

Minutes: Cowes Enterprise College

Local Governing Body meeting

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| Date: | 18 th May 2017 |
| Time: | 3.00pm |
| Location: | Cowes Enterprise College, Crossfield Avenue, Cowes, Isle of Wight, PO31 8HB |

| Governors | Initials | Responsibility | Apologies | Initials | Responsibility |
|----------------------------|----------|----------------|---------------------|----------|-----------------------|
| David Sword | DS | Governor Chair | Luke Bower | LB | Governor |
| Nigel Harley | NH | Governor | Sean Harrison | SH | Governor Vice Chair |
| Emma Heathcote (from 3.15) | EH | Governor | Graham Ivey | GI | Governor |
| Roland White (from 3.10) | RW | Governor | John Peckham | JP | Principal |
| | | | Attendees | | |
| | | | David Doherty | DD | Head of School |
| | | | Richard Marinelli | RM | Business Director |
| | | | Christopher Rice | CR | Acting Vice Principal |
| | | | David Sanchez-Brown | DSB | Assistant Principal |
| | | | Jill Wareham | JW | Clerk |

| Key | Decisions, Actions, Governor questions | |
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| Part | Item | Action |
| 1 | Apologies for absence | |
| 1.1 | Apologies were received from LB, SH, GI and JP | |
| 2 | Welcome to Emma Heathcote | |
| 2.1 | DS welcomed Emma to the meeting and introductions were made. | |
| 3 | Declarations of interest and confidential business | |
| 3.1 | EH declared she had a Supply Teaching Contract with CEC and her daughter attended the academy. There were no other declarations of interest. | |
| 4 | Minutes and Action Points of the meetings 30 th March 2017 | |
| 4.1 | The confidential Development Session Minutes of 30 th March 2017 were noted by those present as an accurate record along with the actions still to be done including SLT to produce baseline and target figures for the LGB SEF and the LGB schedule for next year. | |
| 4.2 | The confidential minutes of the LGB held on 30 th March were due to be tabled but the clerk was unable to print or send. DS had read through them and confirmed he was happy with their accuracy. | |
| 4.3 | RW arrived at 3.10pm making the meeting quorate. Introductions were made between RW and EH. Governors agreed the appointment of Emma Heathcote as a governor. EH was very pleased to become a governor and explained her previous work included doing international marketing and student recruitment for universities and development of international research particularly with oil and gas companies in the middle east and governments of countries. DS would like EH to support NH on finance and lead on marketing. | |

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| | The Confidential minutes and the Public minutes of 30 th March 2017 were agreed and signed. | |
| 4.4 | <p>Actions points from LGB meeting on 30th March 2017</p> <p>AP1: RM met with LB and went through the budget line by line. LB wanted more realistic student numbers identified which meant a bigger deficit. Pat Walters had undertaken a review of support staff.</p> <p>Q: Does that have implications for next year's budget?</p> <p>RM advised that there may be implications.</p> <p>AP2: Safeguarding had been audited In November and April this year by OAT and governors will receive a report at the July meeting.</p> <p>AP3: Pictures of governors will be put up in the staff room by the end of next week</p> <p>AP4: The governor's workplan for next year was being worked on.</p> <p>AP5: RM had met with catering manager and regional manager of Caterlink who advised that some products, such as burgers had increased in cost but Caterlink were bringing in cheaper lines under the banner of '99p street'.</p> <p>Q: What control do we have in terms of contract?</p> <p>A: We have control on prices and a new pricing strategy has been agreed. The main meals were still the same price. Anecdotally students thought that prices had increased and portions decreased. RM advised that he was now having monthly meetings with Caterlink. RM advised that FSM uptake was not very good and the school wants to work with Caterlink to improve this.</p> | <p>1. Pat Walters report to be circulated to LGB when received.</p> <p>2. Safeguarding to be on LGB July agenda</p> <p>3. Governors' workplan to be on LGB July agenda</p> <p>4. Newsletter covering Caterlink news to be sent to governors</p> <p>5. Caterlink to be asked to a future LGB meeting</p> |
| 4.5 | <p>DS advised that Vicky Spencer had resigned due to work issues. Vicky had been a governor at Cowes for over eight years. DS had asked Vicky if she would become an Associate Member which she had agreed to. DS had asked her back to the start of the July meeting to thank her for her great contribution.</p> <p>Governors agreed to Vicky Spencer becoming an Associated Member of the LGB</p> | <p>6. JW to check whether Associate Members can sit on Panels</p> |
| 5 | Chair's report. | |
| 5.1 | <p>DS had nothing to report.</p> <p>Q: Has the budget been submitted and if not is there a need for another meeting before the July meeting to set the budget?</p> <p>A: RM advised that the budget had not been set yet but OAT was aware and involved in the budget setting. The budget is work in progress and a set of proposals will need to be reviewed and agreed by governors when these were available.</p> | |
| 6 | SEND (Special Educational Needs and Disability) report from SENCO and SEND governor | |
| 6.1 | <p>The report was a statutory requirement and had been sent to governors. The SENCO and the SEND governor were not in attendance but DS asked if there were any questions or comments.</p> <p>Q: What was the Oasis team?</p> <p>A: This was the team of staff which included the Learning Support Assistants, SENCO and an admin assistant.</p> <p>DS explained that Education, Health and Care Plans (EHCP) replaced SEN Statements. They were a legal document and attracted additional funding sometimes, depending on support need identified, and must be reviewed regularly.</p> <p>DS also advised that Progress 8 scores were identified from progress made from results achieved at the end of primary school to results at end of KS4 in Ebac best eight subjects</p> | |

