

I certify that these minutes are a true record of the LGB meeting held on Wednesday 22nd October 2014 at 3.30pm

Signed Chair/ Vice Chair Date.....



Cowes Enterprise College

Local Governing Body Meeting

Date: 22nd October 2014

Time: 3.30pm

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

Governors

David Sword	(DS)	Chair
Rebecca Pearce	(RP)	Principal
Karen Baker	(KB)	Governor
Miranda Courtney	(MC)	Governor
Rachael Fidler	(RF)	Governor
Sean Harrison	(RF)	Governor
Victoria Spencer	(RF)	Governor

Apologies

Neil Strowger

Attendees

Carole Bailey	(CB)	Clerk
Richard Marinelli	(RM)	SBM

1. Apologies for absence

Apologies received and accepted from Mr Strowger. Mr Marinelli was welcomed to the meeting.

2. Declarations of interest and confidential items

No additional interests declared. No confidential items are due to be discussed.

3. Minutes of the previous meeting 24th September 2014

Governors unanimously agreed the minutes correct for signing with the exception of Action 10 which should have included 'risk analysis and costs' for the Celebration week. The Celebration week will be discussed under Item 14.

DS asked governors to confirm the Key Performance Indicators (KPIs)

- 5 A*-C grades including English and Maths
- Progress 8 data; English Baccalaureate plus four levels of progress
- Boy/girl gap
- Attainment and progress for FSM, LAC, PP and SEN students
- Data on whole school and by department performance with RAG rating
- Quality of Teaching by whole school and by department including performance of classes by results, marking and feedback
- Attendance & Exclusions
- SEF judgements
- Student and parent voice

The LGB unanimously agreed the KPIs.

The governors agreed to take item 14 at this point.

14. Celebration Event – Report & Evaluation

RP reported that risk assessments were conducted for the activities. £6k was the budget allowed and £5k was spent.

Governors discussed the hidden costs of any extra staffing needed for cover; the impact of off-timetable events on learning; and what was learnt from staging the event by the academy. There were different reactions from students and staff. It was complicated to organise and with hindsight a week may have been too long.

Action 1: RP will write a report on the Celebration Week to cover costs, evaluation, impact on learning including feedback from stakeholders for 26th November 2014 meeting.

Governors expressed concern that although the opening ceremony and events surrounding it were very engaging some members of the community who'd been closely involved with the new building were not invited to the events and comments have been received expressing disappointment.

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Governors had endorsed the concept of the celebration but would have liked more detail before the event. RP assured governors that the full focus is now on teaching and learning.

4. Revised Terms of Reference & Scheme of Management Delegation

The OAT standard terms of reference have been amended to reflect the LGB in place at CEC. Governors discussed OAT documents and the level of autonomy that the LGB has to put in place its own documents.

VS proposed adoption of the Terms of Reference, MC seconded and the LGB agreed unanimously.

Two examples of Schemes of Management Delegation (SMD) were distributed previously. Governors discussed the format. RF tabled the SMD previously used by the CEC Trust. Governors agreed that the format could in principle transfer to this governing body. RP and RM agreed that the academy could work within this framework. Levels of finance delegation were discussed and it was agreed that the figures in the tabled paper would remain at the current time. OAT financial controls are comprehensive.

Action 2: CB will amend the CEC Trust SMD to this governing body and the document will come back to the LGB on 26th November 2014.

Governors discussed how documents and policies would be amended and adopted by the LGB. It is envisaged that reviewed or new documents would be distributed at least 7 days before meetings for comments to be received back prior to meetings. This would enable a 'consent agenda' to be followed at the actual meeting.

Governors discussed the level of LGB involvement in academy appointments. The difference between responsibility for appointments, which rest with the principal, and involvement with interviews was discussed and the following proposed by DS: Governors must be fully involved in the recruitment process for principal, vice principal and assistant principal posts and they should attend the interviews for directors of learning. All other appointments are the responsibility of the Senior Leadership Team (SLT) but this does not preclude a governor sitting on an interview panel should the SLT believe it could be of benefit. Governors agreed.

Action 3: CB will ensure that policies/documents for review are circulated to governors as soon as available.

3. Minutes 24th September 2014 (cont.)

CB asked governors if they wished the LGB minutes to be placed on the school website.

RF proposed that the minutes are placed on the website and the governors agreed unanimously.

Action 4: CB will liaise with RM to place the LGB minutes on the website.

DS went through the actions from the last minutes.

A1. DS raised concerns with OAT regarding the appointment of a vice chair of governors. They have confirmed it will be an OAT appointment but have not confirmed any specifics at this point. If DS cannot get to a meeting they have agreed that the meeting will be able to take place in his absence with a chair being elected for the duration of the meeting.

