

I certify that these minutes are a true record of the LGB meeting held on Thursday 26th November 2015 at 3pm

Signed Chair/ Vice Chair Date.....



Cowes Enterprise College

Local Governing Body Meeting

Date: Thursday 26th November 2015

Time: 3pm

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

Governors

David Sword	(DS)	Chair
John Peckham	(JP)	Principal
Sean Harrison	(SH)	Governor
Victoria Spencer	(VS)	Governor

Apologies

Roland White
Karen Baker
Richard Marinelli
Jemma Harding

Attendees

Carole Bailey	(CB)	Clerk
David Doherty	(DD)	Head of School
Christopher Rice	(CR)	Assistant Principal
Gwayne Webb	(GW)	OAT Representative

1. Apologies for absence

Apologies were received and accepted from R White, K Baker, R Marinelli, and J Harding.

2. Declaration of Interest and Confidential Items

No business interests were declared.

3. Minutes of the meeting 1st October 2015

API. Following advice from OAT Governors Business Interests will be published on the school website.

Action Point 1: CB will prepare a document containing governors' business interests for the school website and clear with governors before publishing.

AP2. Progress with the school website is slow; pages are being constructed 'behind the scenes' ready to be published.

AP3. See AP2 above.

Action Point 2: JP will continue to progress parent information on the school website.

AP4. SH met with students and a Student Voice report is on this agenda.

AP5. DS and SH met with RM for a detailed budget meeting; report on this agenda.

AP6. Catering provision report is on this agenda.

AP7. Development session has taken place.

AP8. Due to external circumstances Sean O'Neill has not been able to visit Cowes to produce a report for governors. Some information will be available internally. Governors expressed the need for an external validation of predictions and homework setting.

Action Point 3: GW will meet with Sean O'Neill and discuss when he is likely to be able to produce a report on validation of predictions and homework setting.

AP9. OAT gave autonomy to the LGB to decide the Vice Chair position and SH has been confirmed as Vice Chair.

API0. The finance report has been circulated. External finance report has not yet been released by the auditors.

API1. Personnel data is included in the Principal's Report.

API2. JP checked the risk assessment and insurances are in place for students travelling in a staff members' vehicle.

API3. Capstan House has not been running long enough for performance data. There is no additional funding available and no spare capacity for students from other schools.

Action Point 4: Information on Capstan House will appear as a separate item in the Principal's Report.

API4. RAG system for quality of teaching is in the Principal's Report.

API5. Information on target setting is in the Principal's Report and CR's Report. It must be noted that inspirational targets for students are different to predictions.

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API6. CR's report on the subject review is on this agenda.

API7. OAT mandatory policies are on this agenda.

SH proposed the minutes correct for signing, VS seconded and the LGB agreed unanimously.

4. Chair's Actions Report

DS told governors that no undelegated actions have been taken since the last meeting. There will be confidential items at the end of this meeting.

5. Scheme of Management Delegation and Pay Committee Terms of Reference

CB told governors that a new model scheme of delegation which gives greater detail on financial delegation is with RM and should be completed in draft form for the 28th January 2015 meeting.

The Pay Committee Terms of Reference for the current pay year were agreed unanimously by the LGB.

6. Governor Reports

Four reports have been distributed: Budget, Student Voice, Safeguarding and LAC/Capstan House.

DS and SH met with RM for a detailed look at the budget, they gained a good understanding of the issues and appreciated the RAG rated system. The KPI overview for finance has been drafted by RM and should be available for the 28th January 2015 meeting within the Principal's Report. They wished to minute thanks to RM.

DS visited the school to receive an overview of LAC students and visit Capstan House. The academy has a small number of LAC students and DS recommended that a watching brief is kept by the LGB. Governors discussed the number of students in Capstan and how it is staffed. Staff safety was discussed and procedures if physical intervention was needed. Training for staff and clarity of the support role needs to be defined. It is early days to assess the effectiveness of this environment but JP said that capacity was building and some good work was taking place.