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| | <p>(plus some other subjects). The average of the aggregated results will be deemed zero and if a child attains above average the figure will be a plus or minus if achieved below.</p> <p>Q: Do teachers find this method of showing progress from a starting point helpful on a practical level in the academy?</p> <p>A: CR felt it was helpful, as a comparison with other children who started at the same point could be made. DSB also felt it was useful in terms of assessing Quality of Teaching.</p> <p>Q: Is it good for children?</p> <p>A: Yes, as it takes away the pressure on achieving grade C and above at GCSEs, it is more about how much progress they make.</p> <p>Governors noted the SEND Report</p> | <p>7. Annual SEND report to include evaluative data on progress, attendance and behaviour in the future</p> |
| 7 | Report on PSHCE (Personal Social Health and Citizenship Education) curriculum. | |
| 7.1 | <p>DS advised that this area is very important and Ofsted will question the academy on whether there is a plan that shows how the Prevent strategy, British Values and PSHCE are being taught by staff and to students. The plan needs to include what training is undertaken, how the curriculum progresses through each year group, who is leading, is it taught by specialists, how it is monitored.</p> <p>RW commented that government want mental health in schools to have a higher profile and Ofsted will pay much more attention to this area in future. DD had spoken with Sarah Bloomer who believed that PSHCE would be the next area of focus for OAT.</p> <p>Governors thanked DD for the report.</p> | <p>8. A detailed plan for PSHCE including Prevent, British Values and mental health showing who is leading, actions taken, impact on students to be completed asap.</p> |
| 8 | Finance and Staffing | |
| 8.1 | RM advised that there were no changes to the finance reported at meeting on 30 th March. RM had not received notification from the EFA about clawback. | |
| 9 | Principal's Report to include: | |
| 9.1 | <p>Strategic overview</p> <p>Governors were reminded that there had only been 20 working days since the last report so little had changed.</p> <p>Q: The SEF summary is assessing strong RI in each area, where are the behaviour and outcomes grades?</p> <p>A: In the absence of JP, CR believes the two missing are included in other key judgements which shows good/RI.</p> <p>Q: Could the judgements be pushed into good if they are on the boundary between RI and good?</p> <p>A: There is an OAT template that the academy use which is a segmented wheel showing criteria within each grade and this is where the judgements come from.</p> <p>Q: Which categories are heading towards good?</p> <p>A: All of them are.</p> <p>Q: If the academy had to pick one category that was important to get to good, which one would it be?</p> <p>A: Teaching and Learning needs to be good. The academy could de-couple quality of teaching and outcomes to show that based on last year's outcomes the following actions have been taken to improve T and L.</p> <p>Q: Could SLT also make behaviour a priority as it looks less positive.</p> <p>A: Yes, behaviour is not as good as at the beginning of the year which is partly due to poor behaviour not being tolerated.</p> | <p>9. Report to show actions taken and improvements seen in Teaching and Learning for next LGB.</p> |

