

## Meeting of the University Academy of Engineering School Advisory Board

4.00 pm on Thursday, 13 June 2019  
in University Academy of Engineering - Trafalgar Street, London SE17 2TP

### Agenda

<i>No.</i>	<i>Item</i>	<i>Pages</i>	<i>Presenter</i>
1.	Welcome and apologies		CM
2.	Declarations of interest		CM
3.	Minutes of previous meeting	3 - 8	CM
4.	Matters arising	9 - 10	CM
<b>Items to discuss</b>			
5.	Feedback from SAB on improving meetings	11 - 12	CM
6.	SAB issues (staff governor, vice-chair and recruitment of governors)	Verbal Report	CM
7.	Teaching and Learning presentation	To Follow	AM
8.	Principal's report	13 - 24	JT
	<ul style="list-style-type: none"> <li>• Sixth form update</li> <li>• Safeguarding referrals and levels including any Prevent referrals</li> <li>• Learners outcomes – Years 11 &amp; 13</li> <li>• SEND – overview</li> <li>• Staffing – leavers, joiners, resignations, sickness absence, concerns</li> <li>• Vulnerable students – update on data</li> <li>• Exclusion data (PPR, gender and reasons) – including comparison with same period last year</li> <li>• Attendance for the year</li> <li>• Issues for celebration and for concern</li> </ul>		

<i>No.</i>	<i>Item</i>	<i>Pages</i>	<i>Presenter</i>
9.	School Improvement Advisor report - questions from SAB	25 - 26	JT
10.	School Development Plan & SEF - any progress variance to report - creation of new SDP for 2019/20	27 - 30	JT
<b>Items to note</b>			
11.	Finance update	To Follow	OP
12.	Issues with parent pay	31 - 36	JT
13.	Link Governors' visit (Focus on student safety - knives, gangs and police liaison)	37 - 38	CM
14.	DfE 'keeping children safe in education' and signing of form	39 - 40	AE
15.	Completion of governors' training	41 - 42	CM

**Date of next meeting  
4.00 pm on Thursday, 3 October 2019**

**Members:** Chris Mallaband (Chair), Veronica Allen, Elizabeth Adeyemi, Alex Drake, Karen Fowler, Zakir Matin, Lesley Morrison, Tony Roberts and John Taylor

**In attendance:** Safia Barikzai (prospective governor), Jason Badu, Jacqui Collins, Meirion Lewis, Annette Moses (item 7), and Alexander Enibe

**Minutes of the meeting of the University Academy of Engineering School  
Advisory Board  
held at 4.00 pm on Thursday, 9 May 2019  
University Academy of Engineering - Trafalgar Street, London SE17 2TP**

**Present**

Chris Mallaband (Chair)  
Veronica Allen  
Alex Drake  
Karen Fowler  
Lesley Morrison  
John Taylor

**Apologies**

Zakir Matin  
Tony Roberts

**In attendance**

Clym Cunnington  
Alexander Enibe

**1. Welcome and apologies**

The chair welcomed the governors to the meeting. The chair introduced the prospective governor, whom was invited to the meeting as an observer.

The apologies were noted.

**2. Declarations of interest**

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

**3. Minutes of previous meeting**

The SAB approved the minutes of the previous meeting held on 21 March 2019.

**4. Matters arising**

The SAB noted all matters arising from the previous meeting.

The matters arising from the previous, will be carried forward.

The chair confirmed that he will be attending the UAE safeguarding (intervention) meeting.

5. **Purpose and Scope of SAB - including updated scheme of delegation (SOD)**

The SAB noted the revised SBA scheme of delegation and the guidance on governance in multi-academy trusts.

The chair explained to the SAB the purpose and scope of the SAB, with reference to the scheme of delegation and the governance guidance.

In response to a question from a governor, the chair confirmed that under the new scheme of delegation, the role of the SAB is now advisory and that the role of the SAB is to focus on Teaching, Learning, student outcomes and other aspects of the Ofsted framework.

A governor asked whether the new system of Executive Principal will not impede the Principal and his authority. The chair explained that this is now the new SBA governance structure and that the SAB will continue to challenge and support the Principal in running the Academy.

The SAB noted that the SAB should have a staff governor, as stated in the scheme of delegation. The clerk explained that during the DfE governance review, it was agreed that the SABs should not have staff governors on the SABs. The clerk suggested that the SAB can get a feedback from the staff through a link governor.

