

**Minutes of the meeting of the University Academy of Engineering School  
Advisory Board  
held at 4.00 pm on Thursday, 21 March 2019  
University Academy of Engineering - Trafalgar Street, London SE17 2TP**

**Present**

Chris Mallaband (Chair)  
Zakir Matin  
John Taylor

**Apologies**

Veronica Allen  
Karen Fowler  
Lesley Morrison  
Tony Roberts

**In attendance**

Alexander Enibe

**1. Welcome and apologies**

The Chair introduced himself to the SAB (being his first meeting as Chair) and welcomed the governors to the meeting.

The above apologies were noted. The meeting was quorate.

**2. Declarations of interest**

No governors 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 31 January 2019.

**4. Matters arising**

The SAB noted all matters arising from the previous meeting.

On matters arising from item 4, the SAB noted that the clerk has started the recruitment of more local governors. The SAB noted that a new governor has been appointed a local governor (Alex Drake).

The Chair has volunteered to be the safeguarding link governor.

The SAB requested that the Principal liaise with the Business Manager and contribute to the development of the UAE risk register.

The SAB requested that the Principal circulate the exam results in April, and prepare interventions based on the April exam results and come back to the SAB meeting in May 2019.

## 5. Curriculum and staffing plan for 2019/20

*Jason Philipsz joined the meeting.*

The SAB noted and supported the curriculum and staffing plan for 2019/20.

Jason confirmed that historically the curriculum was quite prescriptive, but that the Principal has introduced some changes like Day 10 since joining the UAE.

A governor asked Jason to explain Day 10. Jason gave a few examples including that some of the students do project learning which is set up by external organisations including LSBU; the students also do community projects that are linked to sustainability and others take part in an educational visit. The students rotate through the different activities every two weeks.

The SAB asked Jason about the other students that are not doing the Day 10. Day 10 runs for one year group at a time. Other year groups continue with their curriculum lessons on this day.

The SAB queried whether 5 hours for English was sufficient. The Principal confirmed that it is sufficient but that when the results are out, this can be reviewed.

In response to a question, Jason confirmed that the library lesson is being done by the Year 9 students.

The SAB requested that Maths and English Heads of Department do a presentation at the next SAB meeting in May 2019.

The SAB noted that under key stage 4 students will be able to study whatever subject they wish regardless of ability. Students can make 4 option choices; they can pick from Engineering, Product Design, Computer Science, Spanish, History, Geography, Art, Music, Drama, Business Studies and PE.

The SAB also noted that previously, Spanish was compulsory for all students, and students made 3 option choices: one had to be either Computer science or a Design and Engineering subject. The SAB noted that there may be a consequent reduction in the percentage of students who will follow a EBACC compliant curriculum and that this should be discussed with the Executive Principal.

The SAB noted that there would be changes to the number of lessons. Jason confirmed that next year, there would be 150 students in Year 7, which means that there will be an increase in the number of lessons that need to be taught in key stage 3 and 4 next year.

The SAB noted positively that the UAE has secured 150k funding from the DfE, as part of the DfE tailored support programme. The SAB congratulated the Principal for this. The UAE are reducing the number of lessons taught by recently qualified teachers and their mentors. As a result of all these developments the number of lessons that need to be supervised by teachers and support staff has increased by 176 since last year.

The SAB noted that the UAE would require investment in new teachers and discussed the funding. The Clerk advised the SAB that the Principal would have to apply for the funding through the Executive Principal, who will then seek approval from the CEO before this is brought to the SBA Board. The Chair suggested the he would raise the issue of funding with the Executive Principal, and in particular the issue of where the additional funding would come from.

The SAB noted the UAE teaching and non-teaching staff requirement for next year.

*Jason Philipsz left the meeting.*

## 6. **Safeguarding software overview and attendance targets**

*Jason Badu joined the meeting*

The SAB noted the safeguarding software overview (CPOMS) and attendance targets.

The SAB noted that the UAE previously had an old system but have now invested in CPOMS, which allows them to record safeguarding related events and concerns. The software can be used on mobile, laptops and phones. The SAB noted that personal data is well protected, as the system allows them to redact information, and that even staff do not have access to all information on the system. The SAB noted that CPOMS is now being used across many schools for school safeguarding.

The SAB asked which of the staff have access to CPOMS and will use CPOMS. Jason confirmed that the school police, some staff and safeguarding lead. Jason also confirmed the staff has been given leaflets to tell them their responsibilities and the safeguarding lead also provides guidance. The SAB noted that staff receive email notifications whenever they need to interact with CPOMS but they do not see the students' file.

Jason offered the chair of SAB to attend one of the intervention meetings at the school.

*Jason Badu left the meeting*

## 7. **Sixth form curriculum offer, progress update and recruitment update**

*Meirion Lewis joined the meeting.*

The SAB noted and supported the sixth form curriculum offer, progress update and recruitment update.

The SAB noted the new 6<sup>th</sup> form offer and the rationale. The entry criteria; vocational pathway: minimum of 4 GCSE's at Grade 5-9 including Maths and English (A Merit at Level 2 BTEC will count as 1 GCSE). A Level pathway: minimum of 6 GCSE's at Grade 5-9 including Maths and English. Individual; courses have differing entry criteria. The SAB discussed the entry criteria.

The SAB noted that from September 2019 there would be new students joining as part of the UAE expanded Year 12 cohort. There will be a range of subjects on offer at A level to cater for the increased interests. In addition, the UAE will offer a level 3 BTEC in Engineering and Extended Project Qualification (EPQ).

The SAB noted the summary of Year 13 progress data from mock examinations in February 2019. Meirion confirmed that current results for A level subjects are already ahead of what the Year 13 students achieved last year.

In responding to a question from the SAB, Meirion predicted that results would be an improvement over the previous year.

The SAB noted that 55 students' applications were received. Out of this, 38 are internal applications and 16 are external applications (11 of those are for BTEC Engineering).

*Meirion Lewis left the meeting*

## **8. Year 6 admissions update**

*Rob Harding joined the meeting.*

The SAB noted the Year 6 admissions update and commended the Academy, as it appears that they are likely to meet the Published Admission Number (PAN) for the first time and could potentially be oversubscribed.

The SAB noted the upward and positive 3 year trend in 2017/18, 2018/19 and 2019/20.

*Rob Harding left the meeting.*

## **9. Year 7 to 10 assessment and reporting model**

The SAB noted and supported the Year 7 to 10 assessment and reporting model.

The Principal took the SAB through the key stage 3 assessment model, target setting, formative assessment, mid-year reporting to parents and end of the year summative assessment.

10. **Pupil premium spending 2018/19**

The SAB noted the pupil premium spending plan. The Principal took the SAB through the spending plan.

The SAB queried the Principal on the impact of the pupil premium spending on the students and how it can be measured. The Principal suggested that this is an area where LSBU could do some research.

Overall, the SAB were impressed with the pupil premium plan.

11. **Link governor roles' update (to review)**

The SAB noted the link governors' role update. The chair volunteered to be the safeguarding link governor.

The SAB discussed the possibility of having all the governors attend each of the link governor visits together instead of governors doing independent link visits. The SAB agreed to consult further.

12. **Governors' visit update**

The SAB noted Zakir Matin's (curriculum) link governor visit update.

13. **SBA and SAB Chairs' recruitment update**

The SAB noted the SBA and SAB chairs' recruitment update.

**Date of next meeting  
4.00 pm, on Thursday, 9 May 2019**

**Confirmed as a true record**

..... (Chair)