

## Meeting of the South Bank Engineering UTC School Advisory Board

4.00 pm on Wednesday, 13 May 2020  
in South Bank Engineering UTC, 56 Brixton Hill SW2 1QS

### Agenda

<i>No.</i>	<i>Item</i>	<i>Pages</i>	<i>Presenter</i>
1.	Welcome and apologies		LM
2.	Declarations of interest		LM
3.	Minutes of previous meeting	3 - 8	LM
4.	Matters arising	9 - 10	LM
	<b>Items to discuss</b>		
5.	Principal's report	11 - 28	AS
6.	Coronavirus update	29 - 32	AS
	<b>Items to note</b>		
7.	Risk Register	To Follow	AS

**Date of next meeting**  
**4.00 pm on Wednesday, 1 July 2020**

**Members:** Lesley Morrison (Chair), Ed Arthur, Ian Brixey, Beau Fadahunsi, Tony Roberts, Austin Sheppard and Joanne Young

**In attendance:** Michael Broadway

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**Minutes of the meeting of the South Bank Engineering UTC School Advisory Board**  
**held at 4.00 pm on Wednesday, 25 March 2020**  
**South Bank Engineering UTC, 56 Brixton Hill SW2 1QS**

**Present**

Ian Brixey (Vice-Chair, in the Chair)  
Ed Arthur  
Beau Fadahunsi  
Tony Roberts  
Austin Sheppard

**Apologies**

Lesley Morrison  
Joanne Young

**In attendance**

Michael Broadway  
Dan Cundy

**1. Welcome and apologies**

The above apologies were received. In the absence of the Chair, the Vice Chair chaired the meeting.

The focus of the meeting would mainly be on the coronavirus crisis including a review of the Principal's Covid 19 Update document.

**2. Declarations of interest**

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

**3. Minutes of previous meeting**

The minutes of the previous meeting were approved.

**4. Matters arising**

The SAB noted an update on the matters arising from the previous meeting. The School Improvement Plan would be prepared for the May 2020 meeting.

It was noted that some of the actions from the previous meeting minutes had not displayed. Ongoing actions that require in school action will now have to be held in abeyance until it re-opens.

**5. Principal's report**

The SAB discussed the Principal's report in detail.

The SAB noted that the number of learning walks in the last quarter had declined and it was explained that this was because of coronavirus effect

The SAB noted the main priorities emerging from the department reviews. Following these reviews, each department is preparing a department improvement plan. The SAB said that it was important for these plans to be implemented when the school returns to normality.

The SAB discussed year 11 and year 13 expected attainment. Following the cancellation of the 2020 GCSE and A-level exams because of the coronavirus crisis, the mechanism of assessment was unclear, but it was expected that teacher predictions would form a part. The SAB asked if there were risks for students who either show under or over attainment in the predictions for them compared to likely exam results. The Principal said that he was confident that he expected that the predictions would be a true reflection of the student's abilities.

The SAB noted that a number of year 13 students had unconditional offers to university and effort was being made to ensure their continued engagement in education.

The SAB noted the update on attendance and requested the data to also show the attendance figures without excluded students in future reports as a comparison to see if just a few number of students is disproportionately skewing the figures.

The SAB noted that the overall number of exclusions was decreasing. However the number of exclusions in year 12 is increasing due to persistent attendance or conduct issues. The SAB said that this was an area for further attention on return to normality.

The SAB noted the update on safeguarding.

The SAB noted the challenges in recruiting teachers using remote interviews and selection. The SAB said that they had no objections to the Principal using his discretion in appointing teaching staff using 'Skype' type interviews. The Principal said that the interviews included requiring the interviewee planning and teaching a mock lesson remotely.

The SAB noted that Kam Bains, Vice Principal had secured a job as a Principal. The SAB congratulated Mr Bains and thanked him for his work as

Vice Principal. A replacement was being recruited but a remote interview for this position was not anticipated.

Recruitment for a lead for the new Health stream for the UTC has proved to be problematic during the current health crisis and this requires further consideration about how to fill this important post.

Industry sponsor governor from Skanska confirmed that the work experience places already identified for some students would continue in July notwithstanding the Covid 19 situation and suitable virtual work experience would be provided if necessary. Further details will be provided nearer the time.

