

**Minutes of the meeting of the University Academy of Engineering School  
Advisory Board  
held at 4.00 pm on Thursday, 9 May 2019  
University Academy of Engineering - Trafalgar Street, London SE17 2TP**

**Present**

Chris Mallaband (Chair)  
Veronica Allen  
Alex Drake  
Karen Fowler  
Lesley Morrison  
John Taylor

**Apologies**

Zakir Matin  
Tony Roberts

**In attendance**

Clym Cunnington  
Alexander Enibe

**1. Welcome and apologies**

The chair welcomed the governors to the meeting. The chair introduced the prospective governor, whom was invited to the meeting as an observer.

The apologies were noted.

**2. Declarations of interest**

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

**3. Minutes of previous meeting**

The SAB approved the minutes of the previous meeting held on 21 March 2019.

**4. Matters arising**

The SAB noted all matters arising from the previous meeting.

The matters arising from the previous, will be carried forward.

The chair confirmed that he will be attending the UAE safeguarding (intervention) meeting.

5. **Purpose and Scope of SAB - including updated scheme of delegation (SOD)**

The SAB noted the revised SBA scheme of delegation and the guidance on governance in multi-academy trusts.

The chair explained to the SAB the purpose and scope of the SAB, with reference to the scheme of delegation and the governance guidance.

In response to a question from a governor, the chair confirmed that under the new scheme of delegation, the role of the SAB is now advisory and that the role of the SAB is to focus on Teaching, Learning, student outcomes and other aspects of the Ofsted framework.

A governor asked whether the new system of Executive Principal will not impede the Principal and his authority. The chair explained that this is now the new SBA governance structure and that the SAB will continue to challenge and support the Principal in running the Academy.

The SAB noted that the SAB should have a staff governor, as stated in the scheme of delegation. The clerk explained that during the DfE governance review, it was agreed that the SABs should not have staff governors on the SABs. The clerk suggested that the SAB can get a feedback from the staff through a link governor.

6. **Governors' training and support**

The SAB noted the governors' training and support.

The SAB noted that the clerk had registered all the governors and circulated login details for 'The key to Governors'. This is source for governance information.

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

- The Child Protection for School Governors (safeguarding)
- Prevent Duty
- 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.

7. **Principal's report**

The SAB noted the Principal's report.

The SAB noted the Principal's concerns about the budget for 2019/20.

The Principal stated that due to the increase in the size of the sixth form, there will be an increase in teaching load and this will require the employment of two additional teachers. The Principal confirmed that funds have not been provided in the budget to cover this spending.

The Principal stated that in September 2019, there would be an expected increase of around 50 students in Years 7-11 and this will require that a range of works are done to make spaces for these new students. The Principal is requesting that these expenditures are funded out of the company's reserves that have been built for this purpose.

In response to the issues raised by the Principal, the Business Manager explained that the company's reserve policy is being finalised and is expected to go to the next SBA Board meeting in June 2019 for approval.

The SAB queried the Business Manager on why the issues about the spending of the company's reserves have not been resolved, given that this has been a lingering issue.

The SAB also queried why the Trust had not made funding available, giving that the sixth form was being planned, and that the Academy should not be made to cut their own budget to fund these investments, where there are reserves for this purpose.

The SAB noted that this could become an issue because of the lagged funding for sixth forms, and could also become an issue for three years in the development of the academy.

### *Teaching and Learning*

The SAB noted the outcomes of the department reviews which took place before December 2018.

On light marking, the Principal confirmed that the majority of the staff are marking well and that a few staff that were not meeting expectations were given follow up support from the Head of Departments, with further reviews planned for the end of module 5.

On formative assessment, the SAB noted that they were excellent in majority of the subject areas with development feedback given. They also noted that the improvements made by the students on the feedback in most subjects.

On homework on google classroom, the SAB noted the need for further training on using google classrooms.

