

Meeting of the South Bank Engineering UTC Finance & General Purposes Committee

5.00 - 6.00 pm on Wednesday, 7 February 2018
in South Bank Engineering UTC - South Bank Engineering UTC, 56 Brixton Hill SW2 1QS

Agenda

<i>No.</i>	<i>Item</i>	<i>Pages</i>	<i>Presenter</i>
1.	Welcome and apologies		NF
2.	Declarations of interest		NF
3.	Minutes of previous meeting	3 - 6	NF
4.	Matters arising	7 - 8	NF
5.	Finance Report	9 - 12	CV
6.	Pupil Premium	13 - 16	DC
7.	Premises report	17 - 18	DC
8.	Health and Safety report	19 - 20	DC

Date of next meeting
5.00 pm on Wednesday, 11 April 2018

Members: Natalie Ferer (Chair), Rao Bhamidimarri, Ian Brixey, Dan Cundy and Ruth Smith

In attendance: Claire Viner and Alexander Enibe

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**Minutes of the meeting of the South Bank Engineering UTC Finance & General
Purposes Committee
held at 5.00 pm on Wednesday, 22 November 2017
South Bank Engineering UTC, 56 Brixton Hill SW2 1QS**

Present

Natalie Ferer (Chair)
Rao Bhamidimarri
Ian Brixey
Dan Cundy

Apologies

Ruth Smith

In attendance

Claire Viner
Alexander Enibe

1. Welcome and apologies

The chair welcomed governors to the meeting.

The above apologies were noted.

2. Declarations of interest

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

3. Minutes of previous meeting

The committee approved the minutes of the meeting held on Wednesday, 3 May 2017.

4. Matters arising

The committee discussed the pending matters arising, which included:

Action 5 - The committee discussed the number of staff that have opted out of the staff pension scheme.

Action 8 - The committee discussed the inventory prepared for moving to the new building. The Principal confirmed that an asset register has been prepared and gave assurances that nothing was missing.

5. Financial Management Report

The committee discussed the financial management report and proposed adjusted budget for 2017/18.

The Business Manager took the committee through the report.

The committee requested that there should be a different report showing where the surplus from last year was spent in the budget.

The Business Manager mentioned that there would be a reforecast budget next year, which would show the changes that have taken place as the pupil premium are paid.

The CEO confirmed that there would be a new ICT contractor for the 2017/18 academic year.

The committee noted that as discussed at the Learning & Teaching committee meeting, the Principal and CEO were looking into recruiting an additional unbudgeted engineering teacher.

The committee recommended the revised budget to the LGB, subject to clarification on the legal and compliance requirements on spending the surplus.

The revised budget would be noted at the LGB meeting.

A reviewed budget for South Bank Academies would be discussed at the South Bank Academies Board meeting of 7 December 2017.

6. Pupil Premium Expenditure

The committee noted the report, which provided an update on last year's pupil premium expenditure.

The Principal confirmed that a pupil premium report for 2017/18 would be presented at the next meeting, including what the pupil premium has been spent on.

7. Buildings Update

The committee noted the report.

The Principal mentioned the challenge of not having a site supervisor but plans are underway to share one member of staff with Trinity Academy.

Date of next meeting
5.00 pm, on Wednesday, 7 February 2018

Confirmed as a true record

..... (Chair)

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**SOUTH BANK ENGINEERING UTC FINANCE & GENERAL PURPOSES COMMITTEE - WEDNESDAY, 22
NOVEMBER 2017
ACTION SHEET**

Agenda No	Agenda/Decision Item	Action	Date Due	Officer	Action Status
6.	Pupil Premium Expenditure	Pupil premium report including what it has been spent on to be presented at the next meeting of 7 February 2018		Dan Cundy	Completed

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South Bank Academies

	CONFIDENTIAL
Paper title:	Finance Report to 31 st January 2018
Board/Committee:	South Bank Engineering UTC F&GP Meeting
Date of meeting:	7 th February 2018
Sponsor:	CEO
Author:	Claire Viner
Purpose:	Information
Recommendation:	To provide information and prompt questioning from the committee

Executive Summary

The purpose of this report is to provide information to the South Bank Engineering UTC Finance & General Purposes Committee regarding the UTC's financial position.

