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**Minutes of the meeting of the University Academy of Engineering Local
Governing Body
held at 4.30 pm on Wednesday, 22 February 2017
University Academy of Engineering - Trafalgar Street, London SE17 2TP**

Present

Rao Bhamidimarri (Chair)
Gary Nelson
Michael Broadway
Natalie Ferer
Steve French
Tony Roberts

Apologies

Farah Nur
Karen Fowler
Lesley Morrison
Samantha Jury-Dada

In attendance

Dan Smith
Pervena Singh (Clerk)

1. Welcome and apologies

The Chair welcomed governors to the meeting. The above apologies were noted.

The Local governing body received an informative presentation from the Leader of Learning for Science, Director of Engineering and the Leader of Learning for Mathematics, who each outlined their department's achievements and challenges.

Following discussion on equipment and resources, it was suggested that a proposal for improvement be made to the Principal and CEO, for consideration.

2. Declarations of interest

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

3. Minutes of previous meeting

The LGB approved the minutes of the meeting of Wednesday, 23 November 2016.

4. Matters arising

The LGB reviewed the matters arising from the previous meeting.

The principal confirmed that a report of all departmental reviews including plans on corrective action will be presented to the LGB once all departmental reviews had been completed.

The LGB noted the roll out of the TEEP programme. Improvements to learning will be discussed at the Learning and Teaching committee in May 2017.

5. Principal report

The LGB discussed the Principal's report, which included student progression, student profiles, in-term admissions, EAL, SEND, student performance, and actions and strategies for improvement, based around the four focus areas of Ofsted.

The committee discussed the data on pupil premium and noted that further data was being captured for year 7 students.

The committee noted that year 7 students are outperforming year 9 students, and that actions to correct this trend will be included with the action plans from departmental reviews. The committee requested further detail on the apparent dip in students' performance from year 7 to year 9, particularly within Spanish be further examined to gauge whether there are any underlying issues that may be causing difficulties in this subject area. The committee was reassured that greater focus will be targeted at year 9 students.

The committee discussed the measures of ability for students and requested that the data on the accelerated reader tests for the next meeting.

6. Ofsted preparation

The LGB were given a verbal update on Ofsted preparations ahead of any forthcoming school inspection, and were informed of the improvements made in learning and teaching following the individual department review. Actions and improvements around the four areas of Ofsted's focus were discussed and evaluated.

The LGB requested a brief overview in writing of the progress made at the school to be circulated to governors.

7. Development Plan & Self Evaluation form

The LGB noted the tabled development plan and self-evaluation form, which will be aligned with the South Bank Academies strategy. The strategy is currently in development.

The Principal confirmed the decrease of red ratings in the development plan, and it was suggested that commentary on how the reduction had been achieved is included within future reports.

The LGB briefly reviewed the self-evaluation form and was encouraged to provide feedback and comments on the documents to the Principal following the circulation of the report electronically.

8. Performance management system

The Principal presented the performance management report, which is closely linked to the school's development plan and South Bank Academies MAT strategic plan.

The LGB noted that the performance management process will be a supportive and developmental process designed to ensure the teachers have the skills and support they need to carry out their roles effectively. Each teacher at the school has been given training on SMART objectives and has access to online examples via their teacher portals.

9. Full student data

The LGB noted that full student data had been sufficiently covered in the Principal's report, and it was suggested that governors could gain greater insight of student progression as part of governors' visits.

10. December 2016 Financial Management report

The LGB discussed the December 2016 financial management report, which had been reviewed by the Finance and General Purposes committee.

The LGB noted that the financial management report forecast a surplus of £45k. It was reported that the current budget was funded on 445 students, and at the autumn count the number of students was 382 which means that this year's funding will incur a clawback of £448k.

The LGB discussed the key issues arising from the report which included the reduction of surplus money, due to the number of students, the number of senior level appointments not in proportion to student numbers, and a small 6th form, which requires cross-subsidy.

11. Internet safety

The LGB was presented with the internet safety report which confirmed that no breaches of the internet safety procedures had occurred since the previous meeting.

The LGB were informed that the report has been prepared in response to Bill Stoneham's external review, and will remain as a standard item for future LGB and SLT meetings.

12. Discussions at subcommittees

The LGB noted the discussions at subcommittee report and links to supporting papers on for the Learning and Teaching and the Finance and General Purposes committee meetings.

13. Governor visits

As set out in the Scheme of Delegation, governors of the LGB were encouraged to visit the school termly.

14. Recruitment of Principal

Gary Nelson left the meeting

The Chair of the LGB provided a verbal update on the recruitment process for the schools' permanent principal.

The LGB were notified of the published advertisement for the role, and the closing date of 6 March 2017. Shortlisted applicants would be invited for a two day selection programme, where they will be required to undertake a series of school related assessments. Final candidates would be invited for a panel interview with the Chair of South Bank Academies Board, the Chief Executive Officer of South Bank Academies, two local governors with are former Head Teachers, and a London South Bank University, Human Resources representative.

The LGB requested that the job description for the role be circulated to local governors via email.

15. Any other business

The Chair discussed the development awards which had been deferred for discussion from the Learning and Teaching committee.

It was reported that teachers and non-teaching staff at each school had been given the opportunity to develop a proposal/initiative to enhance learning. The CEO confirmed that no applications had been submitted and that the deadline would be extended to encourage proposals.

The LGB suggested a variation of teachers at the next learning leaders' presentation ahead of the next LGB, and specifically requested an update from the Leader of Learning in Spanish.

Date of next meeting

4.30 pm, on Wednesday, 21 June 2017

Confirmed as a true record

..... (Chair)