

Meeting of the South Bank Engineering UTC Finance & General Purposes Committee

5.00 - 6.00 pm on Wednesday, 3 May 2017
in South Bank Engineering UTC, 56 Brixton Hill SW2 1QS

Agenda

<i>No.</i>	<i>Item</i>	<i>Pages</i>	<i>Presenter</i>
1.	Welcome and apologies		NF
2.	Declarations of interest		NF
3.	Minutes of previous meeting	3 - 6	NF
4.	Matters arising	7 - 8	NF
<i>Items to discuss</i>			
5.	March 2017 financial management report	9 - 12	DS
6.	Pupil premium	13 - 14	DC
7.	School contracts	15 - 16	DC
8.	Any other business		

Date of next meeting
5.00 pm on Wednesday, 22 November 2017

Committee members: Natalie Ferer (Chair), Dan Cundy, Ian Brixey, Rao Bhamidimarri and Ruth Smith

In attendance: Pervena Singh (Clerk)

This page is intentionally left blank

**Minutes of the meeting of the South Bank Engineering UTC Finance & General
Purposes Committee
held at 5.00 pm on Wednesday, 1 March 2017
South Bank Engineering UTC, 56 Brixton Hill SW2 1QS**

Present

Natalie Ferer (Chair)
Rao Bhamidimarri
Dan Cundy
Ruth Smith
Ian Brixey

Apologies

Lynn Grimes

In attendance

Tony Roberts
Dan Smith
Pervena Singh (Clerk)

1. Welcome and apologies

The Chair welcomed governors to the meeting.

The committee was notified of the resignation of Lynn Grimes, and discussed the composition of the membership for the Finance and General Purposes committee. It was agreed that Ian Brixey and Ruth Smith will become members of the committee.

2. Declarations of interest

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

3. Minutes of previous meeting

The committee approved the minutes of the meeting held on Wednesday, 16th November 2016.

4. Matters arising

Matters arising were included within the agenda.

5. January 2017 Financial management report

The committee discussed the January 2017 financial management report which forecasted a surplus of £32k for the year. The report forecasted the prospective clawback figure of £355k and as such the expenditure has been reforecast to take into account the reduction in pupil numbers, catering and educational resources.

The committee was informed of the successful bid from DfE in securing an amount of £200k for 3 years, which has been given to all UTC's, in recognition of the difficulty of recruiting students. The money will be used mainly on recruitment and marketing.

The committee discussed the introduction of the government's apprenticeship levy on 6 April 2017 which requires all employers operating in the UK, with a pay bill over £3 million each year to invest in apprenticeships. The committee requested greater clarity on the levy and the public sector response to the levy.

The Business Manager provided an overview to the committee on the preparation of the budget and prudence of forecasting.

6. Pupil premium

The committee discussed the pupil premium report. It was reported that the allocated funding for pupil premium for 2016-2017 school year totalled £16k. The committee discussed the measurement of the impact of pupil premium funding and the current impact to date.

The Principal confirmed that the pupil premium strategy and overarching objectives have been updated on the website and is scheduled to be reviewed in July 2017.

7. Premises report

The Principal presented the premises report which highlighted the challenges faced with the temporary accommodation including IT logistics, and lighting and heating.

The committee noted that the new building is scheduled for completion on 18th September 2017. The Principal confirmed that discussions are underway to bring the date forward to not affect the start of term. The Education Funding Agency (EFA) have been made aware of the situation.

The committee discussed possible alternative locations for new pupils or for the year 12 students, in the event that the new building is not ready in time. The committee recommended contacting a Premises Hirer Company for local space, as well as suggesting a working group to be established, with key interested parties, to discuss location choices in the event that the new school is not ready. The committee expressed their concern of the impact on students and recruitment, in light of a possible delay.

8. Update on school contracts

The committee noted the number of contacts in place within the school, with Lambeth College, JPL Catering, North Pallant and Trinity Academy.

9. **Any other business**

The committee deliberated on the need for the UTC to apply for local bids and grants to generate additional income, and sought to investigate 'no win no fee' bid/grant writers to support application writing.

