

**Minutes of the meeting of the South Bank Academies Board
held at 2.00 pm on Thursday, 14 September 2017
South Bank Engineering UTC, 56 Brixton Hill SW2 1QS**

Present

David Phoenix (Chair)
Rao Bhamidimarri
Douglas Denham St Pinnock
Lesley Morrison

Apologies

Adam Crossley
Richard Flatman
Tony Giddings
Steve McGuire
Richard Parrish
James Stevenson

In attendance

Michael Broadway
Claire Viner
Pervena Singh (Clerk)

1. Welcome and apologies

The Chair welcomed the directors to the first meeting of the new academic year held at the new UTC building. The Board thanked the staff for their hard work and contribution for ensuring the successful completion of the new building and extended its thanks to the contractors.

The Chair welcomed Lesley Morrison, newly appointed independent director and Claire Viner, the newly appointed Business Manager for the Company and two schools, to their first meeting. The Board noted the resignation of the Clerk.

The above apologies were noted. The Secretary confirmed that the meeting was quorate.

2. Declarations of interest

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

3. Minutes of previous meeting

The Board approved the minutes of the meeting of Tuesday, 11 July 2017.

4. Matters arising

The board discussed the pending matters arising from the previous meetings;

July 2017

Agenda 8, MAT budget 2017/2018 – the Board formally ratified the revised budget which had been circulated to directors by email on 19 July 2017 and submitted to the Department for Education by 31 July 2017. The budget will be reviewed when final pupil numbers are known. An update will be provided to the Board at its December 2017 meeting.

March 2017

Agenda 7, Management accounts – it was agreed that the Board would receive management accounts at each meeting.

Agenda 12, Website – The CEO confirmed that the website has been launched and a link will be circulated to directors following the meeting.

December 2016

Agenda 16, policies – the new Business Manager would circulate the Financial Control Policy.

5. **CEO's report**

The Board was discussed the CEO's report.

The Board were informed that the draft year-end outturn would be circulated to directors via email, when available.

The Board noted that the new Principal for the Academy school has been in post for the start of the academic year.

The Board noted that student feedback in a recent DfE visit report at the UTC had been negative. The Board requested that the DfE report on the UTC is circulated to directors.

The Board discussed safeguarding matters. It was the collective responsibility of the local governing bodies to oversee safeguarding at a school level. The Board requested a report on any safeguarding matters in the schools for the next Board meeting. It was noted that there had not been any safeguarding incidents on site at either school.

The Board discussed student recruitment for each school and noted that further analysis of student numbers is being undertaken. A revised budget will be brought to the next Board meeting.

The Board discussed the need to develop shared best practice throughout the two schools, and suggested that joint staff development events are developed.

The Board noted that LSBU students will provide support on UCAS applications for Year 13 students of both schools.

6. MAT draft strategy

The Board discussed the draft strategic plan. The draft plan is currently being reviewed by the Principals. Staff would also have the opportunity to comment.

The Principals would develop distinct vision and school development plans for their schools which would be closely aligned to the company strategy.

The Board broadly supported the draft strategic plan. The Board noted that further discussion of strategy will be discussed in detail at the South Bank Academies strategy half day on 21 November 2017.

7. Key Performance Indicators report 2016/17 and targets for 2017/18

The Board discussed the key performance indicators (KPIs) for the company and each school. The Board was informed that further data stills needs to be collected to be included into the report. The Board requested that KPIs are presented to the Board twice a year in March and December.

The Board requested that the definitions of terms used in the KPIs are reviewed.

8. Schools development plans

The Board noted the draft schools' development plans. Revised versions of the plan were requested for the December 2017 Board meeting.

9. MAT risk register

The Board discussed the risk register.

10. Board plan 2017/18

The Board noted its yearly plan of work and its committees' yearly plan of work.

11. Board composition

The Board noted its composition for the next academic year 2017/18 and the membership of its committees, remuneration committee, audit committee, nomination committee and the two schools local governing bodies.

Membership would be reviewed during the year.

The Board approved Lesley Morrison joining the Remuneration Committee with immediate effect.

12. **Any other business**

The Board approved that Claire Viner (Business Manager) is added as an authorised signatory on all South Bank Academies held bank accounts. The Board requested that Dan Smith is removed as an authorised signatory following his recent resignation from the Company.

Date of next meeting
2.00 pm, on Thursday, 7 December 2017

Confirmed as a true record

..... (Chair)