

Meeting of the South Bank UTC School Advisory Board

4.00 pm on Wednesday, 7 October 2020
in MS Teams

Agenda

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2.	Declarations of interest		LM
3.	Minutes of previous meeting 1 st of July 2020	3 - 10	LM
4.	Matters arising	11 - 12	LM
	Items to discuss		
5.	School Development Plan and Self Evaluation Form review	13 - 44	AS
6.	Principal's report	45 - 50	AS
7.	Examination results and analysis		AS
8.	Student recruitment update and financial implications		AS
9.	SAB membership update <ul style="list-style-type: none"> • Membership and vacancies • Skills audit 		LM
10.	Governors' training and Keeping Children Safe in Education 2020	51 - 52	LM
	Items to note		
11.	UTC Risk register		AS
12.	Link governors <ul style="list-style-type: none"> • Pupil Premium Grant • Special Education Needs • Curriculum • Employment Engagement • Safeguarding • Health and Safety • Parental Engagement 		LM

No. Item

Pages

Presenter

**Date of next meeting
4.03 pm on Wednesday, 9 December 2020**

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

Apologies:

In attendance: Dan Cundy and Ciara Carroll

**Minutes of the meeting of the South Bank UTC School Advisory Board
held at 4.00 pm on Wednesday, 1 July 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
Dominique Phipp
Rob Harding

1. Welcome and apologies

The Chair welcomed the members to the meeting.

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 13 May 2020 were approved, subject to a small amendment to section 5.

4. Matters arising

Baker Dearing Trust (BDT) report - The Principal agreed to share the BDT report with the SAB members again, as not all members had received it following the March 2020 meeting.

Risk register – The SAB noted that an update on the risk register would be provided later in the meeting.

Safeguarding – The SAB noted that an update from the safeguarding lead would be provided later in the meeting. It also noted that the Safeguarding policy would be considered by the Board of Governors at an upcoming next meeting.

School Improvement Plan and the SEF 2019/20 – The SAB noted that an update on these plans would be provided during the Principal's report.

5. **Principal's report**

Attainment

The SAB noted the Key Stage 4, Year 11 and Year 13 grades. The Principal explained that the grades shown have been submitted to the relevant exam boards and for moderation, but are indicative of student performance and in line with mock data. In setting these grades, management was cautious rather than optimistic. The Principal was confident that the students would have achieved these grades themselves had they been able sit the assessments.

The Chair asked if exam boards would take last year's results into consideration when moderating. The Principal confirmed that they would, but to what extent cannot be confirmed as their moderation methodology is not published.

The SAB noted that the A-level results were validated by external examiners before submission to the moderators. The Mathematics exam board was changed from AQA to OCR, which the Principal suggested may work in students' favour.

The Principal explained that a full round of resits would be available to students in October 2020. The logistics for accommodating students to sit their examinations have not been fully worked out yet, but any student who chooses to resit would be supported to do so.

The SAB noted that the UTC has offered all Y11s a place to study A-levels at the school.

The Principal highlighted the most significant areas of progress in Y13 student performance as:

- Computer Science – Previously all students who took this course were entered for exams. This wasn't an appropriate course for all of them however, so this year a number of Computer Science students have moved onto an i-media course instead. Both groups have since progressed well and achieved strong grades.
- The sciences, in particular Chemistry - New leadership has made transformational differences in the Sciences department. New teachers were recruited who have supported students to achieve strong grades. Student's wellbeing and attitude towards their learning has also improved. Their A-level grades have therefore improved.

The SAB discussed the impact moderation is likely to have on the results and whether exam boards might be more lenient in moderating assessments this year. The 2019/20 grades are not going to be published nationally and would not be considered officially in future years. It was noted that the new framework would be more focused on curriculum implementation and impact, with a lesser emphasis on final grades.

The SAB noted that Ofsted inspections are planned to begin again from January 2021. Management expects an inspection of the UTC in September 2021 is likely. The UTC is in touch with other UTCs to consider lessons that can be learned from each other's performance in recent Ofsted assessments.