6. **Governors' training and support**

The SAB noted the governors' training and support.

The SAB noted that the clerk had registered all the governors and circulated login details for 'The key to Governors'. This is source for governance information.

The SAB noted that the clerk had also circulated the following online governors training:

- The Child Protection for School Governors (safeguarding)
- Prevent Duty
- Safer Recruitment (for selected SAB governors only)

The chair encouraged the SAB to complete all the trainings and to read the DfE 'Keeping Children Safe in Education' 2018 and to sign at the next SAB meeting as having read it.

7. **Principal's report**

The SAB noted the Principal's report.

The SAB noted the Principal's concerns about the budget for 2019/20.

The Principal stated that due to the increase in the size of the sixth form, there will be an increase in teaching load and this will require the employment of two additional teachers. The Principal confirmed that funds have not been provided in the budget to cover this spending.

The Principal stated that in September 2019, there would be an expected increase of around 50 students in Years 7-11 and this will require that a range of works are done to make spaces for these new students. The Principal is requesting that these expenditures are funded out of the company's reserves that have been built for this purpose.

In response to the issues raised by the Principal, the Business Manager explained that the company's reserve policy is being finalised and is expected to go to the next SBA Board meeting in June 2019 for approval.

The SAB queried the Business Manager on why the issues about the spending of the company's reserves have not been resolved, given that this has been a lingering issue.

The SAB also queried why the Trust had not made funding available, giving that the sixth form was being planned, and that the Academy should not be made to cut their own budget to fund these investments, where there are reserves for this purpose.

The SAB noted that this could become an issue because of the lagged funding for sixth forms, and could also become an issue for three years in the development of the academy.

### *Teaching and Learning*

The SAB noted the outcomes of the department reviews which took place before December 2018.

On light marking, the Principal confirmed that the majority of the staff are marking well and that a few staff that were not meeting expectations were given follow up support from the Head of Departments, with further reviews planned for the end of module 5.

On formative assessment, the SAB noted that they were excellent in majority of the subject areas with development feedback given. They also noted that the improvements made by the students on the feedback in most subjects.

On homework on google classroom, the SAB noted the need for further training on using google classrooms.

The SAB challenged the Principal on how they can benchmark the progress being made. The Principal said that the marking and feedback policy can be used to measure progress, and that the School Improvement Advisor report can also be used to track progress, as this is independent.

### *Sixth form*

The SAB noted the Principal's concerns in Physics and Engineering subjects from the data provided.

### *Safeguarding*

The SAB noted the safeguarding data.

The chair confirmed that he would visit the Academy on safeguarding but he would like to know how he can use the data to measure how the Academy is doing on safeguarding.

### *Exclusions*

The SAB noted the exclusion data including comparison with same period last year.

The SAB queried the number of fixed term exclusions of Year 8 in this academic year, which stood at 40.

The SAB requested that the Principal provide a breakdown of the reasons for the exclusions at the next SAB meeting on 13 June 2019.

### *Learning outcomes*

The SAB noted the learning outcomes – KS 4 mock results and interventions.

A governor asked if some of the teachers marked the exams. The Principal responded that they have some teachers that have been marking.

On the KS4 mock results gap analysis, a governor asked the Principal if he knew what caused the progress, and if the progress is being tracked. The Principal confirmed that the progress is due to the number of interventions that take place with students – difficult to ascribe the impact of each individual intervention.

The SAB confirmed that they would like to see the gap continue to close, and will wait and see the results.

### *SEND update*

The SAB noted the breakdown of the SEND students at the Academy.

### *Day 10*

The SAB noted the Day 10 activities done by the students and were impressed. A governor asked how this Day 10 can be measure. The Principal said this was an area that LSBU can support the Academy by conducting a research through governor visits.

### *Staffing*

The SAB noted the staffing – leavers, recruitment, resignations, sickness and absence report.

The SAB noted that there has been lower staff turnover compared to previous years.

The Principal confirmed that the Academy has successfully bid for DfE funding which was provided because of the historical high staff turnover at the Academy.

#### **8. SEND - update on developments**

The SAB noted the SEND presentation by Austin Shepherd.

