



Crewe UTC LGB

Blended Meeting via Microsoft Teams

Part 1 Minutes



Date: 22nd June 2022 at 4.30pm

Present:

Dr M. Marsh – Chair
Mr J. Cobley (JuC)
Professor N. Fowler (NF)
Professor G. Harris (GH)

Apologies:

Mr J. Condliffe (JaC)
Mrs H. Tattersall (HT)
Mrs K. Salisbury (KS)

In attendance:

Mr L. McDaid –Executive Principal of Crewe UTC and SWS (LM)
Ms R. Whim – Vice Principal (RW)

Clerk: Dr A. Howells – TLA Director of Quality (AH)

Administration

1. The Chair welcomed everybody to the meeting. Apologies were received and accepted from JaC, HT and KS and the meeting was quorate.
2. There were no Declarations of Interest.
3. The Minutes of the Crewe UTC LGB meeting held on 15th February 2022 had been agreed by circulation via Governor Hub (GH) prior to the meeting. **The Chair confirmed their approval.**
Matters Arising – The Action Log was updated as noted thereon. An update on T-levels would be provided at the next meeting. **[Action Agenda/LM]**. The Chair emphasised the need to reinvigorate the LGB and requested that Governors visit the UTC and wherever possible attend meetings in person in 2022-23. The Chair reminded link governors to engage their respective UTC colleagues and undertake termly monitoring visits. It was agreed that Link Governor roles and engagement activities would be reviewed at the next meeting **[Action Agenda/All LGB]** *[Current Link roles: JuC (Health & Safety); NF (KS-5);HT (Safeguarding); JaC (engineering)- a suggestion was made that dedicated weeks/periods across the year could be identified for UTC link monitoring visits].*
4. **4.1 LGB Appointments** – Nothing to report
- 4.2 **LGB Governor Health-check** – The Governor Hub LGB Health-check tool would be undertaken as an agenda item at the next meeting. A collective outcome would be arrived at during the meeting, however, Governors were asked to review the tool and its questions in advance of the meeting. **[Action Agenda/All LGB]**
5. Admissions' Update – Data was provided within the **Executive Summary Paper** loaded onto GH in advance of the meeting which was **received**. **It was noted that** the UTC continued to be funded on a 240 pupil-rate. A breakdown of the current number per year group was provided, which resulted in the current Number of pupils on Roll (NOR) as 222. Application for entry in 2022-23 for year 10 was 92, which compared to the current actual cohort of 59. Applications for entry at Yr12 was currently 61, against an existing cohort of 61. Within these applicants, 21 had expressed an interest in studying T-Level qualifications.
 - **Governors enquired how confident the leadership were in converting the applicants into actual enrolments.** LM outlined the range of marketing and conversion activities currently taking place and due to take place over the summer. It was noted that the impact of COVID increased uncertainty in making accurate forecasts, however, higher conversion rates correlated with attendance and visits to the UTC. Taster days and open days would feature significantly within the ongoing recruitment

plans. At the current time the leadership were estimating a 70% applicant conversion rate, which would deliver an overall NOR above 200 and close to 220. However, in respect of T-level applications and the demands of the qualification, the decision to admit onto study would rest upon appropriate GCSE grades, particularly with respect to performance in mathematics. A further challenge facing T-levels was the need to secure work-based learning opportunities with local employers. This appeared to be recognised as a national issue and external support was being explored. The Chair reminded Governors of the importance to reinvigorate employer links and utilise the membership of the local Chambers of Commerce and UTC's Employer Engagement Board.

- **Governors queried how current intake and NOR projections compared with the historical growth projections established previously. LM reported that** the sector disruption over the past two years had resulted in the actuals being roughly 12 months behind original forecasts. Whilst T-levels plus progression from SWS and the benefit from joining the TLA MAT may contribute to recovering this gap, it would not be instantaneous. **It was agreed that** LM should revisit and update the original growth projections. **[Action LM].**

6. School Performance

6. Executive Summary UTC June 2022 Paper uploaded to GH prior to the meeting was received.

T-Levels: LM provided an update on the outstanding actions relating to T-Levels, which focussed mainly on marketing the opportunities to pupils and employers and securing work-based-learning opportunities. The latter was a recognised national issue. An area of focus would be to educate employers on the increased flexibility available to deliver the work-based learning elements of T-levels. LM would use opportunities around the Chamber of Commerce to engage SMEs and local employers in addition to the ongoing engagement with larger employers (e.g. Mornflake). LM also informed governors that City & Guilds would be visiting the UTC in the coming weeks as part of the application to become a designated assessment centre. This would strengthen the UTC profile and support future T-level applications.

