



Crewe UTC LGB

Online Meeting via Microsoft Teams

MINUTES – Part I



Date: 13th October 2021 at 4.22pm

Present:

- M. Marsh - Chair
- J. Condliffe (Until 6pm)
- G. Harris
- A. O’Neill
- H. Tattersall
- C. Slater
- J. Hewitt (From 4.38pm)
- N. Fowler (From 4.38pm)
- K. Salisbury (From 5.45pm)
- T. Russell

Absent: N/A

In attendance:

- L. McDaid – Principal
- R. Whim – Vice Principal
- S. Longden – School Business Manager
- P. Osborn – Assistant Principal (From 4.38pm)
- R. Armstrong – TLA Trustee (Until 4.38pm)
- D. Twambley – TLA Chief Operations Officer (COO)
- J. Cobley – Ex Governor

Clerk: C Gritton

Administration

1. The Chair welcomed everybody to the meeting. There were no apologies and the meeting was quorate. [NF and KS had advised prior to the meeting that they would be late].
2. There were no Declarations of Interest.
3. The LGB members were those on the LGB prior to the UTC transfer to TLA: The Minutes of the Crewe UTC LGB meeting held on 7th July 2021, had been uploaded to Governor Hub (GH) prior to the meeting and were **approved**.
4. Composition of LGB and Governance Matters J. Cobley’s term of appointment as Co-Opted Governor expired on 19th September 2021. The Chair and LGB confirmed their recommendation to reappoint J. Cobley for a further term of four years from the date approved by the TLA Board. **ACTION:** The Chair and Clerk will begin the process to reappoint J. Cobley.
The LGB has two vacancies. Possible candidates have been approached and the Chair will update Governors at the next meeting.
5. Matters for the Trust Board to Share with the LGB **It was reported that** the key focus of the LGB is education and welfare. The LGB provide support for the Principal in delivering education and ensuring resources are sufficient to deliver school improvement plans. Governors were reminded to familiarise themselves with the core documents on the Resources section of GH.
 - **Governors asked whether the Term of Reference (ToFR) for the UTC LGB reflected those of the rest of the Trust schools. It was reported that** the UTC ToFR are largely identical to other Trust schools, but with key unique elements around employer representation, with regard to UTC Charter requirements and to enable the retention of the UTC status. The UTC ToFR will be presented to the TLA Board of Trustees at their 18th October meeting, for approval.
 - **Governors asked whether LGB meetings are held prior to Board meetings during the school year. It was reported that** the governance team aspire to hold all schools’ LGB meetings seven days prior to the relevant school term’s Board meeting, so that the Board can consider the LGB Minutes and communication channels, such as this Agenda item and item 13, can be efficiently utilised.

Finance

6. Finance Update **The COO reported that** Management Accounts and 2020/2021 Summary accounts will be available on GH on Friday 15th October 2021. Funding on the transfer of UTC to TLA included the waiver of UTC's historical debt, but residual funding was carried over. Trustees are carrying out financial review meetings with the aim of final audit sign-off by Christmas 2021, followed by winding up of Crewe UTC at Companies House, assuming all assets and liabilities are finalised at that point. Governors were reminded that in the meantime, they remain Trustees/Directors of the legal entity Crewe UTC and Governors of the TLA Crewe UTC LGB.

Governors received the report.

7. School Risk Register The TLA Risk Register had been uploaded to GH prior to the meeting. **It was reported that** there is a robust risk management process at Trust level, which schools' specific risks sit beneath. Risk management will be linked to the Strategic Objectives, which are sufficiently broad and encompass risks and mitigation. The Principal, Vice Principal and COO will carry out a mapping exercise against current risks, Self-Evaluation (SEF) and School Improvement Plan (SIP) over the next few weeks and the risks associated with poor engagement and T-Level work requirements will be captured.

