

I certify that these minutes are a true record of the LGB meeting held on Wednesday 22<sup>nd</sup> April 2015 at 2pm

Signed ..... Chair/ Vice Chair Date.....



Cowes Enterprise College  
Local Governing Body Meeting  
Date: 22<sup>nd</sup> April 2015

Time: 2pm

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

#### Apologies

Karen Baker  
Vicky Spencer  
Neil Strowger

#### Attendees

Carole Bailey	(CB)	Clerk
David Doherty	(DD)	Head of School
Gwayne Webb	(GW)	OAT Representative
Cristopher Rice	(CR)	Assistant Principal
David Reynolds	(DR)	Head of 6 <sup>th</sup> Form

#### 1. Apologies for absence

Apologies were received and accepted from KB, VS and NS. There is no finance update at this meeting so RM will not be attending.

#### 2. Declaration of Interest and Confidential Items

No new interests were declared. CB asked SH if he could fill in a new Business Interests form for the public file; and if MC could also return her form from the last meeting. There are no confidential items scheduled for this agenda.

#### 3. Minutes of the meeting 18<sup>th</sup> March 2015

Governors discussed receipt of papers for meetings and it was agreed that CB would provide items 'un-zipped' in future due to rejection by the school system and some mobile devices. A zip file will still be uploaded to the OAT website. Receipt of papers by the SLT was discussed and it was agreed that all members of the SLT over and above those already agreed (JH, QN, and CR) will receive the agenda and all papers for the meeting except confidential papers. Attendance at the meeting by non-governors is at the governors' discretion. MC proposed the minutes correct for signing, DS seconded and the LGB agreed unanimously.

AP1. Details of provision for, and behaviour of, PP students and behaviour of Year 8 students will come back to the meeting on 24<sup>th</sup> June 2015.

AP2. JP reported that grouping of the students in villages/years will be discussed at a meeting within the academy on 23<sup>rd</sup> April 2015 and results of those discussions will be reported back at the LGB meeting on 20<sup>th</sup> May 2015.

AP3. The Principal includes achievements of students at the front of his reports. Owing to the small number of school days between the last LGB and this meeting there is no new information. Governors discussed the planning of meetings to fit the data and finance reporting to the LGB.

**Action Point 1: CB will place meeting cycle planning for 2015/2016 on the agenda for 24<sup>th</sup> June 2015.**

AP4. Skills Audit data was sent to governors.

AP5. Governor visits and attendance at panels will be recorded by CB.

AP6. Objectives for attendance are in place but not milestones. JP will be resolving the matter.

**Action Point 2: SH and JP will meet to discuss the plan for SEN monitoring for this term.**

AP7. RM has received information today on the management of the over payment from the EFA. It is looking likely that payments will be phased over three years.

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**Action Point 3; JP/RM will distribute the proposed plan to governors in advance of the next meeting for governors to assess the risk and timescales.**

Governors discussed the vacancies in skilled areas within the staffing structure.

AP8. JH forwarded the link to the Safeguarding training. MC has not received the link; CB will chase. SH has completed the training.

#### **4. Chair's Action Report**

DS had no actions to report since the last meeting.

#### **5. Governing Body Documents**

OAT HR has been offering advice regarding a discrepancy between the Scheme of Management Delegation and the Disciplinary Policy. The Scheme was adopted in December 2014 and the Policy in November 2014. CB explained the advice received which is to align the Scheme to the Policy by including a governor with the Principal when hearing disciplinary matters which could result in dismissal for gross misconduct. It is recommended that the Chair of Governors is reserved for any Appeal Panel. The reasons for reserving the Chair were discussed; GW agreed this is normal OAT practice. The Policy needs to reflect that the Principal is not the investigating officer. Governors discussed how investigations would proceed if a member of the SLT was the subject of the disciplinary action and it was suggested and agreed that an external investigator could be brought in.

