

**Minutes of the meeting of the University Academy of Engineering School  
Advisory Board  
held at 4.00 pm on Thursday, 24 May 2018  
Trafalgar Street, London SE17 2TP**

**Present**

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

**Apologies**

Karen Fowler  
Samantha Jury-Dada

**In attendance**

Alexander Enibe

**1. Welcome and apologies**

The chair introduced herself as the new interim chair of the LGB and interim CEO of South Bank Academies. The chair welcomed the new parent governors Veronica Allen and Zakir Matin to their first meeting.

The above apologies were noted.

**2. Declarations of interest**

No governors declared a conflict of interest in any item on the agenda.

**3. Minutes of previous meeting**

The LGB approved the minutes of the meeting held on Wednesday, 14 March 2018.

**4. Matters arising**

The Principal updated the LGB on a matter arising from minute 5 of the previous meeting on 'Day 10' projects.

The Principal confirmed that a project manager will be appointed who might come from the art sector rather than education sector. When appointed, the project manager would take over the mapping of the Day 10 provision for next year. The Principal confirmed that there is collaboration with LSBU regarding 'Day 10' and LSBU has agreed to provide support in this area. The students will take part in a range of projects which will cover topics such as; how to

cook, how to repair mobile phones, how to design sensors to monitor houses and how to design sustainable housing solutions. The LGB requested that the Principal present more information on planning at the next meeting on 11 July 2018.

#### **5. UAE Teaching & Learning Annual Review Report**

The LGB discussed the teaching and learning annual review report.

The chair asked the parent governors their thoughts on the report from a parent's perspective. The parent governors confirmed that they have noticed a positive improvement in the behaviour of the students compared to over the past year.

The Principal confirmed that a curriculum review was ongoing to help improve the quality of teaching. When recruiting new teachers clear expectations are set on behaviour management. Training and support is available for newly appointed teachers. They are set targets to improve their teaching through the appraisal process.

A governor challenged the Principal on how to know whether a student had improved when the student had moved from one class to another due to settings. The LGB requested that the issue of settings should be discussed further at the next Learning and Teaching meeting on 14 June 2018. The LGB asked the Principal to find the best way to inform parents when the child is moved between sets.

The LGB discussed the quality of teaching. The Principal confirmed that there is an NQT computing teacher that may not pass there NQT year. The Principal confirmed that the Head of computer science had stepped down as the head, but will remain in the school as a computing teacher. A new head of computer science has been appointed. In response to a question, the Principal confirmed that the new head of computer is experienced.

The LGB requested that the Principal should review the reward system as students had reported concerns to the reviewer that some students' good behaviour in class was not being recognised through the P1 to P3 points system.

#### **6. School Improvement Advisor report - Term 2**

The LGB noted the school improvement Advisor report – Term 2.

The Principal took the LGB through the report.

The Principal confirmed that the school has now moved to a new assessment system, which is more reliable. The Principal said that the previous assessment system had a degree of uncertainty about the accuracy of progress data. The Principal said that previously, data was entered on the system by staff every 6 weeks and students from year 7-10 are assigned a

GCSE 1-9 grade. The assessment is now done twice a year. A governor challenged the Principal on why he believes reducing the assessment every 6 weeks to twice a year is better. The Principal answered this and then confirmed that there has been a move away from a summative assessment system to a more formative approach in year 10, and years 7-9 will be moving to the new system in the summer term.

A governor queried the Principal on the weaker progress recorded in the report. The Principal replied that this was a result of the previous progress under the old assessment system being overinflated. A governor queried the Principal on the meaning of 'progress of SEND students' ongoing concern'. The Principal confirmed that this meant that the SEND students overall were making less progress than other students and that steps had been taken to address this.

The Principal confirmed that he is seeking some guidance on the Self Evaluation Form and this would be brought to a future LGB meeting. The LGB noted the school improvement Advisor report and requested that the previous report can be incorporated into the new report.

## **7. Principal's Report**

The LGB noted the Principal's report.

The Principal took the LGB through the report.

The Principal confirmed that safeguarding is considered strong and pastoral care is good. The Principal said that there is a weekly meeting that takes place in school where every safeguarding issue is discussed and deliberated upon and dealt with immediately. Persistent absence is an area of concern. The Principal confirmed that there is now an attendance officer in post. A governor queried the Principal on whether any pattern had been noticed. The Principal confirmed that the team in charge of this area can do a presentation on their approach to the LGB at a future LGB meeting.