Strategic Vision

8. 8.1 School Performance

8.1.1 **Paper 8.1.1 Yr11 Results Overview 2021 Final and Paper 8.1.4 KS4 Data Reporting Yr11 Actual 2020/2021** had been uploaded to GH prior to the meeting and were **received. It was reported that** Teacher Assessed Grades (TAGs) were submitted and examination boards' moderation took place for a number of courses. Having received no examination board feedback, it is assumed that TAGs are approved. Year on year results' improvements from 2019, were expected due to the interventions put in place and as shown in Paper 8.1.1, those expectations were met. There has been a focus on achieving results closer to national standards for 4+ in English and Maths and as Paper 8.1.1 shows, the impact of that focus has been positive. There remains work to be done on results' improvements for 5+, but the UTC is limited by its pupil profile.

- **Governors asked whether national results' figures had been published. It was reported that** 2020/2021 national figures will not be published. UTC figures have been compared to the last published, 2019 national data.

Governors were aware of the challenges of national comparisons in data such as Progress8, due to the nature of the school being a UTC and not working towards the English Baccalaureate (EBacc) but believe that such comparisons can still be an aspirational tool for progression and improvement. Governors were aware of the potential national criticism of the TAG process but were confident that the UTC's process was robust and that the upward trajectory is due to its interventions utilised since 2019. **The COO reported that** the Trust has carried out benchmarking exercises against 2019, but they are not thought to be wholly reliable and 2022 results will be affected by the disruption to education over the previous year, making benchmarking nationally challenging.

Compulsory period 6 study sessions have been introduced, to improve progress in areas where students need additional support, such as most able and SEN students. The Pupil Premium (PP) gap has widened but the school is aware of individual circumstances and interventions are in place to support those students.

[K. Salisbury joined the meeting at 5.45pm] **Governors received the reports.**

8.1.2 Year 13 Results **Paper 8.1.2 Yr13 Results and Paper 8.1.3 Key Stage 5 Data Reporting Yr13 Actual 2020/2021** had been uploaded to GH prior to the meeting and were **received. It was reported that** as expected, there were improvements across the board.

- **Governors asked whether the school had 100% of students heading for positive destinations. It was reported that** 95% of students had positive destinations; three students are continuing to apply for apprenticeships and have been interviewing. Careers guidance was available for students on examination results day and support remains in place, even for those students who have left UTC.
- **Governors asked why the results for A 'Level Business Studies, Tech Level Engineering Design and AS Level Maths, were not as good as the other subjects' results. It was reported that** the results were not thought to be due to any Teaching and Learning nor motivational issues, but that due to Covid, some issues were not identified for a small number of individual students, as quickly as they

otherwise would have been and once identified, there was less opportunity to discuss interventions with students as easily.

8.1.3 and 8.1.4 papers were discussed with items 8.1.1 and 8.1.1 respectively as above. The Paper **September 2021 Baseline Testing and Diagnostic Assessment Analysis** was uploaded to GH and was **received. It was reported that** whilst there is more analysis to be done, this data provided an understanding of how lockdown affected the students, in statistical terms and how to address the long-term impact is being carefully considered by the school. Reading ages have fallen at UTC, as they have nationally and verbal scores are low, but the school has put interventions in place to suit individual need, as well as whole-school initiatives such as form reading time. **The COO reported that** across the Trust, core areas such as writing have been negatively impacted by Covid, whereas some areas were better suited to the online learning tools available. The Trust is helping its schools in developing learning strategies in areas such as reading and cross-school support and skills' sharing will be available.

Self-Evaluation (SEF)

8.2 **Paper 8.2 SEF September 2021 Final had been uploaded to GH prior to the meeting and was received. It was reported that** UTC supports its students from identifying the correct pathways to improving student placements at the end of courses. The SEF drives the School Improvement Plan and with Trust support, UTC is on its journey to an Ofsted Outstanding judgement.

