



Sir Simon Milton Westminster

University Technical College

Governing Body Meeting

Meeting 5, 2018/19 Cycle

Tuesday 25th June 2019, 8.30am

Sutherland Street, London, SW1V 4LD

MINUTES

Draft for circulation

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	ACTIONS
1	APOLOGIES FOR ABSENCE	
	Apologies have been received and accepted from Anna Kennedy, Andrew Christie, Duncan Whitfield and John Farodoye.	
2	DECLARATION OF INTERESTS	
	There were no declarations.	
3	CONSTITUTION AND APPOINTMENTS	
3.1	The Chair welcomed Peter Jordan to the board.	
3.2	The DfE Governance Handbook published in March 2019 suggests that there should be a significant degree of separation between the individuals who are governors and those who are trustees. They suggest that if governors sit on the board of trustees this may reduce the objectivity with which the members can exercise their powers. The DfE's preference is for a majority of members to be independent of the board of trustees. Given that EP and BT are both trust members and governors, a revised representation of the Founding Members on the trust board will be proposed to the next trust meeting on July 15 th and the Articles of Association will be amended in due course.	
3.3	The Staff Governor, Olufemi Awosile, is leaving the UTC at the end of the term. In the new academic year elections will be held for his replacement together with a second Parent Governor to replace Chris Williams.	
4	MINUTES OF THE PREVIOUS MEETING	
	Point 8.2: Correction - Lettings to be reduced to £30k, The budget entry for this Income line is therefore £45k - £30k from lettings and £15k from Catering. Resolution: With this amendment, the minutes of 21st May 2019 were agreed and signed as an accurate record.	
5	MATTERS ARISING NOT ON THE AGENDA	
	JL is still to complete a Skills Audit. (The Clerk was asked to forward the previous audit, but in fact this will be the first UTC skills audit by JL).	JL
6	STAFFING in 2019/20	
	DC ran through the staff changes: Recruited / Required: Jayesh Mehta Director of Engineering Kimberlie Thompson Teacher of English (NQT) To Be Found Head of Computing To Be Found Teacher of Engineering To Be Found LSA To Be Found Office Manager	

	<p>Safeguarding is effective and well managed.</p> <p>Work to take pupils through the UCAS process is good, but the student application process for apprenticeships could be better managed. Staff are to receive further training on these procedures. DC explained that the UCAS process starts ahead of that for apprenticeships and University offers are coming in before many of the applications for apprenticeships open. In response to Governor questions, DC confirmed that there are no set targets for how many students take up apprenticeships and this year four out of thirteen Year 13s had taken this route. DC undertook to report to Governors in September on the final number of students taking up an apprenticeship offer.</p> <p>AE will circulate the final DfE report when it is published.</p>	
8	MAT UPDATE	
8.1	<p>The Transition Group will work over the summer but not have delegated authority. The membership is still to be finalised.</p> <p>The Fulham College Academy Trust and the Dunraven Educational Trust will be also be profiled as suitable partners. EP has attempted to speak to the Chair of the former but it is clear that such as position does not exist, the conclusion being that the schools are more of a coalition as opposed to a formal MAT.</p>	
8.2	<p>SL and JL met with Mark Harris, (MH) Head of Finance and Operations at Fulham Boys School (FBS). It is clear that they have a lean staffing structure and can only offer limited support. Premises and ICT support are areas that may overlap. The UTC needs to replace SL with an Office Manager and a recruitment agency has been approached. MH will look to take on the UTC Finance for one or two days a week, the cost for which is unknown at this stage but estimated at £10k to £15k. A Governor enquired how much time SL spent on Finance and she confirmed it was more than two days per week. In response to further questioning, she highlighted that MH was fairly new to his role and likely to be still working through the requirements of financial management at FBS. The Governor advised that the UTC should not under resource financial management at the UTC. SL had spent much of the year getting systems sorted and the college could ill afford to have the same problems in the next academic year. Before she leaves, SL is working with the Finance Officer such that he can do more of the work she currently handles. SL cautioned that FBS and the UTC do not use the same software and that investment in a new system would be required if this was the route taken.</p> <p>Two remaining Support Staff have taken over Admissions and Marketing in addition to running Reception and the external Marketing Consultant is still being employed for specific projects. This Business Support model does not represent a saving when the Business Manager's salary is removed from the financial picture.</p> <p>In response to a Governor question, it was agreed that until there is a SLA in place, it is difficult to predict costs going forward. When asked DC confirmed that the Teaching and Learning aspect of an SLA were still to be ironed out and that he was meeting with the FBS Headmaster next week to begin this conversation. He anticipates some logistical toing and froing as the timetables are coordinated.</p> <p>A Governor pointed out that a partnership with FBS was intended to augment the skill set and save the UTC money. Whilst over time it would build scale and support for the UTC, in the short term this did not appear to the case.</p> <p>The Chair explained that FBS anticipated sending a few pupils through to the UTC Sixth Form. In September 2019 they are taking in 10 students above role, but it take three years for them to filter through as potential UTC students.</p>	

