

Minutes of the meeting of the South Bank Engineering UTC School Advisory Board

**held at 4.00 pm on Wednesday, 13 November 2019
South Bank Engineering UTC, 56 Brixton Hill SW2 1QS**

Present

Lesley Morrison (Chair)
Ed Arthur
Ian Brixey (Vice-Chair)
Austin Sheppard
Joanne Young

Apologies

Beau Fadahunsi
Tony Roberts

In attendance

Helena Abrahams
Kam Bains
Alexander Enibe
Om Parkash

1. Welcome and apologies

The Chair welcomed the governors to the meeting, including Helena Abrahams (Trust Business Manager), as this was her first SAB meeting since her appointment, and Om Parkash (Trust Finance Manager).

The above apologies were noted.

2. Declarations of interest

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

3. Minutes of previous meeting

The SAB approved the minutes of the previous meeting held on Wednesday, 25 September 2019, subject to some amendments.

4. Matters arising

The SAB noted the actions arising from the previous meeting.

The Principal confirmed that he would be visiting two schools next week to look at the successful models they are using.

The SAB noted that the data on GCSEs has been circulated.

The Principal confirmed that the careers event will not go ahead in November 2019 as previously planned, but that there is a plan to do one later in the academic year. The Principal also confirmed that there is a plan to expose the students to the event coming up at the UAE. The SAB requested the Principal to give industry participants they wish to invite enough notice as soon as the date is fixed.

The employer link governor confirmed that the schedule of employer engagement had still not been provided and requested that this should be sent as soon as after this meeting. The SAB is of the opinion that this schedule could provide the evidence that industry engagement is properly integrated at the UTC.

The SAB noted that there is an ongoing Group wide risk management review, which includes SBA. The Business Manager would pick up the comments made by a governor and provide an update at a future meeting.

5. 16-19 programme on how UTC values, mission and vision are working

Rob Harding joined the meeting.

The SAB noted the 16 – 19 programme presentation.

RH confirmed that there was no structure in place so they are just developing one.

RH confirmed that they are working with a company called Skills Build Up to work on the students' skills.

The SAB noted the “board” used to analyse and monitor the Year 12 students on the different skills, which they have identified by themselves they want to develop.

RH confirmed that the plan is not only to help the students do well with their qualifications, but also their CVs and placements in order to enable them get jobs when they leave the UTC.

A governor asked RH if he has noticed any changes. RH confirmed that the students are working and they have just built something, which has won them an award from Lambeth Council.

A governor asked RH is there is a way to measure the impact so as to have a clear picture of what impact it is having on the students. RH confirmed that they have a way of measuring impact and they also relying on feedbacks from the students. RH also confirmed that there is a performance management forms that are completed.

A governor asked if this programme is available to all Year 12. RH confirmed that this is not available to all Year 12 students but they are working to get some help to host this programme.

Rob Harding left the meeting.

6. Completed School improvement plan (2019/20) and SEF 2019/20)

The SAB agreed to defer the School Improvement Plan (2019/20) and SEF (2019/20) to the next meeting.

The Chair asked the SAB to read the school improvement plan and self-evaluation form and prepare for the next meeting.

7. Ken Cornforth's letter

The SAB discussed Ken's letter (Baker Dearing Educational Trust) dated 3 October 2019.

The Principal confirmed that he has provided responses to the issues identified in the letter.

The Principal confirmed that Ken will be visiting the UTC on 14 November 2019 and he will be accompanying the Principal to visit some outstanding UTC schools.

The Principal assured the SAB that Ken's second visit on 14 November 2019 would be positive because the issues Ken identified have been rectified.

A governor asked what sort of relationship UTCs have with Baker Dearing Trust. The Principal confirmed that UTC schools are a priority as far as Baker Dearing Trust is concerned, hence the reason why they have to work closely with them.

The SAB requested the Principal to write to the UTC employer sponsors (Skanska and NHS) to request that they provide sponsorship logos to put up at the entrance of the UTC.

