

Meeting of the South Bank Engineering UTC Finance & General Purposes Committee

5.00 - 6.00 pm on Wednesday, 1 March 2017
in South Bank Engineering UTC, 56 Brixton Hill SW2 1QS

Agenda

<i>No.</i>	<i>Item</i>	<i>Pages</i>	<i>Presenter</i>
1.	Welcome and apologies		NF
2.	Declarations of interest		NF
3.	Minutes of previous meeting	3 - 4	NF
4.	Matters arising	5 - 6	NF
<i>Items to discuss</i>			
5.	January 2017 Financial management report	7 - 10	DS
6.	Pupil premium	11 - 14	DC
7.	Premises report	15 - 16	DC
8.	Update on school contracts	To Follow	DC
9.	Any other business		NF

Date of next meeting
5.00 pm on Wednesday, 3 May 2017

Members: Natalie Ferer (Chair), Rao Bhamidimarri, Lynn Grimes and Dan Cundy

In attendance: Dan Smith, and Pervena Singh (Clerk)

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**Minutes of the meeting of the South Bank Engineering UTC Finance & General
Purposes Committee
held at 5.00 pm on Wednesday, 16 November 2016
South Bank Engineering UTC, 56 Brixton Hill SW2 1QS**

Present

Natalie Ferer (Chair)
Dan Cundy

Apologies

Rao Bhamidimarri
Lynn Grimes

In attendance

Ian Brixey
Tony Roberts
Dan Smith
Pervena Singh

1. Welcome & Apologies

The Chair opened and welcomed the governors to the first Finance and General Purposes meeting for South Bank Engineering UTC.

The above apologies were noted.

2. Declarations of Interest

No governors declared an interest in any item on the agenda.

3. October 2016 Financial Management Report

The committee discussed the October 2016 financial management report which forecasted a surplus of £24k for the year. The committee queried the sensitivity of the budget and was informed that there is a contingency of £10k for the school's curriculum.

The committee discussed the capital expenditure for ICT and furniture and fittings.

4. Pupil Premium

The committee discussed the pupil premium report, which outlined the barriers faced by disadvantaged students, the overarching objectives of pupil premium and the measures of impact of pupil premium funding.

5. **Premises Report**

The committee received a verbal update on the progress of the new schools premises. It was reported that the building works were in line with the schedule despite weather restrictions.

The committee requested a timeline of key dates including the date of completion and when teaching would start in the new building.

6. **Finance & General Purposes Terms of Reference**

The committee noted the finance and general purposes terms of reference, which had been approved by the LGB and were in line with the Scheme of Delegation.

**Date of next meeting
5.00 pm, on Wednesday, 1 March 2017**

Confirmed as a true record

..... (Chair)

**SOUTH BANK ENGINEERING UTC FINANCE & GENERAL PURPOSES COMMITTEE - WEDNESDAY, 16
NOVEMBER 2016
ACTION SHEET**

Agenda No	Agenda/Decision Item	Action	Date	Officer	Action Status
5.	Premises Report	Written report on hand over date to be presented at the next meeting.	1 Mar 2017	Dan Cundy	Completed. Included on agenda 1.3.17

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	CONFIDENTIAL
Paper title:	January 2017 Finance management report
Board/Committee:	UTC Finance & General Purposes committee
Date of meeting:	1 March 2017
Sponsor:	CEO
Author:	Dan Smith
Purpose:	Information
Recommendation:	To provide information and prompt questioning from the committee

Executive Summary

The purpose of this report is to provide information to the South Bank Engineering UTC Finance and General Purposes committee regarding the UTC's financial position.

Information on the following is provided;

- Current forecast
- Revised forecast compared to budget
- Clawback provision
- Analysis of forecast income and expenditure
- Lead in Costs
- Capital Expenditure

The information should provide assurance of the UTC's financial position and future plans and also provide enough data for questioning.

The table below shows the current financial position for the financial and academic year 2016/17.

