

**Minutes of the meeting of the South Bank UTC School Advisory Board
held at 4.00 pm on Wednesday, 7 October 2020
MS Teams**

Present

Lesley Morrison (Chair from minute 5)
Ian Brixey (*Chair for minutes 1 - 5*)
Beau Fadahunsi (*for minutes 1 - 6*)
Tony Roberts
Austin Sheppard
Joanne Young

Apologies

Ed Arthur

In attendance

David Bell
Ciara Carroll
Dan Cundy
Rob Harding

1. Welcome and apologies

Due to technical issues, the Chair was delayed joining the meeting and requested that Ian Brixey deputise until she was able to join.

The Vice Chair welcomed governors to the meeting.

The above apologies were noted and accepted.

2. Declarations of interest

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

3. Minutes of previous meeting

The minutes of the previous meeting held on 1 July 2020 were agreed.

4. Matters arising

5 February 2020

School Improvement Plan and Self Evaluation Form are both on this meeting's agenda.

25 March 2020

School Improvement Plan is on this meeting's agenda.

Attendance data will now be provided without excluded pupils for comparison.

The Principal will circulate the Baker Dearing Trust report.

13 May 2020

A more detailed safeguarding update was provided at the last meeting.

1 July 2020

The update on middle leadership structure is on the agenda for this meeting. The update of the risk register will be done by the Executive Principal and the Principal.

The SAB noted that the UTC safeguarding policy has been approved by the Board. The approved policy would be circulated to local governors.

5. **School Development Plan and Self Evaluation Form review**

Self-Evaluation Form (SEF)

The overall judgement in the SEF is 2- . Management have assessed the school as 'Good'; however, there is a need for further improvement in some areas to fully secure that judgement from Ofsted.

In response to a question from the SAB, it was reiterated that the school is moving up through 'Good', rather than down to 'Requires Improvement'. The UTC is working closely with the Ron Dearing UTC who would be supporting the UTC to conduct deep dives throughout the school in the coming weeks.

The SAB discussed how important it is that evidence available to demonstrate the statements made in the SEF. The school has made structural changes to support evidence gathering, such as integrating employer projects into curriculum time. The SAB agreed that Jo Young's recent visit to the school was a good example of engagement and multiple actions have been agreed. Enrichment days are also planned, with the next one on 6 December 2020 which would assist with evidence gathering.

The SAB noted that the two industry sponsor governors had a Teams Meeting on 30 September 2020 with a number of the new staff which was very well received. Coming from this it was found that the UTC are to hold a Careers Day on 12 October 2020 and one of the sponsors undertook to see if a video connection could be arranged to support the day.

Governor visits would play an important role in gathering evidence for any likely inspection and would need to be planned with the SEF in mind.

Leslie Morrison joined the meeting.

School Development Plan (SDP)

Quality of education

The SAB discussed the baseline for good or better teaching which the Chair challenged with the Principal before this meeting and the Senior Leadership Team will be reviewing the milestone planning to push this figure higher.

The SAB acknowledged that it would be necessary to wait until December 2020 to review teaching judgements, particularly for outstanding teaching; it was agreed that the UTC should be aspirational in its targets for outstanding teaching and curriculum.

The SAB noted that OFSTED is due to come back 24 to 30 months after its first visit; there is likely to be a delay due to the backlog caused by the suspension of formal inspections until January 2021. However, the key lines of enquiry will focus on 2019 information as 2020 figures will not be published.

Curriculum development

The Principal explained that the planning has been standardised across all subjects to allow easy access for all to curriculum planning. Departments must be half a term ahead in their planning.

The SAB noted several changes, including:

- 'Big Picture' planning
- Assessment cycles for all subjects
- Deep dives across the curriculum, supported by Ron Dearing
- Change in planning methodology from using exam board schemes of work to a whole subject and wider application approach

Behaviour and attitudes

The SAB noted concerns raised about attendance and behaviour in certain year groups. They heard that the method of recording attendance has changed for Years 12 and 13 to bring it into line with 6th Form colleges nationally. Previously the UTC used the AM/PM method which was found to be not suitable for 6th Form; the new method will record attendance only for those sessions in which the student is required to attend.

A formal process has been designed to assist those students who do not meet attendance expectations and two new staff members, a Head of 6th Form and an Attendance Officer, have been appointed to support this process.

Due consideration has been given to the impact of the coronavirus pandemic on attendance and recognition of this will be made in relevant documentation; however, the school believes it necessary to continue to focus on improvement.

The SAB heard that support and due diligence is built into the process to ensure that students are treated fairly and legally.

Personal development

The SAB agreed that engagement with employers is important as it drives future opportunities for students and challenged the Principal to show how the UTC intends to drive personal development to support this.

The SAB noted:

- Integration of employer projects into the curriculum
- Increasing use of 'Skills Builder' to identify skills gaps and training opportunities
- Development of evidence requirements and milestones to demonstrate how successful 'Skills Builder' is
- Development of the role of form tutor, particularly within Years 12 and 13

The SAB heard that a governor had conducted a recent visit to the school and was pleased that the students were able to discuss the enrichment program and what it meant for them personally.

