



Governing Body Meeting

MINUTES

Draft for circulation

Meeting 6, 2018/19 Cycle

Tuesday 16th July 2019, 8.30am

Sutherland Street, London, SW1V 4LD

MEMBERSHIP:			
Elizabeth Phillips	EP	Chair	
Bill Templeton	BT	Vice Chair	***
Evelyne Rugg	ER	Vice Chair	***
Anna Kennedy	AK		***
Andrew Christie	AC		***
Duncan Whitfield	DW		***
Richard Lane	RL		
Marc Cadwaladr	MC		
Jeremy Lucas	JL		
Peter Jordan	PJ		
John Farodoye	JF		
Antonia Evans	AE	Principal	
Olufemi Awosile	OA	Staff Governor	

IN ATTENDANCE:		
Penny Venters	PV	Clerk
Dan Chandrakumar	DC	Head Teacher Elect
Suzanne Lyne	SL	Business Manager

ITEM	BUSINESS	
1	APOLOGIES FOR ABSENCE	
	Apologies had been received and accepted from Evelyne Rugg, Bill Templeton, Anna Kennedy, Andrew Christie and Duncan Whitfield.	
2	DECLARATION OF INTERESTS	
	There were no declarations of interest.	
3	CONSTITUTION AND APPOINTMENTS	
	The Chair noted that this was the last meeting for Antonia Evans and Olufemi Awosile and she thanked them both for their contribution to the working of the Governing Board.	
4	MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING	
4.1	Resolution: The minutes of the meeting held on 25th July 2019 were agreed and signed as an accurate record.	
4.2	There were no matters arising.	
5	2019/20 BUDGET SIGN OFF	
5.1	<p><i>Outturn for 2018/19:</i> SL explained that this year had been the first where the UTC financial position had come to be understood in depth. In addition, it was the first year exams had been undertaken and costs of this had been underestimated. Planning restrictions had impacted on Lettings income. As costs had risen and income not been achieved, the SLT had taken steps to reduce expenditure.</p> <p>The prediction was for an in-year deficit of some (£10k). With the 2017/18 surplus of £7k, the outturn for the year is predicted to be a (£3k) deficit.</p> <p>The original start date for the Director of Engineering was September 2019. The University of Westminster indicated it would contribute £15k to cover his salary through July and August and he has begun work. To date the University of Westminster has not provided any funds and DC is following this up, but has not had reply to date.</p> <p>This extra salary expense is not in the figures for the 2018/19 outturn and if it remains un-funded, the UTC outturn will necessarily reflect a higher deficit of (£18k).</p>	
5.1.1	EP will discuss this matter with Dr Peter Bonfield.	EP
5.1.2	RL is involved in a committee at the University that would deal with this funding and will follow this up with the appropriate person.	RL

5.2

2019/20 Budget;

SL confirmed that budget included a Pupil Number Adjustment (PNA) based on the number of students who had accepted a place at the UTC from September 2019, ie. not the pupil numbers originally submitted to the DfE. This approach included twelve extra KS5 students.

Governors questioned the pupil number predictions as set out in the pre-circulated document. SL and DC outlined the process undertaken of preliminary guidance meetings for those applying for a place in September 2019 and on which offers were either made or not. At the recent taster day, 31 students with an offer had attended and those with an offer who did not attend are being chased up. **Governors agreed** that the pupil number predictions bore scrutiny and felt they were thus reasonable for budgeting purposes.

In response to a **Governor query** as to how many KS5 pupils the UTC could accommodate, DC explained that the answer depended on their choice of study. If they chose classroom subjects such as Maths, more could be accepted than if they chose Engineering, as workshop capacity would be exhausted relatively quickly.

Governors agreed that a budget could only ever be a reflection of the best information at the time. Pupil numbers would inevitably differ going forward, but were happy to accept that this represented the most accurate view at this point.

Governors agreed that a SEN TA should be included in the budget.

SL informed the meeting that further discussions with Fulham Boys School (FBS) on the draft SLA had taken place and they confirmed that the £155k fee directly reflected the salary cost of the personnel involved and as such could not be reduced.

However, FBS had offered to split the fee over two years which would improve the UTC cash flow but leave the P&L position unchanged. In addition, they confirmed that should the UTC join FBS in a MAT partnership, the SLA fee would be cancelled and it would transition to one of 4% of pupil generated UTC income.

Following some **discussion**, **Governors asked** SL to reflect a 2019/20 budget where the SLA fee of £155 is paid pro rata up to end February 2020 and then from March 1st 2020 to reflect a 4% MAT fee. This therefore correlates with the UTC and DfE intention for the college to be in a MAT partnership by March 1st 2020. **Governors advised** that as such, the three year forecast should similarly reflect a 4% per annum MAT fee going forward.

Resolution: Based the amendments set out in 5.2, Governors approved the 2019/20 Budget.

Resolution: Based the amendments set out in 5.2, Governors approved the three year forecast for 2019/20 through to 2021/22.