School Improvement Priorities (SIP)

8.3 **Paper 8.3 UTC Improvement Plan 21-22 updated 24.09.21 DRAFT** had been uploaded to GH prior to the meeting and was **received. It was reported that** the SIP links to performance management and department areas and once finalised, can be cross-referenced to the Trust strategic objectives. Key drivers of progress, quality employer-led teaching and learning, recruitment and retention and self-development are woven into every action. UTC is working closely with the Trust to develop and strengthen the key drivers as well as strengthening the school's marketing strategy. The LGB can support the school in its decisions as to how to budget appropriately to support the key drivers. The Chair thanked the Principal for the informative document, which they noted was useful in considering how employer partners might support staff and students in terms of learning and self-development.

Student Welfare and Safeguarding Including Covid Update

9. **Paper 9 Governor Safeguarding Update October 2021** had been uploaded to GH prior to the meeting and was **received. It was reported that** recent reviews noted that the school is good at recognising and reporting safeguarding issues and at caring for its students, whom staff know well.
- **Governors asked whether the school has everything it needs to support its students for the impending economic pressures regarding cost-of-living increases, particularly for its PP students. It was reported that** staff are aware of possible future financial challenges and the School Business Manager has signed UTC up for the free school breakfast programme to provide a hot breakfast to all students.

Local Matters

10. **It was reported that** nationally, attendance has been negatively affected by Covid. Out of 130 students, 53 have had the Covid vaccine and a small number are visiting their GP for it, so a rise in attendance figures is anticipated. The school vaccines were given at Sir William Stanier school and were a successful Trust school collaboration.

Policies

- 11.1 Admissions Policy **Paper 11.1 The Crewe UTC Admissions Policy 2022-2023** had been uploaded to GH prior to the meeting and was **approved.**
- 11.2 Child Protection and Safeguarding Policy **Paper 11.2 Draft – Crewe UTC September 2021 – Child Protection and Safeguarding Policy - Final** had been uploaded to GH prior to the meeting and was **approved.**

LGB Roles

- 12.1 Link Governors **The Chair's Executive Summary 131021** was shared with attendees and subsequently uploaded to GH. **Governors approved the Chair's proposal within the Chair's Executive Summary** to set up

the Crewe Engineering and Design Employer Engagement Group working party, representing all employer partners and the university and the recommendation will be put forward to the Board of Trustees for approval. Link Governor roles in KS4, KS5, SEND and Safeguarding and Health and Safety will be assigned/reassigned. **ACTION:** Governors will let the Chair know if they wish to accept a new Link Governor role or be reassigned a current role.

12.2 Training Update **It was reported that** the Trust is signing up to National Governance Association (NGA) online training and Governors will be receiving a log-in email shortly and will be advised of recommended modules, by the TLA governance team, in due course. **Governors requested** a Keeping Children Safe in Education refresher course and a familiarisation training session to help understand achievement and progression. **ACTION:** The Trust will consider the requests.

Matters to Share with the Trust Board (Exception Reporting)

1. The LGB would like to set up an Engineering and Design Employer Engagement Group working party to recognise the uniqueness of the LGB structure. This group may also consider T 'Level activities. The Chair would like all employer partners to be represented in that working party, including MMU.
2. The LGB look forward to the school working collaboratively on Trust wide activities around improving literacy.
3. The LGB stress the importance of the community understanding the uniqueness of the UTC's offer, when working with the Trust in marketing the school.

Any Other Business

Nothing to report.

Date and Time of Next Meeting: Wednesday 24th November 2021 at 4pm **Meeting Closed 6.31pm**

Minutes approved:

Date:.....

Crewe UTC ACTIONS – Post October 2021 Meeting			
AGENDA ITEM AND ACTION	By When	By Whom	Confirmed Completed
4. The Chair and Clerk will begin the process to reappoint J. Cobleby.	Before the 24/11/21 LGB meeting.	Chair/Clerk	19/10/2021
12.1 Governors will let the Chair know if they wish to accept a new Link Governor role or be reassigned a current role.	“ “	Governors/Chair	
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	
DATE AND TIME OF NEXT MEETING – Wednesday 24th November 2021 at 4pm			