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Meeting of the University Academy of Engineering Finance & General Purposes

5.00 - 6.00 pm on Wednesday, 9 November 2016
in University Academy of Engineering - Trafalgar Street, London SE17 2TP

Agenda

| <i>No.</i> | <i>Item</i> | <i>Pages</i> | <i>Presenter</i> |
|-------------------------|---|-----------------|------------------|
| 1. | Welcome & Apologies | | Chair |
| 2. | Declarations of Interest | | Chair |
| - | Governors are requested to declare any interest in any item of business | | |
| 3. | Minutes of the Previous Meeting Held on 30 June 2016 | (Pages 3 - 6) | Chair |
| 4. | Matters Arising | | Chair |
| 5. | Finance & General Purpose Committee Terms of Reference | (Pages 7 - 8) | Clerk |
| Items to discuss | | | |
| 6. | October 2016 Financial Management Report | (Pages 9 - 12) | Business Manager |
| 7. | 2015/2016 Full Year Management Accounts | (Pages 13 - 16) | Business Manager |
| 8. | Pupil Premium | | Principal |
| 9. | Premises Report | | Principal |
| Items to note | | | |
| 10. | Any Other Business | | Chair |

Date of next meeting
5.00 pm on Wednesday, 8 February 2017

Members: Natalie Ferer (Chair), Rao Bhamidimarri, Michael Broadway and Gary Nelson

In attendance Dan Smith (Business Manager), Pervena Singh (Clerk)

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Minutes of the Finance & General Purposes Committee meeting
of the University Academy of Engineering South Bank
held at 4pm on Thursday, 30 June 2016
in the Academy, Trafalgar Street, London SE1

Present

Natalie Ferer Chair (for Rao Bhamidimarri)
Irene Bishop
Michael Broadway

Apologies

Jane Rowlands Principal
Rao Bhamidimarri Chair

In attendance

Dan Smith Business Manager, UAESB
Joe Kelly Clerk

Welcome

1. The Chair welcomed governors to the meeting. Apologies were noted. Natalie Ferer agreed to chair the meeting.

Declarations of interest

2. No member declared an interest in any item on the agenda.

Minutes of meeting held on 10 March 2016

3. The committee approved the minutes of the meeting of 10 March 2016.



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Matters Arising

4. Section 4: it was reported that the option of submitting a bid to the DfE's Maintenance Fund to address the need to fund capital works for the legacy building(s) was on-going.
5. Section 6: it was reported that a settlement with Southwark Council over dilapidations had been reached.
6. Section 7: it was noted that due to the new governance structure the establishment of subcommittees of the governing body was the responsibility of the Board of Directors.
7. Section 9: the credit card policy had been reviewed by the Chair of the meeting. The bank had advised that names of administrators should not be confirmed until the new MAT governance structure was fully established.

May 2016 Finance (Management) Report

8. The meeting noted the report. A surplus of £235,000 was forecast for the school against a budget target of £65,000.

Budget 2016-17

9. The committee discussed the budget for the Academy in detail. Natalie Ferer confirmed that satisfactory responses had been received to her additional questions by the tabled paper.
10. In response to questions, it was confirmed that details of the expenditure of the Pupil Premium are available on the school web site in accordance with OfSTED requirements and are also separately itemised on the accounts system. The meeting requested that the breakdown be included in future reports.
11. The committee noted that there was likely to be a 3.5% charge for central services for two posts. The Board of Directors would approve the company budget at its meeting on 12 July 2016.



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12. The committee discussed the financial implications of lower than planned entry numbers to the opening of the post 16 Sixth Form in September 2016. The committee accepted that the forecasts presented acceptable financial risks in the forthcoming year but that a small intake in September 2016 would have greatest negative financial impact in September 2017. The committee agreed to raise this with the full local governors meeting to follow. The committee noted its thanks and appreciation to Dan Smith for his work in presenting the budget and for its clarity. The committee recommended the budget to the Board of Directors for approval.

Any other business

13. The committee noted that as the Academy is part of a multi-academy trust it would not be reviewing the year end accounts for the company as it had done in the past. The committee requested to discuss the full year management accounts for the school at its next meeting.