The SAB noted that an in-person results day, with social distancing, is planned for students to collect their results. If a student doesn't come to collect their data, the UTC cannot email their results to them and must continue to protect their data until their family can collect it.

Safeguarding update

The SAB received an update on the safeguarding measures in place for students and staff, and on the UTC's response to the *Black Lives Matter* campaign.

The SAB noted that the safeguarding team has been very active during the coronavirus pandemic. After lockdown was announced, the team quickly identified the most vulnerable students and made contact with their families. Throughout lockdown, the team have supported families by conducting home visits, making regular contact via telephone, and accessing food banks for those without food. The SAB noted that the team has seen a growing number of police incidents due to increased domestic violence and gang activity, and one child was taken into care during lockdown. The safeguarding team of between two and four members before lockdown was extended to seven to cope with the significant impact of the coronavirus pandemic.

The SAB noted that all returning students have been surveyed about their well-being and a trained counsellor has held individual sessions (30-45 minutes) with every student. Staff were also offered a one-to-one session with the counsellor. This opportunity was welcomed and eight staff took up the offer.

During lockdown, the UTC has held weekly virtual get-togethers with staff, including games and quizzes. Staff wellbeing has been monitored through virtual learning walks and conversations.

The SAB noted that the safeguarding team has surveyed all parents a number of times on their exposure to Covid-19. Risk assessments have also been completed by staff, which contained assessments of their exposure to Covid-19. A joint approach in consultation with staff and parents has also been taken on re-opening.

The Principal explained that a strategy has been drafted on the issues of equality, diversity and inclusion in response to the *Black Lives Matter* campaign. The SAB asked if students are involved in development of the strategy. The Principal explained that a student forum on the strategy has been held, and a channel on MS Teams has been created where students can leave comments.

The SAB discussed how the UTC could educate students about safe protesting. It was noted that Management sent a text message to staff with advice about the protests.

The SAB noted that many students are very angry, vocal and articulate about the campaign. Many governmental reports and enquiries have been completed on this subject for the last 40 years, and governments look to schools to understand issues related to the national curriculum. The Principal emphasized that issues of equality and diversity encompass more than just

the curriculum however, and relate to the schools' whole ethos. The SAB supported Management's response to the issue.

Staffing

The Principal updated the SAB on recruitment for 2020/21. The SAB noted that:

- Vacancies - A Physics teacher has stepped down. A promising, newly qualified teacher has been found to fill this vacancy from September.
- New staff inductions – Whilst the school would usually offer a full orientation day for new starters, this would be difficult to coordinate safely due to the coronavirus pandemic. Instead, new starters would be invited to join in-person or dial in to a half-day induction on 17 July. These blended procedures were tested successfully at a staff inset day in June.
- Leavers BBQ - A socially-distanced BBQ would also be held to say goodbye to staff leavers. The SAB were invited to attend.

The SAB asked if the blended induction for new starters would involve input from sponsors and industry representatives. Whilst industry input is encouraged in normal years, the Principal explained that it would not be included in the blended induction as this would be a streamlined session. Instead, meetings would be set up individually for new staff on another occasion.

Re-opening arrangements for September 2020/21

The SAB noted that staff attended a virtual inset day in June. The inset day provided an opportunity for Management to set out the approach for re-opening, address staff anxieties, set the scene positively for their reintroduction to the workplace.

The Principal highlighted the key measures to be taken for re-opening. The SAB noted that the UTC would:

- Implement higher teacher-to-student contact, with a focus on student wellbeing, to support a positive reintroduction to classrooms.
- Continue with blended delivery of lessons, as it has worked well during lockdown. For example, computer science courses could be taught remotely to eliminate the need for students to share onsite keyboards.
- Implement a one-way system at lunchtimes. The UTC is also considering 'bubbled' lunchtimes, in which students would be separate by their year groups.
- Request that parents provide their children with pack lunches. These would be supplemented with fruit or snacks, and lunches would be bought for students who forget theirs.
- Implement a one-way system around school corridors. A video has been produced to show these changes to students and parents, which was well received.

