

**Minutes of the meeting of the University Academy of Engineering School  
Advisory Board  
held at 4.00 pm on Thursday, 7 November 2019  
Trafalgar Street, London SE17 2TP**

**Present**

Chris Mallaband (Chair)  
Safia Barikzai  
Alex Drake (Vice-Chair)  
Philipp Herzberg  
Zakir Matin  
Tony Roberts  
John Taylor

**Apologies**

Veronica Allen  
Elizabeth Adeyemi  
Karen Fowler

**In attendance**

Alexander Enibe  
Helena Abrahams  
Om Parkash

**1. Welcome and apologies**

The Chair welcomed everyone to the meeting, including Helena Abrahams (Trust Business Manager), who was attending her first meeting.

The SAB noted that Veronica Allen has not attended the last three SAB meetings and the Clerk confirmed that an official letter has been sent to her in relation to this.

The above apologies were noted.

**2. Declarations of interest**

The SAB noted interest of the staff governor in pay policy discussion under item 12.

**3. Minutes of previous meeting**

The SAB approved the minutes of the previous meeting held on 10 October 2019.

**4. Matters arising**

The SAB noted the actions arising from the previous meeting.

The SAB noted the issue of lack of CCTV coverage of the whole UAE. The Principal confirmed that Jason Phillips would provide an update on this at the next SAB meeting on 30 January 2020.

On Parent pay, the Principal confirmed that a workable system is now in place. The SAB noted that that the Principal would inform the SAB whenever there is an issue on Parent pay.

The SAB noted that the school improvement advisor would be coming to debrief the SAB on the school improvement plan at a future SAB meeting.

## **5. Presentation on staff wellbeing**

*Hannah Dalton (HD) joined the meeting.*

The SAB noted presentation on staff wellbeing.

HD took the SAB through the presentation.

The SAB noted that from the UAE survey, the engagement score was low.

HD said that from her conversation with the staff, it appeared that there is lack of communication from the Trust on its vision and strategy. HD suggested that there should be more visibility of the Trust at the UAE, as the opinion of the staff is that this is also lacking.

The SAB noted that the Executive Principal gave a talk on the Trust's vision and strategy at the UAE recently and this was well received by the staff. HD suggested that more of these events should be done.

The SAB noted that Sarah Cowley (LSBU Interim Director of Organisational Development) visited the UAE to talk to the staff about rewards. HD suggested that it would be good for Sarah to provide an update on rewards following her visit to the UAE.

HD confirmed that the non-teaching staff at the UAE feel that there are not enough personal development opportunities available for them within the LSBU Group and would like the Trust to provide these development opportunities.

A governor confirmed that there is a plan by the LSBU team to consult with the UAE to know what type of CPDs are needed.

The governor suggested that the UAE and LSBU wellbeing teams can work collaboratively to share ideas in different areas where LSBU can provide support to the UAE; like during the UAE wellbeing day.

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

The SAB noted the principal's report.

### *Ofsted and SEF*

The Principal confirmed that the planned development of the UAE over the year, along with the changes that have been made over the past two years, are in line with Ofsted's expectation.

The SAB noted that the UAE have not had in place a rolling programme of laptop/chromebook replenishment strategy and that this has not been built into the school's budget cycle. The Principal said that this means that the number of devices per student has significantly reduced over the last two years.

The Principal confirmed that the purchasing of chromebooks to get the UAE back to the level of the average school needs to be a priority.

The Business Manager confirmed that there would be a rolling programme in the budget of 2021.

### *Staffing report*

The SAB noted that the HR's priority since appointment of the Trust HR Manager and HR Officer has been to deploy the academy's HR policies, and prioritising absence management.

The SAB noted that recruitment is a challenge in the current market, and there is high turnover in the STEM subjects even though they are paying well into the main pay scale and beyond to remain competitive.

A governor asked what preparation are in place for the likely Ofsted inspection.

The Principal confirmed that the Self-evaluation form (SEF) has all the plans, and that the new Ofsted framework was taken into account when the SEF was prepared.

The SAB suggested that other required information should go onto the UAE website.

### *Building culture*

The Principal confirmed that the SLT of the UAE will develop to where they want it to be by building a collective understanding of the expectations of behaviour for all staff and students.

The Principal said that these behaviours will be explicitly taught and referred to in different ways and will all reference the schools expectations of confidence, ambition and social responsibility.

The Principal confirmed that building a culture of shared expectations and values that inform actions will be a key priority going forward.