Current Forecast for Academic Year 2017 (as at 31/12/17)						
Percentage of Current Academic Year Passed: 42%						
Income	Current	Forecast	Budget	Variance	Current/Forecast %	Comment
GAG Income	522,616	1,163,501	1,163,501	-	45%	As per EFA schedule
Start Up Grants	229,500	229,500	229,500	-	100%	Start Up Grants Paid by December 16
Other Government Income	-	28,958	28,958	-	0%	Awaiting Pupil Premium & Top Up Funding
Other Income	2,898	30,397	30,397	-	10%	On target
Prospective Clawback	- 149,215	- 355,274	- 355,274	-	42%	Clawback reduced pro rata
Capital Grant	-	-	-	-		
Income Total	605,799	1,097,083	1,097,083	-		
Expenditure	Current	Forecast	Budget	Variance	Current/Forecast %	Comment
Teaching Salaries	238,500	586,324	586,324	-	41%	On target
Other Salaries	87,724	224,397	232,883	8,485.69	39%	On target
Other Staff Costs	2,253	18,925	18,925	-	12%	Recruitment Costs still to be paid
Building Maintenance & Occupancy Costs	3,710	36,486	36,486	-	10%	Awaiting Utility Bills
Curriculum Budgets	9,348	30,866	30,866	-	30%	On Target
Consultancy/Professional Services	12,896	34,500	34,500	-	37%	On target
Catering Costs	22,631	53,352	53,352	-	42%	On target
Exams	-	3,600	3,600	-	0%	Awaiting Exam season
IT Costs	7,258	15,000	15,000	-	48%	On target
Central Services	41,665	41,665	41,665	-	100%	Paid in full
Capital Costs	-	-	-	-	0%	On target
Other Costs	6,209	19,833	19,833	-	31%	On target
Expenditure Total	432,193	1,064,948	1,073,434	8,485.69		
Surplus/(Deficit)	173,606	32,135	23,649	8,485.69		

Notes:

Variance Column:

A positive number indicates a positive variance, this shows a better forecasted financial result against the original budget.

A negative (bracketed) number indicates an adverse variance, this shows a poorer forecasted financial result against the original budget

Introduction

Please find above the finance report for January 2017 for the South Bank Engineering UTC. Within this report you will find analysis relating to the forecast and additional information.

Budget and Forecast

The budget was originally set using an estimated number of 144 students. As income is directly linked to pupil numbers, it is sensible to estimate the high end of what could be achievable as it is simpler and quicker to ring-fence any over provision than it is to request additional income.

The number of students that the UTC had on both Census days' (6th October and 19th January) was 92. As this will mean a reduction in income (known as clawback) the forecast has been adjusted to take this into consideration. The income is stated as per the funding statement but with a deduction for the likely clawback shown on a separate line to reduce the total income.

The expenditure has been reforecast to take into account the reduction in pupil numbers. Items such as Catering and Educational Resources are also linked to pupil numbers.

Pupil Number Analysis			
2016/17	Year 10	Year 12	Total
Per Census	36	56	92
Funded Students	45	99	144
Difference	9	43	52

Forecast Analysis

Income

Income is currently in line with the budgeted amounts. Start-up grants are 100% received as they are 'front ended' towards the start of the year. Information on Pupil Premium and Top Up Funding for specific students is currently unavailable, amounts for these have been forecast as accurately as possible but with a conservative bias, income for these will now be sought.

Expenditure

The majority of expenditure is in line with the budget. Positive variance on Other Salaries can be attributed to staff members opting out of pension schemes and small changes in pay scales. Other expenditure is on target with expectations.

Towards the end of the academic year forecasting can be done with more assurance, it is envisaged that some budgets will not be wholly spent and the surplus may be

Capital Expenditure

The Education Funding Agency (EFA) have supplied funding for start-up costs of £198,750, this funding is divided into two categories, ICT (£140,000) and Furniture and Fittings (£58,750). Submissions to the EFA for additional money can be made. The expenditure so far is shown below.

