

**Minutes of the meeting of the South Bank UTC School Advisory Board
held at 4.00 pm on Wednesday, 13 May 2020
MS Teams**

Present

Lesley Morrison (Chair)
Ed Arthur
Ian Brixey
Beau Fadahunsi
Tony Roberts
Austin Sheppard
Joanne Young

In attendance

Michael Broadway
Dan Cundy
Carol Wardell

1. Welcome and apologies

No apologies had been received.

2. Declarations of interest

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

3. Minutes of previous meeting

The minutes of the meeting of 25 March 2020 were approved, subject to a minor amendment.

4. Matters arising

School Improvement Plan - with the current coronavirus situation progress against the previous improvement plan is hard to determine. A new plan is being developed for next year but it is noted that the situation in which the school finds itself is continually changing.

The SAB noted that with the move to a curriculum specialism in health, there has been successful recruitment of a lead teacher in health who will be starting in September 2020.

The SAB requested that those actions not completed for the last meeting continue to be captured on the action sheet until complete.

The SAB noted that the action on attendance figures incorporating excluded pupils has been deferred due to the coronavirus pandemic.

Risk register - The risk register has been updated to reflect risks during the coronavirus pandemic and will be reviewed at the next SBA Board meeting.

5. **Principal's report**

The SAB discussed the update on attainment. All staff had been briefed on the new process for calculating GCSE grades as exams were not being held.

The SAB noted that the new process is mainly focused on GCSE and A levels. It was noted that BTEC grades were in line to be similar to last year's performance.

The SAB noted that the school will have a right of appeal against marks but it will only be for when the exam board has made a significant mistake in calculating the grades. Individual students will not have a right of appeal but can re-sit their exam in October 2020. The SAB noted that if students re-sit exams in October 2020 they may not do as well as they could due to the interruption in teaching and questioned the Principal on how the School is preparing students for this. All parents have been kept informed about the possibility of students to re-sit. From 1 June 2020, a new block of work will be delivered to year 11 students preparing them for resits. The SAB noted that all year 11 students have been given unconditional offers for the sixth form.

The school is also mindful of supporting school leavers with their options. Potential other courses for year 13 students who could stay on for an extra year are being explored. Management is also looking at ways to deliver careers advice and to provide help and support to students, such as putting them in touch with employers who are taking on apprenticeships.

The SAB questioned the Principal on support for new students joining the school in year 12. There is an extensive programme of marketing and support for students coming in. The numbers for new year 12 students are currently positive. If it is possible to re-open buildings in July 2020 there will be a taster event to showcase the school to the students. On line open events give new students and parents the opportunity to view the school virtually and to have any questions answered.

An open even for next year's year 10 students is being planned. Noted the challenges with recruiting new year 10 students but that schools are now obliged under the Baker Clause to ensure education and training providers can access pupils to talk about technical education and apprenticeships. The SAB noted that the new Health Studies subject specialism has been well received in all platforms.

Attendance

The SAB noted the current special circumstances and revised expectations of students' attendance, which is not being captured in the same way as before. Staff are still assessing attendance of students in lessons and the safeguarding team meet twice a week to review any attendance issues.

The SAB noted that students are generally engaging well but there is variance by subject. The SAB noted that engagement figures are generally good as MS Teams was already been used prior to the lockdown and that all students had engaged with some of the remote learning. Virtual learning walks by staff have been conducted but the SAB noted the challenges in judging the quality of on-line learning.

Management is looking at what can be done do address gaps in learning.

Safeguarding

The SAB noted an update on safeguarding. The SAB requested that the Safeguarding lead attends the next meeting to provide a more detailed update on safeguarding.

A revised safeguarding policy will go the July 2020 SBA Board for approval and shared with local governors for information.

Staffing

The SAB noted an update on staffing. Recruitment had continued and interviews had taken place remotely. The SAB noted the new appointments and that it was anticipated that the school would be fully staffed for the new academic year.

The SAB discussed the leadership responsibilities and made a number of comments that the principal agreed to incorporate.

6. Coronavirus update

The SAB noted an update on the coronavirus situation. The building is starting to open one day a week to allow students and staff to pick up any required equipment. Government guidelines are being followed. The current plan was to reopen to year 10 and 12 students in July and to be open for results day in August. Staff are currently expected to come in during the last week of August for training. Any plans to reopen are subject to risk assessments and Board approval.

The SAB noted that work is being undertaken to ensure the safe use of the building for any re-opening.

The SAB noted it was anticipated that remote learning would continue. A remote teaching and learning strategy is being developed to ensure teaching standards are maintained.

The SAB noted that staff have adapted to the new way of working well and that management are working to ensure that staff are not feeling isolated. Staff wellbeing is checked regularly. Risk assessments will take place before staff are asked to return to work.

The SAB noted the work to ensure that eligible students continue to have access to free school meals.

The SAB noted that contingency plans are in place for two scenarios – one for re-opening in July 2020 and one for re-opening in September 2020.

7. Risk Register

The SAB noted that the risk register would be considered at the next Board meeting.

**Date of next meeting
4.00 pm, on Wednesday, 1 July 2020**

Confirmed as a true record

..... (Chair)