

Cowes Enterprise College

Local Governing Body Meeting

Date: Tuesday 3rd October 2017

Time: 3pm

Location: Cowes Enterprise College, Crossfield Avenue, Cowes, Isle of Wight, PO31 8HB

Governors

David Sword	DS	Chair
Rachel Kitley	RK	Principal
Nigel Harley	NH	Governor
Emma Heathcote	EH	Governor
Graham Ivey	GI	Governor
Roland White	RW	Governor

Apologies

Sean Harrison	SH	Governor
Jemma Harding	JH	Vice Principal
Absent	LB	
Luke Bower		Governor

Attendees

David Doherty	DD	
Richard Marinelli	JH	Vice Principal
Christopher Rice	RM	Business Director
David Sanchez-Brown	CR	Vice Principal
Jill Wareham	DSB	Assistant Principal
	JW	Clerk

Agenda

No.	Key: Decisions, Actions, Support, Q: Governor questions	Action
1	Welcome	
1.1	David Sword welcomed governors, SLT and Rachel Kitley in her substantive post as Principal. The new academic year had started with serious problems with the IT system, now rectified, and Ofsted inspection last week. Due to this, the agenda would now focus on actions from Ofsted, examination results, brief update on budget, governor business and policies	
2	Apologies for absence	
2.1	Apologies were received and accepted from SH and JH.	
2.2	There had been no contact from LB. OAT to be contacted to ascertain who would be their representative on the board.	JW
3	Confirmation of Chair of LGB and Vice-Chair	
3.1	David Sword is appointed chair of the LGB by OAT. DS advised that if there were any concerns regarding chairmanship governors should contact JW.	
3.2	Sean Harrison was unanimously elected as vice chair.	
4	Declarations of interest and confidential business	
4.1	There were no interests declared	
4.2	DS had been advised by the Ofsted Lead Inspector that governors could discuss the feedback given in confidence, the judgement is provisional until the final report is published.	
5	Minutes and Action Points of the meetings 6th July 2017	
5.1	The minutes of the LGB Meeting held on 6th July 2017 were agreed and signed. DS advised although item 1 was accurate at the time, Bob Pritchard is the new regional director, not Jason Howard.	
5.2	API: Caterlink have only recently publicised menus with prices.	
5.3	AP2: DS asked governors whether they still wanted Caterlink to attend an LGB meeting. Q: Has the position regarding price increases and reduced uptake changed since last meeting?	

	A: Caterlink made a small loss last year (CEC subsidised about £17k). RM is meeting with the new manager on the island; Caterlink have recently won the contract for providing school meals all over the island so they should be more profitable. Governors asked for a written report from Caterlink for the December LGB meeting.	RM
5.4	AP3: PSHCE is for discussion on agenda item 7.	
5.5	AP4: EH had written up her monitoring visit of PSHCE	
5.6	AP5: Training for KS4 and 5 data to be factored into a training programme this year	
5.7	AP6: Governors agreed to discuss consistency of monitoring at a development session to ensure the visit protocols are observed and forms are written up uniformly. Governors are not inspectors, they are there to find out about the academy.	
5.8	AP7: JW had sent JH the OAT safeguarding KPIs. These need to be agreed with RK to ensure they are relevant for reporting back to LGB.	
5.9	AP8: Equality Impact Assessments need to be carried out on all policies. RW will send JW the template that the Isle of Wight College use. SLT to discuss how to progress who could undertake the initial EIAs	RW SLT
5.10	AP9: Sue Waters has visited the academy.	
5.11	AP10: Sue Waters has sent in her application	
5.12	API1: See AP7 regarding safeguarding KPIs	
5.13	API2: JW to liaise with JH regarding governor training for safeguarding	JW
5.14	API3: Safeguarding Policy is for approval on the agenda 10vii.	
5.15	API4: No changes proposed by RK to staffing.	
5.16	API5: Terms of reference for Finance Committee are for approval on the agenda item 9iii	
5.17	API6: Mark Masters report had been circulated	
5.18	API7: SEF has been sent out with agenda.	
5.19	API8: Posters with top priorities will be progressed by SLT.	
5.20	API9: DS and JW to review the responses from governors when all returned to ascertain training needs	DS/JW
5.21	AP20: Governors to send completed Chair reviews to JW asap	Govs
5.22	AP21: Monitoring of literacy across the academy is included in the workplan	
5.23	AP22: Monitoring of comparisons of PP and non-PP students' progress is included in the workplan	
5.24	AP23: Accessibility Plan is for discussion on agenda item 10i	
5.25	AP24: Dates for 2017-18 meetings had been sent to governors	

6	Chair's report. i. Photocopier contract	
6.1	DS advised he had taken a Chair's decision to enter into a new Photocopier contract as it represented better value than the old one.	