8. Quality of Teaching, Learning and Assessment update

The SAB noted the Quality of Teaching, Learning and Assessment update.

Teaching and Learning

The SAB noted that there were 33 learning walks conducted this term by the SLT.

The Vice Principal confirmed the various actions that came from these learning walks below:

- training on marking and feedback has occurred for all staff through the CPD programme
- training on a knowledge based curriculum took place
- updates on findings are sent to staff on the day of the learning walk

- concerns are raised with staff and line managers to address

The Vice Principal also confirmed further actions from the learning walks:

- learning walks to be spread over other times in the day
- distribution of LWs amongst SLT to be reviewed.
- CPD to continue to respond to the needs identified
- involving lead teachers in the learning walks

Departmental Reviews

The Vice Principal explained to the SAB the new method of quality assurance that has been adopted, which was rolled out in the first half term.

The SAB noted that all departments and subjects were reviewed from 8th October to 7th November 2019. The Vice Principal confirmed that the following activities were covered in the reviews: pre-meeting, a series of lesson observations, a book review, a series of pupil interviews and post review meeting.

A governor asked whether the staff are involved in the learning walks, and the Vice Principal confirmed that staff are involved in the learning walks and not only the SLT.

In response to a question, the Vice Principal confirmed that they will get a clearer picture of where they are after the mock exams.

A governor suggested to the Vice Principal to also include areas of concern and actions put in place to mitigate them in the document.

A governor asked the Principal where they are experiencing challenges in terms of teaching from staff leaving their positions.

The Principal confirmed that they have not had a lot of resignations, and when they get resignations, they have plans in place to bring in good replacement. The Principal also confirmed that the Trust has approved additional 0.75% on top of the 2% national pay award, which was previously announced by the Executive Principal, and thinks that this would give the staff a morale boost, help staff retention and recruitment.

9. Management account Period 1 2019-20 and August 18/19 Forecast of Outturn Position

The SAB noted the management accounts period 1 2019/20 and August 18/19 forecast of outturn position.

In response to a question, the Finance Manager confirmed that the format of the financial information presented at the meeting will now be used from now onwards for consistency.

In response to a question on the role of the SAB in financial matters, the Clerk confirmed that financial matters are not within the remit of the SAB, in line with the SBA scheme of delegation. The financial information is for noting.

10. UTC attendance report

The SAB noted the UTC attendance report.

The SAB noted that an attendance officer is now in place and is providing for the completion and recording of registers, issuing of letters, first day calls and holding teachers to account for statutory duties.

The SAB noted that the issues with swipe card system is being resolved.

11. Site (Building) development update

The SAB noted the Site (building) development verbal update.

The Principal confirmed that the gym equipment has been installed and the gym is now up and running, library finished but more books are needed.

The Principal offered to take the governors around the premises to see the development that have taken place.

12. Year 10 data update and 'Durrand Effect' update

The SAB agreed to defer this item to the next meeting.

13. SEND update

The SAB agreed to defer this item to the next meeting.

14. Staff recruitment

The SAB noted the staff recruitment verbal update.

The Principal confirmed that Director of Maths and Computer Science has been recruited and is due to start in January 2020.

The Principal confirmed that Director of Health would be recruited in September 2020 but an internal candidate is currently covering that position.

The Principal confirmed that a Site Supervisor has been recruited and he has been a good addition. The Principal said that this has freed up staff time and resolved already many of the site problems that had been outstanding.

15. Review of UTC Staff survey

The SAB noted the UTC staff survey.

The Principal confirmed that the UTC staff performed better in the Group survey compared to the other staff within the Group.

16. **SBA 2019/20 Budget & Financial Forecast 2019/20 to 2022/23**

The SAB noted the SBA 2019/20 Budget and Financial Forecast 2019/20 to 2022/23 that was approved by the SBA board on 19 July 2019.

17. **Register of interests**

The SAB noted the Register of interests 2019/20.

**Date of next meeting
4.00 pm, on Wednesday, 5 February 2020**

Confirmed as a true record

..... (Chair)