The SAB challenged the Principal on how they can benchmark the progress being made. The Principal said that the marking and feedback policy can be used to measure progress, and that the School Improvement Advisor report can also be used to track progress, as this is independent.

### *Sixth form*

The SAB noted the Principal's concerns in Physics and Engineering subjects from the data provided.

### *Safeguarding*

The SAB noted the safeguarding data.

The chair confirmed that he would visit the Academy on safeguarding but he would like to know how he can use the data to measure how the Academy is doing on safeguarding.

### *Exclusions*

The SAB noted the exclusion data including comparison with same period last year.

The SAB queried the number of fixed term exclusions of Year 8 in this academic year, which stood at 40.

The SAB requested that the Principal provide a breakdown of the reasons for the exclusions at the next SAB meeting on 13 June 2019.

### *Learning outcomes*

The SAB noted the learning outcomes – KS 4 mock results and interventions.

A governor asked if some of the teachers marked the exams. The Principal responded that they have some teachers that have been marking.

On the KS4 mock results gap analysis, a governor asked the Principal if he knew what caused the progress, and if the progress is being tracked. The Principal confirmed that the progress is due to the number of interventions that take place with students – difficult to ascribe the impact of each individual intervention.

The SAB confirmed that they would like to see the gap continue to close, and will wait and see the results.

### *SEND update*

The SAB noted the breakdown of the SEND students at the Academy.

### *Day 10*

The SAB noted the Day 10 activities done by the students and were impressed. A governor asked how this Day 10 can be measure. The Principal said this was an area that LSBU can support the Academy by conducting a research through governor visits.

### *Staffing*

The SAB noted the staffing – leavers, recruitment, resignations, sickness and absence report.

The SAB noted that there has been lower staff turnover compared to previous years.

The Principal confirmed that the Academy has successfully bid for DfE funding which was provided because of the historical high staff turnover at the Academy.

#### **8. SEND - update on developments**

The SAB noted the SEND presentation by Austin Shepherd.

The SAB noted that there are 21% SEND students, and there are 12 students on Education and Health Care Plans (EHP). It was confirmed that the SEND provision has been problematic and subject to changes in leadership. There is a new SENDCO starting in September and the Associate Deputy Principal will be having oversight of the area until that time.

The SAB noted that there issues that have been identified.

Austin confirmed that working to ensure compliance and getting the policies right are at the top of the priority list.

The SAB suggested that it will be good to make the new SENDCO aware of the changes taking place at the Academy.

The SAB requested that Austin provide an update at a future SAB meeting.

#### **9. School Development Plan - key updates**

The SAB requested that the Principal send a link where the SAB can access the School Development plan.

#### **10. School Improvement Advisor report**

The SAB noted the School Improvement Advisor report.

The SAB requested that the clerk invite the School Improvement Advisor to a SAB meeting at the start of the next academic year.

#### **11. Self-Evaluation Form**

The SAB noted that the Self-evaluation form would be done.

**12. UAE finance update**

The SAB noted the finance update.

The Business Manager confirmed that the Principal now have access to the system.

In responding to a question, the Business Manager confirmed that the financial systems are still been worked on and he is still working on trying to get everything online.

**13. Governors visits**

The chair proposed to the SAB the new approach to link governors' visit. The chair suggested that the approach is for the link governors to visit the Academy in pairs/groups so that they can cover their link areas together.

The chair confirmed to circulate the proposal via email.

**14. UAE Risk register**

The SAB noted the UAE risk register.

**15. Keeping Children Safe in Education 2018 - read and sign**

The SAB confirmed that the clerk had circulated the DfE 'Keeping Children Safe in Education' 2018 to the SAB, and agreed that the document be read and signed at the next SAB meeting on 13 June 2019.

**16. SBA Board Strategy Day**

The SAB noted that there will be an SBA Board Strategy Day on 14 May 2019.

**Date of next meeting  
4.00 pm, on Thursday, 13 June 2019**

**Confirmed as a true record**

..... (Chair)