

**Minutes of the meeting of the South Bank Engineering UTC Local Governing
Body**

held at 4.00 pm on Tuesday, 15 May 2018

**South Bank Engineering UTC - South Bank Engineering UTC, 56 Brixton Hill
SW2 1QS**

Present

Nicole Louis (Chair)
Ed Arthur
Ian Brixey
Dan Cundy
Beau Fadahunsi
Natalie Ferer
Sarah Gordon
Ruth Smith
Joanne Young

Apologies

Richard Parrish
Tony Roberts
Leona Ross

In attendance

Kam Bains (item 5)
Alexander Enibe

1. Welcome and apologies

The chair introduced herself as the new interim chair of the LGBs and interim CEO of South Bank Academies. All the governors introduced themselves. The chair welcomed the governors and acknowledged Brendan Collins as an observer from DfE.

The above apologies were noted.

The LGB had just received an information session on UTC data.

2. Declarations of interest

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

3. Minutes of previous meeting

The LGB approved the minutes of the previous meeting of 7 March 2018.

4. **Matters arising**

Matters arising from minute 5 of the previous meeting - the LGB requested that the Principal should prepare proposal & employers' commitment and circulate, and if the governors are happy, it would then be presented to the SBA Board meeting - the Principal would provide an update at the next LGB meeting of 4 July 2018.

The LGB noted that the chair had not looked into the second item arising from minute 5 of the previous meeting as she had just recently resumed the position as the interim CEO of South Bank Academies. The chair confirmed that the possibility of registering both the UTC and UAE with Aimhigher would be looked into.

5. **Principal's Report**

Kam Bains, Vice Principal joined the meeting.

The LGB noted the Principal's report.

The Vice Principal took the LGB through the safeguarding report. The Vice Principal confirmed that the school has installed a new recording system online (CPOMS), to facilitate recording and reporting, and the new system is working well. A governor queried why the school had to change to the new system. The Vice Principal confirmed that the new system is good across the board and very popular and that is why the school decided to move to the new system.

The Vice Principal confirmed that the systems for safeguarding students are strong, and that the number of areas identified by the DfE-led review for urgent actions had been remedied. Since then, the London Borough of Lambeth had conducted an audit, and there have been a Term 5 DfE visit and Judicium 'Mock Ofsted' visit. The Vice Principal confirmed that the single register is regularly updated with vetting checks complete, including Section 128 checks on school leaders. A governor queried the Vice Principal on whether the school staff have undergone safeguarding trainings. The Vice Principal confirmed that training has been completed for DSL level 2 and 3 by both pastoral managers as Deputy DSLs. The Vice Principal confirmed that there is an online platform where the staff are undergoing training and they are being trained.

The chair asked the LGB if the information on safeguarding provided by the Vice Principal was sufficient. A governor asked why a safeguarding link governor or committee had not been set up as suggested in one of the previous meetings. The chair confirmed that the governance review of the UTC is ongoing and all areas would be looked into before the Board makes a decision on the governance structure.

The LGB agreed that there should be a continuous oversight on safeguarding in the school by the LGB. There has been good measures put in place

following the reviews carried out on the UTC, and these measures must be maintained.

The Principal took the LGB through the Principal's report. The Principal confirmed the external review visits conducted and various areas of improvement highlighted in the reports. A governor challenged the Principal on whether subject knowledge of the teachers undergoing training was an issue following the reviews. The Principal confirmed that subject knowledge was not an issue but that the teachers are quite stretched because of their numbers. The LGB asked how the Principal is handling the staff welfare and wellbeing. The Principal confirmed that there are different things being done like; going for outings together, providing them mobile phone insurance, healthcare plan etc.

The LGB discussed the inconsistency in marking and agreed that improvement was needed in this area as was suggested in the report. The LGB noted the suggestion from the report about the school getting more from the sponsors and employers. A governor challenged the Principal on whether there was an improvement list or plan to enable the governors' and school not lose track of areas to be monitored. The Principal confirmed that he would use the Self Development Plan (SDP) to show the LGB how to monitor progress. The LGB agreed that in the September 2018 meeting, the LGB would be involved in preparing the School Development Plan (SDP) together with the Principal, by providing input at the preparation stage before it goes to the SBA Board for approval. A governor asked whether the LGB and Board would be working on the School Development Plan (SDP) to shape it, and the chair confirmed that the LGB would play a role in the preparation of the Self Development Plan (SDP), but everything would also depend on the ongoing governance review and the new governance structure. The Principal was of the opinion that the Self Development Plan has to be prepared so that it will fit into the timeline with the LGB meeting and Board meeting. The Clerk was asked to look at the timelines of the Board and LGB meetings so that the preparation can be within the timeline.

The Principal took the LGB through quality of teaching, and confirmed that they are limited on training of teachers. The chair asked the Principal whether there has been cross-fertilisation with the Academy in terms of training. The Principal confirmed that there has been discussion about it but it has not been done, but there is a plan to explore that area.

On conduct and attendance, the Principal confirmed that the Year 12 students are acting immature and causing concern for management. Although, there is no permanent exclusion there has been fixed-term exclusions. Attendance stands at 94% in line with last year but down when compared nationally. A governor queried how this is measured regionally. The Principal confirmed that he was not aware of where this has been compared regionally. A governor asked the Principal whether he had looked at whether the reasons for the students' lateness was down to their parents or the distance. The Principal confirmed that the lateness is usually for 5 minutes and is mostly down to distance. The school is also working with London Borough of

Lambeth team on lateness and parents can be fined for not bringing their children to school but the process is very long. A governor queried the Principal on whether the lateness are authorised or unauthorised. The Principal confirmed that it is authorised because the school knows where the students are as their parents call whenever they are running late.