The SAB noted that there are 21% SEND students, and there are 12 students on Education and Health Care Plans (EHP). It was confirmed that the SEND provision has been problematic and subject to changes in leadership. There is a new SENDCO starting in September and the Associate Deputy Principal will be having oversight of the area until that time.

The SAB noted that there issues that have been identified.

Austin confirmed that working to ensure compliance and getting the policies right are at the top of the priority list.

The SAB suggested that it will be good to make the new SENDCO aware of the changes taking place at the Academy.

The SAB requested that Austin provide an update at a future SAB meeting.

#### **9. School Development Plan - key updates**

The SAB requested that the Principal send a link where the SAB can access the School Development plan.

#### **10. School Improvement Advisor report**

The SAB noted the School Improvement Advisor report.

The SAB requested that the clerk invite the School Improvement Advisor to a SAB meeting at the start of the next academic year.

#### **11. Self-Evaluation Form**

#### **12. UAE finance update**

The SAB noted the finance update.

The Business Manager confirmed that the Principal now have access to the system.

In responding to a question, the Business Manager confirmed that the financial systems are still been worked on and he is still working on trying to get everything online.

**13. Governors visits**

The chair proposed to the SAB the new approach to link governors' visit. The chair suggested that the approach is for the link governors to visit the Academy in pairs/groups so that they can cover their link areas together.

The chair confirmed to circulate the proposal via email.

**14. UAE Risk register**

The SAB noted the UAE risk register.

**15. Keeping Children Safe in Education 2018 - read and sign**

The SAB confirmed that the clerk had circulated the DfE 'Keeping Children Safe in Education' 2018 to the SAB, and agreed that the document be read and signed at the next SAB meeting on 13 June 2019.

**16. SBA Board Strategy Day**

The SAB noted that there will be an SBA Board Strategy Day on 14 May 2019.

**Date of next meeting  
4.00 pm, on Thursday, 13 June 2019**

**Confirmed as a true record**

..... (Chair)



**UNIVERSITY ACADEMY OF ENGINEERING SCHOOL ADVISORY BOARD - THURSDAY, 9 MAY 2019  
ACTION SHEET**

<b>Agenda No</b>	<b>Agenda/Decision Item</b>	<b>Action</b>	<b>Date Due</b>	<b>Officer</b>	<b>Action Status</b>
4.	Matters arising	<p>Chair booked to attend intervention meeting at the Academy (safeguarding)</p> <p>The SAB requested that the Principal liaise with the Business Manager and contribute to the development of the UAE risk register.</p> <p>The SAB requested that the Principal circulate the exam results in April, and prepare interventions based on the April exam results and come back to the SAB meeting in June 2019.</p> <p>The SAB requested that Maths and English Heads of Department do a presentation at a future SAB meeting.</p>	<p>June 2019</p> <p>October 2019</p>	<p>Chris Mallaband</p> <p>Clym Cunnington/John Taylor</p> <p>John Taylor</p> <p>John Taylor</p>	<p>completed</p> <p>on going</p> <p>To do</p> <p>To do</p>
5.	Purpose and Scope of SAB - including updated scheme of delegation (SOD)	Chair to discuss recruitment of governors to the SAB with the EP or CEO		Chris Mallaband	completed
6.	Governors' training and support	The SAB agreed to complete all trainings circulated by the clerk by 24 June 2019	24 June 2019	Alexander Enibe	To do
7.	Principal's report	The SAB requested to see the breakdown of the exclusions including gender and reasons for the exclusions	13 June 2019	John Taylor	on agenda

<b>Agenda No</b>	<b>Agenda/Decision Item</b>	<b>Action</b>	<b>Date Due</b>	<b>Officer</b>	<b>Action Status</b>
8.	SEND - update on developments	The SAB requested that Austin provide an update in October 2019	October 2019		To do
9.	School Development Plan - key updates	The Principal to send the clerk link so that the SAB can access the school development plan	As soon as possible	John Taylor	completed
10.	School Improvement Advisor report	The SAB agreed to read and prepare questions for the Principal on the School Improvement Advisor report	13 June 2019	Chris Mallaband	completed
13.	Governors visits	The Chair to propose a new approach to link governor visits	13 June 2019	Chris Mallaband	on agenda
15.	Keeping Children Safe in Education 2018	The SAB agreed to read the guidance and sign at the next meeting in June 2019	13 June 2019	SAB	To do
16.	UAE Autumn Term School Improvement Advisor - update	The SAB requested that the Clerk liaises with the Principal to agree on the best time to invite the school improvement advisor to attend the SAB meeting to debrief the SAB	October 2019	Alex Enibe/John Taylor	Rachael agreed to attend the October SAB meeting

