

I certify that these minutes are a true record of the LGB meeting held on Wednesday 11th February 2015 at 1.30pm

Signed Chair/ Vice Chair Date.....



Cowes Enterprise College

Local Governing Body Meeting

Date: 11th February 2015

Time: 1.30pm

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

Governors

David Sword	(DS)	Chair
John Peckham	(JP)	Principal
Miranda Courtney	(MC)	Governor
Sean Harrison	(SH)	Governor
Victoria Spencer	(VS)	Governor
Neil Strowger	(NS)	Governor

Apologies

Karen Baker

Attendees

Carole Bailey	(CB)	Clerk
Sean O'Neill	(SO)	Education Adviser
Richard Marinelli	(RM)	Business Director
Gwayne Webb	(GW)	OAT representative

PB1. Progress Board Section:

Apologies received from the SLT members who are either taking part in training or unwell. The Progress Board is being brought into the LGB meeting from this month. GW will attend the LGB meeting from March if the LGB agree. This will be discussed in the LGB section of this meeting.

PB minutes from 21st January 2015 were agreed as correct. There are no other matters arising other than those on the agenda.

PB2. Actions from minutes

A summer school plan has not been produced yet due to staff illness. A separate funding stream is being investigated and there are discussions taking place around character/team building days at UKSA. Although the detail is not yet known there is already interest from support and teaching staff to hold the days. There will be a focus on pupils coming into the academy at L3 and below.

Q. Are all Cowes-cluster primaries on board?

A. Yes, the offer is with all cluster primaries. There will also be the chance to work with Year 6 in their current primary to instigate work to bring with them to the academy. Acclimatisation of the academy site is another important element to be worked on.

Q. Is there a risk that there will not be enough staff willing to give their time during the summer? Do we need a deadline?

A. There has been interest from staff already, a deadline is not needed as preparation can begin and be firmed up closer to the time. Key stage 3 needs to improve the transition arrangements and this is a good start. Literacy and numeracy can be linked with the UKSA days. Events at the start of the summer break and couple of weeks before the new term starts would be ideal.

Action Point 1: JP to update the LGB on progress towards organising the summer school at each meeting with an outline plan and targets for the LGB meeting on 20th May 2015.

PB3. Progress on Behaviour

SO has been looking in depth at the attendance and exclusion figures. Fixed term exclusions are higher than the academy would like. There could be several reasons, the lesson experience may not be good, they may be voting with their feet or misbehaving in lessons. Compared to similar secondary establishments the figures are poor. There has been a tendency towards last minute interventions rather than 'start at the front'. Year 8 and Year 10 are the hot-spots. The attendance officer does not have the extra capacity to ensure rapid intervention this year. Attendance last year in Year 9 was 95.4%, this year in Year 10 there is a 4% drop. There have been 45 exclusions so far this year; 17 of which are Pupil Premium (PP) and boys. There are a number of refusals to attend ongoing.

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Q. What strategies and plans are in place to improve these figures?

A. There has not been clarity of approach or consistency and it needs both. There has been training of the behaviour principles and all staff must now take ownership of behaviour problems; it is not something to feed back to a single person. The Progress Leads/Mentors need to take control and ensure staff speak with one voice on behaviour and the principles are in place at the start of any problems not just the end.

There have been composite problems leading to bad behaviour including some poor teaching at the younger end of the academy and variable supply teaching. Supported independent learning is actively managing some students with behaviour problems, some attend the IW College. External solutions are expensive and not sustainable. The older end of the academy will be managed as much as possible with internal support, the younger end will be helped with more effective learning processes and the ongoing improvements to quality of teaching

This is a good analysis of the problem. However governors expressed concern over the wide gap between PP and non-PP students, and the behaviour problems surfacing in Year 8.

Action Point 2: JP will investigate further the higher incidence of behaviour problems with PP students and the underlying cause of Year 8 behaviour problems and report back to the 18th March 2015 meeting.