The SAB discussed what support they could lend to the school to assist students with building a portfolio of evidence.

Leadership and management

The SAB heard about the changes in middle leadership at the UTC, noting that senior leadership had been scaled down and resources redirected to four new faculty directors and a Director of 6th Form.

The year started well for all areas, some concerns have arisen and are being addressed. The new structure of the UTC will be shared again with governors for information.

The SAB raised a concern regarding the current staffing situation which has put greater pressure on the scaled down Senior Leadership Team and offered support to the school in its efforts to seek a long term solution.

Performance management

The SAB queried who would be responsible for quality assessment of teaching and how often teachers were reviewed. The Principal explained that regular learning walks were conducted by faculty directors and senior leadership. He said that the scheduled deep dives taking place in conjunction with the Ron Dearing UTC will function as a 'mock-OFSTED' and will inform the quality assessment process.

Site development

The SAB noted that a new automatic barrier system would be installed at the front entrance to the school to provide more accurate information about who is on the premises. This would alleviate both safeguarding and fire safety concerns.

The SAB discussed the school's plan for an equipment replacement program, hearing that this was a work-in-progress, with the Trust's business manager putting together a capital strategy which will be brought to the SBA Board in due course.

6. **Principal's report**

Assessment and progress

The SAB discussed assessment and progress data for 2019-20. Good progress had been made this year, particularly at A-level. The average grade at A-level is C+, close to the national average and destinations for leavers are very strong. Many students were given unconditional offers this year.

The SAB queried whether previous areas for improvement had performed better this year. These areas have improved, particularly Computer Science, where students had been directed towards courses that best suited their abilities.

When challenged about teacher-assessed grades, management was confident that the students would have performed as well in their exams. Comparison of results to national this year would not be possible as the results would not be published.

The Principal would provide a destinations report for the next meeting.

The SAB discussed the new HNC program, one of only two in the country and one that has been raised in the House of Lords by Lord Baker. The school is working with LSBU to synchronise the HNC offer with their engineering degree programs.

Beau Fadahunsi left the meeting.

Behaviour and attitudes

The new provision for internal exclusions was explained to the SAB. The new strategy is designed to reduce the number of fixed-term exclusions. There is a new staff resource in place to facilitate this provision.

The SAB expressed concern at the number of fixed-term exclusions; however, the school is broadly in line with the national level. The fixed-term exclusion strategy is being deployed selectively where it can have the most impact and the school is also working with Lambeth College, where there is a provision for disengaged learners in Year 11. The school expected an increase in

behavioural incidents following lockdown and is anticipating that a strengthened behaviour policy will bring the number of fixed-term exclusions down in the longer term.

Recruitment

The figures for Year 10 show the impact of the pandemic with reduced student recruitment; however, numbers in Year 12 are above target and Year 11 student recruitment has increased.

Covid-19

The SAB heard that, should there be a positive result in the school, this would be dealt with by Public Health England on a case by case basis. The numbers sent home would depend on the exposure assessment. Resources are in place, but the supply can be challenging and does have an attached opportunity cost.

7. Examination results and analysis

This agenda item was covered in item 6.

8. Student recruitment update and financial implications

This agenda item was covered in item 6.

9. SAB membership update

The SAB was informed of the following updates:

Tony Roberts and Ed Arthur have been re-appointed for a second term.

There are currently vacancies for a parent governor and a staff governor. The Principal will publish an advert for both vacancies.

A skills audit will be conducted shortly after this meeting to gauge how best to target the recruitment advert.

10. Governors' training and Keeping Children Safe in Education 2020

Governors were requested to read Part 1 of Keeping Children Safe in Education 2020 updated and to email the clerk to confirm that they have done so in order that the school can meet its statutory obligations.

11. UTC Risk register

The Executive Principal explained that the responsibility for the risk register lies with the Trust Board and that he updates it in conjunction with the Principal.

The SAB requested that the Executive Principal distribute the Trust Board risk register to them as soon as it is approved.

12. Link governors

Link roles are confirmed as follows:

| | |
|-------------------------|-----------------|
| Pupil Premium Grant | Lesley Morrison |
| Special Education Needs | Jo Young |
| Curriculum | Vacant |
| Employer Engagement | Ian Brixey |
| Safeguarding | Beau Fadahunsi |
| Health and Safety | Tony Roberts |
| Parental Engagement | Vacant |

Curriculum and Parental Engagement link governors are required.

Governors discussed protocols for governor visits and were assured by the Principal that the school's risk assessment covers their visits and ensures that in-person visits can be conducted safely.

The SAB expressed appreciation for all the work done to keep students and staff safe.

**Date of next meeting
4.00 pm, on Wednesday, 9 December 2020**

Confirmed as a true record

..... (Chair)