

Crewe UTC LGB
 Online Meeting via Microsoft Teams
MINUTES – Part I



Date: 8th December 2021 at 4.10pm

Present:

M. Marsh – Chair
 J. Cobley
 G. Harris
 N. Fowler (Until 5.45pm)

Absent: H. Tattersall, J. Hewitt,
 K. Salisbury, T. Russell, J. Condliffe,
 C. Slater

In attendance:

L. McDaid – Principal
 R. Whim – Vice Principal (From 4.21pm) (RW)
 D. Twambley – TLA Chief Operations Officer (From 4.38pm) (COO)

Clerk: C Gritton

Administration

1. The Chair welcomed everybody to the meeting. There were apologies from H. Tattersall, T. Russell, J. Condliffe and K. Salisbury and the meeting was quorate. The COO had informed the Principal that he would be late to the meeting, so it was agreed to take the items 5, 6 and 7 on his arrival, but the Minutes are written in Agenda order for ease of reference.
2. There were no Declarations of Interest.
3. The Minutes of the Crewe UTC LGB meeting held on 13th October 2021, had been uploaded to Governor Hub (GH) prior to the meeting and were **approved**. Matters Arising **It was reported that** as previously discussed by Governors, an Employer Engagement Panel has been established which T. Russell has volunteered to lead. The Chair reported that T. Russell is the perfect fit for the role and is grateful to him.
4. Composition of LGB and Governance Matters **The Clerk reported that** under the Constitution section of GH, it appears that the LGB has 1, Appointed Governor Vacancy. Based on the LGB's previous membership, the Chair believed that there should be two vacancies. **The Chair recommended that** the LGB would benefit from additional expertise in data analysis. **ACTION:** The Clerk will check the membership position and report back to the Chair, as soon as possible after the meeting.
5. Matters for the Trust Board to Share with the LGB – **It was reported that** UTC has been integrated into the TLA finance system. Payroll integration will be complete within the next couple of months and the only change for staff is the date of receipt of pay and cashflow support will be available if needed as a result of that change. The CEO continues to work with the Principal on School Improvement Priorities (SIP) and they will be reviewed to ensure strategic metrics align with the Risk Register. The Trust remains compliant with the transition funding conditions. The COO has had the first of the quarterly meetings with the ESFA liaison officer and the annual RSC office review has also been completed and the RSC has a positive view of the college's integration into TLA, whilst maintaining its unique ethos. The Trust is now developing its position in Crewe, considering how its 3 Crewe schools interact and where there might be commonality for alignment of curricula, information sharing and collaborative recruitment.

Finance

6. Finance Update – P2 Management Accounts had been uploaded to GH prior to the meeting and were **received**. **It was reported that** the Trust has complied with the funding condition to provide monthly accounts and the finance team has begun the UTC outturn review process to ensure there is no funding shortfall in the short term. Overall, finances are in a positive position, the key drivers for which are the positive adjustment to pupil numbers and reduced leadership costs. However, there is a degree of cross-charging of leadership costs with The Oaks Academy, due to charges for T Level and capacity support as needed. A modest deficit budget has been set for 2021/2022, which provides opportunities to invest non-

recoverable funding to strengthen Teaching and Learning (T&L) and to support and drive forward key priorities to maximise student outcomes and to ensure that the college's transfer to TLA is not detrimental to its students.

- **Governors asked whether there are any options for the Trust, in the event that it does not need to draw down on its non-refundable funding in the first year. It was reported that** the Trust is in discussion with the ESFA, as its measured spending thus far may lead to the Trust not needing to draw down this year's allocated funding in full, but it is looking to ensure the funding's optimum utilisation short and long term. The first analysis of the accounts, together with supplementary papers to explain key drivers, will be available to Governors in December.

7. School Risk Register **It was reported that** at Trust level, there is a Trust Risk Management Policy and Risk Register and at schools' level, rag-rated self-assessments in 15 operational areas, such as behaviour, quality of learning and capital status, will be managed and monitored against Trust strategic objectives.

