

**Minutes of the meeting of the South Bank Engineering UTC Local Governing
Body
held at 5.00 pm on Wednesday, 20 September 2017
South Bank Engineering UTC, 56 Brixton Hill SW2 1QS**

Present

Ed Arthur
Rao Bhamidimarri (Chair)
Ian Brixey
Dan Cundy
Natalie Ferer
Richard Parrish
Suzanne Williams
Joanne Young

Apologies

Sarah Gordon
Tony Roberts
Joanne Shand
Ruth Smith

In attendance

Pervena Singh
Claire Viner

1. Welcome and apologies

The Chair welcomed Suzanne Williams and Claire Viner, Business Manager to their first meeting. The above apologies were noted.

2. Declarations of interest

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

3. Minutes of previous meeting

The LGB approved the minutes of the meeting of 5 July 2017.

4. Matters arising

Richard Parrish joined the meeting

15 March 2017

Agenda 5, the governors requested the breakdown of the £200m grant to be discussed at the LGB meeting in November 2017.

30 November 2016

Agenda 4, Matters arising; the governors noted that the list of policies for authorisation by South Bank Academies Board and LGBs has been drafted and is currently undergoing a final review before being brought back to the LGB meeting in November 2017.

5. UAE development plan and self-evaluation form

The LGB were provided with a verbal update on the school's development plan and self-evaluation form. The Principal confirmed that the school's development plan/3 year strategy plan is under review to align it with South Bank Academies' strategic plan.

The LGB noted that the self-evaluation form now includes a red and, green (RAG) ratings system to allow for visual tracking of progress. The governors were informed that by the end of September 2017 management will be better placed to report on the new student data.

6. Student recruitment update

Rao Bhamidimarri left the meeting and Ian Brixey took over as Chair

The LGB discussed the student recruitment update report. The LGB noted the current numbers in each cohort and the total application numbers for Year 10 and Year 12.

The LGB noted that Year 10 recruitment was lower than expected and continues to be a local and national problem for UTCs.

The LGB discussed the numbers of enrolled students in Year 12, which were significantly lower in relation to the number of applications received. It was noted that there was an expectation that a small percentage of students would not be enrolled from the numbers that applied, due to not achieving entry grades, or opting for more established 6th forms. The total conversion rate from applications to enrolled students in Year 12 was 30%.

The LGB noted that the school is currently conducting an internal review on the reasons for the low conversion rate and to gather data on which other schools applicants selected.

The LGB discussed the future plans of the UTC, and how to market engineering and construction.

7. Staff recruitment and staff training

The LGB discussed the staff recruitment and staff training report. The LGB were pleased to note that no teaching staff departed at the end of the academic year, 2016/17.

The LGB discussed staff recruitment at the school and the various challenges faced throughout the recruitment process, including a local and national

shortage of qualified teachers. The LGB discussed the effect on staff retention and pay due to the shortage.

The LGB discussed the cohort of teaching staff who are newly qualified or not yet qualified, and the Principal confirmed that he provides mentoring for each newly qualified teacher, focusing on their individual development.

The LGB noted that a sponsorship licence has been acquired for the UTC, which was obtained for the recruitment of a Singaporean Physics teacher. The school is currently waiting for the individual to confirm approval of his working visa.

8. Permanent Building Move

The LGB discussed report on the move to the permanent building. It was reported that the permanent building was originally due for completion on 18 September with an addition of a possible 2 weeks delay. The LGB was pleased to note that the building was handed over on 8 September 2017 and the building was operational for 11 September 2017 for students to start school.

The LGB thanked the Principal and the builders (Bowmer and Kirkland) for their hard work.

The LGB were informed that a flood had occurred at the school on the previous night and subsequently the school was closed as a result. It was reported that a science lab on the fourth floor flooded late in the night which leaked into the floor boards and ceiling panels. Recovery action was underway quickly and the insurance company and building contractors all provided rapid assistance. The Principal confirmed that the school is secure and will be opened to students tomorrow. Teachers have prepared lesson plans which do not require electronic equipment in the event that the main server is out of action.

The LGB noted that continuance checks will be carried out on all equipment in the following weeks.

9. Governing body membership

Rao Bhamidimarri joined the meeting

The LGB noted its composition for the next academic year 2017/18 and the membership of its committees, Learning and Teaching and Finance and General Purposes.

The LGB noted that letters requesting nomination of Parent Governors have been sent to parents or guardians of students. Further detail on the process will be provided to the LGB, should more than 2 parents be nominated an election will be held to appoint the candidates.

10. **Any other business**

The LGB noted that some of its governors will be attending the Baker Dearing Trust UTC Governors Seminar at Bloomsbury Hotel tomorrow evening.

Governors requested visibility of feedback from the South Bank Academies Board on its performance.

Date of next meeting
5.00 pm, on Wednesday, 6 December 2017

Confirmed as a true record

..... (Chair)