Capital Funding - EFA		
	ICT	FFE
Funded	140,000	58,750
Claimed	26,305	41,250
To Claim	112,647	14,372
Remaining	1,048	3,128

A schedule of items purchased since September 2016 has been collated and will be submitted for funding.

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	CONFIDENTIAL
Paper title:	Pupil Premium
Board/Committee:	South Bank Engineering UTC Finance & General Purposes Committee
Date of meeting:	1 March 2017
Author:	Dan Cundy
Purpose:	To note
Recommendation:	The committee is requested to review and discuss the report.

Pupil Premium funding is given to schools to help support students with disadvantage so as to close the gap in attainment between them and their peers. It is allocated to schools for every student who has been in receipt of free school meals at any time in the previous six years as well as to Looked After Children and those in Armed Services families as follows:

- Students who have been eligible for Free School Meals (FSM) at any time in the last six years: FSM6 – £935 per student
- Children in care, referred to as 'Looked After Children' (LAC) - £1900 per student
- Students of parents serving in the armed forces to address the emotional and social well-being of these students (Forces Premium) - £300 per student

2016-17 academic year

At South Bank Engineering UTC, our Pupil Premium allocation is as follows for our Key Stage 4 cohort:

FSM6: 15 students (42% of roll in Year 10) = £14,025

LAC: 1 student (3% of roll in Year 10) = £1,900

Forces Premium: 0 students = £0

Total: £15,925

Barriers

Disadvantaged students face a range of barriers to educational achievement in relation to their peers. The main barriers include:

- Access to appropriate space and environment at home to study independently
- Access to technology to facilitate learning off site
- Access to funding for business dress
- Access to funding for transport, especially outside London and on underground services
- Access to a healthy, balanced diet in line with the needs of young people
- Access to targeted support for catchup study, especially in literacy and numeracy
- Access to co-curricular opportunities
- Access to training and development likely to develop employability or earnings power

South Bank Engineering UTC will allocate additional Pupil Premium funding according to its Pupil Premium Strategy so as to have maximum impact in a manner targeted at individual students.

Pupil Premium Strategy

Overarching Objective

To close the gap in performance between disadvantaged students and their peers through effective and efficient use of Pupil Premium funding.

Objectives for 2016/2017

- Use funding to enhance staffing complement in order to offer reduced class sizes in key areas of the curriculum, especially in English, maths and engineering;
- Use funding to offer a range of enrichment activities which enhance students' employability, such as CAD;
- Use funding to offer supervised independent study sessions in lieu of homework, to remove barriers to learning outside the UTC;
- Use funding to offer supplementary tuition in English and mathematics;
- Use funding to offer free healthy snacks during the UTC day: fresh fruit, cereal bars and water;
- Provide subsidy and funding support for educational trips, visits and resources;
- Provide support for uniform and equipment for students who need support;

- Use funding to provide access to educational technology both at the UTC through laptop and tablet access, but also outside the UTC through online technologies such as OneNote.

Measuring the impact of Pupil Premium funding

Every year the UTC will commission a Pupil Premium audit. This audit analyses the impact of all pupil premium expenditure and makes recommendations for future development. At the start of each academic year, the UTC will publish an analysis of how Pupil Premium funding was spent, and most importantly, the impact it has had in raising standards and narrowing the gap in performance to students nationally who are not in receipt of Pupil Premium funding.

Impacts to date

- Staff deployment and curriculum design in place to run small classes: 18 students in each Year 10 class for example.
- Enrichment offer makes use of additional resourcing to enhance students' employability: Duke of Edinburgh club, PC building club, 3D printing and Computer-Aided Design clubs for example. All these activities will enhance students' marketability and skills.
- Supervised independent study sessions running in lieu of homework, to remove barriers to learning outside the UTC;
- Deployment of staff to offer supplementary tuition in English and mathematics in class and on an individual basis;
- Free fruit and chilled water offered to students
- Hardship funding in place to support family requests for assistance with business dress
- Technology procurement gives all students access to laptops, giving all students equal access to resources
- BYOD policy on mobile devices removes further barriers to the access to technology outside lessons
- Cloud-based and networked resources in place to enable students to access learning remotely and on a range of devices.

