

**Minutes of the meeting of the South Bank Academies Board
held at 2.00 pm on Thursday, 11 October 2018
1B16 - Technopark, SE1 6LN**

Present

Richard Flatman (Vice-Chair, in the Chair)
Douglas Denham St Pinnock
Tony Giddings
Nicole Louis
Lesley Morrison
David Phoenix
James Stevenson

Apologies

Richard Parrish

In attendance

Michael Broadway
Natalie Ferer
Joe Kelly

1. Welcome and apologies

The Chair welcomed members to the meeting. The above apologies were noted.

2. Declarations of interest

No member declared any interest in any item on the agenda.

3. Minutes of last meeting

The Board approved the minutes of the meeting held on 19 July 2018, with minor amendments.

4. Matters arising

The Board noted that the Judicium GDPR audit report will be circulated to members prior to the next meeting and, if available, discussed at the Audit Committee meeting on 12 November 2018. The Board requested that any key recommendations are acted on immediately.

5. CEO's Report

The Board discussed the Interim CEO's report.

The Board noted that Judicium had offered guidance re the UKVI / SCR audit and the Board requested the report is circulated.

The Board noted that a new Trust Business Manager had been appointed and would start in post on 15 October 2018: interviews for the Interim Executive Principal role would take place on 18 October 2018.

The Board noted exam results at both schools and the challenges which exist particularly in relation to A-levels. Exam performance was discussed in depth at both SABs and both will monitor intervention plans. The Board noted that staff and curriculum changes are already in progress. The Board requested that information on the destination of leavers is circulated.

The Board noted good student recruitment to Sixth Form and requested a medium-term plan. The Board noted that SABs would review A-level curriculum early in 2019.

The Board noted good GCSE results at the UTC and offered congratulations to staff.

The Board noted that the Baker Dearing Trust had announced plans to allow UTCs to recruit from age 11.

The Board noted that an Ofsted preparation session was held on 10 October 2018 for local governors in anticipation of an inspection at the UTC. It was decided that a mock inspection would not be held but that the Lambeth Adviser would support Middle Leaders in preparation.

6. Finance update

The Board discussed the finance updates.

The Board noted the annual audit was in progress and draft financial statements 2017/18 would be presented to the next meeting. The Board noted a surplus of £272k is predicted but that this is likely to be adjusted. The Board noted that the land valuation, in relation to the Academy, is dependent on the DfE. The Board noted that the internal audit by PwC was in progress.

The Board noted that the budget 2018/19 was being updated to reflect revised GAG (General Annual Grant) calculations.

The Board noted the changes to the bank mandate. The Board approved the following authorised signatories and requested the bank signatories be further revised to incorporate the Executive Principal and consideration be given to an A / B structure.

Nicole Louis – Chief Executive
Richard Flatman - Director
Natalie Ferer – Group Financial Controller
John Taylor – Principal
Dan Cundy – Executive Principal

7. Governance

The Board discussed the Governance reports.

The Board noted the recent update given to the DfE on the governance review and the positive feedback received.

The Board noted that recruitment was starting for three trustees - an independent Chair of the Board and Chairs of SABs – and an Executive Principal. Trustees were asked to encourage suitable candidates from their networks to apply.

The Board noted the final draft of the Governance Agreement, defining the relationship between SBA and LSBU would come to the next meeting in December after being discussed with the DfE.

The Board approved the appointment of Nicole Louis as Accounting Officer.

8. Consolidation of audits report

The Board noted the consolidation of audits report.

The Board noted the Health & Safety review raised matters for immediate management attention. Both schools have action plans to address the recommendations and will be supported by LSBU Estates: progress reports will be reviewed by the Audit Committee and Board.

The Board noted that asbestos was present in the UAE and requested that the LSBU Estates team inspect the premises. The Board agreed the principle of support from LSBU.

The Board noted that staff recruitment was a key issue in relation to both pay structure and its impact on accessing experienced staff.

The Board requested:

- (i) an action plan to track key issues and regular reports
- (ii) an annual Health & Safety report
- (iii) a six-monthly staffing report.

9. Safeguarding update

The Board discussed the Safeguarding reports.

The Board requested trend analysis and baseline reporting and an interpretation of acronyms and explanation of the significance of different levels and actions to accompany each report. The Board requested a revised report is circulated via email to the Board. The Board requested an Executive Principal report to each meeting covering educational aspects and Safeguarding.

10. **UTC Transitional Funding 2018/19**

The Board noted the UTC Transitional Funding 2018/19 report.

11. **Accounting and internal control systems update**

The Board noted the update on the accounting and internal control systems.

12. **Public Benefit statement**

The Board noted the Public Benefit statement for inclusion in the annual report and accounts.

13. **School Advisory Board reports**

The Board noted the reports from the School Advisory Boards.

The Board noted that a 3-5 year strategy for the development of the UTC was a condition of funding and should reflect the sustainability of the Trust and its operational model. The Board agreed to schedule a Trust strategy day and requested that the current strategy is circulated to members.

**Date of next meeting
2.00 pm, on Tuesday, 11 December 2018**

Confirmed as a true record

..... (Chair)