Subsequent to this vote, SL circulated the following:

	Was	Now at
2019/20 in-year balance	-£135,532.67	-£171,137.72
2020/21 in-year balance	-£294,193.75	-£216,693.75
2021/22 in-year balance	-£279,637.83	-£279,637.83
Revenue balance at end 2021	-£709,364.24	-£667,469.30

SL

5.3	<p>A Governor asked if the UTC could in fact submit a negative budget. DC explained that on its receipt the ESFA would be in contact and that this would be through Lucy Shoreditch who had indeed already been in communication with SL.</p> <p>The UTC will be required to demonstrate when it would run out of cash and thus be in need of funding. In addition, the UTC would be required to demonstrate its plans for change that would address the position. The SLT has been working in anticipation of this and Buzzacott have prepared a cash flow forecast although it currently requires sense checking and refinement ahead of submission to the ESFA.</p> <p>The budget and three year forecast submission will be accompanied by a three-year model of staff and pupil numbers in the scenario of admitting Year 9 pupils from September 2020 and Year 7 pupils from 2021, together with an updated marketing strategy to accompany the change.</p>	
5.4	<p>EP clarified that she intends to ask the Baker Dearing Trust (BDT) to speak to the ESFA on the UTC's behalf and negotiate further transitional funding and a delay on the clawback payments. She understand that Simon Connell had been successful in this regard with other UTCs.</p>	EP
5.5	<p>SL will now prepare and submit the 2019/20 Budget and three-year forecast for submission to the ESFA by 31st July 2019.</p> <p>The Chair and Governors thanked SL for her hard work and diligence in putting the financial information together.</p>	SL
6	FBS SLA/MAT UPDATE	
	<p>Now that the Budget has been approved, DC will organise a further meeting with FBS to share the UTC budget forecast.</p> <p>It is anticipated that the SLA will be signed by September 1st 2019.</p> <p>MAT discussions will begin once this is in place. The UTC will have access to the business case put forward by FBS in this regard.</p> <p>In response to a Governor question on what action would be taken if the DfE refused its permission for the UTC to join FBS in a MAT, the Chair confirmed that she would approach the Regional Schools Commissioner and seek approval to negotiate with Aldridge Education Trust and whichever other MATS the RSC suggested. ER is already contacting Dunraven and Fulham Academies Trust as these two MATS had been suggested by the RSC</p>	DC
7	SIR SIMON MILTON WESTMINSTER UTC TRUST MEMBERS GENERAL MEETING UPDATE	
	<p>From September 2019, in order to avoid all conflicts of interest, the Chair of the UTC Governors will no longer sit as a Trust Board Member. Trust Board Members voted on a Resolution to invite Inigo Woolf, Chief Executive of the London Diocesan Board for Schools (LDBS) to represent the UTC. EP advised that Inigo would accept the nomination in a private capacity and he would bring a breadth of knowledge and experience of the maintained school sector in London, MAT formation and of the DfE.</p> <p>Resolution: Governors will ask Inigo Woolf to represent the UTC on the Sir Simon Milton Westminster UTC Trust Board.</p>	EP / PV

	<p>To further avoid all conflict of interest as the UTC moves through its MAT deliberations, BT has been asked to decide if he wishes to remain as a Governor or a Trust Board Member. National Rail will be asked to nominate a replacement to the role he leaves.</p> <p>EP updated Governors that that Trust Members had:</p> <ul style="list-style-type: none"> ○ Come to understand that the staff changes from September 2019 represented a very positive move and that teaching would be stronger at the UTC as a result. ○ Gave their general approval to DC's belief that moving to a Sixth Form College did not represent the best way forward and that the UTC should investigate entry at Year 9 and Year 7. ○ Would be open to the idea of dropping affiliation to the BDT and the UTC umbrella if the Governors and SLT could make the case for this. ○ Advised that the UTC should immediately begin discussions with the ESFA on delaying the payback. <p>EP advised the Governors that at a meeting with members of Westminster City Council the previous day, she had discussed the idea of the UTC taking pupils in from Year 9 and then Year 7 and received very positive feedback as they advised there were not enough KS3 places available in the Borough.</p>	
8	DATES OF THE NEXT MEETING	
	<ul style="list-style-type: none"> • Tuesday 10th September 2019, 8.30am 	
9	ITEMS FOR NEXT AGENDA	
	<ul style="list-style-type: none"> ○ Pupil numbers ○ Exam results ○ SLA update ○ Budget update 	
10	ANY OTHER BUSINESS	
	There were no items.	
11	CONFIDENTIAL ITEMS	
	There were no items.	

The meeting closed at 9.30 am

Signed
Chair

Date:

Actions

MINUTE REF:	ACTION:	At or by next meeting, unless stated
5.1.1	Discuss with Dr Peter Bonfield of the University of Westminster the £15k contribution to the salary of the UTC Head of Engineering.	JL
5.1.2	Discuss with appropriate committee at the University of Westminster the £15k contribution to the salary of the UTC Head of Engineering.	RL
5.2	Prepare a revised 2019/20 budget and three-year forecast based on a prorated SLA to end February 2020 and a 4% MAT fee from March 1 st 2020 going forward.	ER
5.4	Ask the BDT to negotiate with the ESFA on behalf of the UTC for more favourable financial arrangement going forward.	EP
5.5	Submit the UTC 2019/20 Budget and three-year financial forecast to the ESFA by 31 st July 2019.	SL
6	Organise a meeting with FBS to discuss the agreed UTC 2019/20 Budget and three-year financial forecast.	DC
7	Invite Inigo Woolf to represent the UTC on the Sir Simon Milton Westminster UTC Trust Board.	EP / PV