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**Minutes of the meeting of the University Academy of Engineering Local
Governing Body
held at 5.00 pm on Wednesday, 21 September 2016
University Academy of Engineering - Trafalgar Street, London SE17 2TP**

Present

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

Apologies

Karen Fowler
Farah Nur

In attendance

Joe Kelly
Dan Smith

1. Welcome and apologies

The Chair welcomed governors to the meeting which had been called at short notice. Apologies were noted as above.

The Chair explained the purpose of the meeting was to update governors on a number of important matters which had arisen since the last meeting, including the resignation of the Principal, the opening of the post-16, and OfSTED preparations.

2. Declarations of interest

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

3. Chair's update

Recruitment of Principal

The Chair reported that the Principal, Jane Rowlands had left the school during August on grounds of ill health. The two Assistant Vice-Principals had been given full Principal's authority in their respective areas of experience by the CEO and duties divided between them in the matters teaching & learning and student welfare, with the CEO assuming the overall management responsibility. In addition, a Vice-Principal and third Assistant Vice-Principal joined for the new term.

Suitably experienced candidates were being interviewed for the position of Interim Principal, with immediate start. The CEO informed the LGB that Sir Nick Williams is supporting the school one day a week and that there was appropriate leadership in the school.

A Behaviour Management System was put in place during summer term 2016 and a letter sent to parents identifying expected behaviours, rewards and sanctions. The LGB welcomed the new system and subsequent improvements in behaviour, but noted the importance of consistency in applying the principles in order for it to become normal practice. The LGB requested that the policy be circulated to governors.

Post-16

The Chair reported that the decision had been taken by the Chair of the Board of Directors of South Bank Academies and the CEO to open the school to post-16 pupils with a STEM offer. Twenty one pupils entered the 6th Form in September 2016. The LGB noted the high quality of entrants.

OfSTED Preparations

The LGB noted preparations in the school for an OfSTED inspection, including an inset day for staff at the start of the term. The LGB noted that the Vice-Principal was updating the School Development Plan (SDP) and Self Evaluation Form (SEF), which would be circulated to governors for comment. Governors discussed their own readiness for an OfSTED inspection. It was agreed that a mock OfSTED on areas of concern would be carried out.

The Chair emphasised the importance of school visits by governors, to help them develop their knowledge of the school. The focus of visits was to observe the outcome of school activities and how they impacted on pupils.

4. Senior Leadership Team report

The LGB discussed the tabled Principal's report which covered the student profile, safeguarding, outcomes for students, enrichment activities, quality of teaching, learning and assessment, personal development, behaviour and welfare of students and leaderships and management in the school.

The total students on roll was 389. Full data sets had not yet been received from primary schools, targets will be in place for Year 7 by the end of Module 1. An update would be provided at the next meeting. The Academy is liaising with primary schools for further information in relation to 7 pupils where any concerns have been identified. CAPP software is being purchased to enable ambitious targets to be set for Year 7. This will also be used for a number of individuals in Years 8 and 9. The LGB noted that due to high proportions of

special educational needs students, additional teaching assistants had been recruited to provide the required support.

The Vice-Principal reported that 4Matrix software was in the process of being purchased which will enable more in-depth reporting through analysis, comparison and forecasting on the performance of pupils, subject areas, quality of learning and progress. An update would be provided to the next LGB meeting on how progress is measured at the school.

The LGB noted that the Single Central Register is up to date. The LGB discussed in detail the referral of a pupil. An update was requested when available. Termly parent surveys were planned. Parents' comments will be shared with governors.

It was noted that there was inconsistency in the quality of teaching across the school. The Teaching Enhancement and Effectiveness Programme (TEEP) system was being introduced to provide a comprehensive framework to develop the quality of teaching, learning and assessment and tackle the inconsistencies identified. An update would be provided to the next LGB meeting.

The Vice-Principal will make a presentation to the LGB at its next meeting on the new performance management system.

Date of next meeting
5.00 pm, on Wednesday, 23 November 2016

Confirmed as a true record

..... (Chair)