The committee discussed student numbers and marketing, which is to be discussed further at the local governing body meeting and requested data on student admission and marketing to be a standing item for future Finance and General Purposes meetings. Discussion will accordingly be feedback to the local governing body meeting.

**Date of next meeting
5.00 pm, on Wednesday, 3 May 2017**

Confirmed as a true record

..... (Chair)

This page is intentionally left blank

**SOUTH BANK ENGINEERING UTC FINANCE & GENERAL PURPOSES COMMITTEE
WEDNESDAY, 1 MARCH 2017
ACTION SHEET**

Agenda No	Agenda/Decision Item	Action	Officer	Action Status
1.	Welcome and apologies	Appointment of Ian Brixey and Ruth Smith to the Finance and General Purposes committee. Committee meeting dates, calendar invites and term of reference to be sent to Ian Brixey and Ruth Smith.	Pervena Singh	Completed
5.	January 2017 Financial management report	Update on Apprenticeship levy to be reported to the committee. Public response to Apprenticeship Levy to be circulated to committee. Committee requested the Business Manager to provide an overview on budget setting.	Dan Smith Ruth Smith Dan Smith	Business Manager liaising with auditors on matter, an update to be provided to the committee when available. To do Included in May agenda
7.	Premises report	Committee requested for a working group to be established, to plan for possible alternative locations in the event that the UTC new building is not ready.	Dan Cundy	Underway, verbal update at meeting
9.	Any other business	Proposal of grant and bid writers, to be discussed at a future meeting.	Dan Smith	In progress, update to be provided when made available.

This page is intentionally left blank

Paper title:	Finance Report March 2017
Board/Committee:	South Bank Engineering UTC F& GP Meeting
Date of meeting:	3 May 2017
Sponsor:	CEO
Author:	Dan Smith
Purpose:	Information
Recommendation:	To provide information and prompt questioning from the committee

Executive Summary

The purpose of this report is to provide information to the South Bank Engineering UTC Finance and General Purposes committee regarding the UTC's financial position.

Information on the following is provided;

- Current forecast
- Revised forecast compared to budget
- Clawback provision
- Analysis of forecast income and expenditure
- 2017/18 Budget
- Income Review 2017/18

The information should provide assurance of the UTC's financial position and future plans and also provide enough data for questioning.

The table below shows the current financial position for the financial and academic year 2016/17.

Current Forecast for Academic Year 2017 (as at 31/03/17)						
Percentage of Current Academic Year Elapsed: 58%						
Income	Current	Forecast	Budget	Variance	Current/Forecast %	Comment
GAG Income	682,901	1,163,501	1,163,501	-	59%	As per EFA schedule
Start Up Grants	229,500	229,500	229,500	-	100%	Start Up Grants Paid by December 16
Other Government Income	200,000	200,000	28,958	171,042	100%	Awaiting Pupil Premium & Top Up Funding
Other Income	6,992	30,397	30,397	-	23%	Catering Income
Prospective Clawback	- 206,059	- 355,274	-	(355,274)	58%	Clawback reduced pro rata
Capital Grant	-	-	-	-		
Income Total	913,335	1,268,125	1,452,357	(184,232)		
Expenditure	Current	Forecast	Budget	Variance	Current/Forecast %	Comment
Teaching Salaries	333,774	561,564	586,324	24,759	59%	On target
Other Salaries	112,961	192,833	232,883	40,050	59%	On target
Other Staff Costs	2,450	18,925	18,925	-	13%	Recruitment Costs still to be paid
Building Maintenance & Occupancy Costs	5,275	36,486	36,486	-	14%	Awaiting Utility Bills
Curriculum Budgets	24,343	30,866	30,866	-	79%	On Target
Consultancy/Professional Services	17,836	34,500	34,500	-	52%	On target
Catering Costs	39,736	62,068	53,352	(8,716)	64%	On target
Exams	3,075	3,600	3,600	-	85%	Awaiting Exam season
IT Costs	14,762	15,000	15,000	-	98%	Service Contract paid
Central Services	41,665	41,665	41,665	-	100%	Paid in full
Capital Costs	-	-	-	-	0%	On target
Other Costs	12,102	19,833	19,833	-	61%	On target
Expenditure Total	607,980	1,017,340	1,073,434	56,094		
Surplus/(Deficit)	305,355	250,784	378,923	(128,139)		

Notes: Variance Column: A positive number indicates a positive variance; this shows a better forecasted financial result against the original budget.

