

UTC Sheffield City Centre
Minutes of the Governing Body meeting held on 27 March 2017

Present:

Dan Fleetcroft	(Chair) PES Performance
Gordon Atkinson	Staff Governor
Nick Crew	Executive Principal, UTC Sheffield
Gary Drabble	STEM, Sheffield City Council
Chris Dymond	Sheffield Digital
Geff Green	Sheffield Hallam University
Russell Hand	University of Sheffield
Simon Jackson	Parent governor
Babak Jahanbani	Festo Didactic UK
Alex Reynolds	Principal, UTC Sheffield City
Thomas Sutton	Sheffield Chamber of Commerce
Karen Vernon-Parry	Hallam University
Helen Wilson	Parent governor
Martin Wood	The Cutler's Company

Also in Attendance:

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

		ACTION
17/1/1	Apologies for Absence Apologies for absence were accepted from David Greenan, Jason Pepper, Jon Stewart and Sharon Smith.	
17/1/2	Declaration of Pecuniary Interests Relevant to this Agenda/ Governing Body membership The register was confirmed as up to date and Governors were asked to declare any pecuniary interests relevant to the agenda.	
17/1/3	Opening Remarks The Chair, Executive Principal and Principal expressed enormous gratitude to Jason Pepper and Gary Drabble who will be standing down from the governing body after this meeting. Jason is moving to take up a new post at Wakefield College, whilst Gary is retiring from his post at Sheffield City Council. Governors agreed that Jason and Gary had provided invaluable support and advice to UTC from its start.	Agreed
17/1/4	Election of new members	
17/1/4.1	Chris Dymond was welcomed back onto the local governing body in order to provide input from the Creative Digital Media sector.	

17/1/4.2	<p>Geff Green was also welcomed as a new governor, the governors welcomed these changes to the governing body.</p> <p>Introductions were made around the table and all members welcomed.</p> <p>The Chair reminded governors that there was still a need for a new Vice-Chair for the governing body, and asked for all governors to consider whether they wish to be nominated for the position, and to subsequently let Vivienne Martin know.</p> <p>Post Meeting Note: Babak Jahanbani agreed to take on the role of Vice Chair to the Governing Body. Thank you Babak.</p>	
17/1/5	<p>Minutes of the previous meeting held on 5 December 2016</p> <p>Governors unanimously agreed the minutes of the previous meeting of 5 December 2016.</p>	
17/1/6	<p>Matters Arising from the minutes</p>	
17/1/6.1	<p>Link governors – Meetings between link governors and Department heads had either happened or were forthcoming. Due to the changes to the governing body, Martin Wood agreed to be the link governor for Maths, replacing Gary Drabble. With Jason Pepper’s imminent departure, a new link governor was needed for Health and Safety role, anyone interested in this role please email Vivienne Martin (vmartin@utcsheffield.org.uk). Gary told new governors that being the link with a curriculum area was a good way to get to know the school better.</p>	
17/1/6.2	<p>Committee membership – again due to changes to the membership of the governing body, new members were needed for the Sub-Committees. Karen Vernon-Parry volunteered to join the Strategic Development Committee (SDC), and Russell Hand volunteered to move from SDC to join the Resources Committee. The B&OD reported that one more governor is still needed for the Resources Committee – any interested parties to please email Vivienne as before.</p>	Action
17/1/6.3	<p>Employer hosting – following the suggestion at the previous meeting that UTC should try to get employers to host prospective students for a day or two (in order to boost recruitment), governors were informed that Sharon Smith had offered to arrange for Sheffield College to take part in this. Governors then discussed what would be the best way for employers to host students. The Principal said at this point we are looking for employers to commit to being involved, particularly in the summer months and then UTC and the employers can discuss the exact arrangements. The Chair noted that some employers businesses are small and that hosting an activity at UTC could be more practical. Another suggestion was that students could meet at UTC and then go on visits to employer premises. Chris Dymond said he would discuss these ideas further with Principal/Exec Principal as he could arrange to host students for a part of a day at a local studio. Governors agreed that it would be good to get some related footage – probably in the form of post visit feedback – as this was a real opportunity to show the benefits of enrolling at UTC.</p>	Chris Dymond/Principal Sero/Principal