- 'Bubble' year groups to reduce the number of interactions between students. In practice, this would be achieved through careful coordination of timetables, some intensive teaching by subject, and some remote teaching. For example, Year 10 would receive a week's worth of English teaching on one day, and Year 12 on another. Students dialling in from home would receive the same teaching materials as those present in person. This system would offer staff the flexibility to work from home on their non-teaching days.
- Reduce the number of days staff must travel to campus. Staff have been asked to come in no more than six days over three weeks.

The SAB noted that, unlike the UAE, the UTC plans to allow students from different year groups to share technical spaces, such as laboratories. Management hope this would be possible through control measures, decontamination of classrooms, and keeping class sizes small.

The SAB discussed the cost implications for deep cleaning of the building. It was noted that the UTC's claim for these costs has been accepted by the Government and the school expects some money back. The Principal explained that money has also been saved in other areas, as business has been redistributed during lockdown. For example, the UTC has saved money as catering staff have been furloughed.

The SAB noted that the UTC plans for remote learning to be a regular part of teaching going forward.

The SAB noted that thermometers would be used to check students' and staff's temperatures before entering campus. Separate entrances would be provided for staff and students to queue for scanning. The Principal explained that thermometers cannot be fully relied upon however, as they can be affected by UV light.

The SAB asked how many staff would be shielding in September 2020, and therefore unable to come onto campus. The Principal explained that a small number would continue to work remotely. Whilst official guidance states that all staff should come into work as normal from September 2020, management may wish to take a more nuanced approach.

The SAB asked if any staff have requested PPE. The Principal explained that staff and students would be wearing PPE to travel to school, as per official regulations, but would not do so in the school building. Staff have been made aware that spare PPE is in storage for their use, but none have asked for access so far.

The SAB noted that the UTC expects to welcome 150 Year 12 students and 40 Year 10 students in September. These figures include over 100 external Year 12s, and a number from UAE and the UTC's existing Year 11 cohort. Management has also factored in an assumption that around 20% of confirmed applicants would not turn up in September. The Principal added that the UTC has yet to hear from another 60 offers made.

Management was optimistic about Y12 recruitment. The SAB also noted that a new marketing campaigner is now on board to support the UTC with any surprises after results day.

The SAB noted that Y13s graduating this summer are entering a challenging world in which the number of apprenticeships has dramatically reduced, international borders are closed, universities are mostly offering only remote participation, and job offers are few and far between. With this in mind, the UTC is developing a Y14 (up to age 19) offer to enhance student's Y13 qualifications. An extended diploma in engineering, among other ideas, are in development. Applications for Y14 would not be open to external applicants at this stage. The SAB commended management for looking into a Y14 offer so quickly.

Management was less confident about Y10 recruitment. The SAB noted that a second round of marketing has been completed and two further socially-distanced welcome evenings have been held. The UTC is also re-ringing around schools in the local area to attract more Y9 students.

The SAB noted that some conservatism has been built into the budget to ensure that it is secure and is not too dependent on student numbers.

The SAB discussed the number of female applicants to the UTC. The Principal explained that more female applicants have applied this year than before, and more boys than ever before have also applied for the UTC's Health & Social Care pathways.

Assessment and reporting

Following a request from the SAB to explore reports to parents, the Principal provided a presentation on the key elements and timeline of assessments and reporting at the UTC.

The SAB noted that there are four key elements to assessments. These are the timing of assessments, the accuracy of assessment papers and moderation, easy to understand reporting on results, and that all actions in response to the assessment are informed by data.

The Principal explained the data and moderation process used to determine students' target grades at Key Stage 4 and 5. The SAB noted the timelines for reporting on students' performance and assessments.

It was noted that any behavioural concerns would not be reported through progression reporting or parents evenings. Management has agreed that these are not the appropriate forum for reports and would distract from the matter at hand. Instead, parents would be made aware of any behavioural concerns throughout the term when they arise. The Principal noted that the UTC has highly engaged parents and Management would like to utilise them more in the year ahead.

Other reports that parents receive about their child include a Work Experience summary report, Skills Builder reports, and reports on Employer/Enterprise or Community projects.

