

**Minutes of the meeting of the University Academy of Engineering School  
Advisory Board  
held at 4.00 pm on Thursday, 15 October 2020  
MS Teams**

**Present**

Chris Mallaband (Chair)  
Alex Drake (Vice-Chair) (from minute 4)  
Philipp Herzberg (from minute 4)  
Zakir Matin (from minute 3)  
John Taylor

**Apologies**

Veronica Allen  
Safia Barikzai

**In attendance**

Dan Cundy (from minute 4)  
Ciara Carroll  
Nick Moore (minutes 1-3)

**1. Welcome and apologies**

The Chair welcomed governors to the meeting.

Apologies were noted as above.

As the meeting was not quorate when it started, decisions were deferred until the appropriate time.

**2. Declarations of interest**

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

**3. Examination results and analysis**

*Zakir Matin joined the meeting.*

Governors were pleased with the results this year, noting that moderation had improved figures in some areas. Year 13 was commended for a better comparative performance to previous years, following changes made to ensure students were enrolled in appropriate courses.

*Governors discussed the variation between mock results awarded in February 2020 and the final grades awarded in the centre-assessed grades process following lockdown in March 2020.* The difference in methodology between the two processes was reviewed in detail to ensure that governors understood reasons for it. The Principal and AVP were both clear that mock results are a better guide to differential performance than CAGs and moderated results.

*Governors highlighted the gender achievement gap which appeared to increase between the mock results and the centre-assessed grades.* This is an issue that has already been identified by the school and interventions will take place during the year, with both students and teachers to ensure that preparation and perception are managed appropriately going forward.

*Nick Moore left the meeting.*

#### 4. **Principal's report**

*Philipp Herzberg joined the meeting.*

##### Covid-19

It was reported that the school is calm and everyone is complying with coronavirus restrictions.

Staff are pleased to be back at school and in front of their classes again. There is concern about possible cases in the school, but this would be managed with appropriate information requested through the staff wellbeing forum.

*Dan Cundy joined the meeting.*

*Governors asked what support the SAB can provide over the next half term on high priority concerns.* It is thought that the supply teaching budget will not be sufficient to cover absences due to self-isolation and illness in the next half term. This issue has already been discussed by the CEO and the Executive Principal and a business case will be submitted to the SBA Board for investment in supply cover. The Chair, as the SAB's representative on the SBA Board, will support this request.

*Alex Drake joined the meeting.*

##### Quality of teaching

Governors requested that triangulation points be made clear throughout the school's reports, such as between the quality of teaching and results, in order to be reasonably assured on the matter. The school is working on narrative in meeting reports and would include this request. The Executive Principal agreed that a more detailed report on quality of teaching is needed going forward.

##### Assessment schedule

The internal assessment and reporting schedule for the year was discussed.

Year 11 and Year 13 progress results will be available for the next SAB meeting. Each year has two sets of assessments and a 4 matrix and gap

analysis will be available for each set. It was confirmed that online assessments would not be held if a bubble is sent home due to a positive coronavirus result, as exam conditions cannot be guaranteed. Protocols are in place; but these may change in practice.

### Enrichment

Governors discussed the Visionaries presentation and the positive benefits that it has had for the school, including increased student/teacher interaction and greater development of the climate for learning.

The application for the RACE charter mark was discussed; UAE has led on the development and it could be rolled out into a group-wide initiative.

## **5. School Development Plan and Self Evaluation Form update**

### School Development Plan (SDP)

Governors discussed the SDP and heard that the key performance indicators will be added to the plan, once the Principal's performance appraisal is complete. This process includes setting targets for the school for the following year and those targets will be added to the plan.

### Self-Evaluation Form (SEF)

Governors requested that the document's links to the SDP and other documents be made clearer to allow those from non-educational backgrounds to access the information. It was noted that there is a need to clearly see how the proposed actions will have a positive impact on the performance of the academy.

Governors requested that a meeting date be set aside for the discussion of the SDP and SEF as a single issue meeting, either at the end of the previous academic year or at the start of the following year.

## **6. Student recruitment update and financial implications**

Governors were pleased with the recruitment figures for Year 12; noting that the school will be making a business case to the DfE to secure in-year funding which would allay the impact of lagged funding.

Governors discussed Year 7 recruitment and acknowledged that the school has yet to see an increase in applications due to the non-publication of results from 2019-20. The school's performance could be one of the most improved in London and governors discussed how this could best be promoted.

Budgets are planned with a realistic view on student numbers and so it is realistic for this year; the Trust is reasonably optimistic about student numbers going forward.

Governors considered the plan to change the school's name in order to broaden its market appeal; it was suggested that having 'Engineering' in the name is dissuading girls from applying.

**7. Questions to Principal**

There were no questions to the principal.

**8. SAB membership update**

Governors were informed that the recruitment process for new governors would start shortly. There are three vacancies on the board.

**9. Governors' training and KCSIE 2020**

Governors were requested to email the clerk to confirm that they have read and understood Part 1 of Keeping Children Safe in Education 2020.

**10. Policies**

Governors ratified the Careers Education Information, Advice and Guidance Policy.

**11. UAE Risk register**

This item was deferred to the next meeting.

**12. Link governors**

This item was deferred to the next meeting.

**13. Minutes of previous meeting**

The meeting was not quorate when it started; it was decided to defer the approval of the minutes.

At the end of the meeting, there was not enough time to review the minutes, approval was deferred to the next meeting.

**14. Matters arising**

There were no matters arising or action points from previous meetings to discuss.

**Date of next meeting  
4.00 pm, on Thursday, 3 December 2020**

**Confirmed as a true record**

..... (Chair)