

Cowes Enterprise College

Local Governing Body Meeting

Date: Thursday 5<sup>th</sup> December 2019

Time: 4pm

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

**Governors**

Ken Lloyd	KL	Chair
Rachel Kitley	RK	Principal
Nigel Harley	NH	Governor
Emma Heathcote (until 1700)	EH	Governor
Karen Jupe (until 1708)	KJ	Governor
Vicky Leonard (until 1746)	VL	Governor
Robin Price	RCP	Governor
Rob Pritchard	RP	Governor
Rachel Richards (until 1700)	RR	Governor
Sue Waters (until 1734)	SW	Governor
Roland White	RW	Governor

**Apologies**

Hazel Walker	HW	Assistant Principal
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**Attendees**

Jemma Harding	JH	Vice Principal
Richard Marinelli	RM	Business Director
Christopher Rice	CR	Vice Principal
David Sanchez-Brown	DSB	Assistant Principal
Jill Wareham	JW	Clerk
Vicky Wells	VW	Vice Principal

Minutes

Part	Key: Decisions, Actions, Support, Q: Governor questions, AP: Action Point	Actions
1	<b>Welcome</b>	
	KL welcomed everyone to the meeting.	
2	<b>Apologies for absence</b>	
	HW gave her apologies	
3	<b>Declarations of interest and confidential business</b>	
3.1	There were no interests declared	
3.2	KL advised that a parent wished governors to hear an appeal against a five day fixed term exclusion. This item would be taken at the end of the meeting and staff would be asked to leave.	
4	<b>Minutes and Action Points of the meetings 26<sup>th</sup> September 2019</b>	
	<b>The minutes of the meeting held on 26<sup>th</sup> September 2019 were agreed and signed.</b>	
4.1	AP1: DSB to check how many marine employers are involved with careers: Completed and sent to governors.	
4.2	AP2: Academy Improvement Plant to be discussed at the next meeting: On the agenda	
4.3	AP3: RK to be asked how the targets in the AIP will be interpreted over a three year period and how will they be adjusted accordingly? RK will investigate: See agenda item 12.	
4.4	AP4: RK will investigate Gifted and Talented (G&T) further: Outcomes for Higher Performing Attainers (HPA) in Year 11 were +0.18, Middle Performing Attainers (MPA) are weaker. Years 7 and 8 show stronger data in English and Maths, HPAs are between 88% and 93% in the autumn of 2019 Year 7 data shows 72% for MPAs. KS5 results are significantly better with 12% of the cohort going to Oxbridge and Medicine and double the number going to Russell group universities. Compared to MPAs and LPAs, HPAs are higher. RK advised Cowes Enterprise College (CEC) has a broad and balanced curriculum and broad options and activities such as Music clubs and Chess clubs are thriving. Students write and read the news. There is a huge amount available for G&T students. OAT has software that can track children in clubs and who is G&T. Audit of enrichment shows G&T are very strong. RK wouldn't suggest doing anything else at moment but will review. <b>Governors thanked RK for bringing the information to</b>	

