

**Minutes of the meeting of the University Academy of Engineering School  
Advisory Board  
held at 4.00 pm on Thursday, 13 June 2019  
Trafalgar Street, London SE17 2TP**

**Present**

Chris Mallaband (Chair)  
Elizabeth Adeyemi  
Alex Drake  
Zakir Matin  
Tony Roberts  
John Taylor

**Apologies**

Veronica Allen  
Karen Fowler  
Lesley Morrison

**In attendance**

Alexander Enibe

**1. Welcome and apologies**

The Chair welcomed everyone to the meeting. The Chair introduced Safia Barikzai (prospective governor), whom was invited to the meeting as an observer.

The apologies were noted.

**2. Declarations of interest**

No governor 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 9 May 2019.

**4. Matters arising**

The SAB noted the actions arising from the previous meetings.

Under item 4, the SAB noted the following actions (below) will be carried forward.

The SAB requested that the Principal liaise with the Business Manager and contribute to the development of the UAE risk register.

The SAB requested the Principal to circulate the exam results in April, and prepare interventions based on the April exam results and come back to the SAB meeting in June 2019.

The SAB requested that Maths and English Heads of Department do a presentation at a future SAB meeting.

The SAB requested that Austin provides an update on development in SEND in October 2019.

The SAB requested the Clerk to liaise with the Principal and agree with the UAE School Improvement Advisor to attend the SAB meeting to debrief the SAB.

*{Secretary's note: The school improvement advisor had agreed to attend the 3 October 2019 meeting but this is likely to change because this meeting is likely to be moved}.*

#### **5. Feedback from SAB on improving meetings**

The SAB discussed the various suggestions on improving the SAB meeting.

The SAB discussed the importance of having data to measure where progress is being made at the Academy.

The SAB noted that the timing of the SAB meetings should be left as it is and kept under review.

The SAB agreed that a new item "Questions to the Principal" be added to every agenda and that governors should send questions through the Clerk in advance of the meeting so that the Principal will have adequate time to respond.

The SAB discussed the development of the School Development Plan (SDP) and Self-evaluation form (SEF). The SAB agreed to have a "strategy session" in early September 2019 and contribute to the development of the SDP and SEF.

#### **6. SAB issues (staff governor, vice-chair and recruitment of governors)**

The SAB noted the commencement of the recruitment process to appoint a staff governor, in line with the Scheme of Delegation (SOD).

The SAB nominated Alex Drake to be the Vice-Chair of the UAE SAB, subject to approval of the Board.

## 7. Teaching and Learning presentation

*Annette Moses (Vice Principal) joined the meeting.*

The SAB noted the Teaching and Learning presentation.

The SAB noted that the performance management cycle and the department review are the two main strands to the teaching and learning development cycle at the UAE which aims to ensure consistent high quality teaching and learning through high quality professional development and the development of a collaborative learning culture.

The SAB asked the Principal to confirm the number of teachers that are up to standard and the number that are not, and what the Principal is doing to address the gap. The Principal explained that the teacher standards are either met or not and that anyone not meeting the standards would be receiving urgent support to enable them to do so.

A governor challenged the Principal on how the SAB would know that the teachers have improved since the last time a presentation on teaching and learning was done. The Principal confirmed that the Academy have retained a good number of staff and have witnessed a lower turnover of teachers. The previously high turnover has led to an award of £170k from the DfE which will allow further development of staff well-being and retention strategies.

The SAB requested the Principal to provide some evidence of progress in the quality of teaching over time at a future meeting, and then provide an update with some narrative 3 times in each academic year.

The Vice Principal outlined the strategies being undertaken to build a collaborative learning culture with colleagues being encouraged to discuss pedagogy and investigate ways of improving their own teaching as a result. She gave some examples of the books being used to support teaching and also confirmed that all teachers were members of the Chartered College of Teaching.

A governor asked the Principal how the books and support are embedded into the teachers' development. The Principal confirmed that the teachers are using the books and ideas from other sources to help them develop as practitioners.

The SAB noted that student feedback is collected and this forms part of the development.

The SAB discussed the role of research to evaluate the success of strategies being used to support the improvement of teaching and learning and a suggestion as made to think about using LSBU existing resources to do this.

The SAB requested the Principal to circulate the timetable of the development to Safia Barikzai (prospective governor).

*Annette Moses (Vice Principal) left the meeting.*

## **8. Principal's report**

The SAB noted the Principal's report.

The Principal confirmed that the Academy is now moving from a phase of rapid change and development to one in which the focus is to ensure the quality and consistency of all that is done for the students.

### *Sixth form report*

The SAB noted the sixth form update for September 2019.

The Principal confirmed that there are 69 applications to date, which comprises of 47 internal applications and 22 external applications (11 of those are for BTEC Engineering). 67 applicants have been interviewed and sent offer letters.

The Principal confirmed that there is a plan in place on the day the results will be released to the students to make available alternative opportunities to the students that may have missed out on their chosen destinations.

A governor asked the Principal if there was anything that could affect the momentum in terms of the new structure at the Academy. The Principal confirmed that a strong foundation has been built that will now enable rapid improvement to be made without the need for unhelpful shifts in emphasis.

