



London South Bank University

EST 1892

University Academy of Engineering - Trafalgar Street, London SE17 2TP

Minutes of the meeting of the **South Bank
Academies**
held at 2.30 pm on Thursday, 30 June
2016

Present

David Phoenix
Rao Bhamidimarri
Adam Crossley
Douglas Denham St Pinnock
Richard Flatman
Tony Giddings
Steve McGuire
Richard Parrish
James Stevenson

Apologies

In attendance

1. Welcome and apologies
2. Declarations of interest

No members declared any interests in any items on the agenda.

The declarations of interest were noted. The Board authorised the declared interests of the directors (paper SBA.16 (16)). Additional declarations were authorised:

Dave Phoenix: LSBU Vice-Chancellor and Chief Executive
Richard Flatman: Non-executive director and Chair of Audit Committee at South West London and St Georges Mental health NHS Trust.

3. Minutes of last meeting

1. The Board approved the minutes of the meeting of 22 March 2016.

4. Matters arising

1. The Board noted that the transfer of undertakings from South Bank Engineering UTC to South Bank Academies has been completed.

2. The Board agreed to review its composition and to recruit additional directors in December 2016.
3. The Board noted that Joe Kelly had been appointed as interim Clerk.

5. CEO's Report

1. The Board noted the CEO's report on progress at the University Engineering Academy (the Academy) and preparations for opening both the Sixth Form at the Academy, and South Bank Engineering UTC (the UTC) in September 2016.

University Academy of Engineering South Bank

2. It was reported that the school is over-subscribed for Year 7 in September with 180 applications for 150 places. The opening of a Sixth Form in September 2016 is dependent on sufficient enrolment. Recruitment continues and a final decision will be made by the Chair of the Board and the CEO, in consultation with the Principal, in line with the Scheme of Delegation.
3. The Board noted that the Principal had tendered her resignation to take effect at the end of the academic year, 2016-17. The Board noted the appointment of a Vice-Principal to take up post in September 2016. (The Principal is on sick leave during July.)
4. The CEO reported that preparations are well advanced for an anticipated OfSTED inspection in the autumn term 2016.
5. The CEO reported that a new behaviour policy had been implemented.
6. The CEO reported that retaining teaching staff had been challenging. All exit interviews with leavers are being conducted by the CEO.

South Bank Engineering UTC

7. The Board noted that enrolments for September are very positive with 146 firm acceptances against the target of 120 as set out in the Funding Agreement. While there is potential for withdrawals, ongoing recruitment activity aims to enrol as close as possible to the capacity level of 150.
8. The Board noted that preparations for the UTC's temporary accommodation are progressing as planned for opening in September 2016, and that permanent buildings are on schedule to open in 2017 and 2018.

9. The CEO reported that students at the UTC would benefit from learning facilities at the Academy and at LSBU, highlighting the educational benefits of the Trust's group approach.
10. The CEO reported that OfSTED's pre-registration regulatory check had been very positive and that the few recommended issues were being addressed.
11. The Board discussed the key risks for the Academy and the UTC and requested that a risk register is developed for the company. The Board would review the risk register at each meeting.
12. The Board agreed to establish a set of performance indicators to enable appropriate monitoring of the schools and the Trust.
13. The Board requested to review management accounts for each school at its meetings.

6. Strategy

1. The Board discussed the proposed strategy for 2016-2020 (paper SBA.19 (16)) as an initial framework and agreed it should be further developed to reflect the group vision detailing a range of objectives and pathways to high quality teaching, learning, pupil experience and welfare, and staff development through, inter alia, active partnerships and engagement with the LSBU and sponsors.

Key outcomes of the strategy:

- student success
- student welfare and development
- collaborative development
- state of the art infrastructure
- effective resource management.

The CEO would develop the strategy in consultation with the Principals.

2. Following approval of a final strategy document each school will develop a delivery plan.

7. Budget 2016/17

1. The Board approved the budget for 2016-17 (paper SBA.20 (16)).

8. Brixton site update (verbal)

1. The CEO reported that preparations for the temporary accommodation for September 2016 are progressing as planned and that permanent building works are on schedule for opening in September 2017 and September 2018.

9. Statement of governance

1. The Board approved the statement of governance (paper SBA.21 (16)).
2. The Board agreed to establish an Audit Committee and a Remuneration Committee and approved the terms of reference. The Board approved the proposed terms of reference for the Nominations Committee. The membership of committees will be approved by the Chair of the Board.
3. The Board requested a diagram illustrating the committee structure across the Trust.
4. The CEO was requested to propose options for internal audit within the company.
5. The Board approved the appointment of the CEO as Accounting Officer for the Trust.
6. The Board noted a conflict with article 51 and recommended to members of the company to amend article 51 so that the CEO could be Chair of the local governing bodies.
7. The Board noted its responsibilities and the responsibilities of the local governing bodies under the Schedule of Delegation. The Board would be updated on any additional responsibilities set out in the Funding Agreement or Articles.
8. The Board noted the indicative business cycle for local governing bodies. The Clerk will develop the cycle in consultation with the CEO and Principals.
9. The Board approved the appointment of Natalie Ferer to the local governing body of UTC.

10. External auditors and audit plan - update

1. The Board approved the re-appointment of Kingston Smith as external Auditors (paper SBA.22 (16)).
2. The Board asked the CEO to circulate the proposed audit plan from Kingston Smith, when available.
3. The Board requested to see draft annual accounts 2016-17 at its next meeting.

11. Disclosure & Barring Service checks

The Board noted that enhanced DBS checks will be processed for directors of the Trust and members of the local governing bodies. The Secretary will keep a register.

12. Policies

The Board approved the UTC Business Continuity Plan. The CEO confirmed that all staff are trained and that mock exercises are held regularly.

The Board noted the ongoing development of the financial controls and requested a full set of financial controls for approval at its next meeting.

13. Appointment of Business Manager

The Board approved the appointment of the Business Manager (paper SBA.26 (16)).

14. Local Governing Body minutes

The Board noted the Minutes of the meeting of the University Academy of Engineering held on 10 March 2016 (paper SBA.27 (16)).

15. Any other business

The Secretary confirmed that future meetings of the Board would be held at

both schools to provide directors with opportunities to meet pupils, staff and view facilities.

16. Appendices

Confirmed as a true record

..... (Chair)