

**Minutes of the meeting of the University Academy of Engineering School
Advisory Board
held at 4.00 pm on Thursday, 30 January 2020
Trafalgar Street, London SE17 2TP**

Present

Chris Mallaband (Chair)
Veronica Allen
Safia Barikzai
Alex Drake (Vice-Chair)
Philipp Herzberg
John Taylor

Apologies

Elizabeth Adeyemi
Karen Fowler
Zakir Matin
Tony Roberts

In attendance

Alexander Enibe
Meirion Lewis (*for minutes 7 – 16*)

1. Welcome and apologies

The Chair welcomed everyone to the meeting.

The above apologies were noted.

2. Declarations of interest

The SAB noted interests of the PH, JT and ML in pay policy update under item 10.

3. Minutes of previous meeting

The SAB approved the minutes of the previous meeting held on 7 November 2019.

4. Matters arising

The SAB noted the actions arising from the previous meeting.

The SAB noted that the UAE is awaiting response from the finance team regarding the CCTV coverage of the UAE.

5. Principal's report

The SAB noted the Principal's report.

Safeguarding referrals and levels

The SAB noted the number of incidents in the safeguarding report.

A governor asked the Principal whether UAE members of staff have been trained on restraining. The Principal said he could look into it.

The SAB noted that seven MASH referrals have been made since 30 September 2019, and all the students involved are receiving counselling regarding this particular incident. The police and social services are involved.

Behaviour report for the year to date

The SAB noted that the number of exclusions in Year 9 students are high but there have not been any permanent exclusions in 2019/2020.

The SAB noted that detentions are high and appears to be taking away staff time.

The SAB requested the Principal to provide data to know the trends on behaviour.

The SAB requested the Principal to provide data on students in detentions.

Attendance for the year to date

The SAB noted the attendance figures for years 12 and 13. The Principal confirmed that the figures for all other year groups have dropped since the last report of October 2019, and they are investigating the cause and possible responses to it. The SAB noted that there is a temporary attendance officer.

The SAB noted that the figures for Years 7-11 as presented were incorrect as some students marked absent were in fact late. The new attendance officer will review the figures to make the necessary corrections.

SEND update

The Principal confirmed that the UAE do not have enough teaching assistants to provide the level of support they need, and there is a plan to recruit 3 more teaching assistants soon.

A governor asked the Principal if there are timelines on recruitment. The Principal responded that they have sourced some people from the agencies.

Year 10 performance data compared to previous years

The SAB noted that even though the overall performance data is going in the right direction, science data appears low.

The SAB requested the Principal to provide a breakdown by subjects; e.g. subject composition and group comparison like - gender, SEN and pupil premium.

6. School development plan 2019/20 and SEF 2019/20

The SAB noted that they have read the School Development Plan (SDP).

The SAB requested the Principal to add summarised progress updates on the front sheet of the SDP.

The SAB asked the Principal about his view on the SDP he has prepared. The Principal responded that the learning walks are good and helping identify inconsistencies. The Principal confirmed that they have a system where teachers now receive emails and respond. The Principal confirmed that the curriculum development is good and SEN is now better, but there is need to recruit some staff for SEN.

The Principal confirmed that he is working on introducing a horizontal tutoring at the UAE. He said that this would probably take 2 years before it is introduced.

The SAB has requested the Principal to provide a plan on the horizontal tutoring and report on cultural initiative.

7. Performance of current Years 12 & 13 students

Meirion Lewis joined the meeting.

The SAB noted the performance of current Years 12 and 13 students' report.

ML confirmed that there are meetings currently taking place with Heads of Departments (HODs) to discuss the mock results, review the action plans from last module and update them in light of the students' current positions.

The SAB noted that performance in A-levels would improve this year in terms of value added performance, but it would still low overall, considering that all these students were externally recruited.

The SAB noted that performance in Year 12 is encouraging and a step change from that in Year 13. However, the restricted curriculum was a factor in lower than ideal numbers and a wider range of subjects are being offered this coming year.

8. Update on Quality of teaching

The SAB noted the update on quality of teaching.

The SAB noted that the report in the meeting pack is based on the department deep dive reviews which took place in the last two weeks of term before Christmas. The SAB noted the reports for each department.

The SAB requested the Principal to circulate all the individual subject reports to all SAB members before the next meeting.

9. Questions to the Principal

A governor asked the Principal to provide assurances to the SAB that the UAE isolations are well managed and that students are not left there longer than necessary. The Principal confirmed that isolations of students at the UAE are well managed.

10. Pay policy update

The SAB noted the pay policy update from the Executive Principal.

The staff governor confirmed that staff meetings were held at the UAE on pay scales. The SAB noted that staff comments were collated at these meetings.

The SAB noted that the SBA Executive is working on the pay policy and this is expected to go to the SBA Board meeting in March 2020.

11. Pupil premium spend in 18/19 and impact

The SAB noted the Pupil Premium spend in 2018/19.

The Principal confirmed that ML had just taken over the pupil premium strategy in September 2019.

ML confirmed that the impact of the pupil premium spending for 2018/19 was not assessed. He also confirmed that the UAE have not had a pupil premium strategy. ML confirmed that he is currently working on the strategy and impact.

The SAB noted that the strategy is developing and whilst it is clear that the funding has been used in ways consistent with EEF recommendations, it is also clear that there is work to do on evaluating impact and ensuring the attainment and progress gaps narrow over time.

The SAB requested that the plan, strategy and impact of the pupil premium spend are published on the website.

12. Pupil premium spending plan for 2019/20

The SAB noted that the Pupil Premium spending plan for 2019/20 is being prepared and will be presented at a future meeting.

ML said that as part of the spending plan, students' progress would be tracked and staff would be made to understand what pupil premium means.

A governor asked the Principal the process of allocating pupil premium funding. The Principal confirmed that they do not allocate funds but spend the funds on students, and that Academies are expected to show impact of the spending.

13. Safeguarding policy (to note)

The SAB reviewed the UAE safeguarding policy and supported it.

The SAB recommended the safeguarding policy to the SBA Board in March 2020 for approval.

14. School Improvement Advisor report

The SAB noted the school improvement adviser report – autumn 13 December 2019 by Rachael Norman.

The SAB noted that the report was positive and commended the Principal and the staff.

The SAB noted the School Development priorities 2019/20, including the 10 strands.

15. Governors' visits

The SAB noted the school visits by Chris Mallaband on 14 November 2019 for the Department Review or “Deep Dive” process and meeting with outgoing Head of English.

The SAB noted the school visits by Chris Mallaband, Safia Barikzai and Veronica Allen on 17 January 2020 for Quality of Student Behaviour.

16. AOB

The SAB noted that the SBA Executive has set up a “Quality of Education Committee”. The composition of the committee would be - SBA CEO (Chair), Executive Principal, UAE and UTC Principals and Chairs of the UAE and UTC SABs.

**Date of next meeting
4.00 pm, on Thursday, 5 March 2020**

Confirmed as a true record

..... (Chair)