# Agenda Item 5

	CONFIDENTIAL
Paper title:	Governors' feedback
Board/Committee:	UAE School Advisory Board meeting
Date of meeting:	13 June 2019
Author:	Alexander Enibe, Clerk to SBA Academies
Sponsor:	Chris Mallaband, Chair of SAB
Purpose:	For Review
Recommendation:	The SAB is requested to provide feedback on meetings

## **Executive Summary**

The SAB is requested to provide feedback on how the SAB meetings can be improved.

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## Principals report to governors

13<sup>th</sup> June 2019



**John Taylor**

1. Teaching and learning – this will be in a presentation delivered by Annette Moses.
2. Sixth Form report from Meirion Lewis
3. Safeguarding referrals and levels – CPOMS report from Jason Badu
4. Learner outcomes
5. SEND overview
6. Staffing report from Jacqui Collins - this will be tabled in the meeting
7. Exclusion data from Jason Badu and Ayo Ayalade - this will be tabled in the meeting
8. Attendance for the year
9. Other news - summary of Day 10 activities up to May

We are coming to the end of the GCSE and A level examination seasons. It has been a rapid learning curve for the school as most of our teachers and support staff have not experienced a full exam season before. We have also recruited all almost all of the teachers and support staff we require to deliver the curriculum next year. We now turn our attention to ensuring we are set up and ready to move forward next year.

For the SLT a significant priority is the evaluation of where we are. I will be spending some time in the meeting discussing the self evaluation process and how this then leads to the writing of the annual school development plan.

We also have contributions to the meeting from Annette Moses, Vice Principal, who will be talking through the annual teaching and learning assurance and improvement cycle.

The school has made some real progress this year and, as I have been saying to the SLT and staff, we are now moving from a phase of rapid change and development to one in which our focus is to ensure the quality and consistency of all that we do for the students both in lessons and out.

## **1. Teaching and learning**

Annette Moses will give a presentation at the meeting on our annual teaching quality assurance and improvement cycle.

## **2. Sixth Form update from Meirion Lewis**

6th Form recruitment update for September 2019

69 Applications to date:

- 47 internal applications
- 22 external applications (11 of those are for BTEC Engineering)

67 applicants have been interviewed and sent offer letters.

40 students have so far accepted

2 remaining students are to be interviewed next week.

All Level 3 BTEC students (Engineering and Business Studies) have had their coursework moderated externally and no changes were required which is an indication of the strength of our internal verification process.

### 3. Safeguarding referrals and levels.

Categories	Monitored	Incidents
▶ Attendance	6	7
▶ Bullying/ Friendship Related Issues	43	48
▶ Cause for Concern	125	190
▶ Child Protection	18	17
▶ Contact with External Agency	10	13
▶ Intervention	59	0
▶ Legacy	1	1
Other	16	19
▶ Parental Contact	13	13
Restraint	1	3
▶ Safeguarding	46	25
▶ SEND	17	10
<b>Totals (unique):</b>	<b>208</b>	<b>356</b>

This report summarises all the safeguarding referrals made since September to date. From October we will be able to build regular reports showing comparisons and trends over time. Monitored refers to the number of students being monitored. Incidents refers to the number of incidents recorded through CPOMS.