Date of next meeting

14. A date for the next meeting would be confirmed once a schedule of meetings was agreed at the South Bank Academies Board of Directors' meeting on 12 July 2016.

The Chair closed the meeting.



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Confirmed as a true record:

..... (Chair)

ACTIONS

| Item | Action details | Who |
|-------------|---|------------|
| 7 | Confirm administrators on the bank account once MAT structure is fully established. | Dan Smith |
| 10 | Details of Pupil Premium allocations to be included in future reports to the Committee. | Dan Smith |
| 13 | Full year management accounts for the school at the next meeting. | Dan Smith |

Finance and General Purposes Committee

Purpose

- To assist the decision making of the Local Governing Body, by undertaking detailed consideration of all matters relating to finance, premises, health and Safety and other matters.
- To ensure, on behalf of the Local Governing Body, that proper planning, monitoring and probity are in place and that appropriate operating mechanisms exist.

Membership: three governors and the Principal. Business Manager to attend.

Quorum: two governors and the Principal.

Meetings: once a term (three times a year)

Terms of Reference

Overall responsibilities

- To consider, review and monitor the school's annual budget;
- To ensure the school meets the requirements of independent audit process;
- To consider recommendations from external reviews, make recommendations to the LGB on action, and monitor and evaluate implementation.
- To monitor and evaluate the use of resources, including long term financial plans;

Budgeting and monitoring

- To review and agree on behalf of the LGB the system of financial controls, including audit, and monitor implementation;
- To ensure expenditure is consistent with the school's financial policies;
- To consider and recommend approval of expenditure not included in the approved budget according to the limits set in the financial delegations;
- To ensure that an annual check of the inventory and of fixed assets is carried out.

Premises

- To consider any reports on premises -related issues including relevant contracts for facilities management and procurement;
- To recommend approval of costs and arrangements for facilities management within the budget allocation.

Staffing

- To review issues relating to the staffing costs.

Reporting

- To report termly on management accounts, and on the agreed annual budget to the LGB;
- To report on the annual audit of all public funds to the LGB.

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| | |
|------------------|---|
| | CONFIDENTIAL |
| Paper title: | Finance Report October 2016 |
| Board/Committee: | University Academy of Engineering South Bank |
| Date of meeting: | 9 th November 2016 |
| Author: | Dan Smith |
| Purpose: | Discussion |
| Recommendation: | To discuss the current financial position of the University Academy of Engineering South Bank |

Executive Summary

The purpose of this report is to provide information and assurance of the current financial position of the University Academy of Engineering South Bank.

The information shown will form the basis of further discussion on;

- The Forecast as per 31st October 2016
- Analysis of Income and Expenditure
- Pupil Numbers
- Revision of 2016/17 Budget
- Clawback 2015/16 and 2016/17
- 2015/16 Annual audit



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The table below shows the current financial position for the financial and academic year 2016/17.