The meeting discussed the Educational Welfare Service (EWS). This service ceases at the end of March to provide only the statutory service if the Service Level Agreement (SLA) is purchased. The academy is having ongoing conversations with the Cowes cluster primaries regarding the EWS.

Action Point 3: JP will bring updated information on EWS framework to the 18th March 2015 meeting.

Q. Governors discussed the pastoral care system. Systems for behaviour had been put in place, why were they not working?

A. JP will be meeting with village leads to ensure there is clarity of responsibility. There was lack of planning, implementation and strategic leadership. There also needs to be collaboration between the villages to look at year groups. This system should work; it is fit for purpose, but lacked clarity which is being addressed. The curriculum and timetable will be altered in 2015-2016 which should encourage better engagement. The village leads will receive training and guidance in their role.

The meeting discussed student welfare issues.

Q. Is the academy vulnerable around duty of care?

A. Definition of roles for supporting students with medical and pastoral needs is being clarified to ensure full coverage. Social care from the LA is being cut back. There was clear intention but communication was ineffective, areas were too broad instead of practical specifics.

Q. Is capacity to cover the needs a finance issue?

A. It is tight but teams were not working as effectively as they could and responsibilities are being redistributed.

Action Point 4: Principal's report for the 18th March 2015 meeting will contain a narrative to identify any areas of weakness, set out what has been put in place for pastoral care and the impact, or expected impact, of those systems.

The meeting adjourned at 2.20pm and resumed at 2.40pm whilst JP attended to an academy matter.

PB4 Progress on Achievement

CR is analysing achievement and progress data. The academy is reorganising Year 11 tutor time in maths and English to allow for a more constructive use of the time. Students need revision techniques and increased revision time. SEN data is not in the report.

Action Point 5: SEN data will be in the Principal's report for the 18th March 2015 meeting.

PB5 Progress on Teaching & Learning

There is a small uplift to Good/Outstanding teaching. This data is based on lesson observations and needs to be a more robust system; it needs to be what is typically taught. Some teachers who are still 'requires improvement' (RI) are responding to the learning coaches. Some temporary teachers remain an issue. Work scrutiny, learning walks and data will be included in quality of teaching judgements.

SO had randomly selected timetables of PP students to look at quality of teaching and in one week a student had 85% of teaching delivered by temporary teachers.

The meeting discussed the difficulties of recruitment, the possibility of complete 'in-house' cover teachers to ensure engagement with coaching, taking more good quality, newly qualified teachers (NQTs), and reducing staff absence.

Recruitment from various countries was discussed. GW told the meeting that Ormiston central HR is investigating options and advertising.

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Q. Are the learning coaches working?

A. There is active engagement from most teachers to get to Good and to Outstanding. Sessions are being run on differentiation, and it is driving improved quality of teaching. Some drop-in observations are happening. The two science SCITT placements are now contributing. The timetabler has found a constructive solution to increase teaching time in the 6th Form. The maths consultant, Mr Timmins, will be making recommendations from his visit.

Action Point 6: Principal's report for 18th March 2015 will contain an analysis of Year 8 and Year 10 quality of teaching. RM joined the meeting at 3pm.

PB6 Leadership & Management

Governors discussed the directors of learning (DoLs) evaluation of subject areas. Governors were disappointed with the judgements made. It is thought that the DoLs have erred on the side of caution being inexperienced in this particular process. JP will be joining work scrutiny activity and also looking at the effective use of EVA data in evaluation of judgements. Performance management of teachers will reflect evidence of teaching practice across the classes taught, not just one class. There is some excellent practice across the academy which needs identifying and sharing. The EVA system is a new analytical tool and it needs to be used to best effect.

Governors expressed concern that after all the time invested in improving the data system the very broad results show RI across all subjects. There is no breakdown across the areas.

Action Point 7: Principal's report 18th March 2015 to contain information on where the pockets of good practice that are above RI are sitting and how this good practice will be spread.

NS arrived at 3.15pm.

Q. Has there been any input to these judgements by the deputy DoLs?

A. Only by the normal chain of information via the DoLs.

The progress section of the meeting ended at 3.18pm and SO and GW left the meeting.