#### 4. Learner outcomes for years 11 and 13

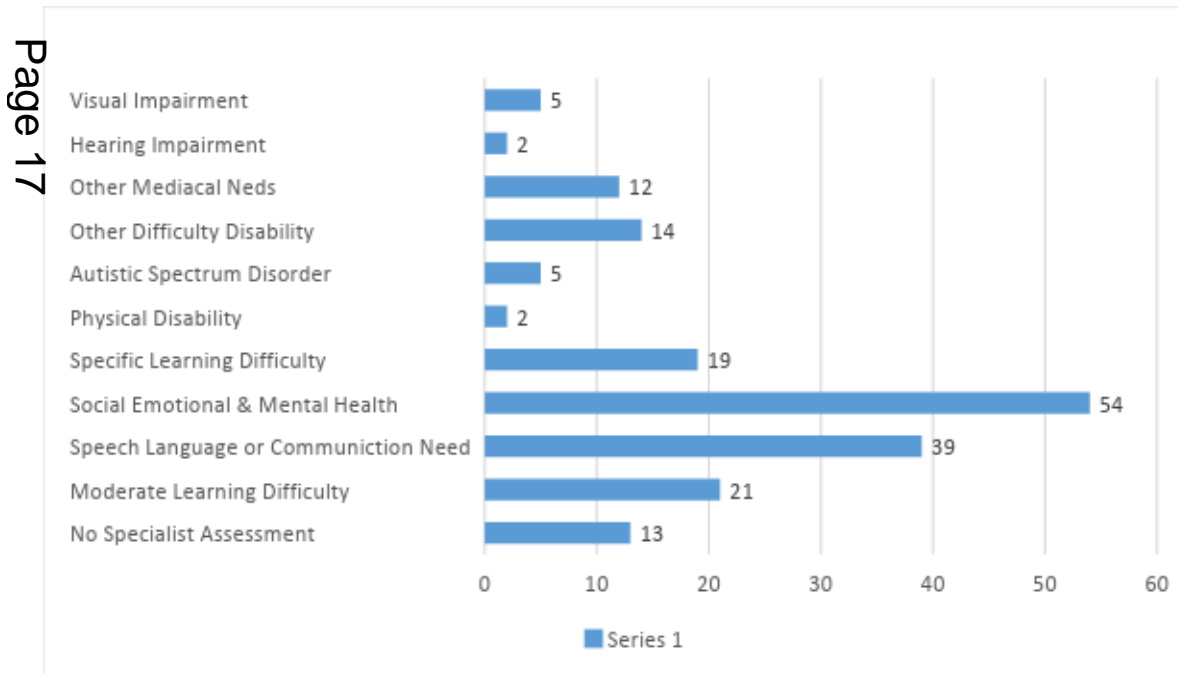
We are currently coming to the end of the examination season for GCSE's and A levels. Overall we are very pleased with the management of the examinations and the attitude and application of the students during this stressful time for them. Special thanks should be given to Ayo Ayalade, our examinations officer, who has managed the process very well, particularly as this is the first time the school has gone through a full examination season.

There are no updates to the figures that were given at the last Governors meeting in May.

#### 5. SEND update

We currently have 150 students (21%) with an assessed special educational need or disability (SEND). These students all require extra support in class and interventions out of class. These interventions are delivered by our learning assistants and also by external professionals, such as a speech and language therapist. The school is expected to fund up to £6000 of support for each student which should come out of our main DfE income. Of the 150 students 12 have an Education and Health Care Plan (EHCP). For these students we receive top up funding, depending on the assessed level of need, from Southwark LA. Our total top up funding for the current year is £108,000.

The chart below shows the breakdown of assessed needs of our SEN students. Note that some students have more than one category of need.



We currently have 4 students with EHCP's arriving into year 7 in September. This will increase our total number of EHCP's by 2.

## 6. Staffing report from Jacqui Collins

Due to problems with our staff management software we will be tabling this report in the meeting.

## 7. Exclusion data including comparison with same period last year from Jason Badu and Ayo Ayalade

We are compiling a new report which will be tabled in the meeting.

## 8. Attendance for the year

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	All years
Attendance	95.45%	95.45%	95.55%	93.38%	95.08%	57.87%	50.28%	92.09%
Authorised absence	3.13%	3.14%	2.85%	3.67%	3.29%	1.85%	1.36%	3.10%
Unauthorised absence	1.28%	1.33%	1.50%	2.64%	1.31%	18.27%	22.69%	2.96%
Persistent Absence >=10%	11	13	13	16	13	17	24	107
Lates	1.44%	2.71%	3.30%	3.44%	2.66%	6.83%	9.85%	3.11%

This highlights a structural problem with the way we record attendance for sixth form students which is artificially reducing our overall figures.

## 9. Other news

Day 10 activities that students have taken part in up to May 2019, from Joe Jackson.