| Current Forecast for Academic Year 2016/17 (As at 31st October 2016) | | | | | | 17% | Percentage of Year completed |
|--|----------------|------------------|------------------|-----------------|---------------------------|---|---------------------------------------|
| | | | | | Current/Forecast % | Comparison Last Year Current/Forecast % | Comment |
| Income | Current | Forecast | Budget | Variance | | | |
| GAG Income | 574,895 | 3,431,050 | 3,431,050 | - | 17% | 17% | On Target |
| Start Up Grants | 100,417 | 182,500 | 182,500 | - | 55% | 33% | Start Up Grants Front ended |
| Other Government Income | 34,361 | 190,200 | 190,200 | - | 18% | 11% | On Target |
| Other Income | 5,776 | 115,500 | 115,500 | - | 5% | 41% | On Target |
| Capital Grant | - | - | - | - | | | |
| Income Total | 715,449 | 3,919,250 | 3,919,250 | - | | | |
| | | | | | | | |
| | | | | | | | |
| Expenditure | Current | Forecast | Budget | Variance | Current/Forecast % | | |
| Teaching Salaries | 227,252 | 1,533,513 | 1,832,125 | 298,612 | 15% | 15% | On Target |
| Other Salaries | 83,644 | 553,861 | 790,130 | 236,269 | 15% | 14% | On Target |
| Other Staff Costs | 31,256 | 118,757 | 118,757 | - | 26% | 3% | Training for T&L for year purchased |
| Building Maintenance & Occupancy Costs | 22,176 | 314,400 | 314,400 | - | 7% | 9% | On Target |
| Curriculum Budgets | 9,152 | 77,875 | 77,875 | - | 12% | 13% | On Target |
| Consultancy/Professional Services | 18,613 | 95,294 | 95,294 | - | 20% | 31% | Advertising for Post 16 Open Evenings |
| Catering Costs | 36,694 | 220,000 | 220,000 | - | 17% | 16% | On Target |
| Exams | - | 10,000 | 10,000 | - | 0% | 0% | On Target |
| IT Costs | 1,440 | 117,330 | 117,330 | - | 1% | 12% | On Target |
| Capital Costs | - | 10,000 | 10,000 | - | 0% | 0% | On Target |
| Other Costs | 5,325 | 68,350 | 68,350 | - | 8% | 2% | On Target |
| Expenditure Total | 435,552 | 3,119,380 | 3,654,261 | 534,881 | | | |
| | | | | | | | |
| Surplus/(Deficit) | 279,897 | 799,870 | 264,989 | 534,881 | | | |

Notes:

Variance Column:

A positive number indicates a positive variance, this shows a better forecasted financial result against the original budget

A negative (bracketed) number indicates an adverse variance, this shows a poorer forecasted financial result against the original budget

Introduction

Please find above the finance report for October 2016 for the University Academy of Engineering South Bank. Within this report you will find analysis relating to the forecast and additional information.

Forecast Analysis

Income

Income is currently in line with the budgeted amounts. Start-up grants are 55% received as they are 'front ended' towards the start of the year. Information on Pupil Premium and Top Up Funding for specific students is currently unavailable, amounts for these have been forecast as accurately as possible but with a conservative bias.



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Expenditure

The majority of expenditure is in line with the budget. Positive variances on staffing are in line with expectation as certain roles were included in the budget to accommodate higher student numbers such as Post 16 or STEM Co-ordinators.

Pupil Numbers

The current budget was funded on 445 students but at the Autumn census the number of students there were 382. This would incur a clawback on this year's funding of approximately £448k. It is very common for new schools/academies to be subject to clawback as pupil numbers are hard to predict months in advance without any historical data. Most establishments will over estimate numbers and then 'ringfence' the overfunded amount to ensure they are able to get the appropriate funding. There is also sufficient forecasted surplus to cover the estimated clawback.

| Pupil Number Analysis | | | | | | |
|--------------------------|--------|---------|--------|---------|--|---------|
| 2016/17 | | | | | | |
| | Year 7 | Year 8 | Year 9 | Year 12 | | Total |
| Per Autumn Census | 138 | 129 | 93 | 22 | | 382 |
| Funded | 150 | 150 | 95 | 50 | | 445 |
| Difference | 12 | 21 | 2 | 28 | | 63 |
| Clawback per student (£) | 8,000 | 8,000 | 8,000 | 6,000 | | |
| Clawback (£) | 96,000 | 168,000 | 16,000 | 168,000 | | 448,000 |

Revised Budget

With a significant amount of clawback and a new Senior Leadership Team it would be advisable to revisit the current budget and reassess some areas of expenditure. New plans such as increased literacy and mathematics provision and changes in staffing need to be accounted for, alternatively previous plans may now not be deemed necessary. Changes should not affect the surplus agreed by governors and submitted to the DfE.

Clawback 2015/16

There is a pupil number adjustment to the 2015/16 funding. Funding was based on 239 pupils whereas the actual number of pupils was 228. Therefore the Academy will need to return £82,940 in 2016/17. This will be shown as a provision in the 2015/16 accounts.

Capital Fund

Please see below analysis of the capital funding given to the Academy on inception. The Academy was given by the Local Authority £774k and has £297k remaining. As the Academy is now fully furnished and the repairs and refresh work has been completed the majority of this money can be allocated to equipment.



