



Crewe UTC LGB

Online Meeting via Microsoft Teams

MINUTES – Part I



Date: 15th February 2022 at 4.00pm

Present:

- M. Marsh – Chair
- J. Cobley
- G. Harris
- H. Tattersall (HT)
- J. Condliffe (JCE)
- Absent:**, J. Hewitt,
- K. Salisbury, T. Russell,
- C. Slater and N. Fowler

In attendance:

- L. McDaid –Executive Principal of Crewe UTC and SWS (LM)
- R. Whim – Vice Principal (RW)
- D. Twambley – TLA Chief Operations Officer (From 4.38pm) (COO)
- A. Howells – TLA Director of Quality (AH)
- M. Massey - TOA and SWS Chair - Observer

Clerk: C Gritton

Administration

- The Chair welcomed everybody to the meeting. The meeting was quorate. **It was agreed that** the meeting could be recorded for the purpose of drafting Minutes.
- Future Meeting Administration Paper 2.0 Future Meeting Administration, uploaded to GH prior to the meeting, was **received**. **It was reported that** the intention of the paper was to encourage discussion about how best to ensure that LGB meetings are an efficient and effective governance tool. The aim is to focus support for LGBs through the governance infrastructure and training to enable best use of the time available and to equip Governors with what is needed to fulfil their role. **Governors reported that** the proposal to have Governors raise pre-meeting queries, would be a useful process to facilitate the best possible opportunities to review and consider papers and **noted that** this relies on the timely provision of papers to Governors. **The Chair advised that** the School Improvement Plan (SIP) is a key document and should be a key focus of LGB meetings as education oversight which is the prime driver of LGBs. Governors must be able to ask the relevant questions in the right way to ensure understanding of the impact and evidence of teaching and learning and interventions. Key to this is Governor induction and training. Governors were asked to share further comments via GH or the Clerk.
- There were no Declarations of Interest.
- The Chair confirmed approval of the Minutes of the Crewe UTC LGB meeting held on 8th December 2021, and Governors were asked to comment/approve within the next week via email. If there were no comments, the Minutes would be considered approved. Matters Arising – The Action Log was updated as noted thereon and there were no matters arising.
- LGB Appointments – Nothing to report
- Matters for the Trust Board to Share with the LGB - The Trust Board has finalised strategic planning for the current year. There are no substantive changes in terms of structure and strategic objectives that the LGB had seen previously at school level. The 15 core barometers of success within schools, with a focus on school improvement and wellbeing, quality of governance, and sufficiency of resources in order to maintain suitable learning environments, being used as a basis for rag-rated risk assessment. The Trust Executive have also been carrying out periodic school visits.
- Admissions' Update – Within Executive Summary Paper below (item 8).