Activity Type	Year	Activity	Description
Community Work	7,8	Oral History Project at Waterside Care Home	Students ate lunch and socialised with residents at an old people's home. They interviewed residents to find out about their shared local history
Community Work	7, 9, 10	School Garden	Students continue to build a rooftop garden that can sustainably produce fruit and vegetables
Community Work	7, 8	Robot Disassembly at LSBU	Students helped to deconstruct robots at LSBU so that other students would have resources available to them
Community Work	7, 9	Set production	Students helped to construct the set for the school production
Community Work	7,8,9,10	Litter picking and other onsite activities	Students have helped facilities staff to keep the school tidy and organised
Community Work	7,8,9,10	Litter picking in local parks and east st market	Litter picking in local parks and east st market
Community Work	8	Mosaic building	Students construct a mosaic that will decorate the retained building roof terrace
Community Work	8,9	School Newspaper	Students write reports and stories to be published in a school newspaper
Community Work	8,9,10	Renovating Peckham Town FC	Students have helped to renovate Peckham Town FC by litter picking fence painting etc.

Community Work	9	Coding and VR	Students designed an app to help new Y7 settle into school
Community Work	9	Radio	Students produced UAE Southbank radio shows
Community Work	9, 10	ASC art studio	Students met local artists and learnt how the local community can benefit from art
Community Work	9, 10	Pembroke House renovation	Students helped to renovate an old hall on Surrey Square to be used as Walworths Living Room - a new community centre
Community Work	9	Cooking	Students learn to cook simple cheap meals to place less stress on their parents and cook for their families
Community Work	10	Cleaning East St Market	Students helped to litter pick on East ST market while taking a survey of traders to see if data can help to improve their marketing
Community Work	10	Citizen Aid Course	Students took part in a Citizen Aid workshop delivered by Akona
Project based learning	7	InventEUrs	Students took part in a European Erasmus+ project that promotes Global Citizenship Education and social inclusion in schools with high percentages of newly arrived migrant children. Delivered by LSBU
Project based learning	7, 8	Engineering Cadets - Building a rollercoaster	Students worked in teams to make marble roller coasters - delivered by Engineering Development Trust
Project based learning	7,8	Science Project Based learning	Students worked in teams to build wind powered turbines - delivered by the Science Department
Project based learning	8	Shell Bright Ideas Challenge	Students used their creativity, problem solving, teamwork and STEM skills to devise innovative solutions that could power cities of the future

Project based learning	8	LSBU Fire Safety	Students learnt how to spot fire hazards and inspect a building for potential risks
Project based learning	8	Problem Solving Workshop	Students used teamwork and analytical skills to solve a myriad of real life problems
Project based learning	9	MyBnk	Students gained financial capability at key transitional moments, addressing mindsets, attitudes and behaviours to help young people form an understanding of the wider world of money.
Project based learning	9	LSBU Robotics	LSBU delivered a robotics workshop
Project based learning	9	Dramatic Momentum	Students developed their Oracy, public speaking and confidence
Project based learning	9	Bamboo Bicycle Workshop	Students have built bicycles out of bamboo, learning about sustainability and marketing
Project based learning	10	ICE 'Future transport' project	Students designed sustainable future modes of transport
Project based learning	10	Coding and making household control sensors	Students designed and then coded and made sensors to control the environment of a low energy use house.
Project based learning	10	Democracy Deliberative Talk Project	Students took part in a Middlesex Uni research project in which they used deliberative talk to establish whether violence is ever justified within a democracy
Project based learning	10	Sexual and Reproductive Education	Students had sexual and reproductive education delivered by the humanities dept.
Educational trip	7	Museum of London	Students increased their knowledge of the history of London, its place within the global community and what its inhabitants contribute to society

Educational trip	7	Horniman Museum	Students learned about art and cultural artifacts from around the world
Educational trip	7	HMS Belfast	Students experienced life as a sailor in the navy and were able to emphasise and learn about life during war
Educational trip	7,8	British Museum	Students familiarise themselves with world famous cultural artifacts such as the Rosetta Stone
Educational trip	7	Tate Britain	Students gained an understanding of how to view art and move through an art gallery
Educational trip	8	Guided River boat tour of the Thames	Students were given a guided tour on a boat up the Thames. Famous landmarks and sites of interest were pointed out and explained
Educational trip	8	Science Museum	Students visited the engineering for the future gallery at the science museum
Educational trip	8	Imperial War museum	Students gained an understanding of life during conflict
Educational trip	8	Globe Theatre	Students had a workshop delivered and watched a play at the Globe Theatre
Educational trip	9	Tower of London	Students learnt how one building can provide evidence of London's international and national role through the ages
Educational trip	9	Natural History Museum	Students saw real life examples of biology and geography
Educational trip	9	Bodyworlds	Students saw the effects of disease and lifestyle on real human bodies and how they develop
Educational trip	9	National Maritime Museum	Students gained an understanding of London's role during the slave trade and eras of colonialism

