

**Minutes of the meeting of the South Bank Academies Board
held at 4.00 pm on Thursday, 18 March 2021
MS Teams**

Present

Hitesh Tailor (Chair)
Tony Giddings (from minute 5)
Hilary McCallion (from minute 5)
Chris Mallaband
Fiona Morey
Lesley Morrison
David Phoenix
Nicole Louis
James Blastland

Apologies

Richard Flatman (Vice-Chair)

In attendance

Michael Broadway
Ciara Carroll
Dan Cundy
Helena Abrahams

1. **Welcome and apologies**

The Chair welcomed trustees to the meeting and noted that apologies had been received from Richard Flatman. A warm welcome was given to the new trustee, James Blastland, who was attending his first Board meeting.

2. **Declarations of interest**

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

3. **Minutes of last meeting**

The Board approved the minutes of the previous meeting held on 15 December 2020, subject to a minor correction.

4. **Matters arising**

Action log

3 Year staff investment plan

This item is to be integrated into the SBA strategy.

Equality Impact Assessment

This item is deferred until July 2021.

Safeguarding policy report

This item was replaced by the new Safeguarding policy at Trust level, on this agenda.

Capital and revenue spending programme

This item is on the agenda for this meeting.

OFSTED preparedness

This item is on the agenda for this meeting and will remain a standing item.

KPI report

This is to be shared at the next meeting as further work needs to be done.

Change of school names

This item has been integrated into strategy work.

AFH update

This item is on the agenda for this meeting.

Risk management update

This item is on the agenda for this meeting.

5. CEO's Report, including strategy

Hilary McCallion and Tony Giddings joined the meeting.

The Board received a presentation by the Executive Principal on the draft SBA strategy.

The focus of the strategy is to highlight what makes South Bank Academies unique in the local area. The Board agreed that SBA should highlight its focus on careers and on professional skills and suggested integrating elements on the EntreComp framework, a competence framework to support the development of entrepreneurial citizens.

It was suggested that this idea would be key to the success of the UTC as recruitment to Year 10 is a difficult task which would be improved by the school being able to demonstrate a clear benefit to students' careers by joining the five-year HNC programme.

The Board stressed that stakeholder engagement with this proposal was key to ensure that it is successfully integrated across the trust. Further to this it was suggested that the strategy should be tailored for the different groups who would receive it to make it relevant to those groups.

Real-life examples and case studies should be included in the presentation for students to make it relevant and relatable, and their opinions should be sought to ensure they will engage with the ideas presented.

The Board discussed how this strategy will be implemented by the schools, with a recommendation that the headings in the strategy be reflected in the school development plans to allow measurement of the impact across the schools.

The Board also noted the emphasis on curriculum in OFSTED inspections and the need to decide whether the schools should have a differentiated curriculum versus a general curriculum. It was acknowledged that most children would apply to the best school in their local area, and that differentiation could put off applications if the student does not wish to study subjects such as engineering. UAE's standard curriculum offer is augmented by their Day 10 curriculum which provides students with different and exciting experiences.

The Board noted the request to consider the proposal to change the name of both schools to better reflect their student offer. The Board requested that the proposed name be referred to the student students and other stakeholders to seek their opinions regarding the change and a recommendation is made to the Board regarding the outcome. The favoured name for UAE is South Bank University Academy and for the UTC is South Bank UTC

6. Education update

The Board noted the education update, hearing that both children and staff are happy to be back at school. The Trust is promoting the use of positive language and acknowledging that the schools' development journeys have been accelerated by the pandemic.

The Board noted that the government has now released details of the end of year assessments that will replace the usual exams for GCSEs and A-levels and the schools are working on reviewing the curriculum and the units yet to be taught.

Middle leadership was commended for the step up that they have taken to support development work in both schools. The schools are working with LSBU, which is supporting Year 11 students with tutoring in maths and science.