**Action Point 4: Clerk will amend the Scheme and the Disciplinary Policy to reflect the discussions and bring back to the meeting on 20<sup>th</sup> May 2015 for approval of wording.**

JP asked if the presentation by the Head of 6<sup>th</sup> Form scheduled for the Principal's Report (Item 8) could be brought forward to this point. Governors agreed.

*DR joined the meeting at 2.40pm.*

*MC was called away for business matters and left the meeting at 2.40pm.*

#### **8. Principal's Report (part)**

JP introduced DR.

DR distributed data sheets for Year 12 which is a small cohort.

Governors asked what N/A means in the data. This means that students already have the grade required from last year and have received unconditional offers.

Q. Have these students been supported this year?

A. Yes. Their APS is good, particularly in Business Studies

Q. On what basis do you say 'good'? How do they compare to last year?

A. The average point score is not as high as last year but 46 out of 48 should achieve A-C grades with fewer than half the group getting A & B grades. Last year was exceptionally high.

Q. What is the overall picture for this group?

A. 100% are achieving their ambitions and going to the university of their choice.

Q. This would need to be written up as a narrative. What is the nature of this cohort compared to last year's?

A. Last year had a large element of high achievers with a great work ethos; they tended to encourage each other and pull up the results all round. They were a very supportive group. This year the group has had to work harder to achieve.

*DD joined the meeting at 3pm.*

Year 13 data was presented.

Governors discussed the format of information presented.

Q. Can you explain what ALPS means?

A. This is a proprietary measurement of comparable institutions; it was felt that EVA did not give an accurate representation. The data has colour codes for predictions, actual and aspirations.

Q. Does ALPS underestimate?

A. Tends to be lower than A2 predictions.

CB reminded the meeting that no individual student should be discussed.

DR ran through the interventions, monitoring, tutoring and individual support that is being put in place.

Q. We need an overview of performance in 6<sup>th</sup> Form; what is working well and what is not?

A. Concerns are the science area and some students are on incorrect courses. Teaching is very good but this cohort is not stepping up. The teaching is as valid as last year.

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Q. That is difficult to accept, where are the differing approaches? And if we value our 6<sup>th</sup> form where did the high attaining students go from this cohort?

A. There has not been enough teaching time allocated to the courses 3 hours 20 minutes a week is not enough actual teaching time. I (DR) hear what you say about adapting teaching styles.

JP: We have managed to find space in the timetable for one extra period in some subjects and we now have applications from volunteer mentors to support the current 6<sup>th</sup> Form. Next year will be five lessons a week possibly six.

Q. Is that five hours?

A. No, 5 x 50 minutes. There is a package around the teaching periods of study time, guided learning and study skills. DR pointed out the predicted grades on the reverse of the data; 93% A-E, 51% A-C, 4% A. The data tables were handed back to DR. DS thanked staff for what they are currently doing.

**Action Point 5: DR/JP will produce an overview of the performance of 6<sup>th</sup> Form for the October 2015 meeting.**

Q. We need to listen to and empower our students; how many of the current Year 11 students want to stay for 6<sup>th</sup> form?

A. At the moment there are 40 applicants and efforts are being made to raise the profile with trips to Southampton University for a seminar, Q&A sessions, open evenings, flyers, chat sessions with SLT and drop in sessions to current 6<sup>th</sup> form lessons. Some students are very definite in their next steps, others are undecided.

*CR joined the meeting at 3.30pm.*

Q. Are we offering a wide enough range of subjects? Should we have a particular area we are known for?

A. It is difficult to limit the range as we need to be able to offer a diverse package for this area. Students are generally unsettled with the proposed alterations to the post 16 education system. CEC is forming connections with other specialist providers in the area to offer courses pertinent to the economy of the Island.

Governors discussed the previously mentioned effect of a good team/work ethos within last year's cohort and the possibility of developing this area of life skills, support and aspiration. There is a need to develop a long term position for CEC that's special to this academy.

