



# Sir Simon Milton Westminster

University Technical College

## Governing Body Meeting

Meeting 1, 2018/19 Cycle

Tuesday 16<sup>th</sup> October 2018, 8.30am

Sutherland Street, London, SW1V 4LH

MEMBERSHIP:			ABSENT
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		
John Farodoye	JF	Parent Governor	
Chris Williams	CW	Parent Governor	***
Antonia Evans	AE	Principal	
Olufemi Awosile	OA	Staff Governor	

IN ATTENDANCE:	
Suzanne Lyne	Business Manager
Mike Finn	Vice Principal
Penny Venters	Clerk

# MINUTES

## Draft for circulation

AGENDA ITEM	BUSINESS ITEM	ATTACHED
<b>1</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies had been received from Andrew Christie and Chris Williams and the absences were accepted.	
<b>2</b>	<b>REGISTER OF BUSINESS AND PECUNIARY INTERESTS</b>	
	The Chair asked for these to be completed and returned to the Clerk.	
<b>3</b>	<b>GOVERNOR CODE OF PRACTICE</b>	
	The Chair drew the members' attention to Governor Code of Conduct, particularly the requirement for confidentiality.	
<b>4</b>	<b>CONSTITUTION AND APPOINTMENTS</b>	
4.1	<b>Resolution: Elizabeth Phillips was unanimously elected as Chair for 2018/919.</b>	
4.2	<b>Resolution: Bill Templeton and Evelyne Rugg were unanimously elected as Vice Chairs for 2018/919.</b>	
4.3	<b>Resolution: The Terms of Reference and Standing Orders were adopted by the members</b>	
4.4	<b>Resolution: Bill Templeton's nomination as an Employer Alliance Governor was unanimously ratified by the meeting.</b>	
4.5	<b>Resolution: Elizabeth Phillips' and Richard Lane's nominations as University of Westminster Governors were unanimously ratified by the meeting.</b>	
4.6	The Chair welcomed Olufemi Awosile as Staff Governor.	
4.7	With so much to complete today, Link Governors will be established at the next meeting. The Chair encouraged Governor to visit the UTC and complete reports before the next DfE visit on 6 <sup>th</sup> November.	
<b>5</b>	<b>CHAIR'S ACTIONS</b>	
	Paul Smith from Future Academies Trust (FAT) had been invited to attend today's meeting as an observer, but it became clear there was much to discuss internally and. thus he is not in attendance.	

6	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	<b>Resolution: These were agreed and signed as an accurate record of the meeting on 19<sup>th</sup> July 2018.</b>	
7	<b>MATTERS ARISING NOT ON THE AGENDA</b>	
	AC and DW are to complete the on-line Safeguarding module.	<b>AC / DW</b>
8	<b>UPDATE FROM COMMITTEES:</b>	
8.1           8.2 8.2.1	<p><i>Curriculum and Students – 25<sup>th</sup> September 2018</i> Nathan Mealor gave a very competent update on pupil performance data and it's understanding and use by the members of the C&amp;S committee</p> <p>The new Marking Policy <b>was discussed</b> which meets DfE requirements. Teacher – pupil dialogue is facilitated through the use of red and green pens.</p> <p><i>Resources – 3<sup>rd</sup> October 2018</i> JL <b>explained</b> that the 2017/18 year-end position was still being prepared. SL is working on a reconciliation of the book keeping and is needing to go back to the very start of the year. At this stage it is not possible to predict the final position. SL has been liaising with Katharine Patel of Buzzacott who is being very helpful. FAT have been informed and are understanding of the problem. They are looking for three things:</p> <ol style="list-style-type: none"> <li>1) The last audit report, which has been forwarded.</li> <li>2) The 2017/18 year-end position – see above, requested for the end of this week.</li> <li>3) The 2018/19 budget. This can't realistically be finalised until the 2017/18 position is established.</li> </ol> <p>A <b>Governor suggested</b> that Buzzacott should be involved in the 2017/18 reconciliation process now. As auditors they have a requirement to audit the process and will have to review the work being done, so why not get them involved. <b>JL assured</b> the process was in-hand and that Buzzacott would hopefully be receiving the year-end position by the end of the week.</p> <p>At the Resources Committee meeting, the 2018/19 Budget had a £38k deficit. Changes had subsequently been made to close this and approved by JL and MC on behalf of the Resources Committee, the caveat being that the 2017/18 year-end position had not been finalised. JL <b>asked members</b> to review it and feedback any questions. He would be looking for e-mail sign off next week. It would not be released to FAT until a two-way confidentiality contract had been signed.</p> <p>The three-year position would be worked on with FAT. They utilise software that employs assumptions pertinent to the UTC being in a MAT.</p>	