The LGB challenged the Principal on the concerns raised in the department reviews about the management and some teachers who were not adequately meeting the teacher's standards. The Principal confirmed that they have developed a comprehensive process to provide the identified teachers with a bespoke plan to support and help them develop according to their individual needs, and the Principal is reviewing this regularly. The Principal believes that the teachers will have completed their support plans by the end of summer term 2018.

The LGB noted that school is in the process of appointing a careers leader for September 2018. The Principal confirmed that a careers advisor spent time with every Year 10 student individually. The Principal confirmed that the LSBU will also be involved in supporting the careers advice, information and guidance programme.

The LGB discussed the sex and relationships education (SRE). The Principal confirmed that the school is working with the Sex Education Forum (part of the National Children Bureau) to prepare a new SRE curriculum which will be tailored to the local context and will be delivered by trained teachers. The Principal confirmed that there is a plan to have further discussions with families and students regarding sexual health, advice, contraception and guidance to families and students in the coming months.

The LGB noted that progress and attainment data for years 7 and 10 has not changed since the last report to the LGB in March 2018. This is because the data is now collected twice a year, in January and June, following summative tests.

The Principal confirmed that two teachers will be leaving the school at the end of the summer term 2018.

The Principal confirmed that 65 of the Year 10 students, together with nine teachers, went to Spain in May 2018.

The LGB noted that staff from LSBU have been running enrichment clubs after school every week making and programming robots and teaching students coding. The Principal confirmed that in the coming months, there would be a significant increase in the level of engagement the students have with LSBU.

The LGB noted that there was a DfE visit on 3 May 2018. The DfE visitors spent time talking to Year 10 students, sixth formers and the student council. They also visited the lessons in the Maths department to look at how they assess the students' knowledge through contextualised projects. The Principal confirmed that the DfE visitors were complimentary.

The LGB noted that 54 Year 12 students have applied to join the school for next year, they have all been contacted and 42 interviewed. They have all been sent conditional offer letters. The Principal confirmed that those that have not replied to the conditional offer letters are being followed up.

## **8. School KPIs**

The LGB noted the school KPIs.

## **9. Student attainment and progress**

The LGB noted the student attainment and progress.

The grades are based on a combination of Easter Mock Exam results and coursework marks (in Product Design and Computer Science). The Principal confirmed that the main areas of concern are Physics, Computer Science and Product Design. The Principal is of the opinion that some of the students lost their motivation after receiving unconditional offer at various universities.

The Principal confirmed that the BTEC summary predictions (based on the modules completed and mock exam results) are broadly in line with expectations and are likely to result in a slightly positive residual.

**10. School Development Plan - key Updates**

The LGB noted the School Development Plan.

The LGB requested that challenges and students' agency in their learning should be covered in the next School Development Plan, and discussed.

The LGB discussed the new General Data Protection Regulation (GDPR), which came into force on 25 May 2018. The chair confirmed that this service had been outsourced to Judicum, who are already handling the HR of the schools.

**11. UAE risk register**

The LGB noted the UAE risk register.

**12. Self Evaluation Form**

The LGB noted the Self Evaluation Form (SEF).

The Principal took the LGB through the SEF. The Principal confirmed that the SEF informs the School Development Plan and that he relies on external reviews as they are independent and from experts.

The LGB challenged the Principal on outcomes but the Principal confirmed that more information would be available after the exam results are out.

The Principal confirmed that there would be Year 13 destinations at the LGB meeting on 26 September 2018. A governor queried the Principal on Year 10 data, because it has dipped from last year. The Principal confirmed that this is being looked at and after the summer exams, it would be reviewed.

*The Principal left the meeting.*

**13. Finance management report - accounts to Mar 2018**

The LGB noted the management account to March 2018.

Natalie Ferer took the LGB through the report.

The 2017/18 – year to date (YTD) financial position for University Academy of Engineering shows surplus of £120k against a budget surplus of £31k. This is primarily due to underspend on operating expenditure.

Natalie also confirmed that the reserve policy will be maintained and in due course the SBA Board will update the policy company policy on reserves. There is a plan to develop a 3 – 5 year financial forecasts.

The LGB noted that some candidates have been interviewed for the role of Business Manager and it is likely that someone would be appointed soon.

The LGB thanked Natalie for stepping in to take care of the finances when the previous Business Manager resigned.

**14. UAE Internet safety report**

The LGB noted the internet safety report.

**15. Any other Business**

The LGB requested a review of the type of papers the Principal presents at the meetings, and this is being addressed through the governance review, as this will provide more focus.

**Date of next meeting  
4.00 pm, on Wednesday, 11 July 2018**

**Confirmed as a true record**

..... (Chair)