



# Sir Simon Milton Westminster

University Technical College

## Governing Body Meeting

### Minutes

Draft for circulation

Meeting 3, 2018/19 Cycle

Tuesday 26<sup>th</sup> February 2019, 8.30am

Sutherland Street, London, SW1V 4LD

<b>MEMBERSHIP:</b>			
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		
Chris Williams	CW		***
Antonia Evans	AE	Principal	
Olufemi Awosile	OA	Staff Governor	

<b>IN ATTENDANCE:</b>		
Penny Venters	PV	Clerk

AGENDA ITEM	BUSINESS ITEM	ACTION
1	<b>CONFIDENTIAL ITEMS</b>	
	See separate part two minutes.	
2	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies were received but not accepted from Richard Lane and Chris Williams. Apologies were received and accepted from Marc Cadwaladr.	
3	<b>DECLARATION OF INTERESTS</b>	
	There were no declarations of interest for this agenda.	
4	<b>CONSTITUTION AND APPOINTMENTS</b>	
	<p>The DfE have asked for a retired or practising head to join the Governing Board.</p> <p>Peter Jordan is the Head of the St Marylebone Teaching Alliance and he has agreed to sit as a co-opted Governor on the Curriculum and Students Committee with a view to joining the Board at a later date.</p> <p><b>Resolution: Governors voted for Peter Jordan to become a Co-opted member of the Curriculum and Students Committee.</b></p> <p>Robert Ashdown is a Registered Accountant, Chartered Tax Adviser and Registered Auditor. His name was put forward by Inigo Woolf of LDBS as a possible member of the Resources Committee and his CV was circulated.</p> <p><b>Resolution: Governors voted for Robert Ashdown to become a Co-opted member of the Resources Committee.</b></p> <p><b>A Governor asked</b> that they both be informed of the situation regarding MAT membership and the Chair confirmed that this had been fully explained to both Peter and Robert.</p>	
5	<b>GOVERNANCE REVIEW - EV</b>	
5.1	In association with the Match Fit for Ofsted training, <b>ER introduced the pre-circulated paper</b> on a 2019 Governance Review which goes to the heart of effective governance. This requires more than the 'critical friend' role often associated with Governors. Rather, it involves the values and behaviours of the Governors and the way they use their skills. As such, effective decision making depends on the quality of information and reporting, as well as the levels of challenge and ways of holding the executive to account	
5.2	The wider review will be overseen by ER and PV.	<b>ER / PV</b>

5.3.1 5.3.2	<b>Governors are encouraged</b> to undertake Learning Walks and complete relevant paperwork. AE will meet the visiting Governor and take them round to various classrooms. AE will forward the form for information.	<b>All</b> <b>AE</b>
5.4.1 5.4.2	<b>Governor are encouraged</b> to make Link visits and complete relevant paperwork. The latest Governor Link areas were discussed and will be circulated.	<b>All</b> <b>PV</b>
5.5	A <b>Governor asked</b> about the Information Dashboard prepared by Nathan Mealor, recently sent out in draft. AE confirmed that this was due for completion shortly and would be circulated when available.  Amongst other information, it sets out <ul style="list-style-type: none"> <li>○ Numbers on roll</li> <li>○ Pupil attendance</li> <li>○ Applications to date</li> <li>○ Behaviour data</li> <li>○ Staff attendance</li> <li>○ Teaching quality</li> <li>○ KS4 progress, targets, predicted data including Progress 8</li> <li>○ KS5 progress and predicted grades.</li> </ul>	<b>PV</b>
<b>6</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	<b>Resolution: The minutes of the meeting on Tuesday 18<sup>th</sup> December 2018 were agreed and signed as an accurate record.</b>	
<b>7</b>	<b>MATTERS ARISING NOT ON THE AGENDA</b>	
7.1	<b>Governors noted</b> that the SIP was not on the agenda, but the Principal confirmed that regular updates had been circulated.  The SEF had been developed and it had been highly commended by DfE.	
7.2	In response to a <b>Governor enquiry</b> , the Chair confirmed that entry at Year 9 was no longer being taken forward. A single class of 20 at Year 9 is difficult to manage and integrate and thus be the cause of substantial cost with relatively little gain.  It is considered much more feasible to explore entry at Year 7. This could be developed in parallel to MAT discussions. Premises would need to be secured first and a possible site has been identified. The process would be to set up a Free School. <b>Governors noted</b> that this is a substantial piece of work and would require significant Governor liaison.	
<b>8</b>	<b>DfE VISIT</b>	
	See the Principal's Report:	