6.2 & 6.4 KS4 update (including Yr 11 predictions): Governors were provided with **progress data** in the papers on GH which was **received**. LM supplemented this with an oral update. **It was noted that** average cohort progress did not follow a linear projection. The latest Progress8 performance projections were indicating a positive trajectory, although overall performance based on achieving expected grades was projected at -0.48. Whilst this suggested an improvement compared with the previous data estimates in February and within the tolerance band it remained below the aspirational targets that had been set. The cohort attainment 8 outcome forecast had also seen the projection improve for Girls and Boys although there was a very small (marginal decline in Special Education Needs (SEN)/Pupil Premium (PP) performance). The most recent data did suggest that English & Maths scores (at 4+ and at 5+ levels) would both see an improvement, with the 4+ score being more significant, with estimates rising from 34% to 49%. Governors were cautioned on the impact that then small pupil numbers could deliver when comparing percentage values.

- **Governors challenged whether teaching or teacher assessed grades had negatively impacted the cohort performance.** LM indicated that where performance had declined, it was usually associated with individual students with poor attendance.

6.3 & 6.4 KS5 update (incl Yr 13 predictions): **Governors received KS5 progress data** within the papers on GH. This included a breakdown of predictions by subject pathways. **Governors noted** the statistical caution associated with small cohort numbers across the disciplines pathways and the potential impact on overall results. It was noted that whilst predictions for A-level pathways had improved since the previous data review, they remained at a predicted average grade outcome of "D-", whereas applied technologies were predicted to be at "M"-level. The positive predicted performance for Art & Design was noted. The performance of PP and SEN pupils was noted, although small numbers (9 and 4 respectively) meant that conclusions could not be safely drawn from the statistical analysis.

6.5 Curriculum shape and staffing: Governors noted the update provided above, including the progress being made towards the T-level curriculum offer. At this stage there were no other substantive variances

expected to be made to the agreed curriculum shape plans. **LM confirmed that** staffing resources were in place to deliver the planned curriculum in 2022-23.

6.6 Behaviour and Exclusions: A detailed **graphical evaluation of anonymised individual pupil behaviour for Yr10 and Yr11** was provided in the advance papers and **received** by Governors. Governors were directed towards specific individual profiles to evidence that a small number of pupils adversely impact behaviour. 11 students in Yr10 cause 87% of all incidents, whilst 6 students in Yr11 account for 85% of behavioural issues. Individual action plans were being deployed to those at greatest risk of causing disruption. Whilst these include fixed term exclusions (FTEs) they also included utilising “step out” provision at SWS. An increase focus on parental engagement and management had been taking place with the appointment of a new vice-principal with responsibilities for this area. FTEs had totalled 57 (Yr10) and 25(Yr11) across the year to date, and these numbers had been inflated in part due to staffing constraints associated with the pandemic. There had been no Permanent Exclusions, following a review of one potential case when new evidence became available.

- **Governors queried whether the UTC had gained a local reputation as a destination for pupils with poor behaviour. LM highlighted that** joining the MAT had shifted the UTCs profile in a positive direction, with further opportunities still to be realised. In addition, the close working with SWS and other Trust Schools offered the UTC a wider array of options and perspectives when managing disruptive or non-engaged students, including the use of the dedicated “step out” provision at SWS. Other benefits that were expected to arise from joining the MAT was the opportunity to build genuine progression pathways for pupils who were attracted and committed to the UTC curriculum offering, and having a more effective voice at the Local Fair Access Panel when it identifies alternative schools for excluded pupils.
- **NF challenged what was being done to support the embedding of a positive Yr10 culture. LM confirmed that** new behavioural standards had been introduced, which was supported by an expectation from staff for earlier intervention to address negative behaviour.

7. Attendance

7. Attendance – This item was covered in the Executive Summary Paper and was **received. It was reported that** attendance across each year group was very close to national average values, although the value was just below 90% in part due to Cheshire Local Authority’s restrictive measures on households during COVID. LAC attendance was lower than the School’s average (-12%) although small pupil numbers made this value statistically weak. PP attendance was also below the overall average, although pastoral support measures, which included intervention with families were having a positive impact on improving the overall outcome.