The SAB suggested that the Academy should market the good things that are being done at the Academy to other potential teachers so that they are aware of the development opportunities on offer at the Academy.

### *Safeguarding*

The SAB noted the safeguarding report.

The SAB noted the summaries of all the safeguarding referrals made since September 2018 to date. The Principal confirmed that from October 2019, the Academy would be able to build regular reports showing comparisons and trends over time.

The SAB asked the Principal if there are areas where there are needs and whether there are resources available for that. The SAB also asked the Principal for assurances that things are working. The chair volunteered to work with the Principal to work out how to do this.

### *Learner outcomes for years 11 and 13*

The SAB noted that the Academy are coming to the end of the examination season for GCSEs' and A levels. The Principal confirmed that he is pleased with the management of the examinations and the attitude and applications of the students during the exam period.

#### *SEND update*

The SAB noted that the Academy currently have 150 students with an assessed Special Educational Need or Disability (SEND).

The SAB noted that 12 students out of the 150 students have an Education and Health Care Plan (EHCP).

The SAB noted the chart showing the breakdown of assessed needs of the SEND students, and that some students have more than one category of need.

The SAB requested that the Principal share with the SAB what is being done in this area.

#### *Staffing report*

The SAB noted the staffing report.

The SAB noted the high turnover in maths and asked the Principal what is being done. The Principal confirmed that Jason Phillipsz (Vice Principal) is working to support the maths team which will be a substantially new team in September 2019.

#### *Exclusions*

The SAB noted the exclusion data.

The SAB challenged the Principal on what is being done on what appeared to be high number of exclusions at the Academy in some year groups. The Principal explained that one of the reasons the numbers are high is probably because of the low tolerance level the Academy have for bad behaviour, which other schools might not have. The Principal said that from next year the Academy will be looking at the way that exclusions are managed and how other processes are used in the Academy that will support the development of good student behaviour.

The SAB requested the designated safeguarding lead (DSL) to attend its next SAB meeting in October 2019 to present the measures being taken to address the issues of exclusions.

#### *Attendance for the year*

The SAB noted the attendance figures for the year.

The SAB noted that some attendance records were impressive especially Years 7, 8 and 11. The SAB noted a lower attendance in Year 10 and also the way that attendance is recorded in the Sixth Form. The Principal responded that they are working on how to address this.

#### *Day 10*

The SAB noted the Day 10 activities and commended the Academy for providing the students with a range of impressive activities.

#### **9. School Improvement Advisor report - questions from SAB**

The SAB noted the School Improvement Advisor report.

The SAB requested the governors to send any questions for the Principal on the report through the Clerk.

#### **10. School Development Plan & SEF - any progress variance to report - creation of new SDP for 2019/20**

The SAB noted the Principal's proposal on Self-evaluation to school development plan 2019/20.

The SAB discussed how they can contribute to the process at the development stage. The SAB agreed that the Chair, Principal and Clerk to work together and arrange a "strategic meeting" in early September 2019 where the SAB can contribute to the process.

#### **11. Finance update**

*Om Parkash (Trust Finance Manager) joined the meeting.*

The SAB noted the finance update.

The SAB noted that the UAE are forecasting a surplus of £217k. £464k is forecasted after depreciation and £247k variance at the year end.

The Principal confirmed that the Finance Manager has been working on the financial systems and things are improving.

The SAB noted that there are still some risks; like some purchase commitments that have to be reviewed.

The SAB asked the Finance Manager if he knows the outstanding costs historically. The Finance Manager responded that this is still being reviewed. The SAB noted a high number of orders that had not been properly recorded or "closed out".

The Finance Manager confirmed that the outstanding historical costs were still been reviewed.

The SAB noted the MAT's plan to expand and the implication of the expansion on the Academy's finances. The SAB discussed whether the "additional surplus" should be available to the academy to spend on already identified priorities or whether the sum would be returned into the SBA reserves. The SAB agreed to communicate their view on this to the CEO, through the Chair.

*Om Parkash (Trust Finance Manager) left the meeting.*

**12. Issues with parent pay**

The SAB noted the issues with parent pay.

The SAB, after detailed discussion, agreed that there is no fair way to resolve this issue and agreed with the proposal of the SBA CEO to write off the debt and start afresh.

It is estimated that the total sum is £91,335k. There is no way of knowing whether this is a debt and who owes it.

The SAB noted that the parent pay issue will be discussed at the upcoming SBA Audit committee meeting on 26 June 2019.

**13. Link Governors' visit (Focus on student safety - knives, gangs and police liaison)**

The SAB noted the safeguarding link governor visit done by Chris Mallaband.

The SAB noted that there is a plan in place to rectify the issues with the Single Central Record (SCR) at the Academy.

The SAB requested that the HR Manager provides an update at its next meeting in October 2019.

**14. DfE 'keeping children safe in education' and signing of form**

The SAB noted that almost all the governors have read the 'Keeping Children Safe in Education' and signed as having read it.

**15. Completion of governors' training**

The SAB noted the deadline for the completion of the governors' training courses, which is 24 June 2019.

The SAB are encouraged to complete the trainings by 24 June 2019.

**Date of next meeting  
4.00 pm, on Thursday, 10 October 2019**

**Confirmed as a true record**

..... (Chair)