



Sir Simon Milton Westminster

University Technical College

Governing Body Meeting

MINUTES

Draft for Circulation

Meeting 1, 2019/20 Cycle

Tuesday 10th September 2019, 8.30am

Sutherland Street, London, SW1V 4LD

MEMBERSHIP:			ATTENDANCE:
Elizabeth Phillips	EP		
Bill Templeton	BT		***
Evelyne Rugg	ER		
Anna Kennedy	AK		***
Andrew Christie	AC		***
Duncan Whitfield	DW		***
Richard Lane	RL		
Marc Cadwaladr	MC		
Jeremy Lucas	JL		
Peter Jordan	PJ		
John Farodoye	JF	Parent Governor	
Dan Chandrakumar	AE	Head Teacher	

IN ATTENDANCE:		
Penny Venters	PV	Clerk
Mark Harris	MH	Head of Finance and Operations - FBS

ITEM	BUSINESS	ACTION
1	SLA WITH FULHAM BOYS SCHOOL	
	<p>The Chair has agreed that SLA will extend through to March 2020 in order to provide Fulham Boys School (FBS) with a commitment horizon that underpins the staffing compliment involved.</p> <p>Lucy Shawcross of the ESFA has asked for further information and this in-hand.</p> <p>The SLA is expected to be signed in the next week.</p>	
2	MAT PROGRESS	
	<p>ER referred the meeting to her pre-circulated notes on the profile of Dunraven Educational Trust (DET) and on the initial meeting held on 4th September 2019 and she abridged their content.</p> <p>A Governor commented that DET saw the UTC joining the MAT as an opportunity for staff development. The Governor confirmed that DET have the capacity to take the UTC on and appropriate funds to support it. As it stands, DET are not currently in a position to provide a stream of students, but the possibility of taking a larger intake to Year 7 was discussed. DET understand that going forward the UTC may look to take students in at Year 9. DET would be keen to continue the involvement of the Employer Alliance.</p> <p>A Governor commented that FBS were geographically much better placed. It is circa forty-five minutes from the UTC to the DET site in Streatham if train times are planned in advance. In a MAT arrangement, staff would move between sites, but not the students.</p> <p>DET are visiting the UTC at 11am on Monday 23rd September.</p> <p>In response to a Governor enquiry, it was confirmed that the Fulham Academy Trust are not being considered as a MAT partner and that the DfE have not mentioned Future Academies Trust in recent discussions.</p>	
3	APOLOGIES FOR ABSENCE	
	<p>Apologies were received and accepted from Andrew Christie, Bill Templeton, Duncan Whitfield and Anna Kennedy.</p>	
4	CONSTITUTION AND APPOINTMENTS	
	<p>Resolution: Elizabeth Phillips was unanimously elected as Chair for 2019/20.</p> <p>Resolution: Evelyne Rugg was unanimously elected as Vice Chair for 2019/20.</p> <p>John Farodoye is staying on as Parent Governor. Chris Williams has left the Governing Board but is willing to be a Co-Opted Governor.</p> <p>Elections for a new Staff Governor will take place in the next two weeks.</p> <p>Terms of Reference will be reviewed by the Committees and return for sign-off at the next meeting.</p>	DC

5	GOVERNOR SIGN OFF	
	<p>The clerk thanked those who had completed relevant forms and encouraged the remaining Governors to complete:</p> <ul style="list-style-type: none"> • Declaration of Interests • Keeping Children Safe in Education • Governor Code of Conduct 	
6	MINUTES OF THE PREVIOUS MEETING	
	Resolution: With typos corrected, the minutes of the meeting on 16th July 2019 were agreed and signed as an accurate record.	
7	MATTERS ARISING NOT ON THE AGENDA	
	<ul style="list-style-type: none"> • Inigo Woolf has accepted the position of Member to the Sir Simon Milton Westminster UTC Trust. • As such, the Articles of Association are to be amended and this is in-hand. 	
8	LEADERSHIP TEAM COMMENTARY:	
8.1 8.1.1 8.1.2 8.1.3 8.1.4 8.2 8.2.1 8.2.2 8.2.3 8.2.4 8.2.5 8.3	<p><i>Exam Results:</i></p> <ul style="list-style-type: none"> • Maths and Science GCSE results were above National Average • KS4: Progress 8 was positive for Maths but not for other subjects. In response to a Governor question, it was confirmed that Ofsted would not look for a UTC-to-UTC comparison unless persuaded to do so at the inspection. The SLT are preparing a specific Progress 8* which takes account of entry into Year 10, not Year 9. • KS5: Governors questioned the poorer results relative to predictions. Whilst this in some way reflects the initial student in-take, unconditional offers are a factor. The SLT will be reviewing overall process. Governors noted that the staffing compliment has evolved since the previous academic year. • Governors encouraged the many positive elements of the exam results to be communicated to stakeholders. <p><i>Admissions:</i></p> <ul style="list-style-type: none"> • There are 82 KS4 students and 119 KS5 students, against predictions of 112 and 139 respectively. • Eight students have stayed on to KS5 from KS4 against a forecast of 25. • This has to be understood within the previously agreed and minuted strategy of making prospective students fully aware of demands of the UTC STEM curriculum. DC confirmed that the students now on roll are keen to and capable of studying engineering. • The number of students leaving for apprenticeships should be established. • Two Open Days have been arranged with all staff required to attend. A third is likely. <p><i>Curriculum:</i></p> <ul style="list-style-type: none"> • Unfortunately there are not enough students to support A level Psychology 	DC