	<p><b>governors and thought it was fantastic to hear about students entering nationwide competitions, CEC shows everyone can do well.</b></p> <p><b>Q: Is there anything on techno type science activities that children could do as there may be lots of career opportunities for this in the future?</b></p> <p>A: RK advised that the Head of Design &amp; Technology (DT) joined a programme with Lego meshing in with Hampshire Local Authority (LA) Project which is high tech.</p>	
4.5	AP5: Governors asked for retention, pass and improvement rates in 6 <sup>th</sup> Form to be included in future: Completed.	
4.6	AP6: <b>Governors requested the numbers of total passes and A*-C be reported next year.</b>	<b>CR</b>
4.7	AP7: The Year 7 Catch up information for 2018-19 and 2019-20 needed to be put on the website: Completed.	
4.8	AP8: The Pupil Premium information for 2018-19 and 2019-20 needed to be put on the website: Completed.	
4.9	AP9: Governors requested data about students who retook subjects in Year 12 and how many don't progress to Year 13: Completed see KPI report.	
4.10	AP10: <b>Governors requested figures of disadvantaged children who have been excluded.</b>	<b>JH</b>
4.11	AP11: JH will take the issue of poor attendance due to mental health to SLT: Completed.	
4.12	AP12: Governors requested to see some benchmarking for staff attendance: Completed.	
4.13	AP13: Admissions Policy Consultation will open on 1 <sup>st</sup> October 2019 for six weeks: Completed, waiting for OAT to ratify.	
4.14	AP14: JW to seek confirmation who Mental Health & Wellbeing SLT is: Jemma Harding.	
<b>5</b>	<b>Annual report on performance management of teaching staff</b>	
	The Pay Committee met in October to receive recommendations from the Principal for pay progression of teaching staff. Governors challenged the Principal on some of the proposals. <b>Governors agreed with the recommendations for pay progression put forward by the Principal.</b>	
<b>6</b>	<b>Principal's performance management review and objective setting</b>	
	<b>KL advised that Principal's objectives for last year had been reviewed and new targets had been set for this year.</b>	
<b>7</b>	<b>Key issues from Strategic Progress Board Meeting</b>	
7.1	RW reported on the SPB meeting held just prior to this LGB meeting.	
7.2	A Deep Dive looking at Special Educational Needs & Disability (SEND) had been conducted by a SENDCo from another academy. He noted much good practice although consistency is an issue and teacher's marking of work.	
7.3	Attendance was just above national. CEC had taken one week autumn half term whereas most island schools had taken two weeks. This had an impact on CEC attendance for the one week that other schools were closed. Some groups including Pupil Premium (PP), SEND and Looked After Children (LAC) need to improve their attendance. Year 9 attendance is 92.4% (2.4% below the rest).	
7.4	Oracy and Literacy have good and exciting work going on.	
7.5	There had been a Deep Dive in humanities; progress needs a bit more time, build confidence in actions, impact not yet seen.	
7.6	Mytutor is very positive in Year 13.	
7.7	Oracy is often done in tutor time which starts day well; trying to equal private school education. <b>KL will send a note to governors asking if anyone would like to take on Oracy/Literacy link.</b>	<b>KL</b>
<b>8</b>	<b>Finance director's report to include</b>	
	Budget monitoring to date and Finance meeting notes on 18.11.19	

8.1	<p>The budget monitoring, notes and Finance group meeting notes had been circulated. Richard Marinelli (RM) advised that the budget was £1688 better than anticipated. There had been positive increases in income, negatives in expenditure which included savings in staffing.</p> <p><b>Q: Why is SEND income reduced?</b></p> <p>A: The SEND fund is set early; the statement came through to CEC which showed a number of students who shouldn't have been on there.</p> <p><b>Q: What is meant by budget being built up from the bottom?</b></p> <p>A: OAT are asking academies to start creating their budgets much earlier as they are trying to drive through efficiencies.</p> <p><b>Q: Are there issues we might have to tackle for future?</b></p> <p>A: RP provided the background to this whereby Lord Agnew, the minister, looks at academy's budgets forensically and is looking for 79% of the budget is for teachers working in classroom, at CEC it is 76%. There is currently a small Year 11 and when the cohort move on there will be 210 in Year 7 so class sizes will get bigger.</p> <p><b>Q: Does the minimum wage have an effect on the budget?</b></p> <p>A: RM doesn't know at the moment. If the increase for non-teaching staff is more than 2.5% in April, then there may be a risk. <b>Governors thanked RM for his presentation</b></p>	
10	<b>Safeguarding Report</b>	
10.1	<p>Jemma Harding (JH) advised that the report is based on the last academic year. Mental health remains high on the agenda with an Educational Psychologist (EP) coming in once a month to do training, all staff have minimum level 2 mental health training now. Every One Matters (EIM) curriculum is being rolled out, Child Protection Online Management System (CPOMS) is being used which allows JH to see who reports and who doesn't, it is a good system and more training for staff on how to use it is required. Student voice said CEC was really strong in safeguarding. JH is part of one of the Isle of Wight Safeguarding Partnership (IOWSCP) groups and has worked for local LADO. <b>JH thanked KJ as they are strong team.</b></p> <p><b>Q: Is supervision requested or imposed?</b></p> <p>A: RK wanted formal supervision in place. The EP has directed sessions per month and can also work on flexible basis. The model of supervision is used across the entire academy.</p> <p><b>Q: Do you get governor support?</b></p> <p>A: Yes, RP is the safeguarding link governor and RR is the Mental Health &amp; Wellbeing link, both have done recent visits.</p> <p>JH is trying to get the Primary Schools together to share information anonymously. <b>Governors thanked JH for her report and for helping to make CEC a safe academy.</b></p>	
9	<b>KPI Report</b>	
9.1	<p>DSB went through the Year 13 data report. Student voice from those using Mytutor found it really useful. CEC has put funds in as well as OAT. This is specialist support, not plugging gaps, it is delivered by University undergraduates. Vocational programme remains quite stagnant due to the course but DSB is expecting to move in future.</p> <p>Retention of students not progressing to Year 13 for year 2018-19 were two students who retook their courses here due to long term medical absence, three students chose to go to employment, four went on to courses that CEC didn't offer, one relocated to mainland and one student went to another 6<sup>th</sup> form provider for a fresh start. DSB did an exit interview.</p> <p><b>Q: How many was this out of and how did it compare to national rates?</b></p> <p>A: There were 86 students. <b>DSB will check how retention rate compares to national average.</b></p>	<b>DSB</b>