The LGB section of the meeting started at 3.25pm.

1. Apologies for Absence

Apologies were received and accepted from KB.

3. Minutes of the meeting 2st January 2015

DS asked governors to approve accuracy of the minutes. VS proposed them correct for signing, SH seconded and governors agreed unanimously.

API. Report on Student Voice is on this agenda.

AP2. The dates for the parents' evenings have been distributed. If any other governors can make those dates please let CB know.

AP3. The governors discussed the Academy Improvement Plan (AIP) at their conference.

AP4. Data for disadvantaged groups was partly available in the progress board section of this meeting; further data will be available after the next data point. There is a gap between Pupil Premium (PP) boys and Non-PP boys in year 11. PP girls are achieving as Non-PP girls.

AP5. The staff turbulence showing in the previous Principal's report was the effect of the restructure and will stabilise.

2. Declarations of Interest and confidential items.

No new interests were declared. There are no planned confidential items on this agenda.

4. Chair's Action Report

- A permanent exclusion was upheld.
- The governors' conference was productive and gave broad areas of priority. The senior leadership team (SLT) will now work with those principles to produce a plan. DS asked for governors' reflections on the process of the conference day. A clearer direction on the outcomes of the day would have been useful. Having a chance to talk with the SLT and freely express all ideas was good. The academy needs to build solidity rather than quick fixes. Governors discussed building leadership across the school.
- DS attended Year 9 parents' evening and received positive feedback from parents and staff. One complaint was received which is being attended to by the academy. VS attended as a parent and noted that staff seemed happy and relaxed.
- DS and SH met with RM and Laura Hyams (OAT) to discuss finance. On 4th February 2015. The LGB discussed the DfE funding request.

Action Point 8: RM will send relevant finance dates needing LGB discussion to CB for inclusion in the agendas.

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- DS and CB met with parent Mr Miller on 4th February 2015 and concluded Mr Miller's freedom of information request. Discussions were also had around parent communications and these comments have been passed to the principal.
- DS made governors aware that he would not be available between the dates of 23rd February to 2nd March 2015. As there is no vice chair he asked governors to nominate an interim chair for this period should the academy have need. VS proposed SH, SH agreed to stand, MC seconded and the LGB agreed unanimously.

5. IWC Pensions

Governors discussed the various options for the pension arrangements with RM from the documents circulated. SH proposed the option of lowest risk which is to pool with the Isle of Wight Council, VS seconded and the LGB agreed unanimously.

6. Principal's Report

Self-evaluation, outcomes and attendance have been discussed under the progress section.

Finance: The next figures will be available at the LGB meeting on 18th March 2015. JP wished to minute his thanks to RM for his expertise in the finance matters which enables JP to concentrate on school improvement.

Personnel: JP discussed with governors a slight alteration to the staffing structure by creating a new, but temporary, two year curriculum post to bring a depth of experience to a curriculum area. Governors discussed financial implications, safeguarding of salary, supply teacher costs and quality of teaching.

The LGB agreed in principle to the post subject to discussions between NS and JP around how the post would be remunerated and that the cost is no more than the figures presented to the LGB today.

Action Point 9: JP will report to DS on the outcome of the extra curriculum post.

Risk management: Risk 2. JP is evaluating 6th form at the current time. This area has not received the high scrutiny afforded to other areas and needs to be valued more. One to one conversations have happened and teaching is good in this area. Governors expressed disappointment that the academy has not marketed its 6th Form especially as specific requests had been made last year.

Action Point 10: JP will compile an Action Plan for 6th form and bring back to the LGB on 18th March 2015.

Risk 8: A member of staff has been suspended and there is some staff movement to other colleges.

Q. How do you plan to cover if the academy losses some key staff members from post?

A. SLT is discussing options including retraining of existing staff members.

Risk management of these areas will be discussed again at the 18th March 2015 meeting.

Governors asked that policies and the AIP should be available online.

7. Safeguarding Action Plan

There are 4 key safeguarding policies for adoption under item 8.

