

**Minutes of the meeting of the South Bank Academies Board  
held at 4.00 pm on Thursday, 5 December 2019  
South Bank Engineering UTC, 56 Brixton Hill SW2 1QS**

**Present**

Hitesh Tailor (Chair)  
Richard Flatman (Vice-Chair)  
Tony Giddings  
Nicole Louis  
Hilary McCallion  
Fiona Morey  
Lesley Morrison  
David Phoenix

**Apologies**

Chris Mallaband

**In attendance**

Helena Abrahams  
Michael Broadway  
Dan Cundy  
Alexander Enibe  
Natalie Ferer  
Om Parkash

**1. Welcome and apologies**

The Chair welcomed trustees to the meeting, including Hilary McCallion, to her first meeting. Additionally, Helena Abrahams (Trust Business Manager) and Om Parkash (Trust Finance Manager) were in attendance.

The Board noted the above apology.

**2. Declarations of interest**

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

**3. Minutes of last meeting**

The Board approved the minutes of the meetings held on 17 September 2019, and their publication, as redacted. The Board approved the notes of the Board development and Ofsted session on 26 November 2019.

**4. Matters arising**

The Board noted the actions arising from the previous meetings.

On item 1, the Board noted that Safia Barikzai and Vicky Downie would provide an update on LSBU sponsor student engagement programme at a future meeting.

The Board requested the Executive Principal to provide the 6<sup>th</sup> form strategy at its next meeting on 26 March 2020.

The Board noted that the Executive Principal is meeting the SBA Chair to update the SBA policy schedule.

The Board noted that the Self-assessment checklist had been submitted to the ESFA by the deadline of 14 November 2019.

## 5. **CEO's Report**

The Board noted the CEO report.

The Board noted that the CEO and Executive Principal are continuing to work to support clear understanding of roles and responsibilities across the MAT. The key focus for management for 2019/20 is improving outcomes and quality of education across both schools. The Board noted that the CEO is aligning SBA's vision to the LSBU group vision and will bring proposals to the March 2020 Board meeting.

The Board noted that all teaching and non-teaching staff have been awarded the 2.75% national pay award.

The CEO confirmed that the focus for this term to date is reviewing 2018/19 pupil achievement and ensuring appropriate actions are in place across the MAT so there is an improvement in pupil achievement in 2019/20.

The Board noted the draft key performance indicators to enable the Board and the SABs to monitor performance.

The Board noted the SBA scheme of delegation approved on 23 March 2019. Trustees were encouraged to provide any comments to the Clerk.

## 6. **Education update**

The Board noted the Education update, including that:

- the school evaluation forms had been updated in line with the new Ofsted framework and were now consistent across the MAT;
- that assessment models are being developed at both schools; and
- that joint CPD to staff is being developed across both schools.

The Board noted the external review visit to the UTC by Baker Dearing Trust on 3 October 2019, where a number of concerns were raised. The Board also noted that a follow-up visit was arranged on 14 November 2019 where a number of the concerns raised were addressed. In response to a question,

the Executive Principal confirmed that the reason the UTC had estate issues prior to the external visit was because of the re-arrangement of engineering equipment taking place at the time, which has since been completed.

The Board requested the Executive Principal to circulate a paper on the “commissioned places model”.

**7. Management accounts - October 2019**

The Board requested the consolidated management accounts for October 2019 are circulated to the Board as soon as possible. The Business Manager confirmed that the accounts forecast the company to deliver to its budget target.

**8. 5 year staff investment plan**

The Board noted the verbal update on the 5 year staff investment plan.

The CEO confirmed that the workforce plan is being reviewed and would come to the Board meeting on 26 March 2020.

The Board noted that the workforce plan would be a 3 year plan.

**9. Annual register of interests (to approve)**

The Board authorised the interests of trustees as declared in the register of interests, 2019/20.

The Board noted the new declarations from trustees and requested the Clerk to update the register.

The Clerk informed the Board that the approved register will be uploaded onto the Trust’s website as required by the Academies Financial Handbook.

**10. SBA Audit committee revised terms of reference (to approve)**

The Board noted the revised SBA Audit committee terms of reference, which had been reviewed by the Audit committee.

The Board noted that the LSBU Audit committee would have an oversight role over the audit aspects of the whole of the LSBU Group, including SBA.

The Board approved the revised SBA Audit committee terms of reference.

**11. External audit findings**

The Board discussed Moore Kingston Smith’s draft audit findings report, which had been discussed in detail by the Audit committee. The auditors had issued an unqualified audit opinion but had modified the conclusion on the regularity report due to control deficiencies identified during the audit.

The Chair of the SBA Audit committee confirmed that the management letter showed that all but one of the high risk areas identified in the previous audit findings are resolved.

The Board noted the one high risk finding this year is around providing evidence of compliance and that an action plan for dealing with this is being developed.

The Board thanked the finance team for their hard work in improving the financial control environment.

## **12. External audit letter of representation**

The Board discussed the letter of representation to the external auditors, which had been reviewed in detail by the Audit committee.

The Board noted the representations specific to SBA.

The CEO and Business Manager confirmed that all material matters had been disclosed to the auditors and that the representation were accurate and reasonable.

The Board approved the letter and authorised the Chair to sign on behalf of the Board.

## **13. Annual report and accounts (to approve)**

The Board noted the draft Annual report and accounts for year ending 31 August 2019.

The Board noted that the Audit committee have reviewed the accounts at its meeting on 28 November 2019.

The Board noted that the auditor's report is in line with the reporting requirements.

The Board noted assurances from the CEO and Business Manager that the form and content of the report and accounts were accurate and could be approved by the Board.

After careful consideration, the Board approved the annual report and financial statements for the year ended 31 August 2019, subject to minor amendments, and authorised the Chair and the CEO to sign on behalf of the Board.

14. **Appointment of auditors**

The Board noted the strategy for the External Audit Tender, which had been approved by the Audit committee.

The Board noted the proposal is to tender through Crescent Purchasing Consortium where there are 12 potential firms. The tender process would be overseen by a panel of audit committee members.

The Board supported the strategy for the external audit tender.

15. **SBA Audit committee and School Advisory Board reports**

The Board noted the summary of the SBA Audit committee, UTC SAB and UAE SAB meetings.

16. **Corporate risk update**

The Board noted the Corporate risk update.

The Board noted that there has been no significant risks from September 2019 to December 2019.

The Board requested the Business Manager to review the risk registers for the next SBA Audit committee meeting on 10 March 2020.

**Date of next meeting**  
**4.00 pm, on Thursday, 26 March 2020**

**Confirmed as a true record**



..... (Chair)