9	<b>PRINCIPAL'S REPORT TO THE GOVERNING BODY</b>	
9.1	<p>The Principal's pre-circulated report was taken as read.</p> <p><i>The Term 5 DfE Educational Advisor visit has been circulated.</i></p> <ul style="list-style-type: none"> <li>○ The UTC is now moving confidently towards Good.</li> <li>○ The Principal has shown determined and decisive leadership driving forward her SLT with shared values and a common purpose.</li> <li>○ The report noted and commented on the developments of the UTC joining a MAT.</li> <li>○ Other areas of noted improvement and development are: <ul style="list-style-type: none"> <li>* Marking and teacher feedback</li> <li>* Behaviour</li> <li>* Pastoral Support</li> <li>* The SEF</li> <li>* Engineering Provision</li> <li>* Preparation for Exams</li> <li>* Curriculum Improvements</li> <li>* Student recruitment for 2019</li> </ul> </li> </ul>	
9.2	<p><i>Governors discussed the changes to the Ofsted Inspection Framework.</i></p> <p>In reply to <b>Governor queries</b>, AE confirmed that progress would continue to be measured and external data would be important as opposed to internal assessment.</p> <p>A <b>Governor questioned</b> the peer reviewing of internal assessment and AE confirmed that St Marylebone do this for the UTC and that the AQA had passed engineering marking as good.</p> <p>In response to a <b>Governor enquiry</b>, AE confirmed that the Pupil Premium (PP) focus is set out on page 10 and highlighted that PP students are doing better than their non-PP peers in English, Maths and Science, but not for Engineering. <b>Governors asked</b> what lay behind this and AE thinks it is because teaching for PP students focuses on core skills and thus these improve relatively quickly but that refining engineering knowledge and skills is more involved and takes longer.</p> <p>A <b>Governor asked</b> if the interventions such as extra clubs are for available to all students or just PP. Whilst they are for all pupils, it is common that the majority of those involved would be PP pupils.</p> <p><b>Governors noted</b> that the UTC's interventions are very effective and <b>Governors requested</b> that the Pupil Premium statement be augmented with <i>impact statements</i> of what they are achieving.</p>	AE
9.3	<p><i>2019/20 Applications:</i></p> <p>AE updated the members with regard to the revised application process, designed to ensure that candidates suitable to a UTC environment successfully apply. Actual numbers are about twenty lower than this time last year mainly because the Skills London event delivered fewer candidates. It should be noted however that these extra applicants did not necessarily turn into firm admissions.</p>	