Processes are being put in place for supporting students with medical conditions; general risk assessments; and ensuring a plan is in place for village leads to conduct a review of the safeguarding aspects. All staff must be made aware of responsibilities. Fire evacuation needs to be balanced with on-site security. It has been necessary to look at fitting more electronic locks to some doors so that they only open in the event of a fire alarm.

VS left the meeting at 4.30pm.

8. Policies for approval

Child Protection and Safeguarding Policy, Behaviour for Learning Policy, Health & Safety Policy, Supporting Students with Medical Conditions Policy.

Q. What is happening around the 'prevent agenda' on radicalisation?

A. Risk assessments will need to be discussed with the 'prevent' co-ordinator. The majority ethnicity of the area is white British and the perceived risk is right-wing extremism or racism.

Action Point 11: Governors requested JP to provide an audit trail of the work around 'prevent' and the action plan regarding the findings.

MC proposed the four policies for adoption, NS seconded and the LGB agreed unanimously.

9. Governors Report: Student Voice

Governors discussed the views expressed by the student group.

Q. How will the academy take these forwards?

A. SLT will take the comments on board.

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Action Point 12: JP will look at what is being done regarding the student comments and forward to SH to send to students.

Governors discussed the shortcomings in the IT system highlighted by students; tablet use and the inadequacy of the computers in the library. The IT manager would like to run a pilot using iPads. It was agreed that a finance focused meeting was necessary to ensure that money was spent correctly on resources.

Action Point 13: A finance focus item will be placed on the agenda. (See Action Point 8 above)

Governors discussed the student voice link governor having an email address for student contact. CB advised against using personal email addresses for this. The options are to send via a staff member or to set up a specific student voice link governor academy email.

JP made governors aware that academy staff would also appreciate a link governor.

Action Point 14: A staff link governor will be selected at the 18th March 2015 meeting.

JP made governors aware that the new Whistleblowing policy is awaiting sign-off at OAT.

10. Draft LGB Development Plan

DS discussed with governors the need for the LGB to evaluate its own policies and processes regarding how it conducts its business. Governors agreed that the draft document is a starting point for self-evaluation. There is a governor code of conduct in place and monitoring was discussed at the conference.

CB made governors aware that the minutes from the previous governing body have been archived. The LGB signed minutes are kept in a public access file in the main office and placed on the academy website. They are also on OATPad.

Action Point 15: JP will ensure that the governors named pictures are in the reception area and on the website.

RM left the meeting at 4.50pm.

11. LGB Procedures

DS asked governors' opinions on how they thought combining the progress board with the LGB had worked. It was discussed and agreed that it does save repetition and having all items on one set of minutes and in the public domain is good. Attendance of invitees at the meetings was discussed. It was agreed that SO's time could be better utilised looking closely at academy matters rather than attending the LGB. DS made the LGB aware that OAT would like to request that GW attends the LGB meetings as an OAT observer; governors were in agreement. Presence of SLT was discussed, DD is already an invitee for the whole meeting and the LGB agreed that contact with SLT members for presentation of items and giving time to 'hold to account' is essential. It was discussed and agreed that RM should be invited to attend the whole of the LGB meeting.

The agenda needs to become more succinct in order to cover all items in a reasonable time and operational matters are the province of the Principal and SLT.

The proposal by DS is that (with OAT's consent) the progress board is assimilated into the LGB; invitees are GW, DD and RM for the whole meeting; members of the SLT, and other staff members, by request of the LGB/Chair for presentations. The meeting will start at 2pm with a cut-off point of 5pm. Distribution of minutes will be governors and DD only and placed on OATPad. Action points for other staff members will be relayed by the Principal.

The LGB agreed unanimously.

12. Date of next meeting

Wednesday 18th March 2015 2pm to 5pm

The Chair thanked governors for their time and closed the meeting at 5.05pm.

Contacts:

Chair of Governors: Mr D Sword contact via clerk or the academy office

Clerk to the LGB: Miss C Bailey email: carole.clerkcec@gmail.com