Strategic Vision

8. Principal's Report -The DECEMBER Principal's Report**v1** had been uploaded to GH prior to the meeting and was **received. It was reported that** there had been no substantial changes to the 2021-2022 Key Performance Indicators (KPIs) since the last meeting, but there has been more monitoring, evaluation and teacher assessment taking place, providing meaningful scrutiny to support and improve Teaching and Learning (T&L). **Governors noted** a minor typographical error on the KPI table; the Target column should be headed 2021/2022 (not 2020/2021), so the green rag-rating for student numbers is correct. Whilst there remains work to be done, in comparison to this time last year there have been improvements in student progress. Progress has not been as strong amongst the higher attainers, which is a key area of focus.

[RW joined the meeting at 4.21pm]

As reported under Quality of Education, the 'Tech level grade per entry' target is believed to be attainable, based on the previous grades. **Governors noted that** there were no timescales in the subject area analysis.

ACTION a: The Principal will include timescales in future reports and provide a summary overview.

Governors noted that the Pupil Premium gap was closing and commended staff.

Attendance – It was reported that staff are aware of the KS4 high persistent absence figure, as reported under Behaviour and Attitudes. The figures had been affected by the absence of many students following their Covid vaccinations and all absence figures were affected by the introduction by the Local Authority (LA) decision that all students in a household with a positive Covid case, must stay home. The end of year target is linear and it is anticipated that the monitoring and interventions now in place will improve the KS4 and KS5 figures during the year. **It was reported that** national attendance sits at around 89.9%. Covid absences now have to be reported as absences, which may skew the data, but the DfE has confirmed that Covid will be considered a mitigating factor in absence figures, if correctly reported.

Governors noted the attendance and persistent absence figures and rag-rating thereof and asked on what basis the target was set. It was reported that the figure is based on best judgement, when taking account of the regular monitoring which enables the identification of areas of concern and the interventions in place to address those areas. However, the LA's stance on when students must stay at home, must also be factored in the target figures and the number of siblings a student has could have quite an impact on their attendance.

[The COO joined the meeting at 4.38pm]

Behaviour for Learning – It was reported that, as seen on the example Behaviour for Learning graphs, every student is marked every day for behaviour, so there is clarity as to where interventions are being put in place. It can be seen that interventions for the current Yr11 have had positive impacts, when comparing their Behaviour for Learning graphs for Yr10 to their graphs for Yr11. The Quality of Education table was provided in the Principal's Report to provide Governors with an understanding of the levels of monitoring and evaluations taking place.

- **A Governor noted the amber Lesson Observation line, noted '(Performance Management)' in the Quality of Education table and recommended that the school consider using an alternative phrase, as 'Performance Management' might suggest a major issue needing to be addressed, which was not the case in this instance. It was reported that** lesson observations are carried out

not because there is a problem, but as a routine quality assurance process and 'Performance Management' is a standard education term. **The COO reported that** the Trust is currently considering whether the use of the phrase 'Performance Management' continues to be appropriate in the education setting.

It was reported that the school will be carrying out its own deep dives to inform department Self-Evaluations (SEFs) and development plans and department heads may attend the next LGB meeting to provide updates. Evaluations and deep dives combine to provide staff feedback and inform CPD focus in all subject areas each term.

It was reported that The T Level plans had been submitted to and are being processed by, the DfE and the UTC's T Level documentation has been used as model of good practice for providers coming onboard. Now that the UTC has a scheme of work to which to work, an employer partner meeting has been organised for 20th January 2022, to discuss how they can support the T Level students, following which a T Level open event will be organised. Governors offered their support for the events and the Principal will consider how to best utilise that support. **ACTION b:** The actions on the T Level Update will be listed in target completion date order.

- **Governors noted the work needed to progress the T Level delivery and asked that the Trust be mindful of the Principal's work capacity. It was reported that** the Trust has increased capacity in its Crewe schools and that capacity is flexible to be employed as needed, but the Trust would have no concerns about providing temporary additions to support this work if needed.
- **Governors asked what the expected trend with regard to Yr11 achievements is. It was reported that** it is currently anticipated that students will sit external examinations and whilst there are students who are receiving individual support, there are no subjects about which staff are particularly concerned at present.

Student Recruitment – **It was reported that** the success of the UTC's previous T Levels leads to an anticipation that interest in the new offerings will be strong and staff delivering those courses sit on the interview panels, ensuring a high level of commitment. Staff are currently meeting with all Yr11 students to talk through their pathway options, which is why the 'Accepted by Students' numbers are currently low. Employers have spoken at assemblies and RW has spoken with a number of high-profile businesses, such as Bentley, Network rail and Morrisons, about providing master classes and projects. These can be discussed further at the Employer Engagement Group meeting.