## 6. **Coronavirus update**

The SAB said that it could be seen that the efforts of the Principal and his staff in preparing for the new situation with Covid 19 looked to be well constructed. The SAB emphasized what they considered to be ongoing key areas of focus as: How to maintain a quality of teaching and learning remotely; safeguarding when students are not at school; and provision of free school meals.

The SAB discussed the current coronavirus crisis and the impact on schools and the UTC. Following government advice, the UTC had closed and staff were engaging with students remotely. The UTC was not required to remain open for students as there were none in the category regarding key workers or vulnerable students.

All students had access to a laptop and their engagement with learning was being monitored. Clear guidelines had been issued to students about taking breaks, ending the school day at 3pm and not working at the weekend. Students were expected to login at least once every three days. In response to a question on safeguarding, the SAB noted that video conferencing is not being used.

The SAB discussed how the UTC was supporting the continued provision of free school meals to eligible students. Due to the challenges with students collecting food from school, some who have to travel some distance from outside of the borough, a supermarket voucher scheme was being looked into. The SAB noted the potential to connect with the efforts of local boroughs to provide meals to vulnerable people, a governor had information regarding this provision from a range of boroughs in south of London and would send the Principal details. The SAB requested to be kept informed of arrangements.

The SAB discussed the potential impact of the coronavirus crisis on next year's recruitment. All interviews would be conducted remotely and online marketing is being increased. The SAB noted the added challenge of year 10 recruitment and the increased likelihood that parents would be less willing to want their children to move schools without visiting the school.

**7. UTC risk register**

The SAB discussed the risk register, which would be comprehensively updated to take into account the coronavirus crisis.

The SAB noted the Baker Deering Trust visit in February 2020 and the positive feedback received. The report would be circulated to members of the SAB.

The SAB noted the steps taken to ensure staff welfare in the current circumstances. All agency staff would continue to be paid despite the closure of the school.

The SAB noted that the Chair is being updated every week on coronavirus and requested a bulletin update every two weeks. The chair would arrange for this to be circulated to the SAB members Bulletin may include development of the action plan and progress with activities including teaching and learning, numbers of students and or staff who have had to enter isolation due to actual or suspected Corvid 19 infections, number, if any, of potential safeguarding issues arising.

A suggestion was made that staff may take the opportunity to upskill especially for middle management opportunities. This may help provide motivation to some staff as they work from home.

A suggestion was made to investigate potential industry on-line learning for students (and perhaps staff) which might be made available during this time, e.g A company called esri who the head of computing has been developing a potential teaching and learning plan. This could be a great opportunity for students to gain additional skills outside of the normal curriculum aimed at industry required skills for potential employability and motivate them during this difficult time.

**8. SEND Issues**

This item was deferred to a future meeting.

**9. Safeguarding policy**

This item was deferred to a future meeting.

10. **Thanks and support**

The SAB thanked the Principal for his hard work at this difficult time and for him to pass on these thanks also to all of his team. The SAB offered to provide whatever ongoing support that they could to the Principal and the SLT.

**Date of next meeting  
4.00 pm, on Wednesday, 13 May 2020**

**Confirmed as a true record**

..... (Chair)

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SOUTH BANK ENGINEERING UTC SCHOOL ADVISORY BOARD - WEDNESDAY, 25 MARCH 2020  
ACTION SHEET

Agenda No	Agenda/Decision Item	Action	Officer	Action Status
4.	Matters arising	The School Improvement Plan for the May 2020 meeting.	Austin Sheppard	Deferred to July 2020 meeting
5.	Principal's report	Attendance data at future meetings to include figures without excluded students as a comparison	Austin Sheppard	Ongoing
7.	UTC risk register	Update risk register to include coronavirus  Circulate Baker Dearing Trust report to SAB members	Austin Sheppard  Austin Sheppard	Risk register on agenda  To do

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## Principal's Report to SAB

**Produced by: Austin Sheppard**

**Date: 6 5 20**

### Attainment

Due to the exceptional circumstances of the awarding of GCSE, A-level and Btec grades we will not be reporting our predicted out look as normal. A separate paper on the delivery of GCSE and A-level grades will be submitted within the agenda.

