

Cowes Enterprise College
Local Governing Body Meeting
Date: Thursday 4th June 2020
Time: 3pm
Location: Virtual meeting via Teams

Governors

Ken Lloyd	KL	Chair
Rachel Kitley	RK	Principal
Emma Heathcote	EH	Governor
Karen Jupe	KJ	Governor
Vicky Leonard	VL	Governor
Robin Price	RCP	Governor
Sue Waters	SW	Governor

Apologies

Nigel Harley	NH	Governor
Rob Pritchard	RP	Governor
Rachel Richards	RR	Governor
Roland White	RW	Governor

Attendees

Jill Wareham	JW	Clerk
--------------	----	-------

Minutes

Part	Key: Decisions, Actions, Support, Q: Governor questions, AP: Action Point	Actions
1	Welcome and governors to confirm they are in a safe, secure and confidential place	
1.1	KL welcomed everyone to the virtual meeting.	
1.2	Governors confirmed they were in a safe, secure and confidential place for the meeting	
2	Apologies for absence	
	Apologies received and accepted from NH, RP, RR and RW	
3	Declarations of interest and confidential business	
	There were no interests declared	
4	Principal's update report including safeguarding update	
4.1	RK advised that everything is focused on the partial re-opening to Years 10 and 12 on 15 th June.	
4.2	Childcare continues for Key Worker and vulnerable children which has run straight through, except for one day, since lockdown on 23 rd March. The numbers of these children are not huge but are rising and anticipate more on the 15 th . They vary from day to day and the maximum has been 15 including some very vulnerable students. The numbers are akin to other island schools.	
4.3	Staff are setting online work for children and CEC is in the process of beginning to trial more online teaching with live or recorded lessons. RK is not being prescriptive, as staff have a variety of expertise in online working. The shift now is exploring what can be done.	
4.4	Time has been taken up with recruitment, timetabling and budgeting. Two systems are running alongside each other due to uncertainty of schools being back to normal in September. One system is for the timetable from June and then for September and the other one is for a normal start in September.	
4.5	There are some really positive things happening including winning an International competition for Year 12 Physics students. There were 1500 different entries across the world, CEC students won out of 92 UK entries in their age group. They have a unique chance to talk with astronauts at the International Space Station. CEC has also received a letter from Baroness Berridge thanking the academy for the work done around the Covid-19 pandemic.	
4.6	Recruitment has produced mixed results with one vacancy still for teaching which has now been advertised through agencies including International ones. Support staff have been more difficult to recruit. RK spent nine days on the Teams app doing recruitment.	

4.7	<p>There are rigorous safeguarding procedures and processes and pastoral thinking in place. There is a hierarchy of tiers to make sure vulnerable children are continued to be contacted. Other children who are not on the vulnerable list are also contacted to make sure they are OK.</p>	
4.8	<p>From the 15th June more staff will be coming back to the site which will give greater flexibility. In the main, parents are supportive.</p> <p>Q: Is it anticipated all the students that are able to come back to the academy will do so? A: Government guidance says only 25% of each year group (10 and 12) can come in at one time. RK is planning to enable maximum numbers each day. There are briefing PowerPoint presentations for staff and students about opening which were sent to governors. Students and parents need to ensure social distancing outside of school but once children are on site it is CEC's responsibility. Face to face briefings for staff will also be delivered next week.</p>	
4.9	<p>RK is liaising with Local Authority (LA) regarding school transport to have in place when re-opening.</p>	
4.10	<p>There will be four separate 'bubbles' for the children accessed by three entrances; children will come in one entrance go straight to work areas (not classrooms but open spaces) and then go out the same entrance they came in. There will be a one-way system in place if children need to access their bubble that is further away. There are toilets in each bubble, staff will use upstairs' toilets. The building lends itself to this system. There will be social distancing, health checks, hand cleansing, and good ventilation. Desks will be 2m apart with 4m corridors between them. The first week will have shorter days for Year 10 to ensure everything works and build confidence. The Canteen will be closed and children will bring in packed lunches. A student will attend 4 x 40minute lessons only on one day a week. RK is mindful that we do not create a significant gap for those who are at home. Lessons will be to support online work and bring it all together, they cannot be curriculum delivered. There will be breaks and flexibility for those who need more support. The school day will be staggered and students will not be expected to wear uniform as their clothes need to be washed every day. The aim is to ensure this can be sustained over a long period of time as this scenario could go on for 6 months to a year. Online lessons will continue as there are 1100 children who will be at home.</p>	
4.11	<p>Year 12 will also start with quarter of the year group and will also return on the week commencing 15th June but will not be taught, instead receiving UCAS support sessions. UCAS have not changed their application deadlines so students need to be thinking about their career pathways. After the first week some students will be taught on site and some off.</p>	
4.12	<p>Q: Has the Risk Assessment been seen by OAT? A: RK has used the OAT template and has discussed with other OAT Principals and other IOW Schools to make sure sharing the good work across the schools. It has been written by RK and JH, who have the experience and knowledge about safeguarding. It has been sent to trade unions who are content with it. The union questions and support guide were used when completing it. The feedback from OAT was they were happy with it, it was strong, gave the right level of details and have used it as an exemplar at HQ. It takes in all the guidance including Health & Safety, it is a flexible document and following the daily DfE alerts is updated to include new guidance. The previous risk assessment was reviewed and commented on by a senior nurse from St Mary's hospital and this is included. It applies to staff and students and a piece of software has been bought which allows staff to sign digitally to say they have read it which has to be done before they are allowed back on site. Staff cannot come back on site until they have a face to face briefing with SLT which will start next week.</p>	
4.13	<p>Q: How will the risk assessment affect the vulnerable children already in the academy? A: They will have a new entrance and exit through the Canteen. They will need to get used to the one-way system. Staffing will be slightly different and will include those staff who have had emotional support training. These children are the ones who are given priority. CEC is going for extra cautious approach in terms of having extra staff in and expecting everyone back unless shielding and those that can work from home. The risk assessment takes in staff resources, site and admin areas.</p>	
4.14		