A2. Governors attended the Celebration Week. DS thanked RF for reading out his message.

A3. Terms of Reference are on this agenda.

A4. The OAT financial regulations were adopted at the previous meeting.

A5. The staffing restructure is in place; there are some issues around support staff still to be resolved. Governors requested a 'visual' copy of the current staffing structure.

Action 5: RP to provide a copy of the staffing structure to the clerk for distribution by 19th November 2014.

A6. Assistant principal interviews are arranged for 23rd and 24th October 2014. Sean O'Neill will be assisting with the process on 23rd and DS and KB will be on the interview panel on 24th October 2014.

A7. SEN/Safeguarding Link roles are on this agenda.

A8. Budget is on this agenda

A9. Previous CEC Trust governors have DBS checks in place.

Action 6: DS, KB and NS will check if their DBS checks are transferable, if so they will let the academy have sight of the document. If they are not then they will arrange checks with Mrs Harrison in the main office.

API0. The timetable of events for the Celebration Week was distributed.

5. Policies

Staff Code of Conduct: Governors discussed the model policy circulated. It was agreed that a formal code is needed with particular reference to social media, including 'proxy' postings. There needs to be clear rules on acceptable behaviour for school staff in and out of work. Governors discussed the need for a staff handbook.

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Action 7: CB will personalise the model Code of Conduct, distribute to governors for comment and place on the agenda for 26th November 2014.

Action 8: RP will ask office staff to investigate compiling a staff handbook and report back to the meeting on 26th November 2014.

Grievance and Disciplinary Policies: CB made governors aware that these two OAT model policies will be taken to staff and unions for consultation by the vice principal and should be available for adoption at the 26th November 2014 meeting.

Governors discussed the policies already in place and CB confirmed that policies in place previously with the Trust would have automatically transferred over to the new academy.

Action 9: When the new policies are in place RP will talk to staff to ensure all are aware of the content.

Performance Management Policy: This is the OAT model policy which the vice principal has taken to consultation with teachers and union representatives, consultation document attached. RF proposed the policy for adoption, MC seconded and the LGB agreed unanimously.

Governors asked about updating the existing pay policy and capability policy. CB has asked OAT and their model pay policy is still with Unions for consultation. The LA has not produced a model pay policy at the present time. The PM policy just adopted will enable the academy to start the new round of performance management; the previous policy will enable the last round to be concluded. The LGB will also need to adopt a capability policy and procedure.

Action 10: CB will liaise with the vice principal regarding the progress of the pay and capability policies; if ready they will come to the meeting on 26th November 2014.

6. Finance Committee

DS made governors aware that he has considered the skills audits provided by governors and concluded that although the LGB has general finance skills there is a need for a governor with specialist skills in finance. OAT has been consulted and DS has requested that they consider appointing a governor with specialist skills. Before the November meeting DS and RM will meet with an OAT representative to examine the academy finances in detail.

Governors discussed the skills already within the LGB and the level of challenge and accountability that should come from within the LGB as a whole. Finance will fall within the principal's report and as such is open to challenge from all governors. For purposes of scrutiny a person with detailed financial knowledge offers a higher level of balance and check, for example the LGB has a governor with detailed education knowledge.

Action 11: DS will continue conversation with OAT regarding a finance specialist. If any governors wish to add to the matters discussed please contact the Chair direct.

7. Link Governors SEN/Safeguarding

Following the request from the meeting on 24th September 2014 DS thanked VS and SH for expressing an interest in sharing the joint roles of SEN and safeguarding link governors. DS proposed VS and SH for the roles and the LGB agreed unanimously. There was a general reminder of the protocol for arranging visits to the school and the need to ensure that the principal was always copied in to appointments made with other staff members. Reports from visits should come to the next meeting of the LGB and any matters arising are confidential within the LGB.

Governors discussed Child Protection training for staff and governors.

Action 12: RP will arrange suitable training for staff members as appropriate.

8. Chair's Action

The Chair had no actions to report that were not already on this agenda.

9. Principal's Report

The principal's report had not been received for distribution.

RP apologised that the report was not as she would want it due to the celebration week time pressures.

Data will be collected by the end of this week and the analysis will be available for the November meeting. Following analysis interventions will be put in place for students. The progress board has examined the detail from last year today; minutes to follow. Some areas have shown strong results and there have also been changes of staff.

- Middle leaders are looking at a five year plan around designing lessons for the curriculum.
- The future of Options choices is being reviewed.
- The academy will be targeting achieving English and maths within the 5 A*-C.
- Stronger parental involvement will be encouraged.

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- Revision workshops will be encouraged with assertive mentoring; previous results show a significant improvement of attainment in students who attended revision sessions.
- 74% of teaching is now 'good' or better. Support and coaching is in place for the teachers who need to improve, including long term supply staff.
- Recruitment of new teaching staff is a problem and RP would like to work with the LGB on a recruitment plan. The science department has 4 vacancies.