### Teaching and Learning

Due to the exceptional circumstances that we are experiencing we are unable to present data in its usual fashion on the development of teaching and learning. However we do report in this within the Covid-19 update

### Attendance

Student attendance

The UTC closed its doors five days after the announcement that schools were to close. A very small number of key worker family and SEND students attended across the first two days. RHA informed all parents of the service by email and text and invited them to contact the UTC if care was required. Students were informed directly prior their departure.

As of Thursday 26<sup>th</sup> March, no students were attending and the UTC closed on Friday 27<sup>th</sup> March.

The DFE daily reporting spreadsheet was completed each day from 23<sup>rd</sup> – 27<sup>th</sup> March 2020, this was submitted by the data manager. Daily reporting ceased once the UTC had reported to be closed.

Students continue to be marked in using the planned closure indicator (#) as per DFE guidance. This continues to be updated in line with government announcements on school closures and is currently updated until the 8<sup>th</sup> May 2020.

### **Safeguarding**

Safeguarding Update – May 2020

Since school closure the following actions have been taken to support our students:

- School Safeguarding policy has been amended in line with Department for Education COVID -19 guidance. Draft copy with Trust board
- Safeguarding team of four were extended to seven to increase capacity during these incredibly challenging times (SEND assistant, Careers Lead and Attendance offer added to create the wider team)
- School Police officers have only reported one incident which involved one of our students. He is safe and well. School Police officers have been informed of all relevant action taken with certain families
- A list of vulnerable students was identified through the following criteria: - student currently have a Social Worker, student has an Education Health & Care Plan (EHCP), on a Child Protection (CP) plan or classed as Child in Need (CIN). We extended our criteria from the Government guidance to also include:
  - any students previously recorded as having a minor safeguarding concern, any student with a special educational need (SEN) and any families with known poor housing conditions. 34 students were identified
- These 34 students were all assigned a ‘Key Worker’ from the newly extended Safeguarding team. The Key Worker rings home every week with some students have needed a daily call and a small percentage have had a home visit. All information is being collated on an Excel spreadsheet on a private channel in Teams
- The main issues resolved in the past weeks include:
  - i. Students not logging in and then not answering calls from the Attendance Officer
  - ii. Students forgetting their Teams login
  - iii. Students not having a device to use

- iv. Families not having sufficient internet for the whole family
- v. Domestic violence
- vi. Some students not wanting to log in or complete work
- vii. Family disputes
- viii. Helping parents contacting teachers

· The Vice Principal (VP) for Pastoral care has worked with our IT provider and Executive Principal to ensure all Year 10s have been send a new tablet. He is currently working to provide the most vulnerable Year 12s with laptops and internet access. The VP has registered the numbers of devices required with Lambeth council and is now awaiting the next steps

· The newly extended Safeguarding team have been able to signpost families to the following services to continue to support students; Speech & Language Therapy, SEND advice, Telephone/Video student counselling, Foodbanks and Domestic Violence charities

· No new local authority safeguarding referrals have been made and no changes to students safeguarding status has changed. However, additional information and referrals have been made to current Social Workers, that work with our families.

#### a) Staffing

**Recruitment:** (Include information on vacancies, staff leavers and joiners both for teaching and non-teaching staff)

Appointed;

Lead Teacher of Mathematics – Experienced head of maths relocating from North East - starting September 20

Director of Engineering – Experienced Head of Department with strong subject knowledge and A-level pedigree – Starting September 20

Director of Sixth Form – Very Experienced Design Tech teacher with strong teaching experience – Starting September 20

Head of Key Stage 4 – Current Director of Engineering at UAE, previous pastoral experience – Starting September 20

Lead Teacher of Health – 5+ years’ experience in teaching in FE and delivering BTEC at level 3, 4 & 5 – Starting September 20

SENDCO – Currently working at UTC in Administrative role in SEND, qualified teacher that has made big impact in short space of time – Starting new role in September 20 Increased to Full time role

Careers Lead – New Role – Agency member of staff that has performed well during 19/20 – Starting September 20

Currently recruiting:  
0.6 Business Teacher  
1 Health Teacher

Roles currently delivered by agency staff and to be reviewed in September.  
TA Maths, TA Science, TA Engineering, Technician Science