The Principal confirmed that some students have been given unconditional offers at the LSBU. The LGB thanked Sarah Gordon and her team at LSBU for the developing partnership with LSBU.

The Principal confirmed that predictions of student achievements are positive. Pupil premium students' performance dipped compared to students not on pupil premium. The LGB challenged the Principal on the reliability of the data of the schools that the UTC is being compared against. The Principal confirmed that the schools the UTC work with have confidence in their data and whenever things change, they will inform the UTC.

The Principal confirmed that the students are expected to do well in BTEC following the predictions. The Chair challenged the Principal on the date the predictions were made. The Principal confirmed that the data was made before Easter 2018 and that they have baseline targets, to allow progress to be measured since joining the UTC. The Principal confirmed that computer science needs to improve.

The LGB noted likely staff recruitment for the new academic year including a physics teacher. There is also an LSBU alumni joining as a teacher.

The LGB noted that the Principal is drafting the UTC budget for next year.

The LGB challenged the Principal on the potential recruitment figures and how confident he is that these students would join the UTC. The Principal confirmed that there has been fifty applicants in Year 10 and hoping to get more, and these numbers would replace the thirty-three students leaving. Also, there are students applying to the school because of the BTEC being offered at the UTC which other UTCs do not offer and the students are promising to join. The LGB asked if there is work experience being offered. The Principal confirmed that at the interviews, the students are told about the prospect of getting interviews and job opportunities if they joined the UTC. The chair suggested that the Principal should also showcase to the students the potential opportunities with LSBU.

Kam Bains, Vice Principal left the meeting.

6. UTC risk register

The LGB noted the risk register.

The LGB discussed the issue of compliance, which was reported in the risk register, and confirmed that a governance review is underway.

The Principal confirmed that the safeguarding systems and procedures are tighter following the DfE review and London Borough of Lambeth audit. A governor requested to see the mitigating actions from the risk register. The LGB requested that the format of the register should be reviewed.

The Principal confirmed that land and building are not on the risk register but are being worked on. The chair confirmed that LSBU estates have brought in consultants to assess the buildings of the schools for maintenance and would provide a report to cover health and safety issues afterwards.

The LGB discussed the new General Data Protection Regulation (GDPR), which will come into force on 25 May 2018. The LGB noted that this service has been outsourced to Judicium.

7. School Improvement Plan - Key Updates

The LGB noted the school improvement plan 2017/18.

The Principal took the LGB through the school improvement plan. The Principal confirmed that there is difficulty in recruiting teachers, although the UTC is doing better than other schools. In addition, student applications are higher than last year but still challenging.

The LGB noted that a Business Manager is being recruited.

The LGB discussed the provision of international links by sponsors. Ian Brixey confirmed that he would discuss with the Principal on the UTC requirements. The LGB requested that the Principal prepare a school plan that would reflect an international outlook and present at the LGB meeting of 19 September 2018.

8. Self Evaluation Form

The LGB noted the Self-evaluation form 2017/18.

The Principal took the LGB through the key updates.

The Principal confirmed that the outcomes for children and learners is judged to be good but there are measures put in place to further improve on the outcomes for children and learners.

The Principal confirmed that the quality of teaching, learning and assessment is judged to be good. There are further steps put in place for improvement like; consistency of marking and feedback so all learners know how to improve, especially in 'portfolio subjects', secure consistently good teaching across all subject teams: particularly from beginner teachers etc.

The LGB noted the format used to present the SEF paper and suggested that other meeting papers could be presented the same way as it is straight to the point.

9. Partner Engagement Plan

The LGB noted the partner engagement plan.

The Principal confirmed that a wide range of engagement with sponsors and partners are adding significant value, and all students have benefitted from engagements.

Partners and sponsors are very supportive to the UTC. The Principal confirmed that engagements now leading to further pathways: apprenticeship and university offers. Assemblies and engagements on site with Years 12 and 13 leading to privileged apprenticeship offers to Year 13.

10. Finance management report (accounts to Mar 2018)

The LGB noted the management accounts to March 2018.

The LGB noted that the 2017/18 – year to date (YTD) financial position for South Bank Engineering – UTC shows a surplus of £181,000 against a budget deficit of (£63,000). This is primarily due to transition funding of £200,000 received that is not included in the budget projection. Overall, staffing cost and other operating expenditure are in line with budget.

Natalie Ferer confirmed that the finance control had improved.

The LGB noted that it is expected that some additional projects would be carried out this year as a result of the surplus.

The LGB discussed having a 3 – 5 year financial policy and planning for the UTC, as there are now financial numbers. The chair suggested that the LGB should look at one year for now, as nobody knows what DfE policy would be on funding, and to also look at the students' numbers in September 2018. A governor suggested that it would be good to spend the money where the students can be supported, and on the teachers that the UTC does not have. A governor suggested that money should be spent on marketing to get more students. The LGB requested that the Principal should prepare a plan on his priorities and present at the next meeting on 4 July 2018.

11. Governors' visit report

The LGB noted Sarah Gordon's governor's visit report.

12. UTC Internet safety report

The LGB noted the internet safety report.

13. **AOB**

The LGB discussed the meeting papers and pack being presented by the Principal at the meetings. The LGB agreed that this should be discussed further as the LGB would prefer a more concise meeting papers and pack. The LGB requested that the meeting pack discussion should form part of the governance review currently going on and that governors should send comments before the LGB meeting in September 2018.

The Principal requested the LGB's support to change the September term date because the half-term is moving to 2 weeks in September. The reason for the change is to give the management more time to prepare for the students' resumption. The LGB supported the Principal on this and requested that the Principal change it for the year but if it causes problems to the parents, then it should be reversed.

**Date of next meeting
4.00 pm, on Wednesday, 4 July 2018**

Confirmed as a true record

..... (Chair)