*JP left the meeting for academy business at 3.35pm. The meeting is now inquorate.*

Q. Could you summarise where you think the changes could be?

A. (DD) CEC can offer courses that have a small number of students as it fills up other curriculum areas, so builds the time and contributes to academy life. The ideal is to have as wide a range as possible to aid recruitment and build from there.

(GW) The academy needs a unique selling point. The quality of teaching throughout the academy needs to build on students saying that their experience of Year 10 and 11 is so good, why would they change?

**Action Point 6: Governors would like to see evidence that quality of teaching is good in Years 10 & 11 with 'added value', supportive staff etc.**

**Action Point 7: The Chair will arrange a working group separate from LGB meetings to look at the 6<sup>th</sup> Form in depth.**

DS thanked DR for his presentation.

*DR left the meeting at 3.42pm*

## **6. Governor Reports**

Two student voice reports have been received from SH and a walkround report from MC.

SH reported that he concentrated on three key areas; behaviour, lunchtimes and uniform, with two groups of students from KS3 and KS4.

Disruption in classes is a concern for KS3 particularly with supply staff. Rules around where students can go during lunchtimes are confusing, could there be signage? DD: Information has been given out in assembly but will be reinforced as students are not getting the message.

There is also confusion around when blazers can be removed, is it temperature? Discretion of teachers? CR: 25°C is the temperature for relaxation of uniform code. KS3 would like to include uniform shorts for the summer term.

Governors discussed the need to spread expert teaching across all areas. CR is addressing this problem in the short term. SH: Students felt that tutor time is becoming more valuable with uniform and equipment checks, the tutors are engaging more with their classes. KS4 are very keen to be involved with mentoring the KS3 students, split lunchtimes are jeopardising this. Sports clubs cannot be held during split lunches.

Governors discussed the involvement of older students as mentors and the organising of club activities.

**Action Point 8: CR will look at the involvement of KS4 and 6<sup>th</sup> Form with KS3 and report back to the LGB.**

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Governors discussed the use of the phrase 'attendance police' by students during the conversation with SH who assured governors that it was a comical conversation which turned round into a serious discussion.

**Action Point 9: SLT will draw up a 'you said...we did' list for student comments and circulate to students, place on website and make available to governors as soon as possible.**

DS thanked SH for his report.

MC report will be discussed when she is present.

### **7. LGB Self-Evaluation and Development Plan**

DS asked for opinions on the plan regarding agreement of priorities generally. The SLT have filled in the targets for the first section. It was thought that the format should echo the SLT plan. The aim is to have the plan ready to be effective for September 2015.

**Action Point 10: DS and CB will work on the Action Plan and a Scheme of Work.**

### **8. Principal's Report (part)**

DS asked CR to run through the highlights of the performance data.

CR: These are the most up to date figures. Year 11 data is now accurate. Data predicts a cautious 58% 5 A\*-C pass rate including English and maths. This figure is realistic but subject to intensive monitoring and the outcome of intervention groups. Pupil Premium was predicted too high at the start of the year and has been amended down, but the gap is closing compared to national average.

**Action Point 11: CR to provide brief narrative on specifics of 'gaps' in groups for the next data report.**

CR: There were concerns over accuracy of Year 10 data as predictions were too high. There are interventions in place now for Year 10.

Q. What attendance and engagement is there in intervention groups?

A. Directors' sessions are attended, students working with LSAs are good value for money sessions, and after school sessions are monitored for attendance.

**Action Point 12: CR to ensure attendance at revision/intervention sessions is recorded.**

Governors discussed the number of levels students need to progress; 3 levels is expected progress, 4 levels is good progress. High aspirations are set; some students attain 5 levels of progress. The system can be complicated.

*JP returned to the meeting at 4.22pm. The meeting became quorate.*

Q. Is Year 9 data accurate?

A. There is still work to do on the accuracy but trends in the data are now being drawn out.

Q. There needs to be triangulation with quality of teaching to ensure the picture is correct with a link back to CPD, is this happening?

