



Sir Simon Milton Westminster

University Technical College

Governing Body Meeting

Meeting 2, 2018/19 Cycle

Tuesday 18th December 2018, 11.30am

**City of London Corporation, Guildhall,
Gresham Street, Aldermanbury, London EC2P 2EJ**

MINUTES

Draft for circulation

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

IN ATTENDANCE:		
Penny Venters	PV	Clerk

ITEM	BUSINESS	ACTION
1	APOLOGIES FOR ABSENCE	
	Apologies were received and accepted from Richard Lane, Chris Williams and Olufemi Awosile.	
2	DECLARATION OF INTERESTS	
	There were no declarations of interest.	
3	CHAIR'S ACTIONS	
	LDBS have been asked to oversee GDPR and Data Protection on behalf of the UTC.	
4	MINUTES OF THE PREVIOUS MEETING	
	Resolution: The minutes of the meeting on 16th October 2018 were agreed and signed as an accurate record.	
5	MATTERS ARISING NOT ON THE AGENDA	
5.1	Link Governors will be discussed at the next FGB meeting.	
5.2	The SIP is not on the agenda today, but AE is sending out regular updates. It will be discussed at the next meeting.	
6	UPDATE FROM COMMITTEES	
6.1	<i>Curriculum and Students – 27th November 2018</i>	
6.1.1	There are currently 249 students on roll which includes 62 Year 10's and 87 Year 12's.	
6.1.2	The DfE visit in November identified that Engineering teaching was 'more secure'.	
6.1.3	Following a visit from the Engineering External Quality Advisor, the UTC has passed the AQA exam board requirements in regard to its arrangements for engineering exams.	
6.1.4	Year 11 student progress: 83% are predicted to achieve Grade 4 or greater in English and Maths and 48% predicted to achieve Grade 5 or greater. The National Average for this is 43%. Teaching is focussed on moving students from Grade 4 up to Grade 5. Pupil Premium (PP) funding will help here with intensive individual teaching, revision clubs and provision for Saturday morning revision sessions.	

<p>6.1.5</p>	<p>Nearly all Year 11 parents attended the well organised parents' evening and AE spoke to them all.</p> <p>Year 13: Initially the UTC set out to teach all this cohort A levels, but over time, teaching has been adapted to suit the weaker students and steer them through to other qualifications. Destinations are being worked towards and they include universities, apprenticeships and moving to City of Westminster College Level 4 courses.</p> <p>BT highlighted that Network Rail apprenticeships for 2019 could be applied for now. ER highlighted that HND's were available in civil and automotive engineering at a number of colleges. AE confirmed that the UTC was running a 'deadlines board'. In response to a Governor question, AE confirmed that Mike Finn (MF) was responsible for this and was doing an excellent job, which included tracking each student and their destination. She added that an outside specialist had been brought in to offer one to one careers advice.</p> <p>AC asked that AE check that all apprenticeships are being looked at with a full explanation of their structure, a clear plan on how to apply and a full understanding of the entry requirements. MC asked that all the available Employer Alliance positions were known and being promoted.</p> <p>AC enquired what MF needed to support him in this work and she replied that specific training in applying for apprenticeships would be very useful. The Governors asked for this to be investigated and for MF to meet with Employer Alliance representatives to ensure he is up to speed on all the opportunities that any one EA partner can offer.</p>	<p>AE</p>
<p>6.1.6</p>	<p>Extracurricular activities are flourishing. AE highlighted the recent trip to CERN. In response to a Governor question she explained that PP students were offered financial help but in fact they all paid. ER confirmed that she had checked all assurances for the trip, such as the Risk Assessment.</p>	
<p>6.1.7</p>	<p>The third- year Ofsted inspection could take place at any time from September 2019 onwards. Not receiving a 'Good' would present the UTC with a marketing setback. Pastoral elements are looking strong but Teaching and Learning is not yet up to the standard.</p> <p>In response to a query, Governors were encouraged to support the UTC by asking challenging questions in meetings and they should undertake to report on visits to the UTC.</p>	
<p>6.1.8</p>	<p>Behaviour issues within Year 10 were discussed. Many are getting on very well, but a cohort are presenting significant problems. A Governor suggested that earlier investigation of applicants' previous school record would be key to going forward. AE confirmed that she was having one to one conversations with prospective Year 10 parents, reinforcing the nature of the curriculum and the expected standards of the UTC. If enough students have made an application in April / May time, the list will be closed in order to prevent the later transfer of those students who are looking to move schools because they have to. In response to a query, AE confirmed that the UTC was looking to recruit</p>	