Information on the following is provided;

- Current forecast
- Analysis of forecast income and expenditure
- 2016/17 accounts

The information should provide assurance of the Academy's financial position and future plans and also provide enough data for questioning.

The table below shows the current financial position for the financial and academic year 2017/18.

South Bank Academies

UTC

Current Forecast for Academic Year 2017/18 (as at the 31st January 2018)

Percentage of Academic Year passed = 17%

Income	Current	Forecast	Budget	Variance	Current / Forecast %	Comment
GAG Income	610,627	1,448,167	1,459,003	10,836	42%	
Start Up Grants	127,375	182,500	182,500	-	70%	On Target - Start Up Grants are Front Ended
Other Government Income	0	51,895	74,700	22,805	0%	Pupil Premium (Actual) + SEN (tbc)
Other Income	0	52,829	39,455	13,374	0%	Catering, rates relief, interest
Transition Funding	23,399	23,399	200,000	176,601		Pupil number clawback
PNA 17/18					#DIV/0!	Pupil Number adjustment
RPA	(1,558)	(3,740)			42%	Insurance Premium
Capital Grant	0	0	0	-	-	
Income Total	759,843	1,755,050	1,955,658	200,608		
Expenditure	Current	Forecast	Budget	Variance	Current / Forecast %	Comment
Teaching Salaries	244,666	842,844	888,260	45,416	29%	Reviewed salaries Oct 17
Other Salaries	131,796	314,098	413,400	99,302	42%	Reviewed salaries Oct 17
Other Staff Costs	12,000	62,000	78,267	16,267	19%	Reduced bonus reserve
Building Maintenance & Occupancy Costs	16,953	136,476	134,476	2,000	12%	Added telephone charges
Curriculum Budgets	6,000	55,000	55,000	-	11%	On Target
Consultancy/Professional Services	0	37,000	37,000	-	0%	Central Services Costs Paid in Full
Catering Costs	14,377	86,260	86,260	-	17%	On Target
Exams	0	25,750	25,750	-	0%	No Exam Costs to date
IT Costs	0	40,000	73,540	33,540	0%	Reduced IT requirements due to new build
Capital Costs	0	0	0	-	-	New build
Central Services Cost	68,612	68,612	68,612	-	100%	Paid in full
Other Costs	10,952	78,612	78,612	-	14%	Marketing, staff benefit, bank charges
Expenditure Total	505,356	1,746,652	1,939,177	192,525.00		
Surplus/(Deficit)	254,486	8,398	16,481	8,083		
	33%	0.5%	0.8%			

Notes:

Variance Column: A positive number indicates a better forecasted financial result against the original budget
A negative (bracketed) number indicates a poorer forecasted financial result against the original budget

Full management accounts are not yet available for this current year due to a number of issues which have now been resolved. These will be circulated in March.

Forecast Analysis

The table above shows the Forecast and Budget for this year. As at 31st January 2018 income was on target and being received as expected. Salary expenditure is within budget and is expected to come in under budget by year end. Salaries make up approximately 70% of expenditure. This information has been taken from source documents. Expenditure is in the process of being updated on PS Financials. The system was upgraded on 8th – 10th January. On 22nd and 23rd January 2 days training took place at the Academy. There continue to be some system and configuration issues with PSF which we are resolving as we progress. General expenditure is currently being updated on PSF. Should any significant variation to predicted expenditure arise the committee will be informed.

South Bank Academies

Income

Pupil Number Adjustments for the current year 2017/18. Sixth Form numbers submitted were 101 and we currently have 99 students. This has given an estimated reduction in funding of £13,000.

Key Stage 4 number submitted were 86 and we currently have 88 students giving an increase in funding of approximately £13,217.

Therefore at this stage estimated PNA for the current year is +£217.00.

Start-up grants are 'front ended' towards the start of the year. They are split into 2 categories : Post Opening Grant Per Pupil Resources £88,000. This amount has been received in full Sep – Nov 17. The second category is Post Opening Grant Leadership Diseconomies £94,500. This continues to be received at a rate of £7,875 per month for the remainder of this academic year.