A. Assessment of quality of teaching is not as robust as it needs to be, it must be a typical performance. GW will be meeting JH to discuss improvements to assessment of quality of teaching. There needs to be a development of the culture around CPD and assessment.

Years 7&8 trends are being drawn out, fewer students are making expected progress than should be; Girls are out-performing boys; and more-able students are being identified.

Q. What is next?

A. Progress reviews will be taking place in departments then a simple action plan put in place. A standard overview document will be produced; these will be used in line management meetings.

DS thanked CR for his presentation of the data.

*CR left the meeting at 4.30pm.*

JP talked through the quality assessment process. Expectations have been shared with team leaders and it has been made clear that a range of measures will be used for performance management; the achievement of all groups taught, not a selected group, success in targets and professional standards. Evidence will be needed for performance management reviews, mid-year reviews have been optional in the past. The process needs to be more robust. The pay progression reviews before the governors Pay Committee will take place by the end of October 2015.

JP talked governors through the recent appointments. They were pleased to see that appointments are being made on quality of teaching. The academy is becoming creative in its approach to recruitment; emailing universities, using social media and the school website.

DS thanked JP for the staff absence data however; it's difficult to know if this is good or bad without comparative national data and trends.

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**Action Point 13: JP to include comparative and contextual data with the next staff absence report; split up long and short term illness and separate maternity and paternity leave.**

Student attendance is 94.2; slightly below national average.

**Action Point 14: JP to add contextual data to student attendance figures.**

Governors discussed the timeline for a possible Ofsted inspection and the evidence needed. DS distributed a list of questions Ofsted could ask as a guide to the type of evidence needed and questions that governors needed to be able to answer. There is a need to ensure an audit trail exists for challenge. Governors discussed the need to monitor Pupil Premium (PP) spending and impact; SH agreed to take it under the joint role of Safeguarding and SEN with VS.

**Action Point 15: JP will meet with SH/VS to discuss an action plan for PP and SEN.**

The annual review is taking place, the SLT will see every teacher teach, look at student books and have quick 'pop-in' visits.

Q. Is there an external review?

A. Yes, Ormiston will be conducting a review on 19<sup>th</sup> and 20<sup>th</sup> May and will need to meet with governors. SH and DS agreed to be present on 20<sup>th</sup> May.

GW told governors that these inspections are very useful and they will look at any potentially difficult areas and report back to the governors. Governors agreed that it would be very useful to have this feedback to build a portfolio of narratives.

Governors discussed the uniform proposals in the Principal's report. It was agreed that it is acceptable for girls to wear a tie with a button to the neck shirt tucked in at the waist; if they chose not to wear a tie they must wear a reversed collar blouse not an open neck button to the neck shirt. The proposal from KS3 student voice to allow uniform shorts for boys in the summer term was discussed and agreed as acceptable for those who wished to wear them. Girls may wear black trousers as described or the school kilt. DS proposed acceptance of the uniform adjustments, SH seconded and the governing body agreed unanimously.

#### **9. Policies**

Sex and Relationships Education Policy, Acceptable IT Use Policy, and Addendum to Staff Handbook: Drugs and Alcohol Policy. DS asked governors if anyone had comments to make on these policies. SRE: A typing error was pointed out and on Page 6 please change 'but' to 'and' in the paragraph concerning external experts.

DS proposed the policies for adoption, SH seconded and the governing body agreed unanimously.

JP wished to bring to governors' attention the proposed response to the consultation on post-16 educational provision on the island. Governors were happy with the proposed response.

**Action Point 16: JP will submit the response to the post-16 educational provision consultation.**

JP told governors that an email has been received confirming the allocation of £3.4 million by the EFA to complete the new building project including the demolition of the old buildings. A public statement will be issued by the school.

#### **10. Next meeting**

The next meeting will be on Wednesday 20<sup>th</sup> May 2015 at 2pm. As this is the same day as the Ormiston review it may be a curtailed meeting so that governors can receive feedback.

DS thanked everyone for their time and closed the meeting at 5.05pm.

#### **Contacts:**

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

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