The Board queried whether the Year 14 HNC offer will continue next year and how many of the current students will apply to do the examination. The HNC will be offered next year, to both internal and external applications in engineering and health. The school anticipates that all current participants will complete the course successfully this year and estimates between 12 to 15 students will apply for the course next year. The Board was keen that the marketing materials be agreed for the course, with a particular emphasis on the five-year prospectus as it is a good marketing tool for the UTC for next year.

The Board requested an update on the wellbeing of staff at the trust and were informed that staff are happy to be back but are very tired. The wellbeing of all staff is being monitored and the trust is looking to organise a big celebration in the summer.

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The Board noted the decision to close the Sir Simon Milton Westminster UTC.

7. Financial reports

January 2021 Management Accounts

The Board noted the receipt of the January 2021 management accounts and noted that the projected 2020-21 year-end balance before depreciation was £200K surplus. This balance includes £200K of additional top-up funding.

The Trust Business Manager confirmed that the monthly management accounts, including balance sheet and cashflow would be shared with trustees going forward.

It was confirmed that finance KPIs will be included with the management accounts to link the reports to the SBA strategy.

Capital programme

The Board noted that an update on the capital spending plan. A review of the existing fixed assets inventory plus future plans is required to ensure that enough money is allocated to the plans.

It was noted that a significant portion of the IT equipment is coming up for renewal due to its age; moving to the cloud is helping reduce hardware requirements and the university is donating equipment but an outlay will still be required.

It was agreed that the capital programme will be presented to the board again when the requirements have been clarified.

The reserves policy will to be reviewed in the light of the capital spending requirement.

The Board noted that the budget setting process for 2021-22 will start shortly and requested that a variety of scenarios be developed based on pupil number fluctuations. These scenarios will be presented to the board for consideration.

8. Safeguarding

The Board approved the role of link trustee for safeguarding. Hilary McCallion agreed to be the link trustee for safeguarding.

The Board discussed the proposed trust-wide safeguarding policy.

The Board emphasised the importance of having a robust system in place at each school for checking the Single Central Register (SCR). The Board noted that each school's DSL is now responsible for their school's SCR and they conduct a termly audit. The trust's HR manager also audits the SCR and it is reviewed by the Executive Principal. The final check is carried out by the local link safeguarding governor who discusses the SCR with the DSL and confirms that the required checks are carried out.

The Board would receive the annual report on safeguarding at its July 2021 meeting.

The Board approved the trust-wide Safeguarding Policy, subject to minor amendments as agreed between the link trustee for safeguarding and the CEO.

The Board noted the safeguarding reports from each school.

9. OFSTED preparedness

The Board noted the report on OFSTED preparedness and heard that both schools were confident in their preparations for an inspection. Inspections will not restart before September 2021 and there may be delays to the expected inspection timeline for both schools.

10. Risk management

The Board discussed the proposed risk appetite for the Trust which had been discussed in detail by the Audit Committee meeting. The Board approved the risk appetites:

Financial – cautious
Legal and compliance – minimal
Academic delivery – open
Reputational – cautious

11. Update on recruitment for SBA Board and School Advisory Boards

The Board noted the recruitment update. Five positions have been filled this year.

The Board agreed that Lesley Morrison's term of office as a trustee is extended until 7 March 2022 to match the end of her term of office as a local governor.

The Board ratified the appointment of the three co-opted governors to the local School Advisory Boards. Two co-opted governors were appointed to UAE South Bank and one was appointed to South Bank UTC.

12. **School resource management checklist**

The Board noted that the checklist had been reviewed in detail at the Audit Committee meeting and further noted that requested changes had been made to the checklist.

The Board agreed the checklist for submission to the ESFA.

13. **Anti-fraud policy**

The Board agreed to ratify the Anti-fraud policy.

14. **Academies Financial Handbook compliance report**

The Board noted the AFH compliance report.

15. **Reports from committees and School Advisory Boards**

The Board noted the committee and SAB report.

16. **Bi-annual update of pecuniary interests register**

The register was noted; no changes were notified.

**Date of next meeting
4.00 pm, on Thursday, 8 July 2021**

Confirmed as a true record



..... (Chair)