9.4	<p><i>Projects and Apprenticeships:</i> AE summarised the areas the students has been involved in and thanked ER for her report on Enrichment.</p> <p>A <b>Governor asked</b> if teaching of MFL was capitalising on the languages already spoken by the pupils and AE confirmed that this was the case and thanked the University of Westminster for providing a teacher. AE explained that she wanted to expand the MFL offer, citing Arabic as an example.</p>	
9.5	<p><i>Safeguarding:</i> A <b>Governor asked</b> how Safeguarding data is generated and AE explained the My Concern software. In response to Governor enquiries, she explained that there are two Year 11 students of particular concern and that the St Giles Trust had provided mentoring. The UTC is now sharing a Community Police Office with Pimlico Academy.</p>	
9.6	<p><b>Governors requested</b> that the Principal's report contain</p> <ul style="list-style-type: none"> <li>(i) An Executive Summary</li> <li>(ii) As CEO, a summary of the UTC's financial position</li> <li>(iii) Pertinent data from the Information Dashboard</li> </ul>	<b>AE</b>
9.7	<p>With regard to Engineering provision, a <b>Governor acknowledged</b> the massive improvements in the ground floor workshop, the AQA result, the increased Engineering staff, the targeted curriculum and the changed timetable. The Governors thanked AE and the SLT for all their hard work which has resulted in such positive changes.</p>	
<b>10</b>	<b>LINK GOVERNORS &amp; GOVERNOR VISITS</b>	
	See notes under Item 5 - Governance Review	
<b>11</b>	<b>RISK REGISTER - MC / EV</b>	
	MC has worked with the Business Manager to refine the Risk Register. The overall format and layout has been agreed and it is now being populated. The Clerk will circulate when available.	<b>PV</b>
<b>12</b>	<b>UPDATE FROM COMMITTEES:</b>	
12.1	<p><i>Curriculum and Students – 29<sup>th</sup> January 2019</i> Much from this has been discussed through the meeting.</p>	
12.2	<p><i>Resources – 30<sup>th</sup> January 2019</i></p> <ul style="list-style-type: none"> <li>○ Accounts for September to Jan have been completed. Buzzacott have reviewed and approved the figures and will return in March.</li> <li>○ The final outturn is still being worked on. £50k from The Sir Simon Milton Foundation is assumed with £80k for Letting's revenue.</li> <li>○ The likely outturn is a deficit of £50k which will be mitigated by moving savings on capital spend or creditor referral.</li> </ul>	

12.3	<ul style="list-style-type: none"> <li>○ Lettings are hampered by the fact the terrace cannot be let beyond 6pm. An extension to this will be sought through WCC. A Governor suggested that with summer not far off, this should be progressed quickly and recommended that David Miller Architects be brought in to help.</li> <li>○ In reply to the <b>Chair's question</b> when the accounts would be available for FAT week commencing March 18<sup>th</sup>.</li> </ul> <p><i>Audit – 12<sup>th</sup> February 2019</i> The minutes have been circulated and Buzzacott are reviewing the accounts as requested.</p>	
<b>13</b>	<b>DATES OF THE NEXT MEETINGS</b>	
	<ul style="list-style-type: none"> <li>• Ofsted Governor Training: Thursday 7<sup>th</sup> March – 4.30pm <i>Governors were requested to attend</i></li> <li>• Curriculum and Students: Tuesday 14<sup>th</sup> May 2019</li> <li>• Resources: Thursday 16<sup>th</sup> May 2019</li> <li>• FGB 4: Tuesday 21<sup>st</sup> May 2019 – 8.30am</li> <li>• Audit: Tuesday 21<sup>st</sup> May 2019 – 10.30am</li> <li>• FGB 5: Tuesday 25<sup>th</sup> June 2019</li> </ul>	
<b>14</b>	<b>ITEMS FOR NEXT AGENDA</b>	
	<ul style="list-style-type: none"> <li>• Budget for 2019/20</li> <li>• Meeting dates for 2019/20</li> </ul>	
<b>15</b>	<b>ANY OTHER BUSINESS</b>	
	<p>Given that the next FGB is not until May 21<sup>st</sup>, a Governor questioned if the UTC could wait that long before 2019/20 budget figures are passed to FAT.</p> <p>JL was delegated to oversee the preparation of the budget figures over the next three weeks such that they are ready for approval w/c18th March. A governor asked that the three-year forecast be considered as well.</p>	<b>JL</b>

## Actions

MINUTE REF:	ACTION:	At or by next meeting, unless stated
5.2	Over see the 2019 Governance Review	ER / PV
5.3.1	Undertake Learning Walks	All Governors
5.3.2	Circulate the Learning Walk form	AE

5.4.1	Undertake Link visits	All Governors
5.4.2	Circulate Link Governor information	PV
5.5	Circulate the Information Dashboard	PV
9.2	Add Impact Statements to the Pupil Premium Revue	AE
11	Circulate the Risk Register when available	PV
9.6	Add (i) an Executive Summary, (ii) a summary of the UTC's financial position and (iii) data from the Information Dashboard to the Principal's Report.	AE
15	Oversee the preparation of the 2019/20 Budget and gain Resources Committee approval w/c March 18 <sup>th</sup> 2019.	JL

Signed: ..... Date: .....

Chair