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| | Refresh/ Building | Furniture | Start Up | Total |
|------------------|----------------------|------------|------------|------------|
| Budget | 274,014.00 | 329,404.08 | 171,412.92 | 774,831.00 |
| Prior Year Spend | | 66,520.00 | | 66,520.00 |
| Spent Year 14/15 | 60,289.24 | 160,027.00 | 56,713.70 | 277,029.94 |
| Spent Year 15/16 | 52,115.87 | 65,719.00 | 19,098.48 | 136,933.35 |
| Spent Year 16/17 | | | | - |
| Spent Year 17/18 | | | | - |
| Remaining | 161,608.89 | 37,138.08 | 95,600.74 | 294,347.71 |

Audit Timetable

The auditors Kingston Smith LLP have finished their onsite fieldwork for the Academy and the UTC on the 17th October, this should enable the accounts to be completed and ready for a final audit meeting on the 14th November. The Accounts can then be distributed ahead of the planned South bank Academies Trust Audit Committee meeting on the 1st December before being signed off at the Full Trustees meeting on the 8th December.



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| | |
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| | CONFIDENTIAL |
| Paper title: | End of Year management Accounts 2015/16 |
| Board/Committee: | University Academy of Engineering South Bank F&GP Meeting |
| Date of meeting: | 9 th November 2016 |
| Sponsor: | CEO |
| Author: | Dan Smith |
| Purpose: | Information |
| Recommendation: | To provide information and prompt questioning from the committee |

Executive Summary

The purpose of this report is to provide information to the University Academy of Engineering South Bank Finance and General Purposes committee regarding the Academy's financial position at the end of the financial and academic year 2015/16.

Information on the following is provided;

- 2015/16 Outturn
- Analysis of forecast income and expenditure
- Clawback provision

The information should provide assurance of the Academy's financial position and also provide enough data for questioning.

The table below shows the final balances for the financial and academic year 2015/16. There may be some changes during the audit process but they should not have a significant effect on the overall position.

| Forecast Outturn for Academic Year 2015/16 (As at 31st August 2016 - Prior to Audit) | | | | | | Percentage of Year completed 100% |
|--|------------------|------------------|------------------|----------------|--------------------|---|
| | Current | Forecast | Budget | Variance | Current/Forecast % | Comment |
| Income | | | | | | |
| GAG Income | 1,992,610 | 1,992,610 | 1,992,610 | - | 100% | On Target |
| Start Up Grants | 179,000 | 179,000 | 179,000 | - | 100% | On Target |
| Other Government Income | 179,278 | 179,278 | 144,795 | 34,483 | 100% | Increase in Pupil Premium Income |
| Other Income | 143,297 | 143,297 | 60,500 | 82,797 | 100% | Increase in Catering and Top Up Funding |
| Capital Grant | - | - | - | - | | |
| Income Total | 2,494,184 | 2,494,184 | 2,376,905 | 117,280 | | |
| | | | | | | |
| | | | | | | |
| Expenditure | | | | | | |
| Teaching Salaries | 997,335 | 997,335 | 962,549 | (34,786) | 100% | Payscale Difference and Settlement |
| Other Salaries | 471,209 | 471,209 | 556,417 | 85,208 | 100% | Difference in Learning Assistant costs |
| Other Staff Costs | 108,937 | 108,937 | 84,108 | (24,829) | 100% | Difference in Recruitment costs |
| Building Maintenance & Occupancy Costs | 289,189 | 289,189 | 283,950 | (5,239) | 100% | On Target |
| Curriculum Budgets | 42,192 | 42,192 | 83,650 | 41,458 | 100% | Staff design most lesson resources |
| Consultancy/Professional Services | 75,294 | 75,294 | 69,600 | (5,694) | 100% | On Target |
| Catering Costs | 133,855 | 133,855 | 127,131 | (6,724) | 100% | On Target |
| Exams | - | - | - | - | 0% | On Target |
| IT Costs | 91,961 | 91,961 | 69,000 | (22,961) | 100% | New MIS System Cost |
| Capital Costs | - | - | - | - | 0% | On Target |
| Other Costs | 35,059 | 35,059 | 75,745 | 40,686 | 100% | Difference in Stationery Costs |
| Expenditure Total | 2,245,032 | 2,245,032 | 2,312,150 | 67,118 | | |
| | | | | | | |
| Surplus/(Deficit) | 249,153 | 249,153 | 64,755 | 184,398 | | |