Covid 19 – School Risk Assessment Update – **It was reported that** as requested by the LA, a Covid Outbreak Management Plan has been prepared, which has not had to be initiated so far. Covid cases are tracked in school, to assess thresholds, patterns and cycles. Guidance to students and staff has reinstated the request to wear masks in all communal areas and the majority comply with that request. SLT will be discussing the post-Christmas holiday, student Covid testing plan, at their next SLT meeting.

Governors thanked the Principal for the detailed Report.

16 – 19 Study programme - A Report by RW – **It was reported that** with the UCAS deadline approaching, there has been a focus on completing university applications, with an aim to have all applications in by Christmas. A number have already applied and staff have been encouraged by their reactions to offers of places. There will be a focus on Apprenticeships after Christmas and external careers advisors have provided support to help Yr13 students focus on their pathway choices. Plans are in place for this support to be offered to Yrs 10, 11 and 12. There is an enrichment programme to further strengthen CVs. This has proven particularly successful as the Mayor of Cheshire recently chose the combined sculpture design of 2 UTC students, to be displayed at Leighton Hospital. The sculpture will be made at UTC and those designs not chosen will also be made at and displayed around the college. **It was also reported that** 15 of the Yr13 leavers achieved a Gold award Baker Award. Two of those students attended The House of Lords yesterday, to receive their Lord Baker Award. **Governors asked that** their congratulations be passed to all involved in both awards.

Educational Visits – **It was reported that** Covid stopped educational visits taking place last year, but this year students have been able to attend university open days and a number of external educational visits, as listed in the report, are planned.

Governors thanked RW for the Report.
Student Welfare and Safeguarding
9. Governor Safeguarding Update November 2021 had been uploaded to GH prior to the meeting and was received. It was reported that the number of students known to social care has increased. The college continues to work with a number of external agencies to share information and support. Parents have reported positive impacts from the college and Visyon’s support in particular. The college has put in a bid for funding from Cheshire Community Foundation, to renew its partnership with Visyon and await the decision. In the meantime, the college is looking to pay Visyon in instalments. The Chair had discussed this at the TLA Chairs’ Forum and it may be that the Trust can arrange some collaborative approach to such external support.
Local Matters
10. Nothing to report.
Policies
The following Policies had been uploaded to GH prior to the meeting and were Approved: 11b. Behaviour for Learning Policy 11c. Charging and Remissions Policy 11d. Exclusions Policy 11e. First Aid Policy
LGB Roles
12a. <u>Link Governors</u> – Nothing to report. 12b. <u>Training Update</u> – Governors were asked to complete the Skills’ Audit if they had not already done so. NGA log-ins have begun to be rolled-out and Governors were encouraged utilise the website and training platform.
Matters to Share with the Trust Board
<ul style="list-style-type: none"> Governors note the high impact of the school’s continued relationship with the safeguarding group, Visyon and ask that funding be considered, should the school’s application to Cheshire Community Foundation be unsuccessful.
Any Other Business
Nothing to report.
Date and Time of Next Meeting: Tuesday 15th February 2022 at 4pm Meeting Closed 6pm

Minutes approved:

Date:.....

Crewe UTC ACTIONS – Post December 2021 Meeting			
AGENDA ITEM AND ACTION	By When	By Whom	Confirmed Completed
4. The Clerk will check the position with regard to the LGB constitution and report back to the Chair, as soon as possible after the meeting.	ASAP	Clerk	
8a. The Principal will include timescales in future reports and provide a summary overview.	February Meeting	Principal	
8b. The actions on the T Level Update will be listed in target completion date order.	February Meeting	Principal	

<p>From October Meeting</p>	<p>Next</p>	<p>Governors/Chair</p>	<p>Ongoing</p>
<p>12.1 Governors will let the Chair know if they wish to accept a new Link Governor role or be reassigned a current role.</p>	<p>LGB meeting</p>	<p>Governors/Chair</p>	<p>Ongoing</p>
<p>12.2 The Trust will consider the Governor requests for a Keeping Children Safe in Education refresher course and a familiarisation training session to help understand achievement and progression.</p>	<p>In due course</p>	<p>COO/Clerk</p>	<p>Ongoing</p>
			