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| | <p>DS suggested it would be helpful to agree four or five specific priorities which should then be shared with all staff.</p> <p>Q: Has Cowes been in contact with Ryde Academy to gain an insight into how they got to 'good'?</p> <p>A: Yes, in a personal way but not aware of any formal conversations.</p> <p>DD advised that the up-to-date figure for students starting in Year 7 in September is 217.</p> <p>Q: What number were we aiming for?</p> <p>A: This number is the best that Cowes has ever had. There are 206 in current Yr 7</p> <p>Q: What is Cowes market share?</p> <p>A: We worked at about 216 and the market share shows Cowes is just holding its own bearing in mind this year there is a bigger cohort.</p> <p>Q: Are we losing children to the Studio School.</p> <p>A: We think this is a possibility but don't know yet as the Studio School do their own admissions now. Last year 30 students went to the Studio School from Cowes.</p> <p>Q: What is the correlation of where children live and changing from Cowes to the Studio School?</p> <p>A: There is a strong correlation; last year it was children living in East Cowes who moved to the Studio School.</p> <p>DD advised that the options programme is now looked at in Yr 8 to start in Yr 9.</p> <p>Q: Are we moving to a three year KS4?</p> <p>A: Yes that is the intention. Full details will be presented to the LGB for confirmation.</p> <p>Q: Has anything been done to target students who have left to go to the Studio School to try and bring them back?</p> <p>A: Not for students in Yrs 10 and 11 but Cowes has been good in bringing students into the 6th form.</p> | <p>10. Key priorities to be made explicit by SLT to staff, students and governors as a matter of urgency</p> |
| 9.2 | <p>Finance</p> <p>Q: How are the staffing arrangements for September.</p> <p>A: At the moment, a chemist and a geographer are needed, so in a reasonably strong position but may lose people at the end of May.</p> | |
| 9.3 | <p>Leadership</p> <p>Q: Are we getting a support staff development policy in place?</p> <p>A: There is currently an Isle of Wight Policy which is being used and OAT is working on one which will bring all OAT academies in line.</p> <p>Q: Would it be possible to have a policy put together as soon as possible?</p> <p>A: RM can work on a policy.</p> <p>DS advised that Rachel Kitley, the new Principal is going to come in fairly frequently this term and he would like governors to meet with her prior to the next LGB on 6th July to start to look at the ethos and vision for the next three years.</p> <p>Q: There have been a lot of ongoing issues regarding capacity of the SLT and tight budgetary constraints, will the appointment of another Vice Principal be financially viable?</p> <p>A: DD advised that the structure is not an expansion of SLT.</p> | <p>11. Support Staff development policy to be updated</p> |
| 9.4 | <p>Teaching, Learning and Assessment.</p> <p>There was nothing further to report since the last meeting on 30th March 2017.</p> <p>DS thanked SLT for sending the Lesson observation template which was useful for governors to see what was covered.</p> | |
| 9.5 | <p>Personal development, Behaviour and Welfare</p> <p>DS felt the executive summary bullet points 4 and 5 could be written in a more positive way.</p> | |

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| | <p>Transition from Year 6 to Year 7 report showed the success so far and there was lots of work going on with the feeder primary schools. 30 staff were going to primaries to work with them on the next Cowes development day. Each child will be given an English and maths book so they can bring with them into Yr 7 to see what they are working on. When visiting each Primary school, two ex-students from that school who are currently in Year 7 go with the staff to speak and answer any questions from the Year 6 children.</p> <p>Q: Will a review be undertaken later to find out what the new Year 7 students thought about the transition?</p> <p>A: Yes, it would be useful to get governors involved in student feedback. Safeguarding update from Sarah Bloomer detailed the actions that were highlighted in the audit which had been addressed. The audit had been carried out by Jason Howard from OAT who gave a positive report on safeguarding.</p> <p>Attendance data. Exclusion data.</p> <p>Q: How do you get .5 recorded in the number of exclusions?</p> <p>A: This may be because the exclusion was for half a day.</p> <p>Q: The figures recorded look like there is a higher rate of exclusion for abuse against an adult than a pupil, you would have thought there would be more pupil to pupil abuse, is there a bullying problem that is not reported?</p> <p>A: The number is higher for adults as the academy takes a hard line on swearing at adults.</p> <p>Q: Have exclusions reduced the amount of swearing to teachers?</p> <p>A: We don't know whether swearing has reduced yet but it is being monitored more effectively. Swearing is not tolerated in Cowes and our students are aware of the severity of consequence of their actions.</p> <p>Q: Is behaviour getting worse at the academy?</p> <p>A: It is too early to evaluate this year but SLT believe it is improving year on year. DS believes the key thing is consistency of approach and the need to keep up expectations all the time.</p> | <p>12. A report on what is being done to address attendance issues to come to next LGB</p> |
| <p>9.6</p> | <p>Outcomes for pupils.</p> <p>There had been no change in data since the last LGB meeting on 30th March 2017. The effectiveness of interventions at the last data point had shown that a key target group in Yr 11 have made plus 0.3 progress.</p> <p>Q: How were targeted students identified, how many turned up, how engaged were they and what progress have they made?</p> <p>A: Participation has been good in maths but struggled in English. SLT reported there had been an inspection by JQC person who reported that the exams were run in an exemplary way.</p> | |
| <p>9.7</p> | <p>16-19 study programmes.</p> <p>The data had been sent and CR advised that it shows the cohort comes out around the national average and that academic subjects do slightly better than non-academic.</p> | <p>13. LGB to do training to cover KS4 and KS5 in two sessions</p> |
| <p>9.8</p> | <p>Other items on the agenda not covered in the Principal's report were:</p> <ul style="list-style-type: none"> Agreeing academy prospectus and marketing including 6th form. 80 applications had been received but not all were first choice for Cowes. Every student had been interviewed. There are currently 80 students in Yr 12 and 43 in Yr 13. Yr 11 students who hadn't applied for Cowes 6th Form were being spoken to, to check their progression route. <p>Q: Of the 80 students in Yr 12, how many are redoing English and Maths?</p> <p>A: The number is quite small.</p> | |

