

Governance at UTC South Durham



Trustees of UTC South Durham

Name	Date of appointment	Trustee Role	Declaration of Interest	Attendance
David Land	2015	Chair of Trustees, Chair of Resources and Finance Committee. Founding Member appointment.		
Prof. Gary Holmes	2015	Vice Chair of Trustees, Resources and Finance Committee. Founding Member appointment.		
Shirley Atkinson	2015 – Sept 2017	Founding Member appointment.		
Andrew Jordan	2015 – Sept 2017	Academy Principal. Additional Trustee		
Prof. Ian Neal	Sept 2016	Chair of Quality and Standards Committee. Safeguarding link. Founding Member appointment.		
Rob Trimble	Sept 2017 – Jan 19	Engineering link. Founding Member appointment.		
Peter Gallone	Nov 2016	Founding Member appointment.		
Haley Whalley	Jan 2017 – August 2018	Parent Trustee, Core Faculty link, Resources and Finance Committee		
Nina Harding	July 2017	Marketing and Recruitment link, Founding Member appointment.		
Mike Read	Sept 2016 Sept 2019	Staff Trustee, Quality and Standards Committee		
Louise Shepherd	Jan 2017	Parent Trustee, Disadvantaged Students link, Quality and Standards Committee		
Tom Dower	May 2015	Principal, Accounting Officer, Quality and Standards / Resources and Finance Committee		
Joanna Bailey	Sept 2018	Academy Principal (Tees Valley Collaborative Trust). Additional Trustee		
Wayne Reynoldson		Plant Manager, Gestamp Tallent		
Celia Mullen	June 19	Parent Trustee		
Prof. Jon Timmis	Oct 19	Founding Member appointment		
Stephen Brain	Oct 19	Staff Trustee		

Trustee Committee Terms of Reference

Below is a brief overview and initial guide to the scope and foci of our two Trustee Committees. They may be reviewed by the committees and changes agreed by the full Trustee Body.

Resources and Finance Committee

Areas of responsibility:

Finances

- Ensure financial oversight and that procedures are followed in line with EFA requirements
- Approve and review 3 year financial plan
- Review and sign off company accounts (to be signed by Chair of Trustees)
- Ensure that accounts are filed and that financial audits are carried out
- Be responsible for planning income generation

Resources

- Ensure conditions of buildings and site
- Monitor Health and Safety and risk assessment procedures
- Lead Risk Management Strategy
- Establish procurement and tendering processes
- Sign off procurement for larger items (over £25k require committee approval, over £5k require additional Trustee approval with Principal)

Staff

- Approve staffing structure and oversight of appointments
- Ensure appraisal policy is in place and followed for all staff
- Carry out annual review of pay progression, including award of TLRs and additional payments

- Review and approve policies in the above areas. As a minimum this includes: Appraisal and Capability, Staff Pay, Closure, Disability Access, First Aid, Health & Safety, Risk Assessment, Safer Recruitment,
- Summary reporting to full Trustees' meetings on the above areas.

Membership

David Land – Chair	April 17
Gary Holmes	June 17
Celia Mullen	June 19
Tom Dower	June 17
Jean Bell	June 17

Quality and Standards Committee

Areas of responsibility:

Academic Progress

- Set targets for academic KPIs
- Monitor achievement of academic attainment and progress
- Ensure that high quality provision is in place so that all groups of students can achieve

Pastoral support

- Set attendance targets and monitor progress and systems.
- Establish high expectations of behaviour
- Ensure high quality of safeguarding, including support for vulnerable students and the Prevent agenda

- Monitor support for students with SEND
- Ensure that anti-bullying policy and procedures are in place
- Ensure that views of parents, students & employers are taken into account

Curriculum, Teaching and Learning

- Ensure that the Principal sets an appropriate curriculum for a UTC in line with Founding Member aims
 - Ensure that the curriculum covers statutory requirements
 - Monitor quality of Teaching and Learning
 - Monitor quality and impact of CPD
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- Review and approve policies in the above areas. As a minimum this includes: Child Protection, Behaviour, Teaching and Learning, Attendance, EAL, Preventing Bullying, PSHE, Pupil Premium, SEND, SMSC, SRE, Curriculum, Assessment, Teaching and Learning,
 - Summary reporting to full Trustees' meetings on the above areas.

Membership

Ian Neal – Chair	April 17
Louise Shepherd	June 17
Stephen Brain	tbc
Tom Dower	June 17
Dan Glasbey	June 18
Jamie Smith	June 19

Appeals

When appeals are made by staff (e.g. discipline, capability, grievance, pay), by parents (e.g. permanent exclusion, complaints) or by others the appropriate policy/procedures will be followed. Usually this will involve a group of any three Trustees who will meet to hear the appeal. They must not have been involved in the original decision and the Chair will decide who is suitable (e.g. it is unlikely to be appropriate for staff Trustees to hear appeals).

Membership

Trustees can be a member of more than one committee, though staff Trustees cannot join the Resources and Finance Committee. It is possible to bring in non-Trustees to join committees if they bring particular expertise which is otherwise lacking.

Key areas not covered by Committees

- Student Recruitment
- Business Engagement

These will be dealt with at full Trustees meetings.

Link Trustees

At the January 2018 Trustees' meeting it was agreed to create Link Trustees for a variety of key areas for the UTC. This gives Trustees the opportunity to 'get under the skin' of the workings of the UTC so that they can both support and challenge the work of senior leaders; it also means that they can understand their responsibilities for the welfare and education of our students more clearly. The skills audit identified key strengths for some trustees in certain areas and these have been used to identify appropriate links.

It is important that Trustees understand their role; they are not coming in to the UTC to judge the quality of teaching or standards of attainment. Rather their role is as a critical friend; to ask questions and ensure that leaders are thinking clearly about their responsibilities and how to use the limited resources of the UTC to ensure that students thrive. It's important that we then have a record of the main points discussed and any actions agreed, written by the Trustee. These can then go out with the papers of the following meeting with a brief discussion if need be.

Area	Link Trustee	Member of SLT
Safeguarding	Ian	Tom
Academic teaching and learning	Joanna	Jamie
Engineering (Manufacturing, Design, Mechatronics)		Jamie/Neil
Disadvantaged students (Pupil Premium)	Louise	Jak
Marketing and Recruitment	Nina	Catherine
Careers	Wayne/Nina	Catherine
Special Educational Needs (SEND)	Louise	Jak
Operational finance	Celia	Jean