VS left the meeting at 5.27pm.

There has been no response from OAT yet regarding help with recruitment. Hants CC will be holding a recruitment fair in January 2015 in Winchester which CEC could use. Local public sector and private industries are also having problems with recruitment and it was suggested that they could join forces to promote the island; once recruited staff need incentives to be retained.

- The progress board received a presentation on the EVA from David Doherty; EVA is proving effective for assessing data and highlighting where interventions need to take place.
- The head of maths, Hazel Sutton, gave a presentation to the progress board on last year's results and objectives for the current year.

Action I3: RP to ask HS to forward her presentation to CB for distribution to governors.

- Volunteer mentoring has been put forward as a way to motivate students, if any governors are interested please contact RP.

Finance Report:

RM highlighted the key areas from the distributed reports:

- The October census showed the academy to be down by 44 students over last year; 37 have been lost to the new Studio school and the recent bad press over the CEC building will not have helped. This will be ongoing as the Studio school recruits from Y10 students. Around £250k of funding will be lost.

A confidential matter was discussed.

- The losses are offset by a start-up grant of £244k.

Q. Are there restrictions on how the grant can be spent?

A. No, but it is a one off grant. The academy is looking at using it to increase learning resources, staff training and development with the use of an ASDAN coordinator.

- Public relations will be developed with an improved website, and prospectus production for the school and the 6th Form.
- The operational timetabling may join the assistant principal role, with training if needed. The vice principal would be better with an oversight role on timetabling. The academy will look at capacity.
- Funding for this coming year is adequate on current pupil numbers. Associated increases in staffing costs; pensions, supply staff wage increases are allowed for.

The Chair asked if governors had any further questions for RM.

Q. Given the falling numbers should the academy be careful around staff recruitment? Should we be replacing?

A. There could still be 'natural wastage' from staffing and there are risks to not replacing which have to be balanced with falling numbers but maintaining education for the pupils on roll.

Q. Given the academy's building size and facilities is there room for generation of funds from events?

A. RF: Ormiston has said that it is committed to providing a crèche facility and as far as RF is aware the Nursery is just waiting to sign the agreement.

HR Report:

Q. Staff absence is high, is the academy following through on the Absence Policy?

A. RP: At the moment HR capacity does not allow for follow through.

Governors discussed the responsibility of line managers for follow through, trend analysis, and the need to follow the policy on staff attendance.

Action I4: RP to report on staff attendance, trends in staff absence, and reasons for staff sickness to the meeting on 26th November 2014.

Q. Are exit interviews being conducted for staff leaving the academy?

A. RP: No.

Governors felt these should be done and would be informative for recruitment.

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Q. What is the position with maternity insurance?

A. The policy had to be changed which increased the cost, if it's changed again the academy becomes vulnerable around cover.

10. Mazar's Internal Audit

Q. What is the position with OAT regarding auditing?

A. RM: There will be a termly internal audit but no date for this has been received yet. Further auditing will depend on how the termly audits fare.

11. School Fund

Q. Does the school have a School Fund?

A. RM: There is no separate school fund, there is a trips fund. The school has no PTA or Friends of CEC organisation at the present time.

Governors discussed how they were going to restart parental engagement with the academy and reopen communication between the LGB and parents. RP holds coffee morning sessions for parents; these have been attended by around 25 parents at each session.

Action 15: Governors will consider how best to achieve re-engagement with parents and bring suggestions to the meeting on 19th December 2014.

Action 16: Clerk will write a small section for the school newsletter to inform parents that the LGB is looking at ways of involving parents in the academy.

12. Health & Safety

Q. When can the LGB expect a report on H&S?

Action 17: RP will provide an H&S Report for the 26th November 2014 meeting.

A confidential matter was discussed.

Q. Is the provision of the drop-off zone any further forward?

A. RP: Nothing has been heard yet.

Q. Is the water monitoring taking place?

A. RM: The short term solution is in place and the long term plan is ongoing.

13. Parent View

This item has been partly covered under item 11.

Governors asked for any information from parent surveys.

Action 18: RP to make available data from the last parent survey to the meeting on 26th November 2014 or instigate a parent survey if none available.

15. Next meeting Wednesday 26th November 2014.

Governors discussed the start and finish times and agreed that whilst the LGB was likely to have longer meetings an earlier start would be appreciated.

The meetings will now start at **3pm** and finish no later than **6pm**.

The Chair thanked governors for their time and closed the meeting at 6.30pm

Contacts:

Chair of the LGB

Mr D Sword

Contact via the clerk.

Clerk to the LGB

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