Pupil Premium funding runs from April to March and is therefore correct at £15,895 to March 2018. This is received in July, October, January and April. Apr–Aug 18 is currently estimated based on the current figure of £935 per student. The pupil premium allocations for 2018/19 will not be available until June 2018 with our first payment being received in July.

Expenditure

Staff salaries have been recalculated as at 31st October. These calculations include the 1% cost of living increase received by all staff in their October pay. All performance management and incremental rises are now incorporated into the budget.

2016/17 Accounts

The audit work is now complete and the audited Report and Financial Statements were submitted in early January. The Accounts Return was submitted by its due date of 19th January.

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Pupil Premium

Cover sheet

Dan Cundy. 29th January 2018.

- No change in income since last report: funding is lagged and runs to April
- New funding allocation in late Spring based on larger cohort
- Range of strategies in place underpinned by strategic objectives
- Impact ultimately measured by outcomes Summer 2018
- Impact evaluation to inform updated strategy



South Bank Engineering UTC

Pupil Premium

Dan Cundy. 29th January 2018.

Pupil Premium funding is allocated to the UTC in arrears, with the current figure published from April 2017 to March 2018 and is therefore based on last academic year's Year 10 cohort. Although there are different types of pupil premium allocations, UTC students are currently only drawn from:

- Students who have been eligible for Free School Meals (FSM) at any time in the last six years: FSM6 – £935 per student

April 2017-March 2018

At South Bank Engineering UTC, our Pupil Premium allocation is as follows for our Key Stage 4 cohort:

FSM6: 17 students (47% of roll in Year 10) = £15895

Barriers

Disadvantaged students face a range of barriers to educational achievement in relation to their peers. The main barriers include:

- Access to appropriate space and environment at home to study independently
- Access to technology to facilitate learning off site
- Access to funding for business dress
- Access to funding for transport, especially outside London and on underground services
- Access to a healthy, balanced diet in line with the needs of young people
- Access to targeted support for catchup study, especially in literacy and numeracy
- Access to co-curricular opportunities
- Access to training and development likely to develop employability or earnings power

South Bank Engineering UTC will allocate additional Pupil Premium funding according to its Pupil Premium Strategy so as to have maximum impact in a manner targeted at individual students.

Objectives for 2016/2017

- Use funding to enhance staffing complement in order to offer reduced class sizes in key areas of the curriculum, especially in English, maths and engineering;
- Use funding to offer a range of enrichment activities which enhance students' employability, such as CAD;
- Use funding to offer supervised independent study sessions in lieu of homework, to remove barriers to learning outside the UTC;
- Use funding to offer supplementary tuition in English and mathematics;
- Use funding to offer free healthy snacks during the UTC day: fresh fruit, cereal bars and water;
- Provide subsidy and funding support for educational trips, visits and resources;
- Provide support for uniform and equipment for students who need support;
- Use funding to provide access to educational technology both at the UTC through laptop and tablet access, but also outside the UTC through online technologies such as OneNote.

Measuring the impact of Pupil Premium funding

Every year the UTC will commission a Pupil Premium audit. This audit analyses the impact of all pupil premium expenditure and makes recommendations for future development. At the start of each academic year, the UTC will publish an analysis of how Pupil Premium funding was spent, and most importantly, the impact it has had in raising standards and narrowing the gap in performance to students nationally who are not in receipt of Pupil Premium funding.

Impacts to date

- Subsidy of staffing budget to enable small group sizes in Year 10 – now Year 11.
- Additional support through dedicated subject-specialist TAs in English and maths creating additional small groups and withdrawal.
- Enrichment offer including language acquisition
- Supervised independent study sessions running with UTC computer facilities to remove barriers to learning outside the UTC;
- Hardship funding in place to support family requests for assistance with business dress
- BYOD policy on mobile devices removes further barriers to the access to technology outside lessons
- Cloud-based and networked resources in place to enable students to access learning remotely and on a range of devices.