Notes:

Variance Column: A positive number indicates a positive variance, this shows a better forecasted financial result against the original budget

A negative (bracketed) number indicates an adverse variance, this shows a poorer forecasted financial result against the original budget

Introduction

Please find above the finance report for August 2016 for the University Academy of Engineering South Bank. Within this report you will find the forecasted out-turn.

Outturn Analysis

Income

There are a couple of significant changes to income. As it is difficult to obtain information on students before they start the Academy, Pupil Premium and Top Up funding for students with high level needs were greater than budgeted so more income was received over the course of the year. As the student numbers increase and the profile of our cohort is better known these income streams can be more accurately forecast.

Expenditure

Staff Costs overall were not too dissimilar from the budget but there were variances. The decision to employ apprentices in Learning Assistant roles was a cost saving although these were countered by an increase in recruitment fees and an unforeseen staff settlement.

Teaching staff were encouraged to design their own learning resources as 'off the shelf' resources were not suitable for the creative and hands on learning style used. This reduced the amount spent against budget as the budgeted amount was based on a standard school's needs. A decision was made in year to purchase a new Management Information System, this decision was made due to the increase in reporting and the student numbers increasing. The purchase was £22k and is the difference in ICT costs. Stationery procurement and photocopying costs were lower than expected so a significant saving was made in 'Other Costs'.

Clawback

There will be a pupil number adjustment to the 2015/16 funding. Funding was based on 239 pupils whereas the actual number of pupils was 228. Therefore the Academy will need to return £82,940 in 2016/17. This will be shown as a provision in the 2015/16 accounts and will reduce the surplus amount to £166,213.

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PUPIL PREMIUM STATEMENT

Background

The Pupil Premium is a government initiative to provide extra money to schools for students from deprived backgrounds who have claimed free school meals in the last six years.

It has been shown that students from deprived backgrounds underachieve compared to their peers, this is known as the 'attainment gap'. The government provides this grant so that we may commission and allocate additional support to ensure that they don't. Our Pupil Premium is therefore aimed at supporting these students and allowing them to reach their full potential.

The Academy will receive a fixed amount for every scholar who is eligible for Free School Meals (FSM), or has been in the last six years. Schools are not instructed on how to use the money, it is not ring-fenced. Schools are 'free to spend the Pupil Premium as they see fit'.

Reporting and Outcomes

The Local Governing Body (LGB) will receive a report on Pupil Premium progress at each of their termly Governor Meetings; this will be prepared by the Principal and attached to the main Principal's Report.

An annual statement will also be prepared and published on the Academy website. This will detail how much Premium was received in the academic year, how the Premium was spent and the impact that this expenditure has had on the attainment and progress of our Pupil Premium scholars, and therefore how this has helped the Academy to close the gap, in particular in Maths and English.

The Academy and its Local Governing Board are clear that this money will not just be absorbed into the overall budget, and will be spent on strategies and initiatives aimed at 'closing the attainment gap'.

Income

The following amounts have been received via the Pupil Premium scheme in the past two years since inception;

2014/15 - £ 34,906* Current year 9 students

2015/16 - £122,718* Current year 8 and 9 students

*Given £935 per student plus CiC (Children in Care) funding of £1900. These figures would be £49555 for 2014/15 and £129995 2015/5. This may be explained by students joining during the year, underfunding or mismatched student records.

Current PP students on roll**

| | Male | Female | Total |
|--------|------|--------|-------|
| Year 7 | 69 | 16 | 85 |
| Year 8 | 62 | 22 | 84 |
| Year 9 | 32 | 21 | 53 |
| Total | 163 | 59 | 222 |

**Please note PP funding has now come under the remit of the VP as it is part of the data responsibility

The forecasted amount for the upcoming year is shown below;

2016/17 - £211370

Expenditure

2016/17 Proposal

| Item | PP Cost | Focus | Impact |
|---|-----------------|---|--------|
| Learning Intervention to close the GAP in English and Maths | £110000 | Small group tutoring @£25 per hour with external agency to work with students in Maths and English. 20 sessions per PP student | |
| Mentoring Costs/Behaviour intervention | £16000 | ELSA courses, Mentoring by student services team as part of behaviour management strategy. Increase team from 1 to 3 | |
| ICT Costs | £16500 | Lap top trolley with 25 laptops specifically for use with PP students for use in catch up, withdrawal work and homework in the LRC | |
| Learning Assistants | £15000 | Learning assistant dedicated to counselling and supporting PP students. Also to look at groupings in year 7,8 and 9 | |
| Off-site Provision | £20000 | Ensure individual needs are tailored to in order to support reintegration within eg. SLA with SILS @ £4k per term per student Alternative provision at Phoenix centre | |
| Expansion of LRC to promote literacy | £10000 | More books. PP students to be allowed extra book out to promote reading and literacy skills | |
| Rewards Programme | £6,000 | Rewards for students for achieving well, making progress in closing the gap | |
| Trips and Visits | £10000 | Supplement costs for external visits and trips | |
| Early morning sport sessions/ free breakfast | £3,800 | To improve punctuality and offer a safe environment for students. Free breakfast to aide student wellness and learning. | |
| Support fund | £5000 | Costs of uniform, equipment, shoes. Each PP student to get own pencil case with equipment at start of Module 3 | |
| Total cost | £212,300 | | |

2015/16

| Item | PP Cost | Focus | Impact |
|--|---------|--|---|
| Mentoring Costs/Behaviour Intervention | £7,500 | | Unclear as to what mentoring took place |
| ICT Costs | £24,000 | All year 7 PP students provided with an iPad mini to allow access to learning resources and encourage independent learning. | Did not improve Learning and led to distractions in class. |
| Learning Assistants | £44,000 | One Learning Assistant per Community in Year 7 to support transition and early identification of learning and social interaction issues for early intervention | LA's worked well with SENDco to integrate PP students into year 7 |
| Off-Site Provision | £10,000 | Ensure individual needs are tailored to in order to support reintegration within mainstream schools or movement to appropriate specialist provision. | Did not make use of this facility. SILS days still owed to us. |
| Early morning sport sessions/ free breakfast | £3,800 | To improve punctuality and offer a safe environment for students. Free breakfast to aide student wellness and learning. | Attendance above the national average at 96% |
| Rewards programme | £3,000 | Rewards bus at end of term | Student wellbeing improved and made them feel valued |
| Learning Resource Centre assistance (LRC) | £0 | Volunteer led Enrichment session to assist in the promotion of reading for pleasure in the LRC. | LRC not used in this capacity. No impact. |
| Communication | £0 | Actively targeted EAL Enrichment sessions | |

2014/15

| Item | PP Cost | Focus | Impact |
|--|---------|--|---|
| ICT Costs | £15,000 | All year 7 PP students provided with an iPad mini to allow access to learning resources and encourage independent learning. | Did not improve Learning and led to distractions in class. |
| Learning Assistants | £22,000 | One Learning Assistant per Community in Year 7 to support transition and early identification of learning and social interaction issues for early interventions. | LA's worked well with SENDco to integrate PP students into year 7 |
| Early morning sport sessions/ free breakfast | £3,800 | To improve punctuality and offer a safe environment for students. Free breakfast to aide student wellness and learning. | Attendance above the national average at 96% |
| Learning Resource Centre assistance (LRC) | £0 | Volunteer led Enrichment session to assist in the promotion of reading for pleasure in the LRC. | LRC not used in this capacity. No impact. |
| Communication | £0 | Actively targeted EAL Enrichment sessions | |

| | |
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| | CONFIDENTIAL |
| Paper title: | Buildings Report October 2016 |
| Board/Committee: | University Academy of Engineering South Bank F&GP Meeting |
| Date of meeting: | 9 November 2016 |
| Sponsor: | CEO |
| Author: | Dan Smith |
| Purpose: | Information |
| Recommendation: | To provide information and prompt questioning from the committee |

Executive Summary

The purpose of this report is to provide information to the University Academy of Engineering South Bank Finance and General Purposes Committee regarding the Academy's Building and Health and Safety.

Information on the following is provided;

- Move into Retained Building
- H&S Audits
- Health and Safety Committee
- Fire Drill
- Main Hall seating
- CCTV and Security
- Road Layout for Trafalgar street
- Building concerns

The information should provide assurance of the Academy's H&S position and also provide enough data for questioning.

Retained Building

The Academy experienced its largest pupil number growth over the summer with the addition of a large year 7 group and the Post 16 students.

To accommodate these students and the staff the Academy had to move into the old Victorian wing of the Academy known as the 'Retained Building'. The building had not been used apart from training sessions and community use since Sacred Heart Catholic School occupied the building and was still in a poor condition.

Over the summer the building was repaired and redecorated, electrics and plumbing checked and ICT installed. These improvements were covered by the Schedule 21 fund and did not affect the Academy's in year surplus.

The rooms and Post 16 area are now all in use.

Health & Safety Audits

The Trust engages Judicium Education to complete health and safety audits and offer advice on any h&s related issues. They complete termly visits and an annual fire safety audit.

The Fire Safety audit was completed in July 2016 with no high risk actions. All other action points have been remedied or are in the process of being completed.

'Good fire safety management procedures and controls are in place.'

Extract from Fire Audit

The next Termly health and safety audit is planned for the 16th November 2016.

Health and Safety Committee

A recommendation from Judicium Education is to start an operational health and safety committee which will involve delegated members of the SLT, teaching staff and support staff. This committee will have responsibility for ensuring all audit tasks are completed and to promote health and safety across the Academy.

Fire Drill

The first designated fire drill is planned for the w/c 21st November 2016. The alarm has gone off accidentally in September and the building was evacuated calmly and safely within 5 minutes.

Main Hall Seating

The Main Hall seating has been improved at the cost of the Local Authority. A common complaint from parents sitting through events and assemblies has been the lack of padding and back rests. This has now been completed

CCTV and Security

The school has around 64 cameras around the school. Over the months we have improved the quality and memory space of these but, around 10-11 of these are not working. These areas include, in the playground by the bikes, the staircase on the 2nd and ground floor. We are looking into this and just awaiting a quote before work can begin.

We would also like to make the school safer by increasing the number of CCTV cameras and placing them in unobserved areas of the school.

Other safety concerns include card access doors. This is a salto system, and we found that it does not always work. We have contacted ATD alarm system and awaiting confirmation date for work to begin

Another area of safety concern is the door by the restaurant. This currently only has one lock in the middle. This means it is very easy for an individual to break in. An alternative option is to have this door replaced with one more secure.

New Road Layout

You would have noticed that the front of the school has a new road layout. This is a great improvement to the area, however we are concerned about the lack of speed bumps. We have contacted the council for more information on when these will be included.

Building concerns

There are a number of ongoing building issues.

- Leaks- We had around 5-6 major leaks problems. All but one have been resolved. There is a major leak by the mini garden/ dance studio on the ground floor. This began when Balfour Betay completed some work in the area. They have tried to fix it but no solution has been found yet. We are still working with them to resolve this.
- Windows- At the start we had a major issue with electric windows not operating as they were designed to. Overall 93% of the windows are working perfectly but the remaining 7% still have a slight issue with BMS system. We are in discussion with Total Control, who are looking into the issue.
- Lights- There is also a slight issue with lights and the BMS system. Total Control are looking into this. However if the problem is beyond the system an electrician will be required, we do have an electric engineer from Balfour Betay who can look into it. This is the same guy who helped create the school.
- Heating- Some rooms in the school do not have a valves system in place. This allows people to lower or increase the temperature as they see fit. Because of this, the heater is either continually on and the rooms are too hot. Or turned off and the rooms are cold and difficult to teach in.

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