Educational trip	9	Tate Modern	Students gained an understanding of how to view art and move through an art gallery, whilst challenging their notion of what art can be
Educational trip	10	British Museum - I, Object Exhibition	Students learnt about the dissent and speaking out through objects
Educational trip	10	V&A Museum - Video Games Exhibition	Students learnt about the artistic value of video games
Educational trip	10	Blackout Theatre Production	Students watched a play and learnt about careers in acting
Educational trip	10	The Crystal	Students visited the most sustainable building in Europe to find out how it was built and how sustainability can be introduced to everyday life
Educational trip	10	Walthamstow Wetlands	Students have learnt about the importance for maintaining urban diversity through preserving urban ecology

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# Agenda Item 9

	CONFIDENTIAL
Paper title:	School Improvement Advisor report
Board/Committee:	UAE School Advisory Board meeting
Date of meeting:	13 June 2019
Author:	Rachael Norman, Lambeth School Improvement Advisor
Sponsor:	Chris Mallaband, Chair of SAB
Purpose:	For Review
Recommendation:	The SAB is requested to read the SIA report and prepare questions for the Principal.

## **Executive Summary**

The SAB is requested to read the SIA report and prepare questions for the Principal.

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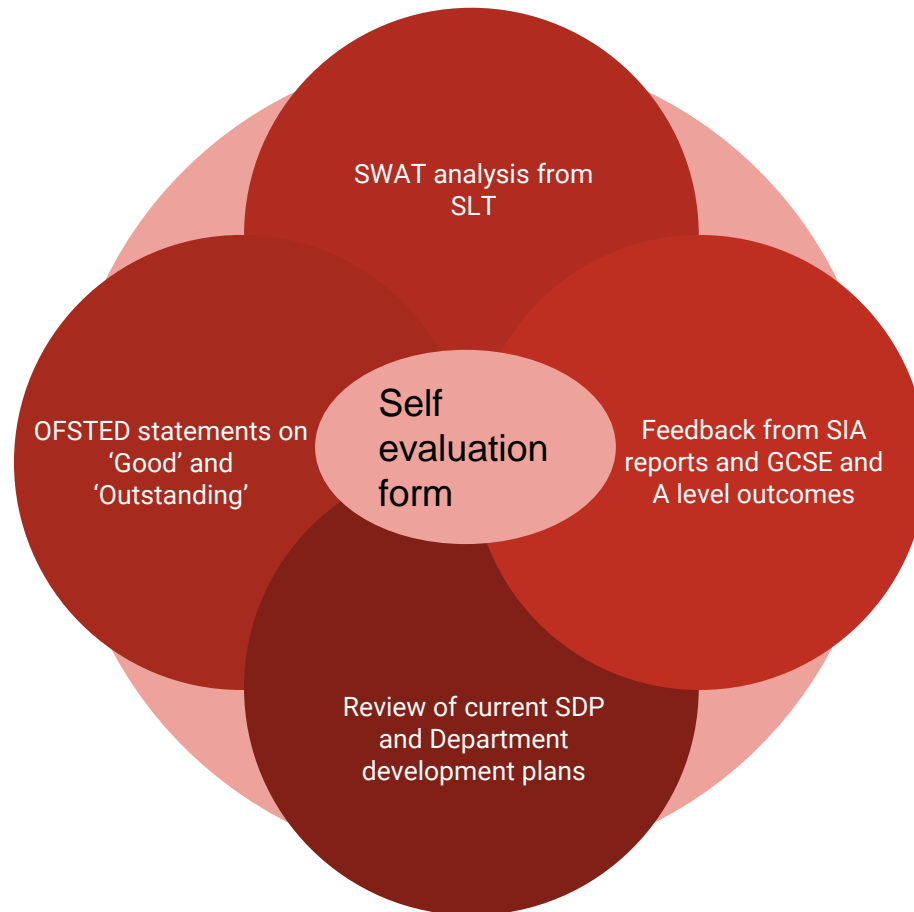
# Self evaluation to School Development Plan

Summer 2019

# Timeline

1. Most of SEF completed by the end of this term.
2. Analysis of GCSE and A level results done in September.
3. School development plan priorities agreed in September.
4. SDP completed by SLT late September.
5. Department development plans completed and audited in October, before the Department Reviews in November.

