

**Minutes of the meeting of the University Academy of Engineering School
Advisory Board
held at 4.00 pm on Wednesday, 11 July 2018
Trafalgar Street, London SE17 2TP**

Present

Nicole Louis (Chair)
Veronica Allen
Natalie Ferer
Zakir Matin
John Taylor

Apologies

Karen Fowler
Samantha Jury-Dada
Lesley Morrison
Tony Roberts

In attendance

Joe Kelly

1. Welcome and apologies

The Chair welcomed Governors and staff members to the meeting. The above apologies were noted.

2. Declarations of interest

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

3. Minutes of previous meeting

The LGB approved the minutes of the previous meeting held on 24 May 2018.

4. Matters arising

The LGB discussed Matters Arising.

Day 10

It was noted that planning information for Day 10 was on the agenda.

Reward system

It was noted that the review of the reward system was ongoing.

Self-evaluation form (SEF)

JT confirmed he had discussed the SEF with the School Improvement Adviser (SIA). A revised SEF format would be presented to the LGB at its meeting in October.

Student attendance

The approach to student attendance would be presented to the LGB at its meeting in October.

School Development Plan (SDP)

It was noted that the draft SDP, to be presented to the LGB for discussion in October, would include challenges and students' agency.

Year 13 Destinations

It was noted that Year 13 Destinations would be presented to the LGB at its meeting in October.

5. **Principal's report**

The LGB discussed the Principal's Report.

Safeguarding, attendance and welfare

The Principal reported that attendance was 93%, representing no significant difference from the national average. He noted concern over persistent absentees linked largely to the system of afternoon registration for 6th Form. A new system was now in place and attendance figures were improving.

The Principal reported the school would be introducing a new Sex and Relationship Education programme in line with DfE guidelines. The LGB requested to review any new policy changes at its meeting in September.

Governors asked if all school policies were up to date. The Interim Chair explained that review of policies should happen within a framework which addresses legal and regulatory compliance. The Interim Chair, as Interim CEO, SBA, agreed to implement a policy review for the Trust and the schools in October.

The Principal reported that three staff have been assigned patrol duties to ensure the safety of children coming to and from school. The staff have received police training and patrol as far as Walworth Road and Old Kent Road.

Quality of teaching and learning

The Principal reported that three teachers were on bespoke support plans. They are being supported by their Heads of Department (HoD) and will be observed by the Principal. An NQT in Computer Science and a Maths teacher have tendered resignations following introduction of personal support plans. A Head of Department has also stepped down.

As part of ongoing participation in the Professional Learning Community, all staff attended the Festival of Education as an INSET day.

A number of senior staff are being sponsored through additional qualifications and training. Governors asked if such opportunities are available to middle

management. The Principal confirmed that HoDs discussed professional development with staff which could lead to a request for training.

Personal development

The Principal reported the appointments of:

- (i) a careers leader who will be full-time from September;
- (ii) an Enrichment Manager who will deliver the Day 10 and Enrichment programmes.
- (iii) an Enrichment Administrator (to be appointed).

Learner outcomes

6th Form – ML reported predictions for A-level and BTEC exams based on mock exams taken at Easter. He noted that key areas of concern included Physics, Computer Studies and Product Design, while Maths / Further Maths were doing well.

Governors asked how many students had applied for university places. ML confirmed that 20 out of 21 Year 13s have been offered places at university including Warwick, UCL, and two at LSBU. Three of the 21 have also applied for degree apprenticeship programmes. ML reported there were 35 students in Year 12.

The Principal reported that course availability in the 6th Form was currently limited, however Business Studies will be added as an A-level from September. The Principal explained that recruitment for 6th Form was good, given the limited number of subjects on offer and that there is yet no Year 11 cohort within the school.

The LGB requested that curriculum be included in SDP discussions in September. The Principal noted this would feed into his curriculum proposal to LGB and SBA Board in November 2018 for September 2019.

Governors asked how the published results would look given the sensitivities around 1-student classes. The Principal confirmed that the school is predicting that the progress made by students would be better than the average for sixth forms nationally. The school will promote and publicise student stories and destinations to support 6th Form recruitment.

The LGB asked that an analysis of exam outcomes is included in SDP discussions in September.

Leadership and management

The Governors discussed the SIA report which was largely positive and reported on ongoing progress. Governors requested the report be put on the LGB agenda for October with input from Governors requested in writing, in advance.

