

**Minutes of the meeting of the University Academy of Engineering School
Advisory Board
held at 4.00 pm on Thursday, 29 November 2018
University Academy of Engineering - Trafalgar Street, London SE17 2TP**

Present

Nicole Louis (Chair)
Veronica Allen
Natalie Ferer
Lesley Morrison
Zakir Matin
John Taylor

Apologies

Karen Fowler
Tony Roberts

In attendance

Clym Cunnington
Alexander Enibe

1. Welcome and apologies

The Chair welcomes governors to the meeting and introduced Clym Cunnington (new Trust Business Manager) to the governors.

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 4 October 2018.

4. Matters arising

The SAB noted all matters arising from the previous meeting.

On matters arising from item 5 on policy review from the actions of the 11 July 2018 meeting, the Chair confirmed that the Business Manager is now reviewing them.

On matters arising from item 7 on school improvement advisor attending the SAB meeting to debrief the SAB, the SAB noted that the school improvement advisor could not attend to debrief the SAB because of other commitments.

On matters arising from item 9, the CEO confirmed that the previous CEO has been contacted but she is still awaiting his response.

The SAB noted the matters arising from item 10 on governance update.

5. Self-evaluation form 2017/18

The SAB discussed the Self-evaluation form 2017/18.

The Principal took the SAB through the SEF.

The Principal confirmed that the External Advisor suggested three models but one was chosen.

The SAB noted the areas of improvement in the SEF, and also noted that the Evidence section on page 20 was from the school improvement advisor reports, which was done by the external advisor.

The Principal confirmed that there are some areas in the SEF that are not in the school development plan like; careers advice, information and guidance.

The SAB confirmed that the SEF is comprehensive and agreed to read it and prepare any questions they may have for the next SAB meeting on 31 January 2019.

6. School development plan 2018/19

The SAB noted that school development plan 2018/19.

The Principal took the SAB through the SDP.

The SAB discussed in detail the key stage 5 outcomes and actions, including the teachers.

The SAB discussed the G-suite and google classrooms. The SAB agreed to access the SEF through google room. It was agreed that governors would use their Gmail email accounts to access it. The SAB requested that the Clerk collect the governors' Gmail email accounts and send to the Principal.

A governor asked the Principal about home work. The Principal confirmed that the policy is that every teacher would set home work after every three lessons. The same governor asked the Principal what a parent does if home work is not set. The Principal responded that that parent would be able to log onto the system and complain to the teacher if homework is not set for their child. The Principal also confirmed that some parents have advanced in using the new system but some parents are still catching up.

The SAB agreed to read the school development plan and prepare questions for the Principal at the next meeting on 31 January 2019.

The SAB requested to see the intervention and support for key stage 4 at the next meeting on 31 January 2019.

7. Year 13 Destinations

Meirion Lewis joined the meeting.

The SAB noted the Year 13 destinations 2018.

Meirion took the SAB through the Year 13 destinations 2018 presentation slides.

The SAB was pleased with the number of students on the list and their destinations.

Meirion Lewis left the meeting.

8. Careers advice, information and guidance plan

Amel Mazari joined the meeting.

The SAB noted the career advice, information and guidance plan.

The Amel Mazari confirmed that the plan is to have a comprehensive programme in place, which meets all the GATSBY benchmarks. Although the plan is new at the UAE, but she is working to reach the whole school. The Principal confirmed that Amel Mazari is being trained to as career adviser in the school.

The Chair suggested that she would introduce Amel Mazari to the LSBU Employability team.

Amel Mazari left the meeting.

9. Sex and relationship education, policy and practice

Imogen Fletcher Blackburn joined the meeting.

The SAB noted the sex and relationship education, policy and practice.

Imogen confirmed that this has been newly introduced at the UAE, as they have discovered that the students have gaps in their knowledge in this area.

Imogen confirmed that they are teaching the students about values, and teaching them how to know when people cross the line when they are dealing with people. Students are also provided with choices of religion, so they have options to choose from different religions. They also have diverse discussions on relationships like; heterosexual, same sex relationships etc

There is also engagement with parents by getting them to see what is being taught in class, and if the parents still don't feel comfortable, then they can meet with the Principal.

The Principal confirmed that policies in this area are still being developed and the SAB would approve it when it is completed.

Imogen Fletcher Blackburn left the meeting.

10. **Student attendance**

Jason Badu joined the meeting.

The SAB noted the students' attendance presentation.

Jason took the SAB through the presentation slides.

Jason confirmed that he had been working on student attendance for the past year and also making the students understand what is expected of them in terms of attendance.

The SAB noted that UAE is looking at training a member of staff to be the attendance / education welfare officer as it costs around £12k per year for using an external person.

Jason confirmed that he is looking at using virtual school to teach students that are not attending school, where interventions have been used and have not improved the situation.

The SAB requested that targets should be set for attendance at the UAE, and the national target for attendance should be taken into consideration.

Jason Badu left the meeting.

11. **Recommendation on appropriate attainment and progress targets for KS4 and KS5 2019 outcomes**

The SAB noted the recommendation on appropriate attainment and progress targets for KS4 and KS5 2019 outcomes.

The Principal confirmed that these are the same as on the Principal's appraisal and school development plan.

The CEO confirmed that the Principals' targets are fair and that the school improvement advisor involved in setting the targets and there is consensus that the targets are aspirational.

The SAB agreed that the minimum has to be the national average and Southwark average.

12. Governance update

The SAB noted the governance update.

The committee noted that not all governors have volunteered for the link governor roles. The Chair encouraged governors to volunteer for at least one link governor role.

The Chair requested that Clerk re-circulate the link governor roles and responsibilities to the SAB.

The Chair also requested that Lesley Morrison and the Principal should advice on how the curriculum link governor role is better maximised.

The CEO confirmed that Dan Cundy has been appointed the Executive Principal of the SBA Trust and he will remain the Principal of the UTC until the end of 2018/19 academic year.

13. UAE Autumn Term 2018 visit update

The SAB noted the UAE Autumn Term 2018 report.

The SAB requested that the Clerk liaises with the Principal to agree on the best time to invite the school improvement advisor to attend the SAB meeting to debrief the SAB.

14. Register of business interest

The SAB noted the UAE register of business interests.

**Date of next meeting
4.00 pm, on Thursday, 31 January 2019**

Confirmed as a true record

..... (Chair)