Action Point 5: Feedback on attainment and progress of LAC students will appear as a separate item in the Principal's Report.

SH met with support staff to discuss safeguarding. There was positive feedback but support staff members often feel 'at capacity'. They fully support the SLT but not all support staff believe they have ownership of safeguarding. Generally safeguarding systems are felt to be working well. Governors discussed pay differentials for members of support staff in general terms. DS asked for feedback on this report to go to JH, and SH wished to express his appreciation to support staff for meeting with him.

SH met with a group of students, there were valid points made but no great surprises. Some 6th Form students queried the use of non-subject teachers but JP pointed out that this is supervised individual study time not a teaching session and uses spare capacity from within the teaching staff. SH felt this should be made clear to the students as there was some confusion. SH will meet with students once every half term.

DS thanked SH for his reports which provide valuable triangulation on information received from the academy.

7. Finance

Governors acknowledged receipt of RM's finance reports, they were happy that the accounts are well managed and on track. The external auditor's report has not yet been released to the academy. As previously discussed the Finance KPIs will appear in the Principal's Report.

Governors discussed the financial implications of a statement from the DfE which suggests that the Education Support Grant may be withdrawn from LAs and academies. This would have significant impact.

Action Point 6: JP/GW will try to obtain clarification of the DfE statement on ESG being withdrawn.

The 2015/2016 OAT Finance Regulations manual needs to be adopted by the LGB, governors unanimously agreed to adopt the Finance Regulations.

Capstan House funding has been discussed under item 3.

The catering review highlighted many issues, governors agreed to the academy researching the outsourcing of catering and thanked OAT for funding the review.

8. External Adviser Report

This item will be rescheduled due to external factors outside the academy's control.

9. Report from Subject Reviews

CR tabled comparative data for governors to view which gave a breakdown on performance of subjects. The areas have been RAG rated so that governors can see where the issues are. Actions are in place within every department and the SLT will hold the department leaders to account for progress via regular discussions.

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Governors expressed concern that predictions were inaccurate last year, in both directions. CR said that was the challenge this term to achieve accuracy in predictions and the impact should be visible in the January 2016 data.

Q. Are some teachers now being overly pessimistic?

A. There is a mixture, some are far too optimistic.

Q. Is the accuracy of predictions being addressed in performance management?

A. Yes, this is an important area to get right.

Governors said that they liked the format of the tabled report, it gave a clear overview. The papers were returned to CR.

10. Pupil Premium: Published information

A link to the information was distributed with the agenda. JP displayed the information on the meeting room screen.

Q. Does this information meet the statutory requirements? And is the academy using the Pupil Premium (PP) effectively?

A. This meets the minimum requirements for published information. Past decisions are making it difficult to extract the exact usage. The academy will be improving on these past decisions with regard to impact of spending as it moves forward.

Q. Will you be able to extrapolate the information going forwards from September 2016?

A. It will be a three year process as some of the funding is tied into an existing project. Measuring the impact is the important issue and ensuring that PP students are a top priority. We need evidence of the gaps closing. SH and VS attended the conference on PP last year and stressed the need for the academy to use PP on an individual basis from learning needs to wellbeing.

Action Point 7: LGB will monitor PP spending and impact and expect to see an action plan for future PP spending.

11. Safeguarding

JP made governors aware that a serious incident had occurred when a block of lockers had fallen over; the student was thankfully not seriously hurt.

Q. Was it a reportable incident to the HSE?

A. HSE was notified but they will not be following it up.

JP told governors that the internal investigation has been concluded and the academy is following up recommendations. All locker blocks have been checked and, if necessary, secured.

12. Principal's Report

The Remembrance service was noted as exceptional, with over 1000 students in one space the conduct of all participants was exemplary, all staff felt proud to be a part of it. Governors praised the achievements of all students mentioned in the Highlights section.

Section 1: Self-evaluation judgements remain the same, the L&M judgement is on the cusp of 'good'. Governors discussed the new OAT 'pie-chart' version and changing to the new Ofsted framework headings.