8	Principal's Report	
8.1	The feedback from the Ofsted report was recorded as a confidential minute.	
8.2	CR gave a verbal update on summer results which were provisional at this stage. <ul style="list-style-type: none"> Progress 8 score this year was -0.06 which is at national average and is an upward trend. There were improvements in English and Maths progress, Maths progress is above national average and now matched English. The Open Bucket progress improved to -0.03. Ebac needs to be improved as is -0.33. Science, Humanities and MFL are now a focus. OAT target this year is +0.2. Q: Is the issue with Ebac the way the curriculum is formed or is it quality of teaching? A: It is partly both but we don't fill all the buckets. This is an area that needs to be focussed on particularly when compared to national data. Attainment is 44.87 down from 46.67 last year due to point score changes this year. (nationally the figure went down). 4+ grade gave 65% (58% last year) combined English and Maths which took CEC	

	<p>above national average. The reported figure will be 5+ where CEC achieved 41%. A*-C grades improved in almost every subject. Focus is Science, ICT and PE, although all improved there is further to go.</p> <p>Governors felt it was a great achievement that the results for 4+ were now over 60%. CR advised governors that national figures for CEC won't be accurate as the DfE have produced data that is incorrect (they have added 8 students that don't attend CEC).</p> <p>Q: When is the data validated?</p> <p>A: Data is usually validated during October.</p> <p>8.3 Finance</p> <ul style="list-style-type: none"> RM advised that the predictions for year-end (31st August 2017) were on track. There will be an improvement in finances next year because more students have come into years 7 and 12 and retention was better for year 10 (less going to the Studio School than anticipated) which means will break even a year earlier than predicted and be in surplus in 2018-19. <p>Q: What were actual numbers at the start of September 2017?</p> <p>A: RM advised about 30 plus more than predicted but will give accurate information at next meeting. DS said this was very good news because one of our aims is to make this the 'school of choice' and a key issue is keeping students here. RM advised that receiving funds based on census information gives more reliability to the budget. The current year's budget shows a small amount of savings in staffing costs but will need this money to cover teachers' pay increase of 2%. The budget allowed for 1% increase but 2% has now been agreed nationally.</p>	
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7	Report on PSHCE (Personal Social Health and Citizenship Education) Plan	
7.1	Governors agreed to leave this item to the next meeting when JH is in attendance.	

9	Governor business including:	
9.1	Agree LGB terms of reference. Governors noted the OAT LGB terms of reference	
9.2	Scheme of delegation. Governors noted the OAT Scheme of Delegation	
9.3	Finance Committee terms of reference. Governors agreed that the Finance committee would review the terms of reference at the first meeting and bring back to the next LGB. Governors agreed membership of the Finance committee to be SH (Chair), NH and EH.	JW
9.4	Completion of Declarations of interest, contact details for 'Get Information about Schools' (formerly Edubase) and Code of Conduct. Annual Forms to be returned to JW by end of this week.	Govs
9.5	Training including development sessions. Governors agreed development sessions either at beginning or end of LGB within 2pm to 6pm slot. First session at December meeting and second at May meeting. Items to include training on KS4 and 5 data, SEND, Low attainers, Literacy, Protocols for visiting, review of training needed including online, IOW and Hampshire and OAT training.	
9.6	Confirm governor's roles and responsibilities and agree monitoring schedule for the year. Governors were happy to carry on with their allocated responsibilities but some wanted more training. Monitoring visits to be put into a programme based around the Ofsted report.	
9.7	Governor Recruitment including skills profile. Most governors had now completed their skills audit and JW would collate. Sue Waters had put in application to be a governor; DS had asked her to attend this meeting to observe but due to the main item on the agenda being of a confidential nature DS had asked her not to attend. JW to invite Sue Waters to next meeting for her to be approved as governor if she fills the skills gaps.	JW
9.8	Review Governor's induction pack. JW to check what is sent out by OAT to new governors. It is important to make sure induction is good and allocate mentor who should be assigned for first year to new governor. The mentor would provide advice, guidance, informal reviews of how things are going, training needs identified, assist with monitoring visits and writing form. The mentor should feedback to Chair of Governors and clerk if there are any	JW

	issues or requests for training. DS will write up proposal for mentor to be endorsed at next meeting	DS
I0	Policies for approval:	
10.1	Accessibility Plan - tabled. Governors agreed to defer the Accessibility Plan to the next meeting	DD
10.2	Admissions 2019-20. This had not altered from 2018-19 policy. RK advised that she had not pursued the application for a temporary cap on the PAN. Governors approved the Admission Policy for 2019-20. JW to send Admissions Policy 2019-20 to OAT for final sign off.	JW
10.3	Behaviour Policy – tabled. The policy had not changed but procedures had been updated. Governors approved the Behaviour Policy. JW to circulate the Behaviour Policy to governors.	JW
10.4	Data Protection Policy. Governors approved the Data Protection Policy.	
10.5	Health & Safety Policies. RM advised these were all operational and OAT advised that LGB did not need to approve. Governors noted that H&S operational policies did not need approval of LGB.	
10.6	Lockdown & Emergency Policy. Governors agreed to defer Lockdown & Emergency Policy to the next meeting	RM
10.7	Safeguarding. Governors approved the Safeguarding Policy	
10.8	Teacher's Appraisal. There was no update from OAT.	
10.9	Teacher's Pay Policy. There was no update from OAT	
10.10	Whistle Blowing. Governors approved the Whistleblowing Policy	
II	Date of meetings for 2017-18 Pay Thursday 12 th October 2017 3pm – JW may need to change the date of Pay Committee Finance Friday 24 th November 2017 9am LGB Thursday 7 th December 2017 3pm Finance Friday 19 th January 2018 9am LGB Thursday 8 th February 2018 3pm Finance Friday 16 th March 2018 9am LGB Thursday 29 th March 2018 3pm Finance Friday 11 th May 2018 9am LGB Thursday 24 th May 2018 3pm LGB Thursday 5 th July 2018 3pm	JW
	Governors agreed there is a need to be prepared with press releases and publicity for good news stories and suggested this could be an item for the next agenda. The Open Evening for 6 th Form is 1 st November.	JW

Signed as a true and accurate record: _____

Date: