

Minutes of the meeting of the South Bank Engineering UTC School Advisory Board
held at 4.00 pm on Wednesday, 7 November 2018
South Bank Engineering UTC - South Bank Engineering UTC, 56 Brixton Hill
SW2 1QS

Present

Nicole Louis (Chair)
Ed Arthur
Ian Brixey
Dan Cundy
Leona Ross
Tony Roberts
Joanne Young

Apologies

Beau Fadahunsi
Natalie Ferer
Ruth Smith
Clym Cunnington

In attendance

Jacqui Collins
Alexander Enibe

1. Welcome and apologies

The chair welcomed the governors to the meeting. The chair introduced the prospective governor, whom was invited to the meeting as an observer.

The apologies were noted.

2. Declarations of interest

No governors declared a conflict of interest in any item on the agenda.

3. Minutes of previous meeting

The SAB approved the minutes of the previous meeting of 19 September 2018.

4. Matters arising

The SAB noted the actions arising from the previous meeting.

Under item 4 of the previous meeting, the Principal confirmed that he is developing an award for non-late coming, which would be in the form of record of achievement/portfolios, projects etc. The Principal has not been

working with the UAE Principal at this stage but plans to collaborate with the UAE on this.

Under item 7 of the previous meeting as regards role of employer sponsor, the employment link governor advised that it would be better not to restrict the type of support the employer sponsors can provide, as different companies might have different areas they would like to support the UTC.

5. **Principal's report**

Jacqui Collins (Trust HR Manager) joined the meeting.

The SAB discussed the Principal's report.

On exam results, the Principal confirmed that he had a meeting with the teachers and leaders to understand what went wrong and what lessons can be learned.

The Principal confirmed that the school improvement plan circulated is work in progress and there are actions, which is the focus to know if things are working and why.

The Principal emphasised on the importance of the governors reading the papers that were circulated for preparation for the Ofsted visit to understand the impact the school is making on the students at the UTC.

The SAB asked the Principal about safeguarding. The Principal confirmed that safeguarding is good and the issues that were raised previously have been dealt with. The Principal also confirmed that the CPOMS is working effectively to record, report and analyse safeguarding concerns, the Staff recruitment practices are in line with Safer Recruitment advice and the Single Central Register is kept updated.

On CPOMS, a governor challenged the Principal on how the SAB can be sure that the data is secure. The Principal confirmed that it is secure and that they use CPOMS print out for presentation but it is not the master that is used.

A governor asked the Principal that if Ofsted were to ask him where the UTC was on safeguarding, what his answer would be. The Principal responded that he will confirm the DSL is well trained to level 4 and he is confident that everything is under control.

The SAB challenged the Principal on quality of teaching. The Principal confirmed that the quality of teaching is good and that the UTC is in a better position that they previously were. The Principal said that learning walks, marking scrutiny, data analysis and formal lesson observation data are triangulated. That lesson observations are graded internally, with the cumulative total picture positive at 89% Good+. The Principal acknowledged that of the 11% of the teachers not yet good, this is related to pre-qualified

teaching staff who are supported through an internal training programme. Improvement has been planned for and implemented in computer science.

A governor challenged the Principal specifically on what actions have been taken to improve computer and maths results for next year as the autumn term 1 results already appear to be below the target. The Principal responded that the key focus is on the quality of teaching and learning. That he had worked hard to develop the lead teachers in both subjects and their ability to develop their teams in turn. Also, that the UTC has prioritised the roll-out of staff training and initiatives to improve teaching and learning and outcomes in all subjects, including a greater focus on developmental feedback and examination technique. The Principal said there is also regular quality assurance through learning walks and observations with developmental feedback to staff. There are smaller group sizes in GCSE maths with finer ability setting. Computer science lessons are also taught in conventional classrooms to ensure high quality theory work. That the UTC has purchased additional resources including texts and software to support students. Additional intervention in place for students underperforming against targets. They are taking a very close look at A level performance, with students given alternative course pathways if they are in danger of not achieving at least an E grade.

A governor challenged the Principal on when they are expected to see the impact of the interventions being put in place as regards computer science. The Principal confirmed that by December 2018 the SAB would be able to see the impact of the interventions. The Principal also told the SAB that one of the interventions is that they are looking at using more of examination type questions to teach the students so that they are familiar with the type of exam questions they might get.

The Principal confirmed that the teachers are putting together a pack that would show on students what is being done about them in terms of feedback.

A governor challenged the Principal on how the performance and predictions improvements needed are communicated to staff to achieve the outcomes required. The Principal confirmed that this is done through staff training and regular sharing of data and self-assessment information. Also regular sharing of triangulated data eg school improvement advisor monitoring visits and development of lead teachers. The Principal acknowledged that prediction has been challenging but that they are also working on incentivising the teachers in this area.

A governor queried the Principal on the impact of the additional 22 students who have joined the UTC on the already stretched teachers. The Principal responded that they have the resource to cope with the increase in student numbers.

A governor confirmed that during her link governor visit to the UTC, her observation was that, although specific students were good, the CPD teaching and learning was not great. The same governor challenged the Principal on

what is being done to improve CPD. The Principal responded that they are looking at how to get the teachers to use their time to do something that is more relevant.

The SAB requested the Principal to provide an update on what is being done on CPD delivery at the next SAB meeting on 6 February 2018.

A governor queried the Principal on how the UTC quality of teaching is bench marked against other UTCs, and what Ofsted uses to bench mark. The Principal confirmed that he is happy to provide the SAB with data of performance of teachers.

A governor suggested that it would be good if the UTC and UAE collaborate in this area, where teachers from one school would be bench marked against the other school. The Principal said that whilst this will be easy to achieve, he would prefer to bench mark UTC schools against Ofsted rated "outstanding" schools like Dunraven.

The SAB requested that the Principal provide something to give them assurance on class teaching at its next meeting on 6 February 2019.

The Principal confirmed that conduct is good overall, and that Year 10 and 12 have had a positive start overall. The Principal also acknowledged that there are challenges with some students in Year 11, Durand Academy and Year 13, but these issues are being addressed through the pastoral function.

The Principal confirmed that Exclusions are low, barring one challenging Year 11 student who is currently a school refuser. There has been no permanent exclusion in this academic year. The Principal confirmed that he would produce an analysis of autumn 1 fixed-term exclusions and share with the SAB.

The SAB challenged the Principal on students' attendance. The Principal responded that interventions have been out in place and this is picking up and hopefully from December 2018, this should reflect. A governor confirmed that from their interaction with Judicium about attendance, their opinion is that regardless of the models put in place at the UTC, Ofsted is likely to judge the UTC against national level. The same governor challenged the Principal on what is being done to ensure that the UTC is within the national level. The Principal responded that the UTC had not had a permanent attendance officer, but that the interventions put in place are working and his team will be working even harder to get this right.

A governor suggested to the Principal that maybe there should be an adjustment in priorities to see whether attendance can be more of a focus area and see if the interventions can start reflecting. The same governor suggested that the UTC can be more proactive by writing to the parents before the students go on school breaks and holidays are booked, to remind them of the schools' zero policy on late coming. The SAB requested that the

Principal go back and have a think about this and come back to the SAB at a future meeting on what he wants to do.

A governor asked that they have not seen religious studies before. The Principal confirmed this has been added to give the students critical thinking and that it is also the right thing to do.

The Trust HR Manager confirmed that the actions from Judicium on the list are historical. They are still working on conducting EEA checks on two members of staff. The teacher registration is needed to do that. there was a question on who would be responsible for conducting checks going forward. The SAB requested that the Trust HR Manager provide an update and develop paper on what HR report would look like in future.

Jacqui Collins (Trust HR Manager) left the meeting.

6. Principal's objectives 2018/19

The SAB discussed the Principal's objectives and supported it.

A governor queried the CEO that the Principal's objectives appears too high. Another governor said that the Principal's objectives was not too high because the SBA Principals have to match SBA Trust's aspirations.

The CEO responded the Principal's targets on attendance, pupil outcomes, financial sustainability were increased in line with SBA Trust KPIs. The CEO also confirmed that the Principal's objectives was set with some inputs from the school improvement advisor.

7. Self-Evaluation Form 2018/19

The SAB noted the Self- evaluation form 2018/19.

The Principal took the SAB through the Self-evaluation form 2018/19 and the SAB had no questions on this.

8. School Improvement Plan

The SAB noted the school improvement plan.

The Principal confirmed that the school development plan is still being developed and the SAB is welcomed to send their comments.

The employment engagement link governor asked the Principal that he would like to see a plan and schedule to know what is been done on employment engagement so they can start looking at it.

9. Review parent, staff & pupil survey results

The SAB noted the parent, staff and pupil survey results.

The SAB noted the low response from the surveys.

The SAB requested that the Principal should be more engaging with the parents, staff and students.

A governor asked the Principal what has been learned from the surveys of students, parents and staff and what actions have/will be taken to achieve continuous improvements. The Principal responded that they are still pushing for greater response from the student and parent surveys, although responses to date have been positive. The Principal said they have prioritised ensuring students receive regular, high quality marking and feedback. From staff surveys they have been looking at staff wellbeing and stress. The Principal confirmed that the Vice Principal is leading on this with a variety of long and short term measures. The Principal confirmed that morale amongst staff is positive.

A governor asked the Principal how the surveys are conducted and if participants of the surveys could respond through their mobile phones. The Principal confirmed that they can respond through their mobile phones and that surveys are also sent through emails.

The Chair of the SAB suggested that the Trust HR Manager should take on staff survey and feedback as part of her paper on HR so that staff can be more represented. Also that the Trust HR Manager should support the Principal in developing ways of engaging with staff.

The SAB requested the Principal to develop actions on improving survey results when the surveys are completed.

A governor asked the Principal if the UTC has student council. The Principal confirmed that the UTC has one. The SAB requested that the Principal should allow the Head of student council to come and speak to the governors either at its meeting or arrange with a link governor to visit the school and meet the student council. The Principal confirmed that he is happy to arrange this.

10. Link Governors' visits update

The SAB noted Ian Brixey's (employer engagement link governor) visit report.

The employment engagement link governor asked the Principal what is the plan to implement the strategy to engage with industry sponsors and partners. The Principal responded that this is ongoing, and that the DCU met with employers locally to develop engagements like: Battersea Power Station Development Corporation, Mace, MacAlpine, Keltbray and others are on board.

The employment engagement link governor asked the Principal, how they can get the teachers to understand what employer engagement does so that the teachers can be able to explain to the students. The SAB also discussed possibility of employer sponsors proving mentoring to the students. He also

asked the Principal when the employer engagement plan would be ready. The Principal confirmed that the Vice Principal is working on employer projects calendar; awaiting confirmation of dates or venues from King's Hospital, GSTT and Skanska.

The SAB also noted Joanne Young's (SEND link governor) visit today and that she was pleased that she was able to focus on SEND on the visit. The governor visit report will be presented at the next SAB meeting on 6 February 2018.

The SEND link governor took the SAB through her observations during her visit, that the UTC needs to have its specific policy on SEN and that SEN report should be published on the website. Also that SENCO and teachers should be more responsive.

11. UTC Autumn Term 2018 Visit & self-assessment safeguarding audit reports

The SAB noted the UTC Autumn term 2018 visit and self-assessment safeguarding audit report.

12. Governance Update

The SAB noted the governance update.

The Chair confirmed that Leona Ross has agreed to take on additional role as the pupil premium link governor.

The CEO confirmed that Dan Cundy has been appointed the Executive Principal of the SBA Trust and he will remain the Principal of the UTC until the end of 2018/19 academic year.

The CEO confirmed that Richard Parrish had resigned from the SBA Board and UTC School Advisory Board. This is because of work commitment at his school, as his Deputy Head teacher had also resigned to take up a new role as Head teacher in another school. The CEO expressed her appreciation on behalf of the SBA Board and SAB to Richard Parrish for his immense contributions to the SBA Trust.

13. Local school risk register

The SAB noted the UTC risk register.

A governor challenged the Principal on the risk register that it has too many high risks and that the mitigation measures do not result in a reduction in the risks. The governor asked the Principal to provide an explanation and what measures would be taken to reduce these risks. The Principal responded that although there are several risks with a high impact rating, there is only one with a high probability rating: student recruitment. The Principal said that it is challenging to significantly reduce the probability or impact of low student

recruitment numbers; this is particularly the case in an increasingly competitive market with increasing 6th form capacity opening locally for example. Also, that staffing will remain a challenge while the UTC operate in a shortage market, with lack of suitable staff particularly in STEM subjects. The Principal believes that having a company-wide approach to some risks will yield benefits and economies of scale which should mitigate some risks.

The CEO confirmed that the new Trust Business Manager would be reviewing the risk register.

14. Register of business interests

The SAB noted the register of business interests.

**Date of next meeting
4.00 pm, on Wednesday, 27 February 2019**

Confirmed as a true record

..... (Chair)