Governors asked for further information on the SEN review. The Principal reported that he and RH had recently spent a day with SEN and will draft an action plan for significant changes. The Principal reported that four students with EHCPs would be joining Year 7 in October.

6. **Year-end examination/progress report**

The LGB discussed the year-end progress report.

In response to disappointing mock exams at Christmas 2017, the school conducted mock exams, using official exam questions, for Year 10 based on topics already covered (there are 101 students in Year 10). The Progress 8 results (a portfolio of 8 core subjects) showed that pupils were behind expectations, even with Year 11 yet to complete.

The Governors asked if any changes had been identified between the Christmas and June exams. RH explained that there had been some progress but not yet enough. He noted that results only reflect the exam element of the GCSEs and do not include coursework.

The Principal reported that the school has adopted the national average as a target for Progress 8 scores, which is challenging. The school has planned considerable levels of intervention with both pupils and staff, including 6-weekly reporting by HoDs, analysis and action planning to identify student needs. Student needs will be addressed in groups, and £40k has been allocated for individual tutoring for Year 11 students next year.

RH reported that, due to the support given to improve the quality of teaching, Year 9 students were closer to their national average than Year 10 were to theirs. A Governor reported that all local schools (bar one) were above the national average.

The LGB requested the SLT to submit a recommendation on appropriate targets for student attainment and progress to the LGB for discussion.

7. **Discussion on DfE Governance Audit**

The Interim Chair presented an overview of the governance review of the UTC conducted by DfE, and the review of SBA MAT governance being undertaken within the LSBU Group. The Chair noted that the SBA MAT review had included consultation with the School Principals, and members of the LGBs and SBA Board.

Both of the models proposed for the SBA MAT included having an independent Chair of the SBA Board, and independent Chairs of the LGBs who would also be Trustees.

The LGB noted that further information would be available after the SBA Board meeting in 19 July 2018.

8. **Financial Management Report**

The LGB noted the management accounts which show a year-to-date (YTD) surplus of £208k against a budget surplus of £340k. This largely due to the

need to use agency staff during the year. The full year forecast is for a surplus of £91k.

The LGB asked if improvements in financial controls were continuing. NF reported that improvements continued to be made and that the accounting records will provide a true and fair reflection.

9. **Draft Budget 2018/19**

The LGB noted the budget for the school which is set by the SBA Board in consultation with the Principal and Interim CEO.

In 2018/19, for the first time since the school was established in 2014, there will be students in each year group. The budget for 2018/19 will therefore cover a full staff complement, with income rising from £4,852k (2017/18) to £6,064k (2018/19). The budget also includes pay-scale increments for staff and an anticipated pay award, as well as contributions to SBA MAT.

Governors asked if sufficient resources were available to support additional interventions. The Principal confirmed that increased resources had been allocated to Year 11 and SEN support.

10. **Student Recruitment Projections**

The Principal presented a report on student recruitment.

Year 12: 2017/18 there were 41 applications for 6th Form. So far this year, there are 61 applications, and this is expected to rise. The budget is based on 35 students taking up a place.

Year 7: 2017/18 there were 130 applications which converted to 127 students taking a place. So far this year there are 151 applications.

11. **Staff Recruitment update**

The LGB noted the staff recruitment update presented during the Principal's report.

12. **Compliance - Updates on commissioned audits**

The CEO reported on reviews and audits of compliance areas, such as Health & Safety, building contracts, and HR.

The school and SBA MAT were currently reviewing gaps and capacity in compliance processes / procedures, and developing a resource model for next year. This would be likely to include accessing LSBU expertise, as appropriate, as is currently the case with regards to health & safety.

The outcomes of the review would be discussed at SBA Board and LGBs.

13. Day 10 Presentation

The LGB received a presentation from ML on Day 10 – a programme focused on improving students’ social mobility by introducing students to experiences they might otherwise not have.

The programme will begin in September led by the new Enhancement Manager. It will involve all students in Years 7-10 and include community projects, a school garden, project-based learning, and external visits.

The LGB commended the Principal and staff for the initiative and recommended it is shared with the SBA Board.

14. Reports on decisions from subcommittees

The LGB reviewed the minutes from the sub-committees on 14 June 2018:

- Finance and General Purposes
- Teaching and Learning

**Date of next meeting
4.00 pm, on Thursday, 4 October 2018**

Confirmed as a true record

..... (Chair)