**Active disciplinary issues:**

# Leadership Responsibilities South Bank UTC 2020/21

## Principal

Value Champion for INTENT

The Internal Organisation, Management and Control of the School

The Implementation of all Policies and Procedures Approved by the Governing Body

SLT Line Management

Quality of T&L

CPD

Staff performance appraisal

Curriculum Provision

Strategic Planning

Financial Management

Data Management & Data Protection - GDPR Strategy

Monitoring of the School Development Plan

School Self Evaluation

Subject Audit Coordination

Admissions

Exclusions

Staff Recruitment and Appointments

Performance Management, Appraisal & Pay Progression

Staff Requests for Leave of Absence

Teaching Staff Return to Work Interviews

Educational Trips and Visits Final Approval

National & International School Links

Development and Upkeep of the School Website

Marketing & Publicity

Organisation of the Annual Achievement Evening

Revision and Additional Study Programmes

Organisation of Open Evening

Representing the School Locally and with National Bodies

Communication with the LA, DfE and Ofsted (inc. Census/Data Returns)

Liaison with the Governing Body

Governors' Risk Register

Facilities Hire

Staff handbook

Governors' Key Performance Indicators (KPI's)

Development of Teaching & Learning across the School

Quality Assurance and Development of Marking, Feedback & Assessment

Whole School Academic Mentoring & Intervention Systems & Strategies

Line Manges:

Vice Principal

Assistant Vice Principal

Principal's PA

Meetings:

SLT Briefing

SLT operational

SLT Strategy

LM VP

LM AVP

LM PA

Governors

BDT principals

INTENT group



## Vice Principal

Value Champion for INTEGRITY

The School in the Absence of the Principal

Safeguarding, Child Protection and Prevent Duty (DSL)

Oversight of Special Educational Needs, Disability (SEND), and Medical Needs Provision & Strategy across the School (with HMN)

Inclusion, Intervention & Achievement across the School, including Strategies for PP, LAC & School Support Students

Pastoral Care System

Coordination of Weekly Theme

Pupil Premium & Closing the Gap

Looked After Children (LAC)

Progress Tracking & Support of In-Year Admission & Transient Students

Multi-Agency Engagement

Coordination of School Counselling Support Services

Assembly Rota

Support Staff Return to Work Interviews

Policy Development & Review

Organisation of the Continuous Quality Assurance (QA) Programme across the School

Support of Young Carers

Coordination of Fortnightly Whole School Pastoral Manager Meetings

Coordination of Fortnightly 'Basics' (English & Maths) Directors Strategy Meetings

Values across the curriculum

Development and management of skills builder skills across the curriculum

Destinations

UCAS application process

Whole School Attendance & Punctuality

Rewards

Liaison on a weekly basis with the Attendance Manager

Behaviour Management Systems

Alternative Provision & Off-Site Education

Coordination of Monthly Intervention Support Panel Meetings (SEN / Pastoral / Inclusion)

Health & Safety Strategy, Systems & Policies

Mindfulness, Health & Well-Being Provision

Work Experience Programme

Organisation of the Annual Community Celebration Evening

Citizenship & Character Education including provision during Tutor time

Teaching Staff Peer Mentoring/Support Programmes

Charities Coordination

Student Ambassadors

Line Manages:

Director of Sixth Form

Director of English

Director Science & Health

SENDCO

Head of Key Stage 4

Careers Leader

Sixth Form Administrator

Attendance Officer

Pastoral Support Team (including Attendance Officer)

Deputy DSL / Safeguarding Team

Meetings:

SLT Briefing

SLT operational

SLT Strategy

LM VP

Governors

## **Assistant Vice Principal**

Value Champion for INNOVATION

Timetable and Options Models

Curriculum Planning

Employer Partnership Engagement, Employer sponsor coordination, Employer workshops

Assessment, Recording & Reporting

BTEC

Training & Professional Development of Staff

Induction of New Staff

Development & further progression of the Aspiring Middle Leaders & Teaching & Learning Development Group Programmes

Newly Qualified Teachers (NQT's)

Initial Teacher Training (ITT)