6. Student recruitment update

An update was provided as part of Principal's report.

7. **Any other business**

Risk Register

The Executive Principal highlighted that the only very high risk on the UTC's risk register is the coronavirus pandemic at Level 9. The SAB noted that management has done as much as it can to mitigate this risk.

The SAB noted that there are three risks at Level 6:

- Risk of failure to recruit sufficient student numbers. The Principal explained that applications would be received up until school opening.
- Risk of poor student outcomes. The Executive Principal explained that though student results look positive, they are still subject to moderation so the risk would be kept at Level 6.
- Risk of an unproven middle leadership tier and failure to ensure leaders have sufficient management skills and capacity. The SAB noted that these risks would be assessed in September.

Expanding the MAT

The SAB noted that the Regional Schools Commissioner has permitted submission of a business case for the Sir Simon Milton Westminster UTC to join the SBA MAT. If the business case is approved, the SSMW UTC may be joining the MAT in late autumn. It was agreed that this is a great opportunity to add to the MAT's portfolio.

COVID Risk-Assessment

The SAB asked if the actions have been completed and if procedures are in place to track performance.

The Principal explained that management was not yet in a position to update the risk register, but significant work has gone into mitigating the risk of the coronavirus pandemic. The actions sit with various staff and sub-contractors.

Summer holidays and free school meals

The SAB noted that the UTC would continue to use the free school meal voucher scheme, which management believes would be funded by the Government. It was hoped that normal catering services would resume in September 2020.

Appointment of a new SBA Clerk

The SAB noted that a new clerk has been appointed who would start in September 2020.

Another update on COVID-19 risks

It was noted that the Principal would circulate an update at the end of the term on how re-opening has progressed and how management is mitigating the risks of the coronavirus pandemic.

Date of next meeting
4.00 pm, on Wednesday, 7 October 2020

Confirmed as a true record

..... (Chair)

SOUTH BANK UTC SCHOOL ADVISORY BOARD - WEDNESDAY, 1 JULY 2020 ACTION SHEET

Agenda No	Agenda/Decision Item	Action	Date Due	Officer	Action Status
Feb 20					
7.	School Improvement Plan (2019/20) and SEF (2019/20)	The SAB requested the School Improvement Plan to come back to the May 2020 meeting.	13 May 2020	Austin Sheppard	On agenda
Mar 20					
4.	Matters arising	The School Improvement Plan for the May 2020 meeting.		Austin Sheppard	On agenda, as above
5.	Principal's report	Attendance data at future meetings to include figures without excluded students as a comparison		Austin Sheppard	Update at meeting
7.	UTC risk register	Circulate Baker Dearing Trust report to SAB members		Austin Sheppard	Update at meeting
May 20					
5.	Principal's report	Safeguarding lead attends the next meeting to provide a more detailed update on safeguarding	1 July 2020	Austin Sheppard	Update at meeting
Jul 20					
7.	Any other business	Update on risk review in September: Risk of an unproven middle leadership tier and failure to ensure leaders have sufficient management skills and capacity	7 Oct 2020	Austin Sheppard	On agenda

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	CONFIDENTIAL
Paper title:	Keeping Children Safe in Education (KCSIE) 2020 update
Board/Committee:	South Bank UTC SAB meeting
Date of meeting:	07 October 2020
Author(s):	Ciara Carroll, Clerk to the Trust Board
Sponsor(s):	Michael Broadway, SBA Company Secretary
Purpose:	To review
Recommendation:	The Board is requested to note the attached Keeping Children Safe in Education updated guidance.

Executive Summary

The 2020 update of the KCSIE guidance was published on 1 September 2020. It sets out how to safeguard and promote the welfare of all children and how to manage the safeguarding process.

All members of the Board and all staff are required to read the document, which is included as an appendix to the pack.

The key changes from the previous year are:

- Explicit statement that the Covid-19 safeguarding guidance has been withdrawn as schools are expected to open in full

The Board is requested to note the attached Keeping Children Safe in Education updated guidance.

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