

**Minutes of the meeting of the South Bank Academies Board
held at 4.00 pm on Thursday, 19 July 2018
1A01 Board Room - Technopark, SE1 6LN**

Present

Richard Flatman (Vice-Chair, in the Chair)
Tony Giddings
Nicole Louis
Richard Parrish
David Phoenix
James Stevenson

Apologies

Adam Crossley
Douglas Denham St Pinnock
Lesley Morrison

In attendance

Joe Kelly
Michael Broadway
Natalie Ferer

1. Welcome and apologies

The Chair welcomed members to the meeting. The above apologies were noted.

The Chair informed the Board that Adam Crossley had submitted his resignation as a Director / Trustee of SBA with immediate effect. The Board recorded its appreciation of his significant contribution to South Bank Academies.

2. Declarations of interest

No members declared any interest in any item on the agenda.

3. Minutes of last meetings

The Board approved the minutes of the meetings held on 22 March 2018 and 15 June 2018.

4. Matters arising

The Chair reported the recommendation of the Audit Committee to re-appoint the auditors, Kingston Smith LLP, for the external audit of year end 31 August 2018.

The Board approved the re-appointment of the auditors for 2017/18.

5. **CEO's Report**

The Board discussed the Interim CEO's report.

The Board noted the need to review membership of the LGBs and ensure Link Governors are appointed for key areas, e.g. Safeguarding. (Linked to the governance review in minute 6 below.)

The Board noted that the member of teaching staff, dismissed for not having a valid work visa, has obtained a three-year visa extension and, further to legal advice, been employed under a new contract at the Academy. The Board noted a full audit of recruitment files was being conducted and a report to the Audit Committee.

The Board noted that the health and safety audit is underway and will report in July. The Board requested a review of process and reporting of outstanding issues and a report to the next Board meeting.

Richard Parrish joined the meeting.

The Board noted that SBA now has a contract with Judicium for data compliance and a Data Protection Officer has been appointed. Judicium will conduct a data audit by September and report to the next Board meeting.

The Board noted a Business Manager has been appointed and will take up post on 1 October 2018.

The Board noted the preparations for exams and the significant number of interventions to support exam performance, including extra tuition, health and wellbeing opportunities, and Homework and Breakfast Clubs.

The Board noted the Academy was predicting a Year 7 intake of 150 students – a full year group – and applications for Sixth Form are also higher than last year. The Board noted that UTC was also predicting Sixth Form growth. The Board noted that staff are available over the summer to deal with and respond to enquiries once results are released.

The Board noted the need to provide positive communications to students, staff, and local communities, once results are released.

6. **Governance**

The LSBU Vice Chancellor and SBA Board director gave a presentation to the Board on SBA Governance options.

The Board noted the evolution of SBA MAT within the LSBU Group and the challenges in defining the roles of the LGBs and their relationship with the Board.

The Board noted a number of potential options in moving forward.

The Board supported the option to remain part of the LSBU Group within a more clearly defined governance agreement between LSBU and SBA, setting out the level of control of LSBU as member, and scheme of delegation, and with a clear management structure. The Board noted that governance proposals would require support from DfE.

The Board agreed next steps:

- Finalise Scheme of Delegation and review Board and LGB remits (summer) and confirm DfE approval.
- Develop skills matrix and seek appointments to Board and LGBs (summer)
- Finalise governance agreement (autumn)
- Agree and implement management structure (autumn)

7. Management accounts

The Board noted the management accounts to the end of May 2018.

The Board noted the auditor's confidence in the income and expenditure figures, and noted a full-year forecast surplus of £221k. The Board noted a predicted surplus of £91k for the Academy, which was slightly below budget due to use of agency staff in the early part of the year, and of £130k for the UTC which was within budget.

8. Consolidation of bank accounts

The Board noted the migration of banks accounts to the main South Bank Academies account is in progress. Payroll and UTC transactions are now all via the main account. The Board agreed the following accounts should be closed in due course:

- South Bank Academies – Trading as UAE South Bank
- South Bank Academies – Trading as South Bank UTC
- South Bank UTC Trust.

9. Budget 2018/19 and forecasts

The Board noted the draft budget 2018/19 and consolidated 3-year financial plan. The Board noted these were likely to change in October as student recruitment numbers (income) are confirmed.

The Board noted that budgets include assumptions for public sector pay awards during 2018/19, and that both school budgets are required to have a surplus and are equally top-sliced for SBA MAT central funds.

The Board noted the high capital budget line and requested clarification on the status of UTC start-up funding. The Board noted the new Business Manager would revisit the budget and forecasts in October once student recruitment figures are confirmed.

The Board approved the budget and consolidated 3-year financial plan.

10. **Safeguarding update**

The Board noted the Safeguarding reports.

The Board noted there was no material change in the profile of students on EHCPs and that the number of cases is proportional to school size.

The Board noted issues in relation to behaviour, attendance and external safety at UAE. The Board noted that three staff members have been trained by the police to patrol streets around UAE until 5.30pm to support student safety.

The Board noted that detailed Safeguarding reports are received by the LGBs.

11. **Local Governing Body minutes**

The Board noted the reports from the Local Governing Bodies.

**Date of next meeting
4.00 pm, on Thursday, 11 October 2018**

Confirmed as a true record

..... (Chair)