A negative (bracketed) number indicates an adverse variance; this shows a poorer forecasted financial result against the original budget

Introduction

Please find above the finance report for March 2017 for the South Bank Engineering UTC. Within this report you will find analysis relating to the forecast and additional information.

Budget and Forecast

The budget was originally set using an estimated number of 144 students. As income is directly linked to pupil numbers, it is sensible to estimate the high end of what could be achievable as it is simpler and quicker to ring-fence any over provision than it is to request additional income.

The number of students that the UTC had on both Census days' (6th October and 19th January) was 92. As this will mean a reduction in income (known as clawback) the forecast has been adjusted to take this into consideration. The income is stated as per the funding statement but with a deduction for the likely clawback shown on a separate line to reduce the total income.

The expenditure has been reforecast to take into account the reduction in pupil numbers. Items such as Catering and Educational Resources are also linked to pupil numbers.

Forecast Analysis

Income

A significant change has been the confirmation and receipt of the £200k Transitional Funding. Main EFA funding is currently in line with the budgeted amounts. Start-up grants are 100% received as they are 'front ended' towards the start of the year. Catering income is currently lagging and may not reach the forecasted amount, this is being reviewed and the forecast may be amended.

Expenditure

The majority of expenditure is in line with the budget. Positive variances on Salaries can be attributed to staff members opting out of pension schemes and small changes in pay scales. Other expenditure is on target with expectations, IT Services and Central Services have both been paid in full and the majority of Curriculum budgets have been expended as would normally be the case at this time of year.

Towards the end of the academic year forecasting can be done with more assurance, it is envisaged that some budgets will not be wholly spent and the surplus may be increased.

2017/18 Budget

The 2017/18 budget is currently being compiled. The budget is set in a regular cycle and below I have tried to explain each stage in order and with dates relating to the upcoming 2017/18 budget.

Stage 1 – October 2016

Estimated student numbers are sent to the EFA, these are reviewed by the EFA and the UTC may need to justify the numbers stated with evidence.

Stage 2 – January 2017

Using the estimated numbers the UTC will develop a curriculum plan which will list the number of subjects and the number of teaching hours needed to fulfil each subject; from this a staffing structure can be assembled and additional staffing needs for the year can be highlighted and a recruitment plan devised. The UTC will also estimate the level of income based on the projected student numbers to ensure that staffing is within budget and agreed income/staffing percentage levels.

Stage 3 – March 2017

Accurate income from the EFA is received and this is analysed and compared to estimates and previous years. Any discrepancies are sent to the EFA for alteration or explanation.

Stage 4 – March/April 2017

Recruitment for teaching staff completed and any changes to budget are amended.

Stage 5 – April 2017

All non-staffing costs, contracts and services are reviewed for value for money and need. Costs are added to the budget.

Stage 6 – May 2017

Support staff recruitment is completed and any amendments are made to the budget. Budget is presented to the Local Governing Body for review and authorisation.

Stage 7 – July 2017

Local Governing Body agreed budget is presented to the Trust for review and authorisation. Once the budget is authorised it is then submitted to the EFA.

Stage 8 – October 2017

Census information is captured and sent to the DfE. This information will include student numbers, free school meal, EAL, SEN data etc. The DfE will use this information to assess whether the estimated funding numbers were correct and any overfunding will be clawed back. It is important that the UTC ring-fence any overfunding and constantly review student numbers for any variances.

Stage 9 – September 2017 to August 2018

Constant review of the budget plus forecasted and actual spends by management and the Local Governing Body. Emerging strategies may need to be implemented within budget.