9.6	In response to a Governor question , SL replied that the budgeted Lettings income is £30k. SL informed the meeting that she is investigating the use of a third party Lettings Service to manage the process. Going forward, the UTC is unlikely to have a staffing level to oversee a full Lettings programme. For example, enquiries to rent the building at weekends have come in, but this cannot currently be staffed. Such third parties take on the marketing of the UTC facilities, provide the staff to oversee the events and take a cut of the income.	
9.7	An extra meeting of the Governing Body is needed to sign off the 2019/20 Budget and this will be on Tuesday 16 th July 2019 at 8.30 am. The agenda will be focussed and the meeting will last one hour. The Clerk will circulate this date to Member and send out an electronic invite.	PV
9.8	Governors asked SL to build in the best assumptions available on the SLA with FBS into the draft 2019/20 Budget	
9.9	The draft 2019/20 Budget will be circulated to Governors on Friday 12 th July,	JL /SL
10	RISK REGISTER	
	<p>MC requested</p> <ul style="list-style-type: none"> • that the category of 'Top five' priorities be removed and amalgamated into a full list. • the RAG rating of 'attract and retain personnel' and 'retain pupils', both currently at medium, be reviewed on the light of recent events. • that the Risk Register remains a live document to be reviewed every six months by the Governing Body. <p>SL will review the Risk Register with MC and once updated load it up on GovernorHub for further scrutiny and eventual sign- off by Governors.</p>	SL
11	SAFEGUARDING	
11.1.1	Governors noted the Safeguarding Audit completed in January 2019.	
11.1.2	Resolution: Governors approved the updated Safeguarding and Child Protection Policy 2019. This sets out new DSLs from July 8th 2019.	
11.2	<p>Two contractors have submitted tenders for the redesign of the Reception area which have come in at £85k and £105k. WCC have agreed to fund the work, but having officially completed the UTC build project, cannot commission the work. Governors noted that a legal agreement would be required stating that WCC must immediately reimburse the UTC once payment was made. ER is meeting with Iain Emmerson to discuss the project.</p> <p>It was noted that the works can only go ahead if they are sure to be complete before potential students arrive to sign up to the UTC ahead of the new academic year.</p> <p>ER informed members that WCC had a project budget still open to cover the costs of finishing the decorating of the UTC, such as carpeting the foyer steps and it is hoped that this will work will form part of the plans.</p>	

12	DATES OF THE NEXT MEETING	
	There will be extra Full Governing Body Meeting on Tuesday 16th July 2019 at which the 2019/20 Budget will be signed off. Budget figures will be available for circulation ahead of the meeting on Friday 12th July 2019	
13	ITEMS FOR NEXT AGENDA	
	2019/20 Budget sign-off	
14	ANY OTHER BUSINESS	
	There were no Items	
15	CONFIDENTIAL ITEMS	
	There were no Items	

The meeting closed at 10.00 am

Signed Date:
Chair

Actions

MINUTE REF:	ACTION:	At or by next meeting, unless stated
5	Complete a Skills Audit.	JL
6	Circulate a staff organogram.	DC
8.2	Coordinate a meeting of the Transitional Group	ER
9.3	Circulate the ESFA documentation to be completed following a deficit budge submission.	SL
9.4	Circulate 2019/20 student recruitment figures for applications, offers and acceptances.	SL
9.7	Circulate the date of the extra FGB to sign-off the 2019/20 Budget	PV
9.9	Circulate the 2019/20 draft Budget to Governors by Friday 12 th July	JL / SL
10	Revise and circulate the Risk Register vis GovernorHub.	SL