JW

	<p>Q: What about challenging students and how will children cope with sitting for quite a long time?</p> <p>A: There is an Addendum to the Behaviour For Learning (BFL) Policy and the Safeguarding Policy. Individual children who may find sitting/concentrating for any length of time will have a bespoke risk assessment. JW to send the Addendum to the BFL Policy to governors.</p>	
4.15	The flow chart sent to governors based on current guidance gives clear advice about what to do if staff or a child has Covid-19 symptoms.	
4.16	A quarter of Year 10 in each day is 40-45 students which will be split into 4 bubbles, therefore there will be 16 bubbles in over the course of a week. Teachers will have to do some carouselling. This will need to be tested to ensure it is robust.	
4.17	<p>Q: The students' PowerPoint sent to governors is great, could the key points be brought together into a summary?</p> <p>A: Yes, RK will do that.</p>	
4.18	<p>RK had a meeting with OAT who expressed concern about the transition or Years 6 to 7 and if there was face to face contact would CEC know whether anyone had any Covid-19 symptoms and how it might spread through CEC and the primary school. RK has not announced that Transition days have been cancelled yet but may have to. There is an Online tour, applications are completed online, information and transition videos have been put online. If transition days are not supported by OAT, RK will cancel. The video done by two members of staff had been sent to the virtual Head for Looked After Children (LAC) and Hampshire are using it as best practice.</p> <p>Governors congratulated RK and her team during this difficult situation, but felt CEC is forging ahead with new ways of working.</p>	
4.19	<p>Q: Could more press releases to celebrate achievements and writing new standards in delivery of education be published further down the line.</p> <p>A: RK advised that CEC is active on social media and her recent interview was played four times yesterday on BBC South. CEC is learning new ways of working e.g. IT use, using TEAMS to reduce travelling to meetings, online learning which may be good for cover lessons in the future. Vicky Wells, Moira Henderson and RK are developing literacy training videos which cover core literacy skills which other subject teachers can use.</p> <p>Q: Should there be a post for digital learning as it feels disparate at the moment and someone could bring it all together?</p> <p>A: It would need funding. It could be an additional responsibility to an existing post.</p>	
5	<p>Review and approve the Covid-19 Addendum to the Child Protection and Safeguarding Policy.</p> <p>Governors approved the Covid-19 Addendum to the Child Protection and Safeguarding Policy.</p>	
6	<p>Dates of future meetings</p> <p>LGB (virtual) Thursday 2nd July 2020 3pm</p> <p>Principal's update Thursday 16th July 2020 3pm</p>	

Chair: Ken Lloyd

Date: 2nd July 2020