

**Minutes of the meeting of the South Bank Academies Board
held at 4.00 pm on Tuesday, 17 September 2019
Trafalgar Street, London SE17 2TP**

Present

Hitesh Tailor (Chair)
Richard Flatman (Vice-Chair)
Tony Giddings
Nicole Louis
Chris Mallaband
Lesley Morrison
Fiona Morey
David Phoenix

Apologies

Hilary McCallion
Michael Broadway

In attendance

Safia Barikzai
Clym Cunnington
Dan Cundy
Alexander Enibe
James Stevenson

1. Presentation on LSBU sponsor student engagement programme 2019/20

The Board noted the presentation on LSBU sponsor student engagement programme 2019/20.

The Board commended the team for the work they are doing and requested an update at a future Board meeting.

2. Welcome and apologies

The Board welcomed trustees to the meeting, additionally James Stevenson (JS), was attending in place of the SBA Company Secretary.

The Board noted that Clym Cunnington (Trust Business Manager) has resigned from the Trust due to personal reasons, and thanked him for his service for the South Bank Academies over the past one year. A replacement is being recruited.

The Board noted that the LSBU VC would leave the meeting to attend another engagement at 6:00pm.

The above apologies were noted.

3. **Declarations of interest**

The Board noted interests of NL, FM, DC and CC in item 7.

4. **Appointment of SBA Chair and Vice-Chair (for approval)**

The Board noted the request for the appointment of the SBA Chair and Vice Chair, as required annually under SBA article 82.

The Board approved:

- that Hitesh Tailor continues as Chair of the Board for the next school year, 2019-20; and
- that Richard Flatman continues as Vice Chair for the next school year, 2019-2020.

5. **Minutes of last meeting**

The Board approved the minutes of the meetings of 25 June 2019 and 19 July 2019.

6. **Matters arising**

The Board noted the actions arising from the previous meeting.

Under item 4, the Board noted that the 5-year staff investment plan and budget impact would be considered at the next meeting. The meeting noted ongoing discussions about Group pension provision, which would include the SBA pension schemes.

7. **Chair's Business**

The Board discussed the SBA CEO appointment.

NL, FM, DC and CC to left the meeting room whilst the Board discussed this item.

The Board noted that Nicole Louis will be stepping down as CEO and Accounting Officer of SBA, due to a change of responsibilities within the LSBU Group. The Board noted that NL will remain a director and trustee of the Board.

The Board discussed the proposal that responsibility will now transfer to FM, Executive Principal Lambeth College and PVC Compulsory and Further Education, as CEO and Accounting Officer of SBA.

The Group CEO confirmed that FM's appointment would support greater academic alignment between the FE College and the academies where a number of synergies and areas of shared interest already exist.

In response to a question, the Group CEO provided assurance to the Board that FM has the time to commit to SBA, as the SBC senior leadership team is now in place.

The Board approved:

- the appointment of Fiona Morey as CEO of SBA; and
- the appointment of Fiona Morey as Accounting Officer of SBA.

This would take effect on 1 October 2019.

8. **CEO's Report**

The Board noted the CEO report.

On exam results, the CEO confirmed that the schools have fallen below target but there has been progress year on year.

The Board noted the student destinations and in particular that six SBA's graduating students have accepted offers at LSBU. Some SBA students have also accepted offers at various well regarded schools.

The Board noted the July 2019 forecast position outturn 2018/19 for the Trust is a £445.9k forecast surplus before depreciation against £414.0k budget leading to a favourable variance of £31.9k.

The Board noted that Austin Sheppard has been appointed as interim Principal at the UTC for 12 months, following an internal selection process.

The Board noted the findings of the internal audit on risk management and VFM conducted by PWC. There is a plan to address these recommendations working with LSBU. There is an ongoing Group risk management discussion and a risk statement/strategy, and revised risk registers would be presented at the next Board meeting on 5 December 2019.

The Board noted the ESFA letter dated 30 August 2019 requesting that the Trust provide an internal action plan to address the various points of financial governance which were identified in the management letter accompanying the 2017/2018 financial statements. The CEO confirmed that the Group Financial Controller is coordinating a response to ESFA before the 27 September 2019 deadline.

