

**Minutes of the meeting of the University Academy of Engineering School
Advisory Board
held at 3.00 pm on Thursday, 4 October 2018
University Academy of Engineering - Trafalgar Street, London SE17 2TP**

Present

Nicole Louis (Chair)
Karen Fowler
Lesley Morrison
Tony Roberts
John Taylor

Apologies

Veronica Allen
Natalie Ferer
Zakir Matin

In attendance

Alexander Enibe

1. Welcome and apologies

The Chair welcomed governors to the meeting of the newly renamed School Advisory Board. (see minute 10). The above apologies were noted.

2. Declarations of interest

No governors 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 11 July 2018.

4. Matters arising

The SAB noted that some of the actions from the meeting of 11 July 2018 have not been completed and requested that they should be completed and updates be provided at the next SAB meeting on 29 November 2018.

On matters arising from item 5 on policy review from the actions of the 11 July 2018 meeting, the Chair confirmed that she has requested support from LSBU to review the schools policies.

On matters arising from item 13 ('Day 10 Presentation'), the Chair suggested that this can go to the SBA Board meeting in December 2018.

The Principal briefly presented the 'Day 10 Presentation' to the SAB to show what the Principal and the leadership team have done so far. The SAB welcomed the presentation.

5. Student recruitment update & financial implications

The SAB noted the student numbers update and financial implications.

The Principal confirmed that there has been changes in the student numbers since the budget was prepared. The student numbers have increased from a total of 697, which was used in preparing the budget, to 702.

The Principal mentioned that he is looking at offering a Vocational level 3 Engineering course at the UAE. In response to governors, the Principal confirmed that the course will only go ahead if the number of applications makes it viable for 6th form and that Management are considering current Year 11 students with potential to undertake the qualification.

The SAB discussed the importance of having a debate on the student experience for courses with low student numbers. The Principal confirmed that this would be done.

The SAB requested a review of budget assumption for A-levels to the March 2019 meeting.

A governor asked the Principal what plans he has for students that do not get into the vocational course and how does he ensure that the students end up in the right place. The Principal confirmed that a full time Careers' Leader has started working with the students and directing them to the support available to get them into a place that is suitable for them.

The SAB requested that the Careers' Leader do a presentation at its next meeting on 29 November 2018.

The Chair confirmed that the UTC is also working to expand BTEC vocational courses so that there would be an alternative pathway in the Trust, so this would be a good opportunity for the two Principals to work together on this. The Chair suggested that the governors should contribute to the Principal's development of the School Development Plan to help shape the Principal's vision.

A governor suggested that the UAE should focus on the areas that they are known for and get good results before going into other areas. Another governor mentioned that, because the UAE is situated in Elephant & Castle, with the reputation of the area, parents will come if they are sure that the school is doing very well in their outcomes.

The SAB also requested that the Principal should invite a former student to give talks to the students to inspire them.

6. Examination results analysis

The SAB noted the examination results analysis.

The SAB noted that Maths, Computer Studies/Computing and D&T Product Design A-levels results were poor. The Principal responded that they have learned some lessons from these results. The Principal confirmed that they have taken action on the Computer Science department with staff changes and a new head of department. The subject has been withdrawn from this year's offer to allow the changes to embed.

A governor challenged the Principal on why he had not put his action plan from the students' outcomes in the meeting pack. The Principal confirmed that the action plan is being developed by the Head of Maths.

The Chair suggested that the governors should look at the Principal's School Development Plan to see whether he has the right plans.

The SAB noted the Engineering BTEC results, which were good.

On destinations, the SAB noted that nearly all the students who applied to University or Apprenticeships were successful (20 of the 21 students).

The Principal confirmed that lessons had been learned and that some of issues were historic issues there were now being addressed. A governor asked the Principal if this means that they are likely to see these kinds of results again. The Principal responded that they would start getting the students to focus on either BTEC or A level courses. Also, that there will be more discussion with the students to know exactly the points they need to go to their preferred schools and avoid them taking on more courses than they actually need.

The Chair suggested that SAB should focus on the interventions to help the students' outcomes for next year.

The SAB requested that the Principal should provide his action plan on students' outcomes at the next meeting on 29 November 2018.

7. School Development Plan (3 year view)

The SAB had a robust discussion about the School Development Plan.

The SAB discussed the new google-suite and google classrooms. The platform allows the teacher, students and parents to see what the student is doing in school, including home work. The Principal suggested that the SAB can see how this works as the school has already gone live.

The Principal confirmed that there are concerns about the leadership in SEND. The Chair suggested that the UTC has a good leader in SEND and the UTC's Principal could offer some help to UAE in this area. The Principal confirmed that he has an action plan on SEND and he is happy for the SAB to see it and hold him to account on this.

The SAB requested that the SEND governor should pay a governors' visit and update the SAB at its next meeting on 29 November 2018.

On Year 11, the Principal confirmed that there are interventions starting in different areas, including external tutors coming in.

The SAB challenged the Principal on the progress of the students. The Principal explained that the level of progress is being addressed by new Management.

The Chair asked whether the SAB thinks that there is strong enough mechanism to stress test the current Principal. The Principal responded that there is currently a mechanism, which is the School Improvement Advisor.

The SAB requested that the School Improvement Advisor should come and debrief them after the next School Improvement Advisor visit.

A governor asked the Principal how the teachers are feeling about the many changes that are being introduced by the Principal and if they are accepting them. The Principal confirmed that he had not had any significant problems.

The SAB discussed and expressed concern at the Year 7 lack of experience of teachers. A governor said that quality teaching is good to deliver the type of results that is needed and this has to start from Year 7. The same governor asked the Principal how often he meets the curriculum leaders and if he is confident when he meets them. The Principal confirmed that the Heads meet the curriculum leaders frequently. The Principal also confirmed that he is confident, and that the self-evaluation form is used by the senior leadership team to evaluate themselves. The Principal said that they are investing a lot into Continuous Professional Development (CPD) for the SLTs to develop them to have more experience. The Principal feels that the school has good competent teachers but that they are not quite at the level he would like them to be.

The governors were encouraged to feedback any specific comment to the Principal. The SAB requested that the Principal bring a full version to its next meeting on 29 November 2018.

8. Staff recruitment and staff training

The SAB noted the update on staff recruitment and staff training.

The Principal confirmed that there is one vacancy in English, as one of the appointed teachers turned down the job, and they would also need to appoint two other teachers from January 2019, one in Mathematics and one in D&T Product Design. The Principal said they may also need to appoint another English teacher to replace a current trainee teacher, but this is yet to be decided.

The Principal also confirmed that they would need to recruit some support staff, two learning assistants, and a maternity cover for the position of Administration Manager for one year. The Principal confirmed that the authority to recruit for all these positions has been given and they are budgeted for.

9. **Audit reports**

The SAB noted the audit reports (Health & Safety and HR).

On Health & Safety, the SAB queried the Principal about the documentation of the asbestos mentioned in the report. The Principal responded that he is not aware of the whereabouts of the documentation. The SAB requested that the CEO should contact the previous CEO about the documentation of the asbestos.

The Principal mentioned to the SAB about the heating at the UAE. The Principal said he does not know who supplies the heating to the UAE and that this poses a risk because the UAE can get hit with a huge heating bill or get disconnected from heating one day. The Principal wants to see the heating agreement.

On HR, the CEO confirmed that there would be an HR manager at the Trust level.

10. **Governance update**

The SAB noted the governance update.

The Chair confirmed that a new governance model has now been approved by the SBA Board and shared with the DfE. The new changes include a revised scheme of delegation, a revised remit and composition for the Local Governing Bodies and changes to the composition of the Trust Board. The Local Governing Body will now be known as the School Advisory Board.

The Chair confirmed that the Local Governing Body committees are now discontinued, the remit and responsibilities of these committees will either be addressed within the remit of the School Advisory Boards or by the Trust Management. The School Advisory Boards will also expand the number of link governors, to cover seven specific areas.

The Chair confirmed that the consultation has now ended and decision has been made by the SBA Board on the new governance model, and told the SAB to feel free to ask questions where they require clarification.

According to the new scheme of delegation, the oversight of financial issues will now rest on the SBA Board. A governor said that it will be difficult to separate financial issues from students' outcomes, because discussion on school financial needs will always come up at the SAB meetings. The Chair confirmed that the SBA Board wants the SAB to focus on curriculum and

outcomes etc. That the SAB can discuss and raise issues when the school needs money and the Chair, who will be a Trustee of the SBA Board can escalate it at the Board level.

The Chair confirmed that there will be an Executive Principal to head the schools, who would be the accountable officer.

The SAB requested that the clerk should write to the governors to know which area they will be interested to be a link governor.

**Date of next meeting
3.00 pm, on Thursday, 29 November 2018**

Confirmed as a true record

..... (Chair)