Income Review 2017/18

As mentioned above the Actual income is received in March for review. Please see below an analysis and comparison with 2016/17. Please remember that the 2016/17 budget was based on 144 students and on Lambeth averages and the 2017/18 income will be based on the October Census which is the current UTC cohort.

UTC					
Student Numbers		86		45	
KS4		17/18		16/17	
	Per Student / % of Students	Total	Per Student / % of Students	Total	
AWPU	6,002.00	516,172.00	6,240.00	280,800.00	
Sec FSM6	19%	12,869.97	57%	20,117.74	
Sec Attain	24%	39,316.78	21%	18,426.73	
Sec EAL	-	-	-	7,556.53	
Lump Sum		170,000.00		170,000.00	
Total	6,608.82	738,358.75	7,264.47	496,901.00	
Student Numbers		101		99	
KS5		17/18		16/17	
	Per Student / % of Students	Total	Per Student / % of Students	Total	
Prog Funding	6,562.33	662,795.00	6,600.40	653,440.00	
Student Fin Support	100%	10,835.00	100%	10,621.00	
Total	6,669.60	673,630.00	6,707.69	664,061.00	

Significant changes

KS4 – The UTC's FSM students is below what is expected in a Lambeth school, UTC 19% against a Lambeth average of 57%, this means a reduction in income. Prior Attainment levels of KS4 students are slightly lower meaning an increase in eligible students meaning an increase in income.

Overall the AWPU (Average Weighting Pupil Unit) and the Program Funding for KS4 and KS5 respectively are not too different per pupil.

	CONFIDENTIAL
Paper title:	Pupil Premium
Board/Committee:	South Bank Engineering UTC Finance & General Purposes Committee
Date of meeting:	3 May 2017
Author:	Dan Cundy
Purpose:	To note
Recommendation:	The committee is requested to review and discuss the report.

Pupil Premium funding is allocated to the UTC as outlined below. This figure has not changed through the year.

2016-17 academic year

At South Bank Engineering UTC, our Pupil Premium allocation is as follows for our Key Stage 4 cohort:

FSM6: 15 students (42% of roll in Year 10) = £14,025

LAC: 1 student (3% of roll in Year 10) = £1,900

Forces Premium: 0 students = £0

Total: £15,925

A central aim of the UTC is to remove barriers to attendance and educational achievement.

South Bank Engineering UTC will allocate additional Pupil Premium funding according to its Pupil Premium Strategy so as to have maximum impact in a manner targeted at individual students.

Pupil Premium Strategy

Overarching Objective

To close the gap in performance between disadvantaged students and their peers through effective and efficient use of Pupil Premium funding.

Objectives for 2016/2017

- Use funding to enhance staffing complement in order to offer reduced class sizes in key areas of the curriculum, especially in English, maths and engineering;
- Use funding to offer a range of enrichment activities which enhance students' employability, such as CAD;

- Use funding to offer supervised independent study sessions in lieu of homework, to remove barriers to learning outside the UTC;
- Use funding to offer supplementary tuition in English and mathematics;
- Use funding to offer free healthy snacks during the UTC day: fresh fruit and water;
- Provide subsidy and funding support for educational trips, visits and resources;
- Provide support for business dress and equipment for students who need support;
- Use funding to provide access to educational technology both at the UTC through laptop and tablet access, but also outside the UTC through online technologies such as OneNote.

Measuring the impact of Pupil Premium funding

Every year the UTC will commission a Pupil Premium audit at the end of the academic year. This audit will analyse the impact of all pupil premium expenditure and makes recommendations for future development. At the start of each academic year, the UTC will publish an analysis of how Pupil Premium funding was spent, and most importantly, the impact it has had in raising standards and narrowing the gap in performance to students nationally who are not in receipt of Pupil Premium funding.