8. School Performance

8. **Executive Summary UTC February 2022 Paper** uploaded to GH prior to the meeting was **received**. The items are recorded in these Minutes in Agenda order for ease of reference.
- 8.1.1 **Projections for Year11 Supplementary Paper KS4 Data Reporting Y11 WAG 2a 2021-22** uploaded to GH prior to the meeting, was **received**.
- **Governors noted with concern, the trajectory of the projected attainment graph on page 2 of the report as flatlining and asked what is the action plan in terms of moving that line back up to the target trajectory. It was reported that** the Senior Leadership Team (SLT) meet with the Heads of Department, every week to discuss how individual students are being supported to enable them to progress. Post half term mocks' results should show improvement.
 - **Governors asked how the results will compare to 2021 results. It was reported that** both grades 9-5 and 9-4 are lower, but that the cohort is different and the data will be shared with Governors on GH.
 - **Governors asked whether there is anything to be concerned about with regard to only 25% attainment at 4+ in IT. It was reported that** there is an externally validated unit for IT for which the results are awaited, which will account for around 25% of the overall grade. The teacher had not wanted to be overly optimistic about grades prior to receiving those results, but by the time mock results are known, that external element will be available and projections would be updated.
 - **Governors noted the 9-5 predictions and asked whether the UTC is supporting its more able students achieve their potential. It was reported that** there had been a focus on more able students this year and that it is the more able students who are achieving those 9-5 grades.
- 8.1.2 **KS5 Summary – Supplementary Paper KS5 Data Reporting Y13 WAG 2a 2021-22** uploaded to GH prior to the meeting was **received**. **It was reported that** every Y11 and Y13 student had met with a member of SLT to discuss where they might need support and to set key mock examination goals. The process will be repeated after mock results are available. 18, Yr13 students have applied for university- and the vast majority have received offers and alternative routes are being planned for those not offered a place.
- **Governors asked what are the destinations of those not applying to university. It was reported that** the other students are making apprenticeship applications and staff focus has shifted now to supporting those applications.
- 8.2 **Update on T-Levels** **It was reported that** planning is ongoing for T-Levels' launch 1st September 2022. The UTC is looking to speak with the Trust about the possibility of appointing a T-Level Co-Ordinator which may be costed through the T-Level funding uplift, paid per student.
- **Governors noted that one term into this current school year, employer engagement has not been finalised and asked how many T-Level places there are there, what a sensible number of employers would therefore be, how many employers are already committed and what activities are needed to get those employers engaged? It was reported that** there is the opportunity to have 15 students on each of the 3 T-Level strands. It is not realistic to say that they will all be filled, but financial viability can be achieved with only 10 students on each strand.
 - **Governors asked whether parents and students understand T-Levels and what they mean. Governors have not seen widespread communication in terms of this change to technical education, noting that UTC's T-Level recruitment success, to some degree, will be based on the messaging and marketing it provides. It was reported that** there remains work to be done ready for the March open-day launch, but on the whole, those coming to UTC to do T-Levels do have prior knowledge of them. **ACTION:** LM will post to GH, the documents provided to the DfE for the T-Level approval process, which is all up to date.
- 8.2.1 **JCE advised that** he was keen to work with and support UTC through his work at Manchester Metropolitan University (Manchester Met.) and JCE and LM will discuss further off-line, how the two institutions can support each other. T-Level Engineering will begin at UTC September 2022. **ACTION:** LM and the Chair will establish a working party to be established to help drive T-Levels and employer engagement.
- **Governors asked what would happen should the financial viability point not be reached in terms of student numbers. It was reported that** T-Level funding is double that of other 6th form student funding and will be paid to the UTC in the summer. When there is more certainty around student numbers,

curriculum planning refinement would take place to ensure the correct balance of student numbers to teaching staff.

- **Governors asked whether the UTC is confident that it has the capability within the teaching staff to deliver the curriculum. It was reported that** a needs analysis had been carried out and staff do have the capability.
- **Governors asked whether UTC was T-Level ready and had the right skills to make it a success. It was reported that** it is thought that T-Levels will be more appropriate for the students who choose that route and will have a positive effect on student outcomes.

8.2.2 Update on Crewe Project – **It was reported that** UTC is working closely with other TLA Crewe schools, The Oaks Academy (TOA) and Sir William Stanier School (SWS), looking at how their collaboration can improve Crewe's appeal as an education destination for students. Amongst the initiatives discussed, was the potential to align the school day across the schools, the basic workshop skills that students would need should they want to move to UTC for subjects (such as DT) no longer offered at SWS, and the potential to utilise skilled and experienced teaching and support staff across all three schools. Governors were concerned that aligning the school day might detract from the UTC's longer day, differentiating it from other schools, but were assured that breaks would be aligned and the UTC would retain its extra hour at the end of the school day.

9. Action Plans and Updates

9.1 Behaviour and Exclusions – This item was covered in the Executive Summary Paper and was **received. It was reported that** behaviour is not dissimilar to previous years. The data demonstrated that a small number of students accounted for the majority of behaviour issues. Action had been taken on particular one student resulting in a managed move to SWS. The appointment of the Pastoral Manager has freed up some teacher time whilst providing the time and support needed by students.

9.2 Attendance – This item was covered in the Executive Summary Paper and was **received. It was reported that** Cheshire East Local Authority's (the LA) particular stance on students having to isolate if they resided in a household where Covid was present, even if the students themselves tested negative, had a negative effect on the attendance figures when compared to national data. **ACTION:** LM will provide Governors with attendance figures which do not include those students affected by the LA stance referred to, so that more meaningful comparisons can be made. **Governors advised** the importance of ensuring that non-attendance is not due to other issues. It is anticipated that attendance will continue to improve and the LA have said that they do acknowledge the impact of their stance.

