

**Minutes of the meeting of the South Bank Academies Board  
held at 4.00 pm on Thursday, 30 March 2017  
University Academy of Engineering - Trafalgar Street, London SE17 2TP**

**Present**

Richard Flatman (Chair for the meeting)  
Adam Crossley  
Douglas Denham St Pinnock  
James Stevenson  
Rao Bhamidimarri

**Apologies**

David Phoenix (Chair)  
Richard Parrish  
Steve McGuire  
Tony Giddings

**In attendance**

Dan Smith  
Michael Broadway (Company Secretary)  
Pervena Singh (Clerk)

**1. Welcome and apologies**

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

The directors had an informative training session led by Andrew Dodge from Southwark Council on the role of a Multi-Academy Trust (MAT), and the responsibilities of directors in an Ofsted inspection.

**2. Declarations of interest**

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

**3. Minutes of previous meeting**

The Board approved the minutes of the meeting of 16 December 2016.

**4. Matters arising**

The Board discussed the pending matters from the previous meeting;

Action 1 - Annual Business plan for the Board to be further developed in conjunction with the governance effectiveness self-assessment.

Action 5 - CEO's job description currently under review, final version to be shared with the Board when made available.

Action 6 and 7 - South Bank Academies MAT strategic plan and marketing strategy to be presented to the Board at the next meeting in July 2017.

Action 15 - Lesley Morrison to be invited for an informal interview with the Chair and one other director in April.

Action 16 - Business Manager to circulate the revised Financial Control policy to the Board as a matter of urgency.

All other matters arising had been completed.

## 5. **CEO's Report**

The Board was presented with the CEO's report, which included detail on Ofsted preparation at the University Academy of Engineering (Academy), the recruitment of a permanent Principal for the Academy, and an update on the permanent school building for South Bank Engineering UTC (UTC).

The Board discussed the Academy's Ofsted readiness and noted that all teaching staff and non-teaching staff have had relevant Ofsted training. In addition, the school holds regular staff meetings to discuss any matters that have occurred within the week. The Board noted that the local governors have been circulated fact sheets which include relevant headlines of the school. It was agreed that this would be circulated to directors.

The Board was provided with an update on the UTC's temporary building, and the difficulty of recruiting students to the UTC, in line with other UTC's which is largely due to the year 10 admissions point.

The Board noted that consideration into changing the formation of the school from a UTC to a standard academy school may need to be further discussed in future years, should the difficulties of recruitment continue. Recruitment to be remarked as a high risk on the MAT risk register

The Board noted that the permanent UTC building is scheduled to be completed in September, and noted the impact to new students in the event of a delay. A contingency plan was being developed. The Board requested a progress update ahead of the July 2017 Board meeting.

The Board noted that £1m was available for equipment for the permanent accommodation and that the LSBU procurement department was advising on this, to ensure due procurement process was followed.

## 6. **Chair's business - Appointment of Academy Principal**

The CEO discussed the process of recruitment for the new Principal of the Academy. The Board noted that a two day rigorous assessment process had been developed including preparing a vision statement, group scenario role play, setting a yearly plan for the school, teaching a class, and a formal interview.

The CEO confirmed that the panel, made up of the Chair, CEO, local governors (with relevant Headteacher experience) and a representative from London South Bank University's Human Resources department, unanimously agreed on the successful candidate out of the five shortlisted.

Having considered the experience of the chosen candidate, and noting the recommendation of the panel, the Board agreed to ratify the appointment of Mr John Taylor, current Deputy Headteacher of the London Nautical School.

As part of the appointment process, the Board discussed the remuneration package for Mr Taylor. The CEO informed the Board of the proposed starting salary, and how it compared to similar roles in South London. A note with further details would be circulated to directors. The salary will be subject to performance based increment as determined by the Remuneration Committee.

The Board noted that in future remuneration of the Principals would be delegated to the Remuneration Committee. The Board noted that the Remuneration Committee had been established and requested that a Remuneration Committee meeting be convened imminently to approve the Remuneration Policy. The Chair of the Remuneration Committee requested detail of both Principals remuneration packages including pension, to inform discussions.

After due consideration, the Board agreed to ratify the salary for Mr Taylor.

The Board thanked the current Interim Principal, Gary Nelson for his contribution and support towards the improvement of the Academy. The Board commended Mr Nelson on his efforts to improve behaviour at the school and improve the standards of learning and teaching.

The Board also requested and was advised that there were no matters arising from the appointment process that should concern the Board regarding the current Interim Principal remaining in post until Mr Taylor is appointed.

## **7. February 2017 financial management report**

The Board discussed the February 2016 consolidated financial management report, which forecasted a surplus of £295k. The Business Manager confirmed an increase in the surplus is due to staff moving out of the pension scheme.

The Board noted that the UTC has lost some of its students and as a result a provision for clawback has been provided for within the forecast. An additional £200k p.a. will be received from the Department for Education (DfE) to the UTC. The amount is likely to be available over the next three years, subject to meeting KPI's.

The Business Manager reported that next year's budget would be prepared in May 2017 to be reviewed by the Board at its July 2017 meeting, before the budget is submitted to DfE. The Board noted that the impact of the new funding formula would be known soon.

The Board noted that the original budget figures had been revised downwards to account for the impact of the clawback, resulting in a deficit budget and a positive variance for the year. The Board requested that this be adjusted for future reports in order that comparison is made against the original budget agreed.

## **8. MAT risk register**

The Board discussed the MAT risk register which had been reviewed by the Audit Committee at its meeting on 9 March 2017.

The Board requested that specific reference to the risk surrounding student recruitment at the UTC is included on the recruitment risk.

The Board agreed that local school risk registers should be developed for regular review by the Local Governing Bodies of each school and by the MAT Audit Committee.

The most recent local school risk registers to be presented to the MAT Audit Committee at its next meeting in June 2017.

## **9. School assurance visits**

The Board discussed the report on the assurance visit to the Academy by two directors on 14 March 2017. It was reported that the visit was positive and productive.

A similar visit to the UTC was being planned for the summer term. Follow up visit would take place in the autumn term 2017.

10. **Governance effectiveness self-assessment**

The Board noted the governance effectiveness self-assessment paper, and noted that questionnaires will be made available to directors and local governors in April 2017. Conclusions and recommendations from the survey will be made available at the July 2017 Board meeting.

11. **Appointment process for directors and local governors**

The Board noted the appointment process for directors and local governors, and agreed the resolution to approve the delegation of authority to the local governing bodies of each school for appointing co-opted local governors. Co-opted appointments are to be in accordance with the process of appointment as sent out in the report.

12. **Local governing bodies report on decisions**

The Board noted the report on decisions at each of the local governing bodies.

13. **Any other business**

In light of the Ofsted requirements discussed at the training session held before the Board meeting, the Board requested the chance to review the South Bank Academies MAT website. It was reported that the website content was currently under review by the CEO, and a link to the website will be sent to all directors before the website is made live.

The Board considered the need to network with other MATs, and were told of an arising collaboration opportunity with Aldridge Foundation Entrepreneurial Academy School.

**Date of next meeting  
4.00 pm, on Tuesday, 11 July 2017**

**Confirmed as a true record**

..... (Chair)