

Meeting of the South Bank Engineering UTC Finance & General Purposes Committee

5.00 - 6.00 pm on Wednesday, 22 November 2017
in South Bank Engineering UTC, 56 Brixton Hill SW2 1QS

Agenda

<i>No.</i>	<i>Item</i>	<i>Pages</i>	<i>Presenter</i>
1.	Welcome and apologies		NF
2.	Declarations of interest		NF
3.	Minutes of previous meeting	3 - 6	NF
4.	Matters arising	7 - 8	NF
Items to discuss			
5.	Financial Management Report	To Follow	CV
6.	Pupil Premium Expenditure	9 - 12	DC
7.	Buildings Update	13 - 14	DC

Date of next meeting
5.00 pm on Wednesday, 7 February 2018

Members: Natalie Ferer (Chair), Rao Bhamidimarri, Ian Brixey, Dan Cundy and Ruth Smith

In attendance: Claire Viner and Alexander Enibe

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**Minutes of the meeting of the South Bank Engineering UTC Finance & General
Purposes Committee
held at 5.00 pm on Wednesday, 3 May 2017
South Bank Engineering UTC, 56 Brixton Hill SW2 1QS**

Present

Rao Bhamidimarri (Chair for the meeting)
Dan Cundy
Ian Brixey
Rao Bhamidimarri
Ruth Smith

Apologies

Natalie Ferer (Chair)

In attendance

Tony Roberts
Dan Smith
Pervena Singh (Clerk)

1. Welcome and apologies

Governors were welcomed to the meeting.

The committee chose Rao Bhamidimarri as Chair for the meeting following apologies from Natalie Ferer.

2. Declarations of interest

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

3. Minutes of previous meeting

The committee approved the minutes of the meeting held on Wednesday, 1 March 2017.

4. Matters arising

The committee discussed the pending matters arising, which included;

Action 5 - Public response to the apprenticeship levy to be circulated to governors.

Action 7 - Working group meeting to be held to discuss back up plans in the event that the new building is not ready. The meeting will be held with the Principal, CEO and one governor, and any other related parties, with an overview of discussions to be reported to local governors at the next local governing body meeting.

All other matters arising were addressed on the agenda.

5. March 2017 financial management report

The committee discussed the March 2017 financial management report which forecasted a surplus of £250k for the year. The committee noted the significant change to income following the receipt of £200k transitional funding. It was further reported that majority of the transitional funding will be spent on equipment for the school.

The committee sought assurance on the transition cost of services to the new school, such as, setting up the broadband, and the cost of other ICT services at the new building.

The Business Manager confirmed that a contingency budget with money set aside to cover unexpected costs during the construction and transitional period of the new building has been accounted for within the budget. It was reported that these assumption made within the budget were based on measures of average costs from similar sized schools.

The committee were informed that a rise in the cost would be expected and is not unusual, considering the size of the new building.

The committee voiced their concern over staff members opting out of the pension scheme, and requested a summary on how many staff that has taken this option and how this has affected the budget.

The committee noted and discussed the process and stages for compiling the school budget, as requested by the committee at its last meeting.

The committees discussed the income and were informed of the number of free school meal students at the UTC, which are slightly lower against the Lambeth average.

The committee was reminded that DfE require reports of school leavers and withdrawals. The Principal would ensure that the requirement is met and would confirm completion to the committee members.

The committee noted possible discounts from shared services and contracts with South Bank Academies and sponsor London South Bank University.

The committee queried the recent national cuts to funding, and requested that a summary of funding sources and any issues that could arise from the cuts, to be presented at the next committee meeting.

6. Pupil premium

The committee discussed the pupil premium report. It was reported that very little has changed from the last meeting, and an in-depth review of the impacts

of the pupil premium report will be reported on at the end of the year to the Committee and to the Learning and Teaching committee.

7. School contracts

The committee noted the update on school contracts.

8. Any other business

The committee discussed the local audits held at the school and queried how regularly they are conducted, and who should be reviewing the information. The committee suggested a list of inventory and assets to track any items during the move to the new building.

The committee were made aware of the development of a school risk register, which will be presented at the local governing body meetings.

**Date of next meeting
5.00 pm, on Wednesday, 22 November 2017**

Confirmed as a true record

..... (Chair)

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**SOUTH BANK ENGINEERING UTC FINANCE & GENERAL PURPOSES COMMITTEE
WEDNESDAY, 3 MAY 2017- ACTION SHEET**

Agenda No	Agenda/Decision Item	Action	Officer	Action Status
5.	March 2017 Financial management report	A summary on the number of staff that have opted out of the staff pension scheme and how it has affected the budget, to be presented to the committee. A report summarising the recent national cuts to funding sources for the UTC, including any issues that could arise from the cuts, to be presented to the committee.	Dan Smith Dan Smith	In Progress In Progress
8.	Any other business	The committee requested the need for a list of inventory to track items during the move to the new building.	Dan Cundy/ Dan Smith	

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South Bank Engineering UTC

Pupil Premium

Dan Cundy. 15th November 2017.

Pupil Premium funding is given to schools to help support students with disadvantage so as to close the gap in attainment between them and their peers. It is allocated to schools for every student who has been in receipt of free school meals at any time in the previous six years as well as to Looked After Children and those in Armed Services families as follows:

- Students who have been eligible for Free School Meals (FSM) at any time in the last six years: FSM6 – £935 per student
- Children in care, referred to as 'Looked After Children' (LAC) - £1900 per student
- Students of parents serving in the armed forces to address the emotional and social well-being of these students (Forces Premium) - £300 per student

April 2017-March 2018

At South Bank Engineering UTC, our Pupil Premium allocation is as follows for our Key Stage 4 cohort:

FSM6: 17 students (47% of roll in Year 10) = £15895

Barriers

Disadvantaged students face a range of barriers to educational achievement in relation to their peers. The main barriers include:

- Access to appropriate space and environment at home to study independently
- Access to technology to facilitate learning off site
- Access to funding for business dress
- Access to funding for transport, especially outside London and on underground services
- Access to a healthy, balanced diet in line with the needs of young people
- Access to targeted support for catchup study, especially in literacy and numeracy
- Access to co-curricular opportunities
- Access to training and development likely to develop employability or earnings power

South Bank Engineering UTC will allocate additional Pupil Premium funding according to its Pupil Premium Strategy so as to have maximum impact in a manner targeted at individual students.

