments but there is £370k to pay back to the EFA.</p> <p>iii) UTC is looking to break even in 2 years but 2017/18 will be a tight year for budgets.</p> <p>iv) Financial risks are rated high in the school’s Risk Register. The school now has more pupils but received £150k less overall.</p> <p>v) The committee reviewed UTC ‘s Pay Policy.</p>	

	<p>vi) An audit report has been undertaken by Grant Thornton and everything was found to be fine.</p> <p>vii) In response to a question from the Chair, the B&OD confirmed that once the Financial Statements have been signed and sent to the Trust Board, they will be able to be viewed by Governors via the Governors portal/website.</p>	Action for B&OD
16/4/10	Any other urgent items of business	
16/4/11	<p>A member asked if any students would be attending the Maths Inspiration event taking place at the Crucible? The Principal said there were no UTC participants this year, due mainly to staffing resources.</p> <p>Date of Next Meeting</p> <p>Wednesday 29th March 2017, 5.30pm at UTC City Studio 1.</p> <p>Sharon Smith mentioned this date may clash with some governor training dates – The Secretary agreed to look into this.</p>	Action for VM
16/4/12	<p>Confidentiality</p> <p>No confidential items were discussed at this meeting, apart from recruitment.</p>	