17/1/7	Items for Consideration	
17/1/7.1	<p data-bbox="312 257 699 291"><u>To receive Principal's Report:</u></p> <p data-bbox="312 324 1251 392">The Principal's report was received, the following points were highlighted:</p> <ul style="list-style-type: none"> <li data-bbox="408 425 1251 526">(i) <u>The European Computer Driving Licence</u> qualification (ECDL) is expected to continue for the next 2 years in its current form. <li data-bbox="408 528 1251 629">(ii) <u>English</u> Progress Tracker 3 was showing improvements as a result of the extra interventions being provided on Tuesdays and Thursdays. <li data-bbox="408 631 1251 732">(iii) <u>Engineering</u> results are also positive and further progress is expected under the new Curriculum Director for Engineering (Letisha Smith wef 24 April 2017). <li data-bbox="408 734 1251 925">(iv) <u>Progress 8</u> the current predicted score stands at '-0.6', however progress is expected as the school moves towards the summer exam season. In relation to Y10, the Curriculum for this year group has been fully compatible with Progress 8 and Attainment 8, results are much more positive, heading to a '0' as students progress towards Y11. <li data-bbox="408 927 1251 1140">(v) <u>Creative Digital Media</u> The Principal reported exceptional results for CDM in the January exams, with a 100% pass rate for Y12 and one student achieving the highest test score in England. CDM students continue to have much success – including unconditional offers from red brick universities. <li data-bbox="408 1142 1251 1467">(vi) <u>Partnership with Mercia Trust</u> Liaison with the Mercia Trust has commenced. The Executive Principal is meeting with Lesley Bowes (Mercia's CEO) monthly, learning walks have taken place. Much more is planned. One useful piece of advice to already come out of this partnership has led to UTC considering the use of keyboards for some students when undertaking 'written tasks'. A member asked how confident were the school in student's keyboard skills? The Principal said for some students it was clearly enabling them to be more productive. <li data-bbox="408 1469 1251 1603">(vii) <u>Teaching observations</u> have been undertaken in conjunction with staff at UTC OLP and two key areas for improvement have been identified: marking and assessment. <li data-bbox="408 1606 1251 1774">(viii) <u>Behaviour and Attendance</u> Exclusion figures of 12 for Y10 and 21 for Y11 include a number of repeat offenders. Y10 attendance is positive at 96% whilst two persistent absentees have impacted on Y11 attendance (92%) and this does need improving. <li data-bbox="408 1776 1251 2047">(ix) <u>National developments</u> There has been progress on how UTCs will be inspected. The Executive Principal reported that there will be a dedicated UTC team at Ofsted. Ofsted have also identified some essential factors which will be taken into account when judging UTCs including: <ul style="list-style-type: none"> <li data-bbox="504 1939 1214 1973">- how technical learning equates to English & Maths <li data-bbox="504 1975 1206 2047">- project based learning will be used as evidence of employability skills 	

- employers' views will be as important as those of parents and students
- student destinations will be seen as a key outcome along with qualifications
- the strengths of Leadership and Management considering progress since start-up.

- (x) The Baker Dearing Trust (BDT) have also been working with Ofsted to develop a more suitable way for progress at UTCs to be measured in the context of Progress 8. In the future UTCs will measure progress using GL CATS Digital testing undertaken in Y9 to establish a baseline on entry to a UTC. A member asked how does this approach differ from what we previously did in relation to establishing baseline data, and is UTC happy with the new approach? The Principal said Ofsted queried the rigour of the previous approach and he was optimistic that the changes would work in UTC's favour.
- (xi) The Chair asked how 'official' are the developments of how Ofsted will judge UTCs? The Executive Principal confirmed that the changes he described would be the basis of how UTCs are inspected and how judgements are recorded. He added that the Baker Dearing Trust were planning to put a package together that could support UTCs in understanding how Ofsted would inspect them.
- (xii) Recruitment – a boost came in the form of a letter to parents of Y9 students from Sheffield Local Authority (LA) which provided information on UTC as an option. Other LAs (within one hour's travelling time of UTC) have also issued letters. A showcase event for UTC on 29 March has attracted huge interest with the LA letter clearly boosting the number set to attend. The Executive Principal said ultimately it is hoped this will have a positive knock-on effect for Y12 recruitment.
- (xiii) Funding DfE have announced some additional funding (£200k per year x 3 years) to support UTCs in their early years of growth. This will be used to support increased leadership capacity across UTCs.
- (xiv) Partnership working Benefits continue to result from many of the on-going partnerships UTC have established, including those with the two local Universities and with AMRC training.

17/1/7.2

Marketing/Recruitment

Liz Wallis talked governors through a paper on marketing and recruitment. The main points discussed included: -

- (i) LW reported that application numbers have increased with stronger Y10 applicants than this time last year. Reasons for this include an earlier start to marketing activities this year, the benefits of a varied campaign around GCSE results time last summer and the letter from local authorities to parents of Y9 age students (mentioned above). The LA letter is something that UTCs have wanted for some time.

