

**Minutes of the meeting of the University Academy of Engineering School  
Advisory Board  
held at 4.00 pm on Thursday, 10 October 2019  
Trafalgar Street, London SE17 2TP**

**Present**

Chris Mallaband (Chair)  
Karen Fowler  
Philipp Herzberg  
John Taylor

**Apologies**

Veronica Allen  
Elizabeth Adeyemi  
Safia Barikzai  
Alex Drake  
Zakir Matin  
Tony Roberts

**In attendance**

Alexander Enibe  
Jason Badu (DSL)  
Annette Moses (Vice Principal)  
Nick Moore (UAE staff)

**1. Welcome and apologies**

The Chair welcomed everyone to the meeting, including the staff governor who was attending his first meeting. The meeting was quorate.

The above apologies were noted.

**2. Declarations of interest**

The SAB noted interest of the staff governor in pay policy discussion under item 8.

**3. Minutes of previous meeting**

The SAB approved the minutes of the meeting of 13 June 2019 and the notes from the 12 September 2019 SAB 'strategy meeting'.

**4. Matters arising**

The SAB noted the actions arising from the previous meeting.

On parent pay, the Principal confirmed that this is being operated as agreed and that they are looking at upgrading or increasing hardship funds. The SAB

requested to bring this back to a future meeting. This is now only a minor issue.

The SAB requested the Maths and English Heads of Department to make a presentation to a future meeting or the subject of a governor visit.

The SAB noted that the Principal has been told to reduce the number of LAs as part of a review of SEND provision. The SAB are of the opinion that needs should drive the staff structure and not a predicted view of affordability.

The Chair confirmed that the Executive Principal is working to bring the school improvement advisor to complete her work at the school now that she has left her post with Lambeth Council.

The Clerk advised that the 'questions to the principal' be restricted to items on the agenda. The Chair suggested that the SAB should be able to deviate where there is an important issue. This was accepted by the SAB.

The SAB noted the quality of teaching and learning presentation. The SAB requested for an update on quality on teaching and learning at the next meeting on 7 November 2019 – a short narrative that would allow progress to be judged.

The SAB noted actions arising from the 'strategic meeting'.

The SAB requested the academic profile of Year 13 students to come to the next meeting on 7 November 2019.

The SAB requested the performance of Year 12 & 13 to come to the next meeting on 7 November 2019.

The SAB noted from the discussion at the 'strategic meeting' that the UAE would benefit from more support from LSBU in science area.

5. **Examination results and analysis (including response, actions and strategies for new academic year)**

The SAB noted the examination results.

The Principal confirmed that the Heads of Departments have analysed their results and a process was underway of meeting with each of them to aid self evaluation. The SAB noted that individual departments are responding to their individual results and these would feed into the school development plan that is being prepared.

6. **DSL update on measures taken to address exclusions (particularly Year 8), including description of behaviour/pastoral support strategies**

*Jason Badu joined the meeting.*

The SAB noted the DSL update on measures taken to address exclusions.

The DSL and Vice Principal noted the connection between low attendance and high exclusions for the current Year 9 group and that this was a known cause for concern – there are strategies in place to address this issue.

The DSL confirmed that the UAE had three permanent exclusions last year and that there are now measures to deal with weapon issues. The SAB noted measures like; education through assemblies, ensuring children read the behaviour policy, highlighting the consequences of having a weapon in school, searching all lockers and areas in the school and sought advice from the police liaison officer.

In response to a question from a governor, the Principal confirmed that the UAE have informed the students that if they bring weapons into the school, they will be permanently excluded. The Principal is of the view that it is good to have a strong message about this but that the school deals with each case on its merit.

The SAB noted that there are preventive measures like; intervention meetings, full students' service team, working closely with the local authority, pastoral interventions, and continued external intervention.

The SAB noted that the UAE is now using isolation as an alternative to exclusions and that the UAE is collaborating with partner schools.

A governor asked how parent engagement is working. The DSL confirmed that some parents are engaged but some are not. The SAB noted that some of the parents attend parental classes.

On the issue of having knife detectors in the school entrance, the Principal was of the view that this would send a negative message. Another governor and members of SLT supported the Principal on this. The Chair suggested that this should be reviewed every year.

A governor asked if the UAE have external intervention to address situations where a student puts his or her hand around another person inappropriately. The Vice Principal confirmed that there is a programme in place that deals with this type of situation.

The SAB noted that the CCTV cameras do not cover all the areas in the school. The Principal confirmed that the Trust would be investing in this area.

*Jason Badu left the meeting*

## **7. Principal's report**

The SAB noted the principal's report.

*Teaching and Learning*

The SAB noted that following the formal lesson observations of teachers, which will be conducted as part of the department reviews, there may be some teachers going onto a TSP.

The SAB noted that the UAE have started two programmes that monitor the quality of teaching and learning and support the improvement of classroom practice. A key one of these is the introduction of learning walks – short lesson visits with clear focus that give feedback to teachers and allow a picture of the quality of teaching to be built – strengths and areas for development.