Target Setting and Monitoring of Progress

All Examinations both Internal and External

Annual Calendar

Homework and Independent Learning

UTC ICT strategy

Liaison with IT provider

Microsoft Teams

Cover Management Inc. Curriculum Support

Development of a Whole School Extra-Curricular / Enrichment Programme

Hard to Reach Stakeholder Outreach & Engagement Strategies

Coordination of Half Termly Governors' Attendance Panel Meetings

Staff Duties, On-Call & School Detention Rotas

Buildings Management

Catering Provision

Management and Oversight of Pathways Provision

Whole School Literacy and Numeracy Strategies

Lines Manages:

Director of Engineering

Director of Maths

SIMS/Data Manager/Examinations & Student Records Manager

\*Liaison with the Catering Manager

\*Liaison with IT provider

Site Manager

Meetings:

SLT Briefing

SLT operational

SLT Strategy

LM AVP

Governors

## **Directors**

### **Director of Engineering**

Value Champion for INNOVATION

Enrichment Days and Engineering employer projects

Primary School Engagement

Engineering equipment management and Resource development

H&S compliance

Staff subject knowledge development

Lines Manages:

Teacher of Engineering

Teacher of Engineering

Technician Engineering

Meetings:

Staff Briefing

Department Meeting

Technician Briefing

### **Director of English and Literacy**

Value Champion for INNOVATION

Accelerated Reader Programme

Monitoring & Development of the Skills Builder Award

Teaching and Learning team leader

School News Magazine

Line Manages:

Lead Teacher Business

Teacher of English

TA English

Meetings:

Staff Briefing

Department Meeting

## **Directors of Mathematics and Computer Science**

Value Champion for INTENT

Raising Attainment & Progress in A-level

Line Manages:

Lead Teacher Maths

Lead Teacher Computer Science

Meetings:

Staff Briefing

Department Meeting

INTENT group

## **Director of Science and Health**

Value Champion for INTEGRITY

Parental Engagement

Parents' Forum Discussion Group

Parent View & Parent Surveys

Parents' Handbook

Community Development

Lines Manages:

Lead teacher Health

Teacher of Chemistry

Teacher of Physics

TA Science and Health

Technician Science and Health

Meetings:

Staff Briefing

Department Meeting

## **Director of Sixth Form**

Value Champion for INTEGRITY

Organisation of the Extended Tutorial Support / Intervention Sessions (identifying gaps from Skills Builder assessment)

Leading and Organising Weekly Assemblies

Academic Progress (including Revision & study programmes for Sixth formers)

Attendance behaviour and rewards of Sixth form

Intervention & Support Strategies Key Stage 5

Prefects

Student Peer Mentoring / Coaching Programmes

UCAS

Careers & Post 16 Guidance

University, HE & FE Links

Coordination of the Annual Careers / University Fairs

Management & Oversight of Student Destination Information

Performance Management of 6<sup>th</sup> form students

Supporting 6<sup>th</sup> Form Wex

Line Manages:

Coaching Team

Meetings:

Staff Briefing

Department Meeting

Pastoral Team meeting



## **Middle Leaders and UPS holders**

### **Head of Key stage 4**

Value Champion for INTEGRITY

Intervention & Support Strategies Key Stage 4

Leading and Organising Weekly Assembly

Academic Progress (including Revision & study programmes for KS4)

Attendance behaviour and rewards of Key Stage 4

Organisation of the Extended Tutorial Support / Intervention Sessions

Performance Management of 6<sup>th</sup> form students

Supporting Key Stage 4 Wex

Line Manages:

Coaching Team

Meetings:

Staff Briefing

Department Meeting

Pastoral Team Meeting

### **Lead Teacher Mathematics**

Value Champion for INTENT

Gifted & Talented / More Able Students Strategy

UTC numeracy strategy

Line Manages:

Teacher Mathematics

TA Mathematics

INTENT group

Meetings:

Staff Briefing

Department Meeting

## **Lead Teacher Business Studies**

Enterprise initiatives across the UTC

Lines Manages:

Teacher of Business 0.6

Meetings:

Staff Briefing

Department Meeting

## **Lead Teacher Health**

NHS links

Lines Manages:

Teacher of Health

Meetings:

Staff Briefing

Department Meeting

## **Lead Teacher Computer Science**

Careers fair engagement and organisation

Employer Engagement support

Line Manages:

Meetings:

Staff Briefing

Department Meeting

## **PA to Principal**

Careers fair engagement and organisation

Employer Engagement support

Line Manages:

Front desk officer

Admissions Officer

Meetings:

Staff Briefing

Department Meeting

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# Agenda Item 6

## South Bank UTC: Covid-19 Update

Date: 29.4.20

South Bank UTC will has remained closed to staff and students since first closure on Thursday 26<sup>th</sup> March. We continue to follow advice closely and remain functional as a remote learning environment.