<p>8.4 8.4.1 8.4.2 8.4.3</p>	<p><i>Engineering:</i></p> <ul style="list-style-type: none"> • Engineering provision now reflects the vision of providing a broad choice before students go on to specialise. Architectural, Design and Electronic Engineering have been introduced. DC encouraged Governors to tour the facilities as all the workshops are now up and running, with lessons being taught in them utilising all the equipment available. • Funds have been spent on commissioning some of the equipment. • A third Engineering teacher has been employed. 	
<p>9</p>	<p>OFSTED PREPARATION</p>	
	<p>The clerk will be arranging a Governor meeting specifically on Ofsted preparation.</p>	<p>PV</p>
<p>10</p>	<p>FINANCE:</p>	
<p>10.1 10.2 10.3 10.4</p>	<p>The Outturn for 2018/19 is £(2,317), subject to audit. With the circa £7k carry forward, the year-end position is expected to be circa +£4,600.</p> <p>The impact of the 2019/20 student numbers is a predicted 2019/20 year-end deficit of £(441,561). This is a variance from the 2019/20 Budget of some £(270,423)</p> <p>As such, cash flow will be a problem and a conversation with the ESFA is necessary.</p> <p>EP is meeting with Simon Connell of the BDT to discuss favourable financial arrangements in regard to clawback payments made to the ESFA.</p> <p>MH is meeting with Katharine Patel of Buzzacott on September 24th to review the 2018/19 audit report and discuss the 2019/20 financial position. A robust plan for submission to the ESFA is required. In response to a Governor question, it was agreed that the UTC is in unknown territory in regard to these negotiations. <i>Governors agreed</i> that the longer term solution is membership of a MAT</p> <p>In response to a <i>Governor question</i>, it was confirmed that members of the Employer Alliance feel that they have contributed though much pro-bono initiatives together with work placements and that they will not contribute to the significant amount of further funding required at this stage.</p> <p>A <i>Governor pointed</i> out that the UTC was still to sort out the two planning initiatives that would enable the fifth floor to be fully let and thus provide a significant income. DC will liaise further with Ian Emmerson of WCC.</p> <p>MH pointed out some discrepancies in the 2019/20 that he is investigating. These include pension provision and electricity. With the latter, last year's bill was £121k whereas the budget is £78k. For Insurance Risk Protection, the UTC is in receipt of a bill for £40k although the budget is £31.8k.</p> <p>The 2019/20 Budget includes a 1% staff pay increase, whereas a 2.75% increase has been agreed nationally with teaching unions, With only 0.75% subsidised by central Government, the shortfall for the UTC is some £16k.</p> <p>MH will circulate to Governors the final 2019/20 Budget submission made to the ESFA.</p>	<p>DC</p> <p>MH</p>

10.5	A Governor requested a short summary of the permanent exclusions from 2017/18 and 2018/19. This information is likely to be asked for by Westminster City Council and can be used to demonstrate to Ofsted that the Governors are reviewing and learning from implementation of the Behaviour for Learning Policy.	PV
11	DATES OF THE NEXT MEETING:	
	<ul style="list-style-type: none"> • C&S 1: 24th September 2019 • Resources 1: 8th October 2019 • C&S 2: 29th October 2019 • Audit 1: 12th November • FGB 2: 19th November 2019 • Audit 2: 3rd December 2019 <ul style="list-style-type: none"> • The Clerk will arrange monthly Transition Group meetings. • John Farodoye agreed to join the Resources Committee • Richard Lane will be asked to re-join the Resources Committee 	PV
12	ITEMS FOR NEXT AGENDA	
	<ul style="list-style-type: none"> • Employer Alliance formal review • Rose Cross will present on SEND • DC will present a revised SEF in the new Ofsted format 	
13	ANY OTHER BUSINESS	
13.1	The internal screens need updating. Include the positive story from the GCSE results.	DC / NM
13.2	The Web site similarly needs an immediate overhaul which should include communication of the Sixth Form Open Evening.	DC
14	CONFIDENTIAL ITEMS	
	There were no Confidential items	

The meeting closed at 10am

Signed: Date:
Chair

Actions

MINUTE REF:	ACTION:	At or by next meeting, unless stated
4	Arrange a Staff Governor Election.	DC
8.2.4	Establish the number of students who have left the UTC to join apprenticeship programmes.	DC
9	Arrange a Governors Ofsted preparation meeting.	PV
10.3	Liaise with Ian Emmerson of WCC in regard to the two outstanding fifth floor planning issues.	DC
10.4	Circulate to Governors the 2019/20 final Budget submission.	MH
10.5	Circulate a short summary of permanent exclusions from 2017/18 and 2018/19.	PV
11	Arrange monthly Transition Group meetings.	PV
13.1	Update the internal UTC screens to reflect the new staff and promote the engineering provision	DC / NM
13.1	Update the web-site to reflect staff changes.	DC