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| | <p>Q: Are there criteria for entry into 6th Form and how does this compare with other schools.</p> <p>A: There are criteria and they are similar to other 6th Forms.</p> <ul style="list-style-type: none"> Review arrangements for parents receiving student reports. <p>A governor who was a parent advised that they thought the frequency was fine but felt there could be inconsistency with what teachers put in the progress box. This could be an area covered in parent questionnaires.</p> | |
| 10 | Governor business including: | |
| 10.1 | <p>Agree plan for future governor visits</p> <p>DS advised that the LGB SEF will now be finalised and governors to let DS/JW know if anything needed changing. DS will modify and ensure that it is consistent with CEC's SEF. The Action Plan developed from the SEF will now cover the period 2016 to 2018. The Governors Visit Plan had a few gaps in 'who would take on the responsibilities' and it was suggested that:</p> <ul style="list-style-type: none"> SH take the lead on 1.1d and could be joined by another governor. SH take the lead on 1.2c as it was undertaking student voice and could be incorporated into 1.1d. RW offered to take on 1.2d English and NH to do Maths. SH to carry on with 2.1c and 2.1e as safeguarding governor. EH to take on PSHCE 2.2b RW to take on Pupil Premium 2.3b NH, EH and SH to take on 2.4a. Regular finance meetings prior to each LGB to be set up with RM and new principal to report back to LGB. SLT to pinpoint training available with staff which could be extended to governors. <p>Monitoring visits should be done every half term if possible (not necessarily on site) and a report should be completed and sent to JW who will send on to Principal and Chair of Governors for checking. This is to ensure that governors are monitoring the key priorities first hand in order to triangulate the judgements made.</p> <p>Q: Had governors thought about having a 'liaison governor contact day' when all governors came to the academy to look at a particular focus, spend morning doing activities with staff then afternoon doing different things with student focus?</p> <p>A: Governors thought that middle managers might organise as part of their CPD and get student leaders involved too.</p> | <p>14. RW to liaise with NH about consistency of monitoring visits</p> <p>15. JW to send safeguarding KPIs to DD and SH</p> <p>16. Governors to complete the review of LGB work and training needs identification and send to JW to collate</p> |
| 11 | <p>Policies for approval:</p> <ul style="list-style-type: none"> Credit Card. Governors approved the Credit Card Policy Expenses: Staff. Governors approved the Expenses: Staff Policy Expenses: Governors. Governors approved the Expenses: Governors Policy Financial Planning & Reporting. Governors approved the Financial Planning & Reporting Gifts & Hospitality. Governors approved the Gifts & Hospitality Policy Health & Safety. Governors agreed to defer the Health & Safety Policy to July meeting where all the OAT H&S policies could be approved. Mandate Fraud. Governors approved the Mandate Fraud Policy Off site visits. <p>Q: Is training available for Offsite Visits and are staff up to date?</p> | <p>17. Equality impact assessments on policies to be completed</p> <p>18. H & S policies to be on July LGB agenda</p> <p>19. RM to check Offsite training</p> |

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| | A: RM will investigate and advise governors of training undertaken. Governors approved the Offsite Visits Policy. | |
| 12 | <p>Next meeting: LGB 6th July 2017 3pm plus a development session at 2pm if Rachel Kitley can attend. The report from Julie Bloor, OAT Governance on health check of governance had been circulated the day before the meeting. There were a set of recommendations which will need to be acted on. If governors have any thoughts about the report please feedback to DS or JW and will be on agenda for next meeting. DS thanked members of the SLT for responding to questions on the Principal's report</p> | |

Confidential business

This section of the minutes is only distributed to those in attendance at the meeting.

| Item no. | Item title |
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Signed as a true and accurate record:

Date: