

Minutes of the meeting of the South Bank Engineering UTC School Advisory Board
held at 4.00 pm on Wednesday, 15 May 2019
South Bank Engineering UTC - South Bank Engineering UTC, 56 Brixton Hill
SW2 1QS

Present

Lesley Morrison (Chair)
Ed Arthur
Dan Cundy
Beau Fadahunsi
Joanne Young
Leona Ross

Apologies

Ian Brixey
Tony Roberts

In attendance

Kam Bains
Clym Cunnington
Alexander Enibe

1. Welcome and apologies

The Chair welcomed the governors to the meeting.

The above apologies were noted.

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 27 March 2019.

4. Matters arising

The SAB noted the actions arising from the previous meeting.

On matters arising from item 4, the SAB noted that the employment engagement schedule is still being developed by the Vice Principal.

5. **Post Ofsted action plan - updates**

In response to a question on Post Ofsted action plan, the Principal confirmed that progress is being monitored and this will feed into the review of the School Improvement Plan.

6. **Principal's report**

The SAB noted the Principal's report.

Quality of teaching, learning and assessment (QTLA)

As this is an area that was judged by Ofsted as requiring improvement, the Principal confirmed that work is being done on the strategic improvement of QTLA through a variety of measures and activities being rolled out this term into the next academic year. These will be supported by a structured CPD programme, some revision to the structure of the timetable and curriculum and through greater support and development for staff to improve standards in the classroom. Additionally, a 'knowledge-rich curriculum' is being planned for implementation to drive improvements in knowledge acquisition, retention and recall.

The Principal confirmed that the UTC are looking at changing the marking policy and staff will be trained in marking.

In response to SAB questions, the Vice Principal confirmed that the UTC wants to get consistency in marking across different departments, and that Ofsted do not inform the schools on what they would be tested on.

Staffing, timetable and curriculum

The SAB noted that the Ofsted framework is changing in September 2019 and that the UTC would be inspected on the new Ofsted framework. The Principal confirmed that as a result of the new framework, they are getting the students to study triple science.

The SAB noted the vacancies at the UTC and the new starters that are joining the UTC.

A governor asked how the UTC fund the staff development. The Principal responded that there is budget for it but that they do not have much and cannot afford to incentivise the staff to get development.

The Employer sponsor from Guy's and St Thomas confirmed that there is funding available at Guy's and St Thomas to spend on apprenticeship.

The SAB noted Austin's presentation on structure proposal.

The SAB asked about the reaction of the teachers to the proposal, and Austin confirmed that he had only showed it to the Senior Leadership Team.

A governor queried the proposal and has requested for more clarification. Although the governor said that he agrees that in principle it might be possible to achieve more with less, but what areas should be less is the question. The same governor also queried the removal of Engineering for Product Design.

The SAB asked whether period 7 on the proposed timetable would be voluntary. Austin responded that it would not be voluntary but there would be flexibility for the students.

Another governor asked whether facilities would be provided as some students may have their independent work at home restricted. The Principal confirmed that there would be virtual facilities and there will be guided independent study at the UTC.

The SAB requested that Austin provide an update at its meeting in September 2019.

Outcomes including raising attainment strategies

The SAB noted the Outcomes.

The SAB asked what level we are locally when compared to other schools. The Principal confirmed that the UTC is at the average level locally.

The SAB requested the Principal provides for the next meeting on 19 June 2019, the Pupil Premium breakdown showing what is spent and the impact on the students.

Effectiveness of Leadership & Management

The SAB noted that the senior team identified lack of capacity both at the senior and middle leadership level as an impediment to the strategic improvement planning. The Principal confirmed that as part of the Post-Ofsted action planning, there is commitment in the short and medium term to increase senior leadership team size while progressing towards a model with a strong and stable middle leadership team driving school improvement.

The SAB asked whether there are women at the management level. The Principal confirmed that a woman is a head of department but that the UTC Senior Leadership Team is male dominated.

Personal Development, Behaviour and Welfare

The SAB noted that a 6th form pupil has been excluded for being under the influence of drugs on the school premises and that social services and police were present to support the school.

Safeguarding

The SAB noted the Safeguarding report.

The SAB asked whether there is a nurse at the UTC and the Vice Principal confirmed that there is a nurse, and that the nurse is available one day a week and for drop-in.

Student recruitment update

The SAB noted the recruitment update.

7. School Improvement Plan - Key Updates

The SAB noted that the School improvement plan (SIP) has been updated following the last SAB meeting but the Post-Ofsted action planning have not been added.

The SAB requested that the Principal updates the School improvement plan and provide results and analysis at the SAB meeting in September 2019.

8. UTC finance update

The SAB noted the UTC finance update.

The SAB noted that the UTC have been giving some of the students food even though their parents have not been paying. The Business Manager confirmed that nobody has been chasing these monies historically but that this is about to change.

In response to a question from the SAB, the Business Manager confirmed that the free school meals come from the 'General Annual Grant' (GAG).

A governor asked whether it would be beneficial to have breakfast club. The Principal said that the UTC cannot afford this but would look into speaking to LSBU Alumni to fund the breakfast club for the students.

The SAB requested that the Principal and Business Manager look into the funding of the breakfast club and update at a future SAB meeting.

The SAB noted that Lambeth Council will be invoiced by the Business Manager because there are no traces of funding from Lambeth, so the UTC may be due some outstanding funding from Lambeth.

A governor queried the Business Manager on the spike in the expenditure on educational support staff. The Principal confirmed that the spike is as a result of the Post-Ofsted investments.

The SAB queried the Business Manager about the Accounts software but he said that the problems are currently are being addressed and once the budget is set then he would know from next year when it will be sorted.

9. Self-evaluation Form

The SAB noted the November 2018 Self-evaluation form.

The SAB requested that the Principal updates the Self-evaluation form and provide it at the SAB meeting in September 2019.

10. Governors' Training - update

The SAB noted the governors' training update.

The SAB noted that the clerk had circulated the following online governors' training:

- The Child Protection for School Governors (safeguarding);
- Prevent Duty; and
- Safer Recruitment (for selected SAB governors only).

The chair encouraged the SAB to complete all the trainings and to read the DfE 'keeping children safe in education' 2018 and to sign at the next SAB meeting as having read it.

The SAB noted that the Principal and Vice Principal would provide a 30min briefing on the new Ofsted framework before the next SAB meeting on 19 June 2019.

11. UTC risk register

The SAB noted the UTC risk register.

12. Revised scheme of delegation

The SAB noted the SBA Scheme of Delegation.

The clerk confirmed that a clean copy of the scheme of delegation will be produced.

**Date of next meeting
4.00 pm, on Wednesday, 19 June 2019**

Confirmed as a true record

..... (Chair)