In response to a question on learning walk feedback, a governor confirmed that from his conversation with staff, some have not heard much about the learning walk feedback. The SAB noted that the learning walk idea is good but that the staff should be more engaged and feedback always given a suggestion was made to give generalised positive public feedback from learning walks to enhance a culture of praise and celebration.

The SAB noted that the UAE have recruited 46 students into year 12 compared to the planned target of 50 students. The cost implications are being reviewed.

The SAB noted from the safeguarding referrals that the greatest number of cases are for 'emotional related cause for concern'. One of the TAs is currently being trained to provide support in this area.

The SAB noted the SEND update.

The SAB requested the HR Manager to circulate the staffing report to the SAB.

The SAB noted the UAE have not been able to collect accurate sixth form attendance figures for a while and they are not included in the meeting pack. The Principal confirmed that there is now a solution for this, which was started from 30 September 2019.

A governor asked whether year 9 was an issue as they also have a high numbers in the exclusion data. The Vice Principal confirmed that year 9 was an issue.

The SBA challenged the Vice Principal whether there was a strategy in place to deal with this issue. The Vice Principal confirmed that they are working with some of the parents of the students on this.

The SAB noted that the UAE has commissioned a new website, which is still being populated. The Principal confirmed that Merion Lewis will now be responsible for managing and maintaining the content along with the various social media accounts being run by the UAE.

## 8. **School Development Plan and SEF update**

The SAB noted the School development plan as a work in progress.

The Principal confirmed that this is still being completed and that there will be a new process based on the new Ofsted framework.

The SAB requested that a “dash board” be presented for the school development plan. The Principal confirmed that the SLT is working on this including measures to allow judgement of the quality of teaching.

The SAB discussed the importance of knowing the impact of the school development plan.

The Chair confirmed that the impact indicators for the SAB should be the same as those required by the SBA and as far as possible any other groups.

## 9. **Questions to the Principal**

The SAB discussed the SBA pay policy.

The SAB noted that the UAE staff are not clear about how they are being paid and how they are being rewarded for additional responsibilities.

The SAB noted the lack of clarity on pay policy in terms of what is paid as normal pay scale and what is being paid to heads of subjects as it is done in other schools.

The Principal confirmed that the lack of clarity is causing problems and is affecting retention. The Principal said that the UAE staff are now applying for jobs elsewhere – one reason being a feeling that they feel they are not being paid fairly and in line with colleagues in other schools.

The Chair of the SAB confirmed that he is in discussions with the Chair of the SBA, SBA CEO and the Executive Principal about this matter.

A governor asked about the level of pay increase that would be applied in the academy in the current year. The Chair confirmed that the Executive Principal briefed the staff at the start of the academic year that 2% was going to be awarded.

The SAB noted that the government had announced a 2.75% pay increases for teachers.

The SAB requested an update on pay policy at its next meeting on 7 November 2019.

## 10. **Student recruitment update and financial implications**

*Sixth form*

The SAB noted that this year they set a target to recruit 50 students into year 12, but by the day of the autumn census they had recruited 46 students. Out of these 46 students 25 are doing the vocational BTEC Engineering course and 21 are doing 'A' levels.

The Principal confirmed that the funding for sixth form is lagged by one year, so the UAE won't receive the funds for this increase in size of the sixth form until next year.

The SAB noted the concerns raised by the Principal about the PSF software not being ready. The Principal said that having the PSF software would help budget holders see how much they have to spend, how much has been spent and how much has been committed.

**11. SAB membership recruitment update**

The SAB noted the SAB membership recruitment update.

The SAB noted that Lesley Morrison has resigned from the UAE SAB. Lesley will like to focus on helping the UTC prepare for their next inspection. The SAB thanked her for her support and service to the UAE for the past two years and 10 months.

**12. Single Central Record update**

The SAB noted that no paper was presented to the SAB on this item.

The Chair provided a verbal update following his meeting with the HR Manager on 9 October 2019, and confirmed that the SCR is now fit for purpose – a note of this visit will be available at the next meeting.

**13. SBA employment engagement survey feedback update**

The SAB noted the UAE staff survey, which was conducted as part of the LSBU Group survey 2019.

The SAB has requested a presentation on staff wellbeing at its next meeting on 13 November 2019.

**14. Governors' training and KCSIE 2019**

The SAB noted the governors' training and KCSIE 2019 update.

The Chair reiterated the importance of completing these trainings and reading the 2019 KCSIE and encouraged all governors to complete them.

15. **UAE risk register**

The SAB noted that the UAE risk register is being reviewed by the LSBU Group Director of Strategy and Planning, in order to establish an approach in line with group practice.

16. **Link governors' visit reports**

The SAB noted the link governor visit conducted by the Chair. The HR Manager is working on the UAE SCR as a result of this visit.

**Date of next meeting**  
**4.00 pm, on Thursday, 7 November 2019**

**Confirmed as a true record**

..... (Chair)