# Elements that form the self evaluation process



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# Parent Pay Issues

Update for SAB June 2019

# Parent Pay

Parent Pay is the cashless online payment system that the school uses for students that are not entitled to free school meals.

Parents should be regularly informed of any debt and then top up their child's card online.



# Historical problems before January 2018

- Up to January 2018 it was not known who had eaten food from the canteen and who hadn't. However, they were assumed to have done so automatically.
- The system was not set up properly in school.
- Staff were not trained in how to administer the system.
- Parents were not systematically informed of any debt their children had accrued, if this was indeed debt.
- Students were not correctly registered to allow them to receive free school meals.

# Since January 2018

- We know who has taken a meal and who hasn't.
- The person tasked with resolving the recording of debt and reminders to parents was not open about the scale of the problem and the backlog of work, leading to significant delays in the resolution.
- Parents are now correctly registered for being eligible for free school meals.
- Staff in the school are now able to administer Parent Pay properly.

# Decisions

A total debt of up to £91,335.65 has been accrued. As we do not know who took a meal the real figure will be somewhere between £68k and £91K.

None of this is on the balance sheet as the school pays the catering company independently from any income received from Parent Pay.

Following discussions with the CEO (Nicole Louis), any debt will not be pursued and the school will start to record and remind parents about new Parent Pay debt from around the 1st July. We expect this to be collected from this point.

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### GOVERNORS' VISIT FORM

This form is to be completed after a governor has made an official visit to the school.

**Name of Governor:** Chris Mallaband

**Date of Visit:** Monday 20 May 2019

**Focus of Visit, with link to strategy and school development plan (agreed in advance with Principal):**

Safeguarding – observing the weekly inclusion meeting and then meeting with relevant staff.

**Summary of activities e.g talking to staff and pupils, looking at specific resources, having lunch etc.:**

Observed the weekly meeting of VP, Head of Inclusion and Heads of House, EWO etc.

**What have I learned as a result of my visit? (relate this back to focus of visit)**

The weekly meeting is well organised and run and is an effective mechanism to ensure that vulnerable students have the support that they need and that there is a good screening process to ensure that all students have their needs regularly reviewed.

**Aspects I would like clarified/questions that I have:**

- Role of form tutors as support strategy
- Looking at patterns and trends and linking to curriculum and whole school strategy
- Involvement of outside agencies

**Actions for the school advisory board to consider:**

As above

**Any other comments/ideas for future visits:**

Will look at SCR on next visit – HR manager was absent due to illness.

**Signed:** Chris Mallaband **Date:** 22/5/19

(When completed, this form should be passed to the Principal, who will discuss the visit with the governors. A copy of the form will be passed to the Clerk at the end of the meeting for circulation to all governors and a copy made available to all staff)

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	INTERNAL
Paper title:	Keeping Children Safe in Education
Board/Committee:	UAE School Advisory Board meeting
Date of meeting:	13 June 2019
Author:	Alexander Enibe, Clerk to SBA Academies
Sponsor:	Chris Mallaband, Chair of SAB
Purpose:	For Review
Recommendation:	The SAB is requested to read the KCSIE and sign having read it.

## **Executive Summary**

Safeguarding is the responsibility of everyone including the governors. The SAB is requested to read the DfE “Keeping Children Safe in Education” and sign having read it on 13 June 2019.

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	CONFIDENTIAL
Paper title:	Governors' training
Board/Committee:	UAE School Advisory Board meeting
Date of meeting:	13 June 2019
Author:	Alexander Enibe, Clerk to SBA Academies
Sponsor:	Chris Mallaband, Chair of SAB
Purpose:	For Information
Recommendation:	The SAB is requested to complete trainings.

## Executive Summary

The SAB is requested to complete the following online training courses, which have been arranged for the SBA directors and governors:

- The Child Protection for School Governors (safeguarding).
- Prevent Duty – please follow this [link](#) and click London – Education (schools) - Governor
- Safer Recruitment (for selected SAB governors only).

The trainings must be completed by 24 June 2019.

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