9.3 Student Numbers and Recruitment – This was within the Executive Summary Paper and was **received. Governors noted that UTC now has 6 years of recruitment data and advised of the importance of undertaking an analysis of the number of applications compared to the number who actually start at UTC and drop-out rates. The analysis should inform recruitment activities and be used to drive-up numbers. Governors noted that Trust marketing support was highlighted as a critical issue discussed with TLA when UTC joined the Trust. It was reported that** an advertisement had gone out in the last week for a Marketing Officer and it is hoped that an appointment can be confirmed in the next couple of weeks. The Trust already has a Director of Marketing, LM is a strong recruitment Principal and the Headteacher of TOA supports the pathway to UTC for suitable students.

9.4 SEF – This was covered in the Executive Summary Paper and was **received. It was reported that** there are no major issues anticipated and there were no questions.

9.5 Supplementary Paper UTC Improvement Plan 2021-22v17 uploaded to GH prior to the meeting was **received.**

10. Safeguarding and Student Welfare – A report by RW

10. The Safeguarding Report was contained within the Executive Summary Paper and was **received. It was reported that** the Pastoral Manager who started at UTC after Christmas has proved invaluable, building good relationships with students and providing a lot of support to them. Visyon, the safeguarding company employed by the UTC, is also proving invaluable. There is a waiting list due to the high number of vulnerable

students, but external agency relationships remain strong and UTC is trying to re-establish a school nurse service. Staff safeguarding training remains up to date.

- **Governors asked how referral figures compare to this time last year and asked how the current figures impact on staff capacity and resources. It was reported that** there is a substantial increase in referrals this year, in part due to the impact Covid has had on many families. Referrals are very time consuming, but staff are doing their best for the students and are coping.

Governors reminded staff that should they feel any stress or strain with regard to safeguarding support, they are to bring their concerns to the Governing Board, which is here to support them. The reminder was appreciated by RW on behalf of staff.

11. Governor Visits
11. The Chair, MM and the Chair of TOA and SWS had met to discuss how best to utilise Governor visits and a Safeguarding visit will be arranged shortly.
12. Policies
12. No Policies were brought to the meeting
13. Training Update
13. The Trust are aware of the need for Governor training and AH is looking to address this need as soon as possible. Governor input is welcomed.
14. Finance Update
14. Monthly Management Accounts are now posted on GH. There are no major concerns.
15. Trust Support
15. UTC would appreciate Trust support with marketing and recruitment.
16. Matters to Share with the Trust Board
16. As item 15. No other matters to share.
17. Any Other Business
<ul style="list-style-type: none"> • As seen in the photographs at the end of the Executive Summary Paper, students had been inspired by the Bentley visit and having performed well at the House of Lords debate, had been invited again. • Thanks to HT who had agreed to be UTC Safeguarding Governor
Date and Time of Next Meeting: Thursday 16th June 2022 at 4:00pm
Meeting Closed at 6:15pm

Minutes approved:

Date:.....

Crewe UTC ACTION LOG – Post February 2022 Meeting			
AGENDA ITEM AND ACTION	By When	By Whom	Confirmed Completed
8.2.1 An Employer Engagement Working Party will be established.	ASAP	LM/Chair	
9.2 Attendance figures will be updated to remove the impact of the LA stance on isolation from the data.	June meeting	LM	
From Previous Meeting			
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	Complete

8a. LM will include timescales in future reports and provide a summary overview.	February Meeting	LM	Complete
8b. The actions on the T Level Update will be listed in target completion date order.	February Meeting	LM	Ongoing
12.1 Governors will let the Chair know if they wish to accept a new Link Governor role or be reassigned a current role.	Next LGB meeting	Governors/Chair	Complete
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.	In due course	COO/Clerk	Ongoing
Next Meeting: Thursday 16th June 2022 at 4:00pm			

CHAIR'S DRAFT