

**Minutes of the meeting of the South Bank Academies Board  
held at 4.00 pm on Wednesday, 14 September 2016  
University Academy of Engineering - Trafalgar Street, London SE17 2TP**

**Directors present**

Richard Flatman	Chair for the meeting
Rao Bhamidmarri	
James Stevenson	
Douglas Denham St Pinnock	
Steve McGuire	(From minute 15)

**Apologies**

Dave Phoenix	Chair
Adam Crossley	
Tony Giddings	
Richard Parrish	
Michael Broadway	Company Secretary

**In attendance**

Joe Kelly	Interim Clerk
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**1. Welcome and apologies**

The Chair welcomed everyone to the first meeting of the Board of Directors at the Academy. The above apologies were noted.

The Chair thanked the Academy for a most interesting tour led by two third year students prior to the meeting. The Chair noted that the meeting was quorate.

**2. Appointment of Chair and Vice-Chair**

The Board approved the re-appointment of David Phoenix as Chair for one year, and the appointment of Richard Flatman as Vice-Chair for two years, subject to the amendment of article 82.

The Board agreed to review the re-appointment of the Chair at the end of the school year with a view to staggering the terms of office of the Chair and Vice-Chair.

The Board recommended the proposed amendment to article 82 to the members.

**3. Declarations of interest**

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

As part of the requirements under section 175 of the Companies Act the Board authorised the declared interests of the directors (paper SBA.29 (16)). Douglas Denham St Pinnock's interest was amended to Nanogentech Ltd.

**4. Minutes of last meeting**

The Board approved the minutes of the meeting held on 12 July 2016.

**5. Matters arising**

[Minute 6, 12 July] The meeting agreed to discuss the appointment of additional directors at its next meeting.

[Minute 21, 12 July] Further development of detailed strategy and school delivery plans to be brought to the next meeting.

[Minute 30, 12 July] Amendment of articles of association is in progress.

[Minute 37, 12 July] DBS checks for all directors are in progress.

**6. Chief Executive's report**

The Board noted the Chief Executive's report.

It was reported that the UTC and Academy 6<sup>th</sup> Form have both opened with viable numbers and that an Executive Assistant has been appointed to South Bank Academies Trust reporting to the Chief Executive.

The meeting noted that links between LSBU and the Academy will be extended to UTC students and staff this year giving them access to university facilities. LSBU trainee teachers will be offered the opportunity to undertake teaching practice requirements at the Academy and UTC.

*[Steve McGuire joined the meeting.]*

It was reported that the UTC was on course to take possession of Phase 1 (90%) of the new school building in September 2017, as planned. UTC's temporary accommodation has encountered initial problems due to enforced changes in supplier but action is in hand to ensure facilities operate satisfactorily. The Chair requested that all directors be offered the opportunity to visit the site.

The meeting noted that the Principal of the Academy will not be returning after the summer holidays. A Vice-Principal has been appointed and is in post. An Interim Principal is being sought and headhunters engaged to search for a new Principal. Under article 107, the appointment of the Principal is a matter reserved to the Trustees.

It was noted that the Academy is due to receive an OfSTED inspection in this autumn term. Pre-OfSTED training would be delivered by Southwark Council after the meeting to directors and local governors of both schools. It was

agreed that all directors should access training relevant to their roles via the Trust's subscription to Southwark Council governor training services. A list of available training is to be circulated to directors before the next meeting.

Under authority delegated by the Board at its meeting of 22 March 2016, it was reported a Clerk has been appointed to South Bank Academies Board and Local Governing Bodies (LGBs), reporting to the Company Secretary.

**7. Risk Register for South Bank Academies**

The meeting directed that the Risk Register should be a live document updated monthly and presented to each Board meeting. The Chair requested directors consider the register, as well as management, finance and internal/external audit reports, as part of the Board's assurance framework. The meeting noted the need to ensure that local risks in the Academy and UTC were fed through and identified in the Trust's Risk Register. The meeting requested a review of these procedures in early 2017.

**8. Draft performance indicators for the UTC and Academy**

This paper was withdrawn. The Board agreed to defer discussion of this document to the next meeting.

**9. Full year management accounts**

The meeting noted that the outturn for 2015-16 was positive with a surplus of £250,000 subject to £83,000 clawback by Department of Education.

**10. External audit plan 2015-16**

The meeting approved the audit plan. The Audit Committee will meet to review the draft accounts and audit reports on 29 November 2016 in advance of the next Board meeting.

**11. Policy on financial controls**

The meeting requested that the delegated authority classifications be amended for clarity and that the policy should include controls on achieving value for money. The policy should be given to the external auditors for comment on the strength of the control systems. The meeting requested that the revised policy be brought to the next meeting.

12. **Committee structure and membership**

The Board noted the committee structure, membership of committees, the links between the Board and the LGBs, and the committee business cycle.

The Board approved the following LGB sub-committees:

**UTC**

- Finance & General Purposes
- Learning and Teaching
- (Personal Development and Welfare – no committee at this stage but a link governor)

**Academy**

- Finance & General Purposes
- Learning and Teaching
- Personal Development and Welfare

The Board agreed the membership of Board committees as set out in the paper.

**Date of next meeting  
4.00 pm, on Friday, 16 December 2016**

**Confirmed as a true record**

..... (Chair)