As outlined in the last report, during the course of the academic year the UTC will receive a funding update in recognition of the increased student numbers in Key Stage 4 since the start of Year 10. Internal figures indicate that 49 students in 2017-18 are FSM6 and eligible for pupil premium funding. Once this is confirmed, an updated strategy document will be completed.

In August 2017, the first set of GCSE results will be published and an analysis will be conducted. This will give an indication of the impact of the pupil premium funding and activities on the gaps in achievement between disadvantaged and non-disadvantaged students. This analysis will inform the subsequent pupil premium strategic plan.



Premises report

Cover sheet

Dan Cundy. 29th January 2018.

- Nearly all snagging complete, bar installation of Trespa tops over February ½ term
- Security fine
- Fire and intruder alarms: some issues now fixed
- Connectivity fine, now faster with Virgin installation
- Lockers installed, more furniture yet to come
- Engineering equipment including 3D print delivered; tools order being processed
- No site personnel continue to be an issue
- Branding advanced but liaison with sponsors to come

Premises report

Dan Cundy. 29th January 2018.

There are still ongoing activities at an insurance company level in relation to the claim for repairs caused by flood damage in September. These relate mainly to B&K cleanup costs and North Pallant service costs, although some damage to ICT has been included.

Snagging has been undertaken and all major items attended to. Remaining actions include the installation of Trespa tops to ICT and other rooms, taking place over half term in February. The fountain is the subject of ongoing attention as it is not operating as designed, with extensive spray. Also there are issues with door stops being attended to.

The UTC has recently taken delivery of changing room furniture, although we are still waiting for furniture for three engineering rooms, as well as for LRC fitting. Lockers have been installed over Christmas. Touchscreen panels for several classrooms, as well as hardware to operate the video wall and digital signage have been installed although a software update is required for digital signage to be controlled locally.

Most key engineering equipment has been delivered. A large order for hand tools is being processed which will add the capacity to deliver practical engineering sessions.

The building is secure, with Secure By Design entrance operating correctly. Some snagging issues with the front door and intruder alarm have been addressed by B&K and subcontractors.

Disabled access is satisfactory, with the lift operational and systems in place to support students and staff with mobility issues. Accessible toilets and fire refuges are in place.

Connectivity is satisfactory but based on a BT Infinity line. The faster Virgin fibre line has been installed and will be commissioned in the coming days. This will give far greater speeds and bandwidth.

Fire systems are effective, with fire apparatus installed and fire routes clearly published and practised through drills. An unscheduled alarm went off due to an internal issue in Lambeth College recently: this caused some concerns on a technical level which have been solved and on an operational level which are still being worked on.

The UTC does not yet have a site supervisor in post; we are unable to share with Trinity in the manner originally planned so are exploring options with regard to maintenance and site-specific issues.

Displays and branding are advancing well across the UTC; the marketing function at the UTC will liaise with partners in relation to branding and identity internally.



Health and safety report

Dan Cundy 31st January 2018.

Judicium operate as the UTC's health and safety consultants. The first review visit took place in the temporary buildings: a series of action points and recommendations were issued and acted upon by UTC leaders. This year's H&S review is taking place on 5th February for the new buildings.

An initial fire safety consultation took place in August 2017 prior to taking occupation of the new building. This presented a set of recommendations around fire safety equipment and formed the procurement list for B&K, who installed it on site. Fire systems have been tested and drills undertaken.

All staff have been signed up to Judicium online H&S training courses which include

Working at Height/Manual Handling/H&S Basics/Fire Safety Training
Risk Assessment
Fire Warden
Risk Assessment

Risk assessments are carried out for all practical activities in workshops and science laboratories. CLEAPSS protocols are followed in all cases. Chemicals are stored safely in the science prep room under staff supervision. Inventories of hand tools are retained with tools checked out and in during practical lessons. Safety equipment is used in lessons and maximum group sizes are observed in workshops for example in welding. Most specialist PPE is in situ in workshops – for example safety glasses. Year 10 have all purchased safety boots. Staff have had requisite training to use machinery. Engineering staff have completed CLEAPSS H&S training courses.

Appropriate signage is in place in workshops and around the site to alert to potential health and safety issues. Signage is in place with regard to fire evacuation routes and the use of fire equipment.

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