

**Minutes of the meeting of the University Academy of Engineering School  
Advisory Board  
held at 3.30 pm on Thursday, 31 January 2019  
University Academy of Engineering - Trafalgar Street, London SE17 2TP**

**Present**

Nicole Louis (Chair)  
Zakir Matin  
Veronica Allen  
Lesley Morrison  
Tony Roberts  
John Taylor

**Apologies**

Karen Fowler

**In attendance**

Alexander Enibe

**1. Welcome and apologies**

The Chair welcomed the governors to the meeting, including Annette Moses (Vice Principal).

The Chair confirmed that Annette Moses has also been appointed the Vice Principal at the UTC and on secondment on 2-day a week at the UTC.

The above apology was noted.

**2. Declarations of interest**

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

**3. Minutes of previous meeting**

The SAB approved the minutes of the previous meeting held on 29 November 2018.

**4. Matters arising**

The SAB noted all matters arising from the previous meeting.

On matters arising from item 12 on governance update, the SAB agreed that the curriculum link governor should meet with the Principal to discuss how the curriculum link governor role would be better maximised.

The SAB discussed the vacancies on the SAB, and agreed that two more local governors be recruited. The SAB requested that the clerk should begin the recruitment process.

The SAB noted that the last SAB meeting Karen Fowler attended was 4 October 2018.

## 5. **Principal's report**

The SAB discussed the Principal's report.

The SAB noted the safeguarding report. The SAB queried the high number of fixed term exclusions in the school. A governor asked what the pupils were excluded for, and the Vice Principal explained that they were excluded for defiance, bad behaviour etc. The Vice Principal also confirmed that the UAE exclusions, when compared to national expectations are low and reported incidents of bullying are also low.

The SAB noted the actions being taken by the UAE on safeguarding, attendance and welfare.

The SAB noted that there has not been a safeguarding visit to the school. The Pupil premium link governor volunteered to cover the safeguarding link governor role.

The SAB noted that the UAE is moving to using CPOMS, which is a bespoke safeguarding recording software programme. The Vice Principal confirmed that this system is being used in many schools. The SAB requested for an overview on CPOM.

The Vice Principal confirmed that the sex relationship education curriculum newly introduced is well received by the pupils, and this has been introduced to ensure consistent delivery of Sex and Relationship Education topics.

The Vice Principal advised the SAB to read the DfE 'keeping children safe in education' and to confirm having read it.

Update on financial position - the Principal confirmed that he currently uses his spreadsheet to track spending at the school because the software is being worked on and would be ready in a couple of weeks.

The Principal confirmed that the accounts are up to November 2018, reflecting expenditure. The Principal confirmed that he now meets the Business Manger weekly, which helps give a clearer picture.

A governor asked the Principal about the issue of boiler. The Principal confirmed that the Trust has reserved some money to cover this area.

The Principal mentioned that the UAE wants to expand and would like to know where the funds will come from. Whether the reserves can be released or they would have to save from their budget. The CEO confirmed that this decision would be taken at the next SBA Board meeting in March 2019 and the SAB can look at what the Principal wants to invest in at the next UAE SAB meeting in March 2019.

The SAB requested that the Principal should have curriculum and staffing plan for the next UAE SAB meeting in March 2019.

The SAB also requested that the Principal have the Pupil premium in the budget and bring it to the next UAE SAB meeting in March 2019.

Risk register – the Principal raised concerns about the current UAE risk register and requested that he be involved in the development of the UAE risk register.

The SAB requested that the Principal liaise with the Business Manager and contribute to the development of the UAE risk register.

#### **6. Question & Answer session on the SEF and the SDP**

The SAB noted the Self-evaluation form and School Development Plan.

The SAB are happy with the SEF and SDP.

'Day 10' - a governor asked the Principal what the success criteria is for this programme. The Principal responded that knowing the number of students that have participated in the programme, and teachers and students feedback. The Principal confirmed that he was working on how the success criteria can be measured.

In answering a question, the Principal confirmed that six percent of curriculum time will be lost because of 'Day 10'. A governor asked the Principal if he could consider changing the timing at the school, the Principal confirmed that the timing is good and he does not think there was any need to change it.

The Principal confirmed that the pupils that are participating in 'Day 10' are Years 7, 8, 9 and 10. Year 11 pupils are not involved because of their exams. The Principal confirmed that there are different projects being done under 'Day 10' like; teaching the pupils how to build sensors, and the pupils are learning.

The Principal offered the SAB to visit and see what the pupils are being taught.

A governor asked the Principal if the 'Day 10' programme is financially sustainable, the Principal confirmed that it is financially sustainable.

#### **7. Presentation on Intervention and Support for Year 11**

*Rob Harding joined the meeting.*

The SAB noted the presentation on intervention and support for Year 11. The Principal confirmed that this is linked to Key stage 4 interventions.

The Principal confirmed that the presentation was provided based on the results from the 2018/19 mock exams.

A governor asked a question about the sustainability of the interventions being put in place for Year 11. The Principal confirmed that although it would cost around £55k, as they would also be investing in teachers' CPD, and this would not affect the budget, as it has been budgeted.

Rob confirmed that previously, there was no investment in music as it was being developed, but this is now a strong subject.

A governor asked if the Academy had not had good teachers for computer science and other science studies. Rob confirmed that he was not confident about the previous teachers in these areas but there has been changes and thinks that the current teachers are good.

The Principal confirmed that the senior leadership team are also having to do some teaching because the students have not been getting good teaching historically, and the teachers are inexperienced.

A governor asked the question about when there would be conversation about a policy on having quality teachers. Another governor responded that having new teachers, investing in them and allowing them grow is also a good thing. The Principal also said that getting experienced and good teachers are not also easy.

The SAB noted the concerns across the subjects and asked whether the interventions are brought in early enough. Rob responded that there are 20 students that are being monitored with targeted interventions to bring them where they ought to be. Rob listed a number of interventions being deployed, including working with Dulwich tutors etc.

A governor suggested that it was better to start monitoring the pupils earlier at the lower key stage, so that if there are gaps, then the Academy will start the interventions and not wait until they get to Year 11 before there are interventions.

The Principal confirmed that a new curriculum is being introduced and there would be focus on summing assessment. The Principal suggested that the curriculum link governor should make a link governor visit to see what is being done.

The SAB requested that the Principal should circulate the exam results in April, and the Principal should prepare interventions and come back to the SAB.

*Rob Harding left the meeting.*

**Date of next meeting**  
**3.30 pm, on Thursday, 21 March 2019**

**Confirmed as a true record**

..... (Chair)