<p>9.2</p> <p>9.3</p> <p>9.4</p> <p>9.5</p> <p>9.6</p>	<p>Attendance. There is now a new door attendance system with students logged in and out which gives very accurate attendance figures. 30 out of 75 students on average don't have lessons in the afternoon but now they are shown as in the school and registered. DSB has pastoral support who can check attendance so will have accurate report next time. <b>Governors thanked DSB for his report.</b></p> <p>CR reported on Year 11 where Progress 8 prediction is 0.17 with a target at the end of the year of 0.3 RR left at 1700 EH left at 1700 CR advised that the Disadvantaged prediction is 0.13 but they will need support during the year, and they are a better cohort than last year.</p> <p><b>Q: Why is HATs prediction going down?</b> A: CR said teachers tend to predict lower for HATs students. CR advised Attainment needs to improve as well as Basics. Individual departments that are areas of concern are English, predictions are conservative, Geography (outcomes dipped last year) but do expect to see big improvement, Food Technology (no specialist but have plans to support), PE GCSE currently working with teacher of that group and Head of Department (HoD).</p> <p><b>Q: In terms of progress how do you feel about the target going from 0.17 to 0.3?</b> A: CR feels it is achievable.</p> <p><b>Q: What would it be to get to national?</b> A: Zero.</p> <p><b>Q: What are major concerns at the moment?</b> A: At the moment it is the Mock Exams as a member of staff is absent due to long term sickness. CR advised that there is no new data on Year 10 and will report at the next meeting. KJ left at 17.08</p> <p>VW reported on the Quality of Teaching. Areas of development include looking at passports, more examples and training of tier 3 language (very specialist vocabulary in specific subject), Oracy and non-negotiables, Challenge is an ongoing Ofsted priority, improving teaching &amp; learning.</p> <p>There are a number of Newly Qualified Teachers (NQT), Teach First and School Direct teachers. Support is going in for two Directors of Learning (DoL), there is vacancy in Science (DoL), the Assistant has stepped up to Acting DoL.</p> <p><b>Q: Are we preparing staff in the first place to get them to Head the subject?</b> A: Middle leaders are so important. There is no single reason for needing support. They will be working together as a group so they can talk about why they have made decisions. <b>Governors thanked VW for her report.</b></p> <p>Attendance. This was discussed at the SPB meeting prior to the LGB meeting.</p> <p>Personnel.</p> <p><b>Q: Is it correct that there is a higher rate of absence for support staff than teachers.</b> A: Yes, and the reasons are in the report.</p> <p><b>Q: Anxiety and stress have been identified as reason, do you think teachers feel a greater responsibility and take less time off?</b> A: Possibly.</p>	
<p>11</p>	<p><b>Principal's update report</b></p>	
<p>11.1</p>	<p>RK reported that Mock Exams had begun. There had been two deep dives. Highlights were Hustings last week where every child attended to hear 5 out of 6 candidates for the General Election. <b>This was a totally student led event and RK was very proud of the Hustings event.</b> This will be followed with full election process on 12<sup>th</sup> December. Sixth Formers have begun significant Oxbridge work, Robin Hood is being performed, this is the first ever pantomime and the final evening is tonight.</p>	