Impacts to date

- Staff deployment and curriculum design in place to run small classes: 18 students in each Year 10 class for example.
- Enrichment offer makes use of additional resourcing to enhance students' employability: Duke of Edinburgh club, PC building club, 3D printing and Computer-Aided Design clubs for example. All these activities will enhance students' marketability and skills.
- Introduction of professional qualifications and awards such as the Duke of York's iDEA award available for all students
- Supervised independent study sessions running in lieu of homework, to remove barriers to learning outside the UTC;
- Deployment of staff to offer supplementary tuition in English and mathematics in class and on an individual basis;
- Free fruit and chilled water offered to students
- Hardship funding in place to support family requests for assistance with business dress
- Technology procurement gives all students access to laptops, giving all students equal access to resources
- BYOD policy on mobile devices removes further barriers to the access to technology outside lessons
- Cloud-based and networked resources in place to enable students to access learning remotely and on a range of devices



	CONFIDENTIAL
Paper title:	Update on contracts
Board/Committee:	UTC Finance & General Purposes Committee
Date of meeting:	3 May 2017
Author:	Dan Cundy
Purpose:	To note
Recommendation:	The committee is requested to review and discuss the report.

School Contracts: The UTC has a number of ongoing contracts in operation.

Lambeth College

The UTC procures water and electricity through the college. We have no option but to do this and have no control over supply companies. Metered costs are split between the three institutions on site proportionately by floor space. Bills to date have been below forecast and are likely to fall further as warmer weather means less heating.

The UTC also has a contract with the college for the provision cleaning services and materials. Costs are fair and the service is reliable and effective.

JPL Catering

JPL's services continue to be very good. The food is served hot and freshly prepared, with good customer service and reliability. Menus are varied and consider vegetarian, faith and dietary requirements despite the lack of choice inherent in the community dining arrangement.

ParentPay

The UTC uses ParentPay to administer the payment for school meals and additional payments for trips as an example. The system is simple to use and manageable for parents, and is simply administered by finance staff. There have been some configuration issues early in the year making it hard for some parents to allocate payments, but this is now resolved.

North Pallant

North Pallant were the ICT contractor who procured, installed and commissioned the UTC's ICT equipment including routers, servers, phone and broadband as well as fixed and mobile computing. The company provide quick and effective remote support service and have periodic presence on site in support of our own technical staff.

Lambeth Council

The UTC has a service level agreement with Lambeth to provide statistical information on enrolled students. This information enables the UTC to quickly ascertain group characteristics such as ethnicity, SEN and pupil premium data. The data provided is then supplemented by accessing students' files from feeder schools.

Trinity Academy

Two hours of PE teaching are procured through an SLA with Trinity. Although there was staff turnover at Christmas the contract is working successfully. Trinity book the venue for PE lessons (Brixton Recreation Centre), supply use of Trinity equipment and provide teaching through their PE teacher. The UTC supplies additional supervisory staff. Lessons are effective and in line with medium-term plans. Student engagement and conduct is good and feedback is positive.

The UTC also buys in SENDCO provision via Trinity. Fiona Sydney, Trinity's SENCO, works for the UTC on Wednesdays. She adds support and strategic input to a range of students: currently she is working with Year 12 core maths students to give focused support along with securing additional time in examinations for some students and of completing an annual review for one student with an EHCP.

Judicium

Judicium provide the UTC with payroll services, HR advice and support along with fire and health and safety training and audit. Online training modules are available for staff who have completed basic training in a range of areas including working at height. These services are all working smoothly. The UTC's second H&S audit is taking place on 25th April 2017. The UTC has benefited from some very high quality HR advice.

The Key

The UTC has an annual subscription to The Key for school leaders and governors. The website has an excellent range of articles on a range of subjects.

TES

The UTC has signed an annual contract to provide advertising services for teaching and support positions. This contract offers good value for money in advertising multiple positions and offers a predictable budget for staff recruitment

Dunraven School

The UTC and Dunraven jointly partake in School to School Support, which was based on a successful bid to the DfE. This involves Dunraven offering targeted support to the UTC, using its status as an established teaching school with Ofsted Outstanding status. Support to date has included a 'school improvement advisor-type' relationship between the Principals; training for all staff in SEN topics; support with examinations and moderation. To date this link has been very useful and will develop in depth over coming months.