



Create your future

CONFIDENTIAL

**Minutes of the meeting of the University Academy of Engineering Local
Governing Body (Planning and Review)
held at 5.00 pm on Wednesday, 13 September 2017
University Academy of Engineering - Trafalgar Street, London SE17 2TP**

Present

Rao Bhamidimarri (Chair)
Michael Broadway
Natalie Ferer
Karen Fowler
Steve French
Lesley Morrison
Tony Roberts
John Taylor

Apologies

Samantha Jury-Dada

In attendance

Pervena Singh
Claire Viner

1. Welcome, introductions and apologies

The Chair welcomed the governors to the first planning and review meeting for the new academic year 2017/18. The above apologies were noted.

The Local Governing Body (LGB) welcomed the new school Principal John Taylor and Claire Viner South Bank Academies Business Manager.

2. Declarations of interest

No governors declared a conflict of interest in any item on the agenda.

3. Minutes of previous meeting

The LGB approved the minutes of the meeting of Tuesday, 18 July 2017.

4. Matters arising

The LGB noted that the matter arising in item 7 student progressions, from the previous meeting will be highlighted during the meeting.

All other matters arising will be discussed at the upcoming business as normal LGB meeting in November.

5. Exam and assessment results

The LGB discussed the exam and assessment results report. It was reported that 77% of students were making better or expected progress towards their target grades, which is a 2% increase from last module.

The LGB were made aware that the overall trends of across all subjects in year 7 and 8 have shown significant rapid improvement.

The LGB deliberated on the need for a system to measure teachers' progression, specifically in relation to module assessment models and module tests. The LGB discussed the need for teachers to consider wider and comprehensive data for setting target grades in light of the new GCSEs model.

6. UAE development plan & self evaluation form

The LGB discussed the school's development plan and self-evaluation form (SEF). The LGB noted that the school's development plan has been created on the Ofsted framework and inspection criteria, providing a robust performance measure. The Principal confirmed that work will be undertaken by the Senior Leadership Team (SLT) to update the document before the end of term.

The LGB noted that the development plan required greater linkage to the SEF report and to feedback received from the recent Ofsted inspection. It was report that expansion to the development plan will provide stronger data measures and will transform the plan into a comprehensive data dashboard so governors can easily monitor progress.

The LGB noted that the review of the development plan will include feedback and suggestions from the CEO and the LGB and will closely link to the South Bank Academies' strategy. The LGB was assured that both the development plan and the SEF are regularly discussed at weekly SLT meetings.

7. Student recruitment update

The LGB were presented with an update on student recruitment as at Thursday, 7 September 2017. The LGB discussed the presented figures for total students from Year 7 to Year 13.

The LGB noted that Year 7 at full capacity could hold 150 students, currently Year 7 has 139 students.

The LGB noted that there has been no increase to Year 10 numbers, and it was reported that the total number of students of 98 is unlikely to increase, as it is difficult to recruit students for this year group.

The LGB noted that the total number of students in Year 13 is 24 which was the same total for the previous Year 12. The LGB noted that all Year 12 students progressed successfully in to Year 13.

The LGB discussed the upcoming open evenings and governors were encouraged to attend.

8. Staff recruitment and staff training

The LGB discussed the staff recruitment and staff training paper, and noted the outgoing staff, incoming staff, and programmes for staff training.

The LGB were informed on early stage discussion for restructuring the student services and the SCN, further information to be provided to the CEO for discussion. The principal reported the need to review the SCN structure due to a heavy agency staff presence.

The LGB queried the appointment of one engineering teacher appointment and questioned whether more were required. It was reported that there are enough teachers for engineering and design to support the curriculum.

The LGB discussed staff training and noted the two day training programme for staff which included topics such as future planning, corridor behaviour, creating culture etc. Governors were encouraged to visit the school and provide feedback on corridor behaviour.

The LGB were provided with a short presentation on professional learning community used to support professional development of staff, and encourages staff to setting targets.

9. Ofsted follow up actions

The Principal informed the LGB that it would be too early to report on this item and further data analysis is required.

10. Governing body membership

The LGB noted its composition for the next academic year 2017/18 and the membership of its committees Learning and Teaching and Finance and General Purposes.

The LGB noted that letters requesting nomination of Parent Governors have been sent to parents or guardians of students. Further detail on the process will be provided to the LGB in due course, should more than 2 parents be nominated an election will be held to appoint the candidates.

11. Any other business

The LGB noted the opportunity for 360 software installations and staff training for the Academy school and UTC and the opportunity to purchase new 3D printers newly launched in September. The LGB agreed for further discussion on both opportunities to be held outside the meeting to determine if they are viable.

Date of next meeting
5.00 pm, on Wednesday, 15 November 2017

Confirmed as a true record

..... (Chair)