Pupil Premium Strategy

Overarching Objective

To close the gap in performance between disadvantaged students and their peers through effective and efficient use of Pupil Premium funding.

Objectives for 2016/2017

- Use funding to enhance staffing complement in order to offer reduced class sizes in key areas of the curriculum, especially in English, maths and engineering;
- Use funding to offer a range of enrichment activities which enhance students' employability, such as CAD;
- Use funding to offer supervised independent study sessions in lieu of homework, to remove barriers to learning outside the UTC;
- Use funding to offer supplementary tuition in English and mathematics;
- Use funding to offer free healthy snacks during the UTC day: fresh fruit, cereal bars and water;
- Provide subsidy and funding support for educational trips, visits and resources;
- Provide support for uniform and equipment for students who need support;
- Use funding to provide access to educational technology both at the UTC through laptop and tablet access, but also outside the UTC through online technologies such as OneNote.

Measuring the impact of Pupil Premium funding

Every year the UTC will commission a Pupil Premium audit. This audit analyses the impact of all pupil premium expenditure and makes recommendations for future development. At the start of each academic year, the UTC will publish an analysis of how Pupil Premium funding was spent, and most importantly, the impact it has had in raising standards and narrowing the gap in performance to students nationally who are not in receipt of Pupil Premium funding.

Impacts to date

- Staff deployment and curriculum design in place to run small classes: 18 students in each Year 10 class for example.
- Enrichment offer makes use of additional resourcing to enhance students' employability: Duke of Edinburgh club, PC building club, 3D printing and Computer-Aided Design clubs for example. All these activities will enhance students' marketability and skills.
- Supervised independent study sessions running in lieu of homework, to remove barriers to learning outside the UTC;

- Deployment of staff to offer supplementary tuition in English and mathematics in class and on an individual basis;
- Free fruit and chilled water offered to students
- Hardship funding in place to support family requests for assistance with business dress
- Technology procurement gives all students access to laptops, giving all students equal access to resources
- BYOD policy on mobile devices removes further barriers to the access to technology outside lessons
- Cloud-based and networked resources in place to enable students to access learning remotely and on a range of devices.

During the course of the academic year the UTC will receive a funding update in recognition of the increased student numbers in Key Stage 4 since the start of Year 10. Internal figures indicate that 49 students in 2017-18 are FSM6 and eligible for pupil premium funding. Once this is confirmed, an updated strategy document will be completed.

In September 2017, the first set of GCSE results will be published and an analysis will be conducted. This will give an indication of the impact of the pupil premium funding and activities on the gaps in achievement between disadvantaged and non-disadvantaged students.

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Buildings update

Dan Cundy. 9th November 2017

Since the previous update in September 2017, much progress has been made. However, an early and major issue for the UTC was a flood on 20th September. Almost certainly caused by a mechanical failure in the Gas Stop system in a fourth floor science laboratory, the escape of water had a widespread impact, causing cosmetic damage on all floors bar the ground floor. Management plans were established to minimise the impact of the escape of water in terms of safeguarding, teaching and learning and in financial terms. UTC leadership actions were appropriate and timely with the support of the fire service, trust and B&K. Water was removed as quickly as possible and dehumidifiers installed; the server and other high-risk equipment was moved; the timetable was reconfigured to avoid damaged rooms; remedial processes were put in place including electrical testing. All systems are now fully functional and most cosmetic damage has been repaired. Insurance claims are yet to be finalised.

Snagging is still ongoing, with a volume of work undertaken by B&K and subcontractors at half term to minimise disruption. We are still awaiting the delivery and installation of water fountains, and Trespa work surfaces are to be fitted to some rooms over the Christmas break. Buildings management systems are operational, again with some snagging ongoing, particularly with heating as the temperature outside has dropped. The fountain is problematic, with the pool too small for the unit. This is being addressed.

The UTC is yet to take delivery of changing room furniture, and furniture for three engineering rooms, as well as for LRC fittings and lockers. Discussions are ongoing. The UTC is still awaiting delivery and fitting of touchscreen panels for several classrooms, as well as hardware to operate the video wall and digital signage. Management plans are in place to limit the impact of rooms without display technology.

The UTC is yet to take delivery of some key engineering equipment. Much work has been done to ensure more active support from the trust in expediting the order and delivery of equipment to minimise disruption to the planned curriculum. Installation, commissioning and training of some equipment is yet to be complete.

The building is secure, with Secure By Design entrance operating correctly, and with no security issues identified so far, bar some early issues with the intruder alarm.

Disabled access is satisfactory, with the lift operational and systems in place to support students and staff with mobility issues. Accessible toilets and fire refuges are in place.

Connectivity is satisfactory but based on a BT Infinity line. The faster Virgin fibre line is yet to be installed.

Fire systems are effective, with fire apparatus installed and fire routes clearly published and practised through drills.

The UTC does not yet have a site supervisor in post; plans are underway to share one member of staff with Trinity Academy: this will enhance the UTC's ability to manage systems and maintenance, as well as to work with contractors.

Displays and branding are advancing well across the UTC; some additional funding is being sought from sponsors and partners to enhance branding and identity.