

**Minutes of the meeting of the South Bank Engineering UTC School Advisory  
Board  
held at 4.00 pm on Wednesday, 25 September 2019  
South Bank Engineering UTC, 56 Brixton Hill SW2 1QS**

**Present**

Lesley Morrison (Chair)  
Ian Brixey  
Beau Fadahunsi  
Austin Sheppard  
Tony Roberts  
Joanne Young

**Apologies**

Ed Arthur  
Leona Ross  
Clym Cunnington

**In attendance**

Kam Bains  
Alexander Enibe

**1. Welcome and apologies**

The SAB welcomed the governors to the meeting, including Austin Sheppard's (Principal), as this was his first SAB meeting since his appointment.

The above apologies were noted.

The SAB noted that this was Leona Ross's final meeting as parent governor. The SAB thanked Ms Ross for her contributions and support to the UTC and South Bank Academies.

**2. Declarations of interest**

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

**3. Minutes of previous meeting**

The SAB approved the minutes of the previous meeting held on 19 June 2019, subject to some amendments.

**4. Matters arising**

The SAB noted the actions arising from the previous meeting.

On item 4, the SAB noted the school development plan and SEF are still being prepared.

The SAB noted that the Executive Principal is still in discussion with LSBU about the funding of breakfast club for the UAE and UTC but nothing has been agreed.

On item 6, the SAB noted that the assessment of the interventions would be done at the next meeting on 13 November 2019.

## 5. **Presentation on marking**

The SAB noted the presentation on marking and this is linked to the Quality of Teaching, Learning and Assessment under minute 6.

## 6. **Principal's report**

*Dan Cundy (Executive Principal (EP)) joined the meeting.*

The SAB noted the principal's report.

*Examination results and analysis*

EP confirmed that the BTEC engineering results were strong overall for the second year running.

EP confirmed that the A levels have overall stronger outcomes than in 2018, and there were 100% pass other than physics. The EP confirmed that Math and Chemistry were strong with 100% A-C, and there was a significant improvement on 2018.

The SAB noted that computer science outcomes were disappointing. The EP said that there is an immediate strategic and structural work in place to address continuing under performance in computer science.

For the GCSE, the SAB noted that maths and computer science were disappointing.

The SAB challenged the Principal on whether there is something that they are not doing right that needs to change. The Principal confirmed that there would be a shake-up of the curriculum.

The SAB noted that data has not been published nationally so there is no data to use to measure the performance of the UTC results.

The SAB challenged the EP on the physics results and asked what is being done to improve the results. The Principal responded that they are doing various things like; currently working to recruit a physicist from the agency, guarding the students from going on the wrong pathway and that there are some students coming through and the results of these students can make a difference. The Principal confirmed that there are some unqualified teachers.

A governor challenged the EP on using unqualified teachers to teach the students coming through who are expected to make a difference on the results. The governor asked whether it was not better to have qualified teachers teaching the students coming through so that they can help the students achieve good results. The EP responded that the budget has been put in place to hire new staff, which includes physics teacher and middle management, which are crucial.

Another governor said that it is important to have good and experienced teachers that know what good grades look like so that they can help the students achieve good results.

The SAB challenged the Principal on plans he has put in place in the short term whilst they are working on the long term solution and who would be monitoring the quality of teaching. The Principal responded that they are working on various things like; having two mock data instead of one mock data, making sure the recruitment of staff is good and developing the capacity of various directors.

The SAB challenged the EP on the external benchmark being used and whether the UTC is using the best in the industry. The EP confirmed that the UTC is using Dunraven, UAE etc.

The SAB requested that the EP and Principal look at models being used externally that could be adopted by the UTC to improve the students.

The SAB requested the EP to circulate the data on GSCEs as these was not provided in the meeting pack.

The SAB asked the Principal whether the UTC has a permanent career adviser. The EP responded that the UTC does not have a permanent one because they cannot afford it but that they get people to come in to advise the students on career.

A governor suggested that the UTC should organise a careers event where employers can come in to talk to the students. The Principal confirmed that they are looking at having one in November 2019.

*EP left the meeting.*

*Kam Bains (Vice Principal) joined the meeting*

*Quality Teaching Learning Assessment (QTLA).*

The SAB noted that 10 learning walks were conducted by the SLT from 3 September to 17 September 2019 and feedback were given to all staff on general themes with respect to areas of success and improvement. The SAB noted the areas of improvement which are:

- deeper questioning
- presentation of work
- consistent application of marking policy

A governor challenged the Vice Principal on what has been put in place to improve QTLA. The Vice Principal responded that the SLT is looking at quality of marking, the data is now able to be analysed and that there are upcoming departmental reviews and the staff will be supported, following outcomes from the reviews.

The SAB requested the Vice Principal to provide more information on improvements in departmental reviews at a future meeting.

In response to the Principal's request, the SAB agreed to carry out additional lesson visits on various subjects and this will be in addition to their link governor roles.

The SAB challenged the Principal on the Ofsted action plan. A governor mentioned that one of the Ofsted findings was that the students were not good in English in technical subject, and requested to know what is being done to change this. The Principal responded that the Year 12 are retaking English course and some students are being provided with extra classes.

*Kam Bains left the meeting.*

*Vision, Mission and Values*

The Principal confirmed that as part of the UTC improvement journey, he has reframed and clarified the UTC vision, mission and values to reflect the key unique selling point of the organisation.

The Principal talked the SAB through the reasoning behind the idea and this was noted by the SAB.

The Board requested Rob Harding (Vice Principal) to come and talk on 16-19 programme on how the values, mission and vision is working.

*Update on UTC improvement plan and 'Less is more'.*

The SAB noted that the deadline for the completion of Self-evaluation form and UTC improvement plan is 18 October 2019 and these would come to the next meeting of 13 November 2019.

The SAB requested to assess 'Less is more'.

*Staff recruitment and Training*

The SAB noted that a new Trust Marketing Manager who will serve UTC 0.6 of the time has been appointed, and he starts on 21 October 2019.

The SAB noted that there have been an admin restructure with successful appointments into key positions in admissions, 6<sup>th</sup> form support and SLT support.

The Principal suggested that governors can be more involved in the recruitment of staff, and the SAB welcomed the idea.

The SAB requested the Principal to provide the attendance report at its next meeting on 13 November 2019.

## **7. Student recruitment update & financial implications**

The SAB noted the student recruitment update and financial implications.

The SAB noted that the student recruitment in Year 10 was lower than anticipated, and there are 28 students on roll as at 18 September 2019, as against a budget of 40 students. The Year 12 recruitment was more positive, as there were 100 students on roll as against the budget of 85 students.

It was suggested that the gap in presence of a marketing officer was felt, as applications were not responded to or offer letters sent in a timely manner. A Marketing Manager has now been recruited.

The SAB suggested that the UTC work with the UTC alumni to engage them in some marketing campaign.

The SAB noted that the budget will be reforecast in October 2019, with a scheduled review meeting in September 2019.

The SAB noted that there was a monetary contribution from a governor's former employer from their Charitable Trust towards developing the library, and the SAB thanked the governor for this support

## **8. SAB membership recruitment**

The SAB noted the UTC SAB recruitment update.

The SAB noted that the process of electing two parent governors and one staff governor to the UTC SAB had begun, following the SBA Board meeting of 17 September 2019. This selection process is in line with the SBA scheme of delegation.

The SAB noted that Ian Brixey has been appointed the Vice-Chair of the UTC SAB.

## **9. Link Governors' visit**

The SAB noted the link governor's visit report by Ian Brixey.

The SAB noted that the Institute of Civil Engineers ICE President with his team visited the UTC and met with the students. The SAB noted that the ICE President was positive about the UTC, said that they would continue to support the UTC.

The employment engagement link governor requested for the schedule of engagement.

The SAB requested that the governors' visit form to include a section for the Principal to respond to issues raised following every governor's visit to the UTC.

#### **10. Governors' training and signing of DfE 'KCSIE'**

The SAB discussed the governors' training and the signing of the 'keeping children safe in education' (KCSIE) form.

The SAB noted that some governors have not completed their trainings, read the KCSIE guidance and signed the form.

The Chair encouraged the governors to ensure that they complete the trainings, read the 2019 KCSIE guidance and sign the form as having read the guidance.

#### **11. UTC Risk registers**

The SAB noted the UTC risk register.

A governor raised some issues with the risk register and challenged in particular the low residual risk score against item 19 regarding teaching and support staff recruitment and inadequate competency of staff within the UTC.

The governor also challenged and asked some questions on risk 7, how does outsourced IT services result in a risk reduction; risk 8 where are the Disaster Recovery Plan, ICT Disaster Recovery Plan and Medical Reviews and who is responsible for reviewing and tracking the risks.

The SAB suggested that the Principal review the risk register with the Business Manager to update and maintain the risk register on a regular scheduled basis.

The Clerk confirmed that there is an ongoing LSBU Group wide risk management discussion which includes the SBA.

**Date of next meeting  
4.00 pm, on Wednesday, 13 November 2019**

**Confirmed as a true record**

..... (Chair)