The Board agreed the ESFA be provided with detail on good progress being made. The Board requested that the Chair of Audit committee sign the letter off.

The Board noted that the External Audit tender would be done around early 2020.

9. **Education update**

The Board noted the education update.

The Executive Principal (EP) confirmed that the 2019 BTEC results at the UAE and UTC were strong and represent the majority of student entries. 'A' level results were considerably improved in relation to 2018, with average grades and overall pass rates up.

The EP confirmed that there is more work to be done on improving final outcomes for A level students and confirmed that this will be the focus areas for both school Principals.

The EP took the Board through the action plan provided.

The Board requested that the EP look into the seven students in Year 13 at the UAE.

The Board requested that a strategy on post-16 to come back to the board as it is crucial.

The Board requested that the EP review the option for an early UTC inspection.

The Board noted the safeguarding reports from the UAE and UTC.

The Board noted that there are safeguarding link governors at the UAE and UTC School Advisory Boards.

The Board requested that a board level safeguarding lead be appointed to take leadership responsibility for the Trust's safeguarding, in line with 'keeping children safe in education' 2019.

10. **Management accounts - July 2019**

The Board noted the management accounts for July 2019.

The Board noted that the July forecast position outturn 2018/19 for the Trust is £445.9k forecast surplus before depreciation against £414.0k budget leading to a favourable variance of £31.9k. However, £-81.7k adverse variance on depreciation of owned assets leads to £-49.7k adverse variance on "budgeted surplus position after depreciation" largely a result of the capital works carried out at the UAE.

The Board discussed how to treat depreciation in the accounts and agreed that the LSBU Group CEO and the Business Manager resolve the matter outside the meeting.

11. **SBA employee engagement survey feedback**

The Board noted the Group employee engagement survey feedback, which included SBA.

The Board noted the action plan prepared as a result of the survey, which would cover the following areas:

- Staff wellbeing and workload;
- Learning and development;
- Awareness of group structure, goals and value add; and
- Visibility of action.

The Board requested the Executive Principal to provide the SBA staff with feedback on the survey results and for each SAB to discuss its local results.

12. **SBA policy schedule**

The Board noted the SBA policy schedule.

The Board noted that the SBA staff seek further clarification on the pay policy.

The Board requested the Executive Principal to review the policy schedule with the Chairs of the UAE and UTC and then meet with the SBA Chair to finalise the document.

13. **MAT Risk registers**

The Board reviewed and approved the changes to the MAT risk register.

The Board noted that the UAE and UTC risk registers would be updated following the summer break.

The Board noted that the risk registers are being reviewed by the LSBU Group Director of Strategy and Planning, in order to establish an approach in line with group practice.

14. **SBA development pipeline update**

The Board noted the SBA development pipeline update.

The Board noted the progress being made on various development opportunities, especially with the Archbishop Tension School, Guy's and St Thomas's Trust (GSTT) and Apprenticeships (GSTT and Skanska). The Board would be kept updated.

15. **Master funding Agreement & Financial handbook**

The Board noted the Master funding Agreement & Part 8 of the Academies Financial handbook.

The Board also noted the ESFA's priorities listed in the ESFA letter to accounting officers of academy trusts regarding the 2019 Academies financial handbook.

The Board requested that the 2019 Academies financial handbook be circulated to all SBA directors and governors.

The Board requested that the SBA Executive should ensure that a copy of the completed self-assessment checklist be prepared and sent to the ESFA by 14 November 2019.

16. Draft Public Benefit statement

The Board noted the draft public benefit statement to be published in the year end statutory accounts.

The Board noted their duties as Charity trustees in relation to public benefit.

17. SAB membership update

The Board noted the revised SAB membership.

The Board noted that the UAE has recently appointed a staff governor, in line with the scheme of delegation.

The Board noted the current vacancies on the UTC SAB for parent governors and staff governor. The Clerk confirmed that the process of filling the vacancies had begun.

**Date of next meeting
4.00 pm, on Friday, 1 November 2019**

Confirmed as a true record



..... (Chair)