(ii)



Activities in the pipeline included the showcase events and the 'Get Up to Speed' event where students are brought by bus to UTC. There was also the forthcoming 'Digi-fest' in Sheffield, which gave UTC the opportunity to reach out to a wider audience.

(iii)

In relation to the school website, the priority was to get more 'Employer' related content. Currently there are some employers' logos but little else, governors agreed it would be useful to have some employer profiles present.

Sero

More information on the destinations of UTC students was also needed. LW said it was proving difficult to get information from alumni, therefore an alumni network was being established. This could provide content for the website in the form of case studies about, for example, former students who have progressed to redbrick universities. LW also said it would be useful for the UTC newsletter to be re-invigorated as that could also play an important part in reaching out to local parents and potential students.

(iv)

A member asked about the demographics which currently indicate the number of Y10s as relatively small, whereas Y7s and Y8s were much higher - therefore in a couple of years the situation could be quite different.

The Principal acknowledged that schools nationally are suffering to some degree with the fact there are currently not as many Y10s and Y11s.

(v)

Whilst UTCs may be perceived to offer a more narrow choice at A-level than some other institutions, the Principal stressed that the evidence points to UTCs offering the 'combinations' that students want for Y12 and beyond.

(vi)

A member reported that he was engaging with a professional from the TV industry about potentially coming to talk to UTC applicants. The Chair remarked how difficult it is to get that sort of figurehead, or inspirational character from the Engineering sector. A member highlighted the issue of Y10 female applicants with an interest in engineering. Both KV-P and RH confirmed that it was challenging to increase the number of female applicants for degree courses related to Engineering. Governors agreed that role models are so important.

A member said that the computing industry faced similar problems to engineering in regard to female applicants and had boosted interest when it used a fashion model to talk up the benefits of a career in the computing sector. The Principal said that another way of attracting interest into UTCs specialisms, was

	<p>to make a link with hobbies that young people often have, e.g. mountain biking for engineering. A member mentioned perhaps using 'informatics' to attract more female applicants. A member mentioned the 'Steminist' conference about women working in STEM related industries, which was due to take place in Sheffield in November at the City Hall and suggested maybe there was scope for involving UTC students. LW concluded the discussion by highlighting that UTC now has the opportunity to use girls who have attended UTC to play a part in marketing activities that will attract more female applicants. LW to feed back to next meeting.</p>	Sero
17/1/8	Feedback from Sub-committees:	
17/1/8.1	<p><u>Trust Board</u></p> <p>Issues discussed at the recent Trust Board included:</p> <ul style="list-style-type: none"> (i) Recruitment issues (Y9 intake) and how these were being discussed with DfE and EFA. (ii) The MAT structure was discussed and in particular how currently it involves 2 Sheffield College representatives and 1 Chamber of Commerce - whereas it was probably better to increase this to have 5 representatives in total. (iii) UTC Pay Policy was agreed. (iv) Professor Karen Bryan, Sheffield Hallam University, was elected Vice-Chair. Richard Wright is Chair; Vivienne Martin is Company Secretary. (v) Executive Principal targets were agreed. (vi) The Trust Board signalled it was happy with UTC's finances. 	
17/1/8.2	<p><u>Strategic Development Committee</u></p> <p>The Principal said the discussions reflected the same priorities outlined in his report to governors at this meeting. The Principal also reported that Lesley Bowes (Mercia Learning Trust) thought that the UTCs development plans were strong</p>	
17/1/8.3	<p><u>Resources Committee</u></p> <p>Gary Drabble reported that cash balances were high but there was still money to the sum of £370,000 owed to the EFA. Whilst student numbers have increased, funding changes meant school had lost some of its student funding. The additional funding to support UTCs early years of growth (£220k per year x 3 years) was positive news.</p>	
17/1/9	Any Other Business	
17/1/9.1	The Secretary informed governors that the EFA have said they would like to attend UTC governor meetings - governors had no objections to this.	
17/1/9.2	A parent governor asked if UTC had any Y14 students? The Principal said yes but it was not in the school's interest to have a large number of Y14 students, they are mainly to assist obtaining their required UCAS Points.	

17/1/10	Date of Next meeting Wednesday 28 June 2017, 5.30-7.30pm Studio 1, UTC Sheffield City. Please forward apologies to vmartin@utcsheffield.org.uk	
17/1/11	Confidentiality References to specific recruitment issues were deemed confidential.	