Action Point 8: JP will use the new OAT format and headings for self-evaluation judgements in the Principal's Report for the LGB meeting on 28th January 2016.

Q. Is there any performance data to report?

A. Only Year 11 at the moment, the main data will be ready for 28th January 2016.

CR tabled the headline figures and a prediction of 64% 5 A*-C grades. Governors discussed the optimism level of predictions, how EVA calculates this figure, comparison with Progress 8, and the effect of the SATs boycott in a previous year which affects the current Year 11. CR still has to 'unpick' the detail of the figures but the attainment is going in the right direction.

Q. How many students need to improve to reach the predicted outcome? And is there any particular area?

A. Around 30 students need to improve and the area needing most work is maths.

CR talked governors through the 'gaps' between groups. PP students are significantly below non-PP students and most of these were Level 3 at KS2. Boys are performing below the grades of girls by over half a grade. More able students need stretching targets and will receive mentoring. The middle band in basic subjects will be a challenge to convert to 5 A*-C grades in Year 11. A quick 'heads up' was given on subjects of geography, history and religious studies and the reliability of predictions.

Action Point 9: Governors will continue to monitor comparisons of PP and non-PP students and predicted progress.

DS thanked CR for the helpful update and for addressing the issues.

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Section 4: DD is gathering evidence on quality of teaching, currently 62% is good or better and this figure includes supply teachers.

Q. How is the evidence being gathered?

Evidence is being gathered from a range of sources including learning walks, data and book checks.

Q. What is happening for teachers who need help?

A. Individual programmes are being put in place and issues addressed through three key performance management targets. The Performance Management policy has been renamed Developing Teacher Performance with the emphasis on improving quality of teaching. Discussions took place with the Unions to achieve a balance. The SLT have taken on the role of setting and reviewing teacher targets for this year with around 12 to 13 teachers each. Line managers are involved with data production for each teacher but not directly.

Q. Is this stepping around the problem of line managers not effectively managing targets rather than empowering them?

A. This will only be for this year to regulate the process, middle leaders need to be retrained to give them the skills. They have, in some cases, been too 'close' to the issues.

Governors expressed concern that this may overload an already stretched SLT but JP reassured that workload would be spread, particularly if the vacancy in SLT could be successfully filled.

Section 3: Attendance is roughly in line or slightly better than national 2014 figures and is performing well against IW figures. The academy will continue to work within the 90-95% bracket with targeting.

Q. What do you do to target absence and persistent absence?

A. Letters are written to parents and students are 'chased'. Some persistent absence will be long term illness.

Q. What is the ultimate aim with these strategies?

A. We aim to improve teaching so that students want to come in.

Action Point 10: JP will ask for the aims of the attendance strategies to be placed in a chart so that governors have an overview.

Section 7: Risk management was discussed. The most significant matter concerns the workload of SLT and recruitment of skilled teachers. After discussion JP asked governors if they would approve the start of the recruitment process for the vacancy of the second assistant principal. DS proposed, SH seconded and the governors agreed unanimously to the process being started with the proviso that it should be backed up with a business case for doing so.

Action Point 11: JP to provide business case for bringing forward the appointment of the AP.

Governors discussed the HR report, there were no particular issues and agreed that a staff absence of less than 4% was good by national standards for industry.

13. Policies for Approval

Charging & Remissions; Expenses (Staff); Financial Planning & Approval; Freedom of Information; Gifts & Hospitality; Health & Safety; Keeping Children Safe in Education; Reorganisation; Shared Parental Leave; Whistleblowing; and Developing Teacher Performance. The above policies are OAT mandatory policies/recommended policies adapted for this academy with the exception of Charging & Remissions which is academy specific. There were no comments on the content of the policies.

VS proposed the policies for adoption, SH seconded and the LGB agreed unanimously.

DD, CR and GW left the meeting

A confidential matter was discussed.

Date of next meeting: Thursday 28th January 2016 at 3pm

DS thanked everyone for their time and closed the meeting at 5.12pm.

Contacts:

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

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