### Closing of building

Has been closed to staff and students. We are opening on Thursday 30<sup>th</sup> April to conduct interviews of prospective staff, the candidates will be remote with UTC staff social distancing within the building.

### Remote Learning

Has been challenging as we would expect but the UTC staff and students have adapted quickly. Using the Microsoft teams platform has been extremely helpful as this has allowed us to keep good contact with students and staff alike.

Engagement in the online learning has been variable between subjects and students.

We have conducted virtual learning walks via teams with staff reporting in what they have set and how they feel it has been going.

### Safeguarding

The safeguarding team have been working tirelessly throughout the whole period of closure, including the Easter break. They meet regularly as a team of 7 under Rob Harding's leadership. Home visits have been conducted where necessary and referrals and collaboration with social services where needed. Our SEND team have been liaising with students that are vulnerable due to their learning needs and have been working with parents to best support them.

### Wellbeing

Staff have been monitoring students closely with key stage 4 students having weekly coaching sessions. We have continued to promote places where support is available along with sources of good advice.

### Communications

We continue to keep close channels of communication with parents and students alike which has been multi-faceted and includes, texts, calls, emails, teams and video briefings.

### FSM

We have worked closely with Helena and the central team at the trust on FSM availability. We have begun issuing vouchers via Wonde to all students eligible for free school meals and have worked to make sure students and parents have been able to gain access to these. The national scheme with Edenred has had some teething problems but looks like it is up and working. We will be moving across to this scheme this week. In addition to the students who are on the official list, we have identified 10 students who we feel are at risk and in need of assistance with food vouchers. We are stepping in to provide these via Wonde. This will be financed via some of the savings from the furloughed staff JPL during close down.

### Exams

We have a clear protocol and timeline for the calculation of centre predicted grades that went into action from this Monday 27<sup>th</sup> April. Subject leads have until 15<sup>th</sup> May to submit their grades and rankings centrally. These will then be analysed with support of the Belcher report (BDT backed and supported) prior to moderation meeting with myself and the SLT line manager. These grades will

then be resubmitted prior to checking at the Trust Quality Group during WB 25<sup>th</sup> May prior to final submission on Friday 29<sup>th</sup> May.

### **Staffing**

Kam Bains has now moved on from the UTC to start his new role as Principal.

We have recruitment continues to go well. Laura Parson's has been recruited as full time SENDCO, starting September 2020.

We have interviews for teacher of English, Physics and Health taking place over the next week.

### **Health Curriculum**

Dan Cundy has been liaising with Mulberry UTC regarding the support of our new curriculum in health starting in September, they will help build the scheme of work and assessment structure in the absence of a May appointment.

### **Proposed Process for Exam grades for GCSE and A-level at South Bank UTC**

1. Recorded briefing to all staff from Principal so the process is clear and can be referred back to.  
[27th April]
2. Data sheets will be sent out to teachers for them to complete. This will include:
  - Last predicted grade they submitted for the student
  - Most Recent Mock
  - Target grade using GL
  - Target grade using KS2 scores
3. Subject Leads to complete and submit predicted grades and rank order students within those grades. Subject Leads to set up meetings with their teams to moderate input and be able to verify the process. Within this, teachers must be able to justify their grade if open to challenge at summer results by parents. If A Jones' parents want to ask 'why a 5 not a 6?' then we would need to be able to say what evidence has been used and why.
4. Grades submitted to Data Manager by 15th May for collation.
5. Analysis completed at qualification, school and student levels using the Belcher reports for guidance
  - What do individual subject grades look like?
  - What do our overall school figures look like?
  - What does A Jones grades look like?
6. Principal to meet with Subject Leads and Line-managers for further moderation and review.
7. Final Grades reviewed by SLT wb 25<sup>th</sup> May.
8. Data ready for Final submission for 29th May.

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