<p>9.2</p> <p>9.3</p>	<ul style="list-style-type: none"> <li>The ethnic mix of the students is diverse but there is a heavy bias towards males. MC and BT both offered to share methodology from their own companies on how they address this problem through their apprentice programmes. Another <b>Governor suggested</b> that the UTC target girls' schools directly in its marketing efforts, together with appointing a 'girls champion'</li> </ul> <p><i>School Improvement Plan, SIP:</i> The <b>Governors applauded</b> AE on producing a focussed report that could be easily accessed and understood. <b>It was agreed</b> it should be a standing item on the FGB agenda and will also be a good document to inform committee action plans.</p> <p>In future it will be RAG rated based on <i>progress</i>. Each action to be numbered as a sub section of the Objective number, ie Actions to Objective 2 become 2.1, 2.2, etc.</p> <p><i>Self-Evaluation Form, SEF:</i> AE presented this document which is work in progress. In reply to <b>Governor questions</b>, she explained that (i) the SEF is written by the Principal, discussed with the Governors, the DfE, etc., and that (ii) the SEF precedes the SIP such that the latter sets out how the UTC should move forward as a result of judgements within the SEF.</p>	<p><b>BT / MC</b></p> <p><b>AE</b></p>
<p><b>10</b></p>	<p><b>PUPIL PREMIUM</b></p>	
<p>10.1</p> <p>10.2</p>	<p>MF presented an Interim Report on how Pupil Premium (PP) spend had been allocated in 2017/18. It was explained that each educational establishment has to evidence where PP funds have been spent and highlight the outcomes for PP students. The <b>Governors found it disappointing</b> that this key data on Attainment and Progress of PP students was missing. NM explained that as yet they did not have the full PP numbers or the student files. This information will be presented at the next Curriculum and Students meeting.</p> <p>The <b>Governors noted</b> that there are no YIPIYAT tutors this year but that the University of Westminster were sending volunteer teaching students to provide classroom support. The <b>Governors asked</b> that an assessment of impact per category be added in future presentations.</p>	<p><b>MF</b></p> <p><b>MF</b></p>
<p><b>11</b></p>	<p><b>ANNUAL SAFEGUARDING REPORT 2017 - 2018</b></p>	
<p>11.1</p>	<p>MF presented the Annual Report to Governors on Safeguarding, September 2017 to July 2018, a DfE requirement. The judgement on Safeguarding for 2017/18 was 'Effective' and the report sets out the evidence for this judgement.</p>	

11.2	<p><b>The Chair asked</b> for a Safeguarding Audit to be presented at the next meeting based on the proforma from The Key. This document will provide all on-going data required for the Governors to understand real time Safeguarding issues.</p>	<b>MF</b>
11.3	<p>A <b>Governor raised the issue</b> of Health and Safety which should be a termly report made by the Health and Safety Governor. The <b>Governor was of the opinion</b> that supervision and management of the pupil body should be a major consideration for any such report. With relatively few staff and such a large building, this had to be a substantial health and safety concern. The Staff Governor explained that extra vigilance was being paid to locking the doors of empty rooms, the effect being to reduce the number of areas pupils could be in. The Principal added that the key system itself was an area for concern because so many doors could be opened with only two key types. If keys got into the wrong hands, many areas of the UTC would be accessible.</p> <p>The <b>Governors discussed</b> the Reception area, which is currently the subject of a redevelopment. AE explained that the latest suggestion was a three-way split on cost between the EFSA, the UTC and the DfE. A Governor made the point that when the building was designed, the Reception area had a design certificate to evidence that it met all legislative requirements at the time.</p> <p>John Farodoye and Anna Kennedy agreed to undertake a Health and Safety report on behalf of the Governors.</p>	
<b>12</b>	<b>GDPR REPORT</b>	
	<p>A report on GDPR had been circulated which outlined actions taken to date, key measure of success and priorities moving forward.</p>	
<b>13</b>	<b>POLICY SCHEDULE</b>	
	<p>There was no time for this item today. It will be discussed internally and dealt with at Committee level.</p>	
<b>14</b>	<b>GOVERNOR COMMUNICATION</b>	
	<p>The Clerk is investigating the cost of GovernorHub and will also be liaising with the DPO / Governance Officer at FAT.</p>	
<b>15</b>	<b>GOVERNOR TRAINING AND VISITS</b>	
	<p>The training on November 6<sup>th</sup> will cover Safer Recruitment and Panels for complaints and exclusions. <b>The Chair encouraged</b> all Governors to attend.</p>	

	The DfE are at the UTC on Tuesday 6 <sup>th</sup> November and a timetable for those Governors who are meeting with them is being drawn up.	
<b>16</b>	<b>DATES OF THE NEXT MEETINGS</b>	
	<ul style="list-style-type: none"> <li>• Training Evening: Tuesday 6<sup>th</sup> November</li> <li>• Curriculum and Students: Tuesday 27<sup>th</sup> November</li> <li>• Resources: Tuesday 4<sup>th</sup> December</li> <li>• Audit Committee – <b>November 22<sup>nd</sup>, 8.30am, UTC</b></li> <li>• AGM and next FGB - tbc</li> </ul>	
<b>17</b>	<b>ITEMS FOR NEXT AGENDA</b>	
	Nothing specific outside of standing agenda items	
<b>18</b>	<b>ANY OTHER BUSINESS</b>	
18.1	FAT are running a teacher training evening on 5 <sup>th</sup> November and whilst this would be good from an educational point of view, it was the <b>opinion of the Governors</b> that the UTC staff should not be involved with these events until a formal announcement had been made regarding the UTC and FAT.	
18.2	<b>ER confirmed</b> that the advice from the auditors was that DW was suitable to chair the Audit Committee even though he sat on the Resources Committee.	
<b>19</b>	<b>CONFIDENTIAL ITEMS</b> <ul style="list-style-type: none"> <li>▪ See Part 2, separate confidential minutes</li> </ul>	

The meeting closed at 10.45am

Signed .....  
Chair

Date:

## Actions

MINUTE REF:	ACTION:	At or by next meeting, unless stated
7	Complete the on-line Safeguarding training	AC / DW
9.1.1	Within the Principal's Report, include information on part / full time staff and length of service	AE
9.1.1	Pass the Thames Tideway contact details to AE	BT / JL
9.1.3	Share the methodology for attracting females to their company apprentice programmes.	BT / MC
9.2	RAG rate the SIP based on progress.	AE
10.1	Include Pupil Premium (PP) attainment and progress data within the PP report.	MF
10.2	Include an 'assessment of impact' column on the PP report.	MF
11.2	Prepare a Safeguarding audit based on The Key proforma.	MF
11.3	Prepare a H&S report on behalf of the Governors.	JF / AK