The Principal suggested that this is a project that the SAB will want to engage with and monitor.

A governor asked whether this will be a one-off programme or continuous. The Principal confirmed that the programme will be continuous.

**7. Staff survey update**

The SAB noted the staff survey update.

This agenda item was covered under item 5 above.

**8. Quality of teaching update**

The SAB noted the quality of teaching update.

*Learning walks*

The SAB noted that 102 learning walks were completed, 24 E4L follow ups and 14 challenge follow ups. These follow ups were mainly NQTs.

The SAB noted that the deep dive departmental review will be used to test the effectiveness of the support plans.

*Teaching and Learning Support*

The SAB noted that there are 14 teachers on the tailored support programme and these teachers are at the early stages of their career and also receiving coaching from the experienced members of staff.

The SAB noted that 8 NQTs are at various stages in their induction years, and two members of staff are providing induction programme and additional support to them.

The SAB noted that there are 3 PGCE students in Science, Spanish and English, who are being monitored by experienced staff within their department.

*Deep Dive Department Reviews*

The SAB noted that the deep dive department reviews will commence on Wednesday, 13 November 2019 and will continue until the end of the month.

In response to a question, the Principal confirmed that from the teachers previously on the support plans, some have moved on because they have improved and some have left the UAE for another job.

The SAB requested the Vice Principal to provide an update on quality of teaching at a future meeting.

The SAB noted that the report clearly stated the proportion of teaching that met standards. However, it was suggested that more information about the quality of teaching was needed – how much was good or great teaching for example. A measure is needed that can show how teaching quality is improving.

The Principal confirmed that the Vice Principal can provide something to the SAB but would not be scoring the teachers.

9. **Performance of students in Year 13 and Academic profile of students in year 12 and 13**

The SAB noted the presentation on performance of students in Year 13 and academic profile of students in Year 12 and 13.

The SAB discussed the 13 students in the last A level results that had low results.

The SAB noted that these students came from other schools and not from the UAE.

The SAB noted that there are currently some students in Year 13 with this type of background and asked the Principal what is being done to these Year 13 students coming through.

The Principal confirmed that there is more being done this year about the students compared to last year, as more experienced teachers are working with these students.

The SAB requested further information at its next meeting on 30 January 2020 on the performance of the Year 13 and Year 12 cohorts and measures being taken to ensure value added performance increases. More information is needed on assessment points within each of these year groups.

10. **School development plan 2019/20 and SEF 2019/20 update**

The SAB agreed to defer the discussion of the school development plan 2019/20 and SEF 2019/20 to the next meeting in January 2020.

11. **Management account to September 2019 and August 18/19 Forecast of Outturn Position**

The SAB noted the management accounts to September 2019 and August 18/19 forecast of outturn position.

The SAB asked the Finance Manager whether the UAE spent the pupil premium on improving achievements of the students as planned. The Finance Manager confirmed that the Principal has the figures on this.

The SAB requested the Principal to provide the 2018/19 pupil premium spending to the next meeting on 30 Jan 2020.

The SAB requested the Finance Manager to provide explanation on the variances in the management account at the next meeting.

The Chair confirmed that he will raise this issue with the SBA Executive.

**12. SBA 2019/20 Budget & Financial Forecast 2019/20 to 2022/23**

The noted the SBA 2019/20 Budget & Financial Forecast 2019/20 to 2022/23.

The SAB requested that this should be circulated.

**13. Pay policy update**

The SAB noted that the pay policy update.

The Chair informed the SAB that the Trust has agreed to pay the staff 0.75% on top of the initial 2% pay rise that was previously announced by the Executive Principal.

The SAB were please that all staff will now benefit from the full 2.75% increase. They felt that this was a positive step taken by the Trust.

**14. Governor visits**

The Chair took the SAB through the link governor's visit schedule and asked each governor to volunteer a date they would like to make their visits to the UAE.

The SAB agreed that the Chair will email all governors and the governors can then respond directly to the email to confirm their availabilities.

The SAB noted that the safeguarding lead will make a termly visit to the UAE to look at a different aspect of safeguarding and to check the SCR.

**15. UAE register of interest**

The SAB noted the 2019/20 UAE register of interest.

**16. Governors' training and Link governors' visit update**

The SAB noted the link governor visit conducted by Chris Mallaband.

The visit focused on examination of SCR and associated processes.

**Date of next meeting  
4.00 pm, on Thursday, 30 January 2020**

**Confirmed as a true record**

..... (Chair)