8. Safeguarding and Student Welfare Update

8.1 . The Safeguarding Report was contained within the Executive Summary Paper and was **received. It was reported that** 92 referrals had been made in-year, of which 37 were from the period December to February. 36 of the overall total emanated from Yr10 pupils. The Pastoral Manager who started at UTC after Christmas has proved invaluable, building good relationships with students and providing information and access to external agencies as appropriate, and this may have accounted for some of the increase seen in activity. The impact of COVID remained another underlying factor, along with breakdown in family relationships and mental health concerns. **RW highlighted that** the recent trial of dedicated specialist software system (CPOMS) to record and manage safeguarding had proved successful and was now being rolled out across the whole of the UTC. **RW also confirmed that** the Section 175 Annual Safeguarding Audit had been undertaken and reported to the Local Authority. **Governors requested that at a future meeting the safeguarding update include trend data [Action LM/RW].**
The Clerk reported that an exercise to update Governor DBS certificates was ongoing across the MAT and that this would include the UTC.

9. UTC improvement Plan and Governor Monitoring Visits

9.1 UTC Improvement Plan: **LM provided an oral update** on the **UTC priorities for 21/22** to supplement the information provided in the **papers published on GH in advance which were received.** The four priorities (P,Q,R,S) remained in place, and all actions in the plan were either completed or in progress (the latter

marked red in the table contained within the papers). Employer engagement activities was prominent. Governors were updated on the positive impact and future potential that membership of the Chamber of Commerce could offer. The UTC leadership team was due to meet before the end of the academic year to review progress and develop a similar priority improvement action plan for 22/23. **Governors were also advised that** a recent leadership review of the SEF suggested a “good” outcome in the event of an Ofsted review. **LM noted that** Ofsted were likely to inspect the UTC during 22/23.

9.2 Monitoring visits: The Chair reminded Governors of the need to reengage on-site activities and undertake governor monitoring visits. A programme of visits would be developed for 2022-23.

10. Policies

No Policies were brought to the meeting. Existing policies would be reviewed and approved by circulation wherever possible and only substantive changes or new policies would be presented for discussion at the meeting.

11. Matters to Share with the Trust Board

No other matters to share.

12. Matters for the Trust Board to Share with the LGB

12.1 Trust Away Day conference: to be held on 15 July. Governors were encouraged to attend as there would be dedicated Trustee/Governor sessions. Apologies should be provided in advance to Clerk via a Governor hub message.

12.2 Government White Paper Summary was posted on GH and **received**.

12.3 Government Green Paper (SEND) Summary was posted on GH and **received**.

13. Any Other Business

13.1 Employer Engagement Working Party should meet before the start of the next academic term to ensure that the development of employer links could be actioned and support the awareness and rollout of T-level qualifications. **[action LM]**

13.2 Website compliance audit, used to provide assurance that Ofsted requirements on published information would be met, should be undertaken before the next meeting **[Action LM]**

Date and Time of Next Meeting: Wednesday 21 September 2022 at 4:30pm Meeting Closed at 6:11pm

Minutes approved:

Date:.....

Crewe UTC ACTION LOG – Post June 2022 Meeting			
AGENDA ITEM AND ACTION	By When	By Whom	Confirmed Completed
Link Governor roles and engagement activities would be reviewed at the next meeting	Autumn meeting	All LGB	
Undertake Governor Hub Health-check exercise at meeting. Governors should review questions in advance.	Autumn meeting	All LGB	
Revisit and update the original pupil growth projections.	Autumn 2022	LM	
Safeguarding update include trend data	Autumn 2022	LM/RW	
Employer Engagement Working Panel to meet	Before 21/09/22	LM/MM	
Website Compliance Audit (ofsted) to be undertaken	21/09/22	LM	

8.2.1 An Employer Engagement Working Party will be established.	ASAP	LM/Governors	
9.2 Attendance figures will be updated to remove the impact of the LA stance on isolation from the data.	June meeting	LM	Complete
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.			Complete
8a. LM will include timescales in future reports and provide a summary overview.	ASAP	Clerk	
8b. The actions on the T Level Update will be listed in target completion date order.	February Meeting	LM	Complete
12.1 Governors will let the Chair know if they wish to accept a new Link Governor role or be reassigned a current role.	February Meeting	LM	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.	Next LGB meeting	Governors/Chair	Ongoing
	In due course	COO/Clerk	Ongoing
Next Meeting: Wednesday 21 September 2022 at 4:30pm			

Note:

Actions marked as completed will be removed from the 2022-23 papers.