	<p>90 Year 10's. A Governor asked if Future Academies had followed up on the conversation about their KS3 students feeding through to the UTC, but AE commented they had been quiet on this issue recently. The Governors asked about 6th Form recruitment and were advised that not as many prospective students attend the October transition evening as had been hoped for. However, a number of 'keep warm' events were planned.</p> <p>In response to queries, AE confirmed that in September 2019 there would be about 400 students at the UTC. However, the mix would be skewed towards 6th Form students than that in the original plans which present financial pressures. KS5 pupils attract less GAG funding and are more expensive to teach as lessons tend to involve fewer students per teacher.</p> <p>Governors asked for the recruitment dashboard to be presented at the next FGB. AE confirmed that recruitment activity was on-going with visits being made to other schools.</p>	AE
6.2	<i>Resources – 4th December 2018</i>	
6.2.1	Work is being undertaken to replace the current Scheme of Delegation which is in operation with a more flexible arrangement.	
6.2.2	Legal advice regarding the Head of Terms agreement is c £5k.	
6.2.3	The Budget is not on track and the reasons for this were discussed. A Governor informed the meeting that costs for extra agency staff would be ending soon and that Lettings income is expected to rise in order to deliver a balanced budget.	
6.2.4	AE informed members that work on the reorganisation of the reception area continues. A Governor explained that the DfE had been informed the UTC would require additional funds to complete the work. The EFSA recognises that it is a health and safety issue.	
6.2.5	Meeting Condition 28 in order to use the roof terrace is in fact more complicated than a simple re-application to Planning. Dr Miller is providing advice on the professional fees involved. AE does not want students to use the terrace until a fixed screen is in place, which has been costed at £75k. The meeting discussed approaching the Sir Simon Milton Foundation for a one-off grant to fund this.	
6.2.6	The outstanding capital claim which WCC are looking for payment is £380k. The EFSA are saying that some of this is made up of construction charges and the issue remains unresolved. ER is reviewing the paperwork.	
6.2.7	The meeting discussed the role of the Audit Committee and that of the Resources Committee. Governors agreed that it was critical to have a separate Audit Committee to oversee all financial procedures and provide a check to Governors that reporting was accurate. As chair of the Audit Committee, DW will not sit on the Resources Committee. The Clerk will clarify the Terms of Reference for both committees.	PV

6.3	<p>A Governor made the point that it is important that Governors do not cross the boundary into managing the financial control work of the SLT when undertaking evaluation of their reporting.</p> <p><i>Audit – 18th December 2018</i> This is on track and all signed.</p>	
7	PREPARATION FOR MAT MEMBERSHIP	
	See Confidential Section	
8	YEAR 9 ENTRY	
	<p>Following the Baker Dearing Trust giving the go ahead for UTC's to take a Year 9 entry, the Chair clarified that the UTC was in discussion with the DfE on this. Governors were not being asked for a final decision, it was still in consultation phase.</p> <p>In response to Governor questions, AE confirmed that the total student role would not increase and that the impact on the budget would be very positive. Year 9 students would receive a slightly broader curriculum and then integrate with the new Year 10 intake the following year. The UTC would have enough staff to teach these extra Year 9's and in budget terms, they would help balance the relative loss of GAG income from the increased number of sixth Form students on roll versus the original plan.</p>	
9	POLICIES	
	<p>It had previously been envisaged that the UTC would use the LA system after the first year of operation, but in fact the UTC wishes to continue to run its own admissions. As such reference to the LA has been deleted from the policy. Governors questioned if the UTC would lose Bi-borough support as a result and checked if the change required significant liaison with the LA. Neither are the case as the UTC is not altering the PAN - Pupil Admissions Number.</p> <p>Resolution: Governors agrees and signed the Admissions Policy.</p>	
10	DATES OF THE NEXT MEETINGS	
	<ul style="list-style-type: none"> • Resources: Wednesday 30th January 2019 • Curriculum and Students: Tuesday 29th January 2019 • FGB: Tuesday 26th February 2019 	

11	ITEMS FOR NEXT AGENDA	
	<ul style="list-style-type: none"> • Link Governors • Pupil Premium • SIP • Staffing • Recruitment dashboard • Receive the next Audit Committee report 	
12	ANY OTHER BUSINESS	
	There was none	
13	CONFIDENTIAL ITEMS	
	See separate Part Two Section	

Actions

MINUTE REF:	ACTION:	At or by next meeting, unless stated
6.1.5	MF to meet with Employer Alliance representatives to ensure he is up to speed on all the opportunities that any one EA partner can offer and he should explore training in regard to applying for apprenticeships.	AE
6.1.8	Present the Recruitment Dashboard at the next FBG	AE
6.2.7	Clarify the Terms of Reference for the Audit and the Resources committees.	PV

Signed: Date:

Chair