	<p>There have been double the number of cast members since RK arrived involving 75 students. The 6<sup>th</sup> form Open event saw more than 400 people come through the door and the Head boy and Head girl spoke excellently.</p> <p><b>Q: Did the 400 people include external people as well?</b></p> <p>A: Yes.</p> <p>RK was asked to speak at a panel event at the NCC on a broad and balanced curriculum and the feedback said we were doing amazing work at CEC. An updated 6<sup>th</sup> form prospectus had been produced. EIM pupil voice all said they found it an invaluable curriculum. Admissions consultation had taken place with only one response which supported the change. CEC was part of the LA SEND inspection last week when an HMI visited and gave JH and RK bespoke (positive) feedback. Staffing difficulties are Science Head who started in September and resigned in October and has been absent since then. This will be the second year running without a Head of Science. There is no permanent inclusion mentor or examination officer (CR is doing). Governors expressed concern that CR needed to take on the examinations work, as this was a big task and urged that another solution be found.</p> <p><b>Q: Have all the entries been made for exams?</b></p> <p>A: RK is not sure but will need to check as it is thought the summer exams need to be done in February.</p> <p>OAT Opps model received bad press but they have now changed their mind. No redundancies were likely to have been necessary. Schools forum proposal ongoing of taking additional 1% from funding for high needs.</p> <p>SW left at 1734</p> <p><b>Governors thanked RK for her updates</b></p>	
12	<b>Review Academy Strategic Plan and monitoring cycle.</b>	
12.1	<p>The monitoring cycle showed when projects should have begun and when they are due to end.</p> <p><b>Governors requested RK to do exception reporting on the Academy monitoring cycle.</b></p> <p><b>Q: How does it break down into one year targets?</b></p> <p>A: Essentially they are the Performance Management targets for RK.</p> <p><b>Q: Can we see targets anywhere?</b></p> <p>A: Yes, within the KPI report.</p> <p><b>Governors expressed their thanks to RK and SLT for taking on so much extra work.</b> RK advised that there are vulnerabilities at staffing level.</p>	<b>RK</b>
13	<b>Governor Monitoring visits</b> <b>Governor Training</b>	
13.1	Governors noted the visits tracker and JW apologised to RCP for missing his visit out. Governors	
13.2	noted the training expectations and would like to see a training tracker.	
14	<b>Note updated policies (located in OneDrive):</b>	
14.1	Governors noted the Admissions Policy consultation responses, Disclosure & Barring Service Policy, Recruitment & Selection Policy, Support staff Appraisal Policy, Support Staff Capability Policy, Support Staff Pay Policy, Support Staff Probation (Managing) Policy	
15	<b>Review of meeting focus and strategic impact</b>	

15.1	Governors reflected on the meeting and thought that the items on the agenda were covering the right things and were satisfied that the discussions were at the right level. <b>KL thanked governors for their time and work put in</b>	
<b>16</b>	<b>Confirm dates of future meetings</b>	
16.1	LGB on Thursday 23 <sup>rd</sup> January 2020 at 3pm, Thursday 19 <sup>th</sup> March 2020 at 3pm, Thursday 7 <sup>th</sup> May 2020 at 3pm, Thursday 2 <sup>nd</sup> July 2020 at 3pm. SPB on Wednesday 5 <sup>th</sup> February 2020 at 3pm, Wednesday 25 <sup>th</sup> March 2020 at 3pm, Wednesday 20 <sup>th</sup> May 2020 at 3pm, Thursday 18 <sup>th</sup> June 2020 at 3pm, Thursday 2 <sup>nd</sup> July 2020 at 12.45pm VL left at 1746.	

Chair: Ken Lloyd

Date: 23<sup>rd</sup> January 2019