Review

The Pupil Premium strategy will next be reviewed in July 2017

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	CONFIDENTIAL
Paper title:	Premises report
Board/Committee:	UTC Finance & General Purposes Committee
Date of meeting:	1 March 2017
Author:	Dan Cundy
Purpose:	To note
Recommendation:	The committee is requested to review and discuss the report.

Temporary accommodation

The temporary accommodation consists of five classrooms in former Lambeth College portakabins plus two classrooms in purpose built temporary buildings. There is additional office and personal study space along with toilet facilities. There is no hall, dining room or sports facilities, and no purpose-built engineering space, although one room was designed as a science laboratory. Given that the UTC has two Year 10 groups and five Year 12 groups timetabled at any time, teaching space is at a premium. A further challenge has been how to deliver specialist and technical content in what are almost exclusively generic classrooms.

The management response to this challenge has been to take a pragmatic and innovative approach to resourcing and curriculum planning. For example the 'science lab' as our largest teaching space has been designated as our main engineering workshop, large enough for CNC and traditional machining and 3D printing as well as conventional class teaching. Science is delivered in a conventional classroom, making use of 'micro-scale' science equipment designed to enable GCSE and A level practical science experiments to take place in a variety of spaces. Two further rooms house engineering equipment with a focus on digital technologies, and our purchase of large numbers of laptops enables students to access connectivity in all UTC spaces. Catering arrangements are accommodated in classrooms, managed by staff. Sports provision is handled off-site. Offices have been configured as efficiently as possible although there is a lack of office space and private space for staff.

In planning and managing accommodation in this manner, the UTC has been able to deliver technical elements of the engineering curriculum along with practical science and computer science to good effect. The UTC to visitors looks and feels like a technical school, which aids our recruitment drive and messaging. Students are able to develop their technical skills and employability in line with the UTC's vision.

There have been many issues with the quality of temporary accommodation.

- Water ingress has been an issue in several rooms, the main foyer, the covered and open corridors. Action: contractors engaged to seal leaks; UTC staff deployed to build a temporary roof over previously open corridor. UTC is now watertight.
- Electrical issues including power cuts. Action: contractors alerted to issues which have been rectified quickly. On-site generator provision added to mitigate overloading issues; light fittings replaced following water ingress damage.
- Heating issues. Heaters in both buildings have been non-functional at various points leading to issues over room temperatures. Action: contractors engaged to maintain and fix heaters; additional portable heaters purchased and installed.
- Wind and draughts in corridor spaces, leading to concerns over temperature. Action: contractors engaged to fit insulation blocks and seal corridor ends; UTC staff built temporary roof.
- Drainage issues, leading to water pooling in corridors. Action: contractors and UTC staff engaged to install active drainage and replace floor coverings.

All repairs by Actavo or Bowmer and Kirkland have been conducted without cost to the UTC. The fitting of the covered corridor by UTC staff is being invoiced to the EFA.

Final build

The Principal, CEO and Vice Principal have all been involved in regular building meetings. At time of writing, the building is scheduled for full handover on 18th September, leaving a requirement for accommodation for a period at the start of Autumn term. Mott Macdonald are engaged to provide accommodation on behalf of the EFA, with the likely outcome being partial handover of the building at the start of September. This will be advantageous over other potential options which would have included a delay to term start or accommodation off-site, both of which would have been highly problematic.

In preparation for handover the UTC has been working with partners to finalise fixed and loose furniture and equipment; procure technical equipment including engineering, science and computing resources; agree colour schemes and decorative finishes including signage; confirm security and Safer by Design compliance along with undertaking to meet planning conditions for BREEAM.

Some contracts and services for the final build are yet to be agreed: catering contracts require further negotiation; cleaning and site management is to be finalised; network management and IT support require confirmation. The Principal is working with Fujitsu to finalise the design and installation of the Innovation Hub on the ground floor of the final build.