

Cowes Enterprise College
Local Governing Body Meeting
Date: Thursday 7th May 2020
Time: 3pm
Location: Virtual meeting via Teams

Governors

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| Ken Lloyd | KL | Chair |
| Rachel Kitley | RK | Principal |
| Nigel Harley | NH | Governor |
| Emma Heathcote | EH | Governor |
| Vicky Leonard | VL | Governor |
| Robin Price | RCP | Governor |
| Rob Pritchard | RP | Governor |
| Rachel Richards | RR | Vice Chair |
| Sue Waters | SW | Governor |

Apologies

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| Christopher Rice | CR | Vice Principal |
| Roland White | RW | Governor |
| Jemma Harding | JH | Vice Principal |
| Karen Jupe | KJ | Governor |
| David Sanchez-Brown | DSB | Assistant Principal |
| Vicky Wells | VW | Vice Principal |

Attendees

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| Richard Marinelli | RM | Business Director |
| Hazel Walker | HW | Assistant Principal |
| Jill Wareham | JW | Clerk |

Minutes

| Part | Key: Decisions, Actions, Support, Q: Governor questions, AP: Action Point | Actions |
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| 1 | Welcome KL welcomed everyone to the first virtual meeting of the LGB. This was due to the Coronavirus pandemic and closure of schools to all children except those whose parents were keyworkers and vulnerable children. | |
| 2 | Apologies for absence Apologies were received and accepted from RW and KJ. Apologies also received from JH, CR, DSB and VW. | |
| 3 | Declarations of interest and confidential business There were no declarations of interest or confidential business | |
| 4 | Minutes and Action Points of the meetings 23rd January 2020 Minutes of the meeting held on 23 rd January 2020 were agreed and signed. 4.1 AP1: Governors requested the numbers of total passes and A*-C be reported next year: This will not happen this year due to Covid-19. 4.2 AP2: KL will send a note to governors asking if anyone would like to take on Oracy/Literacy link. 4.3 AP3: Stakeholder voice taken and will bring to next meeting. RK presented the survey results arising from a series of consultations. RK advised that all parents had various opportunities to be involved in consultation and the responses had been analysed by year group. The responses were very positive and had improved year on year. Areas identified that needed strengthening had already being addressed through the current Academy Improvement Plan (AIP) and next year's AIP. Q: What was done about the small number of negative responses? A: They have been followed up and HW has headed groups of parents and student forum panels who have met and addressed these in a qualitative way e.g., parents not getting feedback as they wanted was discussed and will be actions put into the AIP. The longer term issues will go into the new AIP. RK would like to track the negatives to see how they have improved and bring back to governors. | KL |

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| | <p>Q: The 6th Form data seemed to bring out different themes, why was that?</p> <p>A: RK advised that some issues came up after the Deep Dive and an action plan had been developed from that. Some 6th form students felt they had inconsistency in their education at Cowes due to the school re-organisation from three to two tier schools and they had many different Headteachers.</p> <p>RK to put the whole staff survey responses to the next LGB meeting</p> | RK |
| 5 | Finance director's report | |
| 5.1 | <p>Budget Monitoring and budget report.</p> <p>RM explained the management accounts were up to the end of March which showed an end of year deficit of £281,396 which is £15,652 better than originally planned.</p> <p>Additional income of £50k is due from Zurich Insurance for ski trip cancellation plus Island Athletics for 2018-19 and Edge funding. There has been a shortfall in SEND funding and less income of £20k from the 3G pitch and other events.</p> <p>Staffing costs are slightly overspent £2139 for Educational Support due to two less cover supervisors which means agency/supply cover has to be bought in but this has reduced because of Covid-19.</p> <p>Non staff costs cover maintenance, educational supplies and other are overspent but will make savings on travel for CPD, IT, heating and lighting. RM advised that due to the drop in income for the 3G pitch it would not be possible to put £27500 into the sink fund at the moment.</p> <p>Q: Is it possible to put in any savings where possible and has the Football Foundation been informed?</p> <p>A: It is unlikely there will be any savings and the Football Foundation has been informed and understand the reasons why.</p> | |
| 5.2 | <p>First draft budget submission.</p> <p>RM had prepared a draft budget and OAT liked what was in the budget but wanted RM to find £30k additional savings which RM has now done. This will not have a detrimental effect on initiatives that RK wanted to do. RK felt OAT was being supportive in allowing initiatives e.g. allocating money to a visits fund for children who could not always afford them, early support for bullying, Pupil Premium catch up, and training.</p> <p>Q: Has CEC given any consideration into tapping into community goodwill funding at the moment?</p> <p>A: RM had spoken to Dave Wilson from OAT who had suggested looking at community engagement. NH said although everything was unpredictable at the moment the budget was looking as robust as it could be.</p> <p>Governors thanked RM for his work in consulting, listening and producing an excellent piece of work.</p> <p>Q: Was there any indication of the financial implications to opening of the academy fully when students come back?</p> <p>A: RM said that OAT could have suggested taking out interventions money which hasn't been used but they didn't which means there is money there to protect/support children when they return.</p> | |
| 6 | Principal's update report including safeguarding update | |
| 6.1 | <p>RK advised it had been a very busy time for staff and SLT as well as dealing with stress of living with uncertainty, having health concerns and running the school plus educating in a virtual environment.</p> | |
| 6.2 | <p>Covid-19 work with the local community included donating the majority of wifi access switches to the NHS (meaning none in the academy), making Personal Protective Equipment (PPE) for the NHS and other key workers (hundreds of visors made from 3D printers), use of helicopter launch pad for BAE engineers to do support work for the NHS, working with Local Authority (LA) and OAT to get laptops for Year 10 students.</p> <p>Q: Is there a cost for the acetate for making visors?</p> | |

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| <p>6.3 6.4 6.5 6.6 6.7 6.8 6.9</p> | <p>A: Yes, but we are donating the visors and the cost is absorbed within the DT budget which is not being used for students at the moment.</p> <p>Frees School Meal (FSM) vouchers are now set up for those who are eligible.</p> <p>Childcare runs every day in the academy with a rota of staff. Sometimes there are a small number who include children who are Looked After Children (LAC), eligible for PP and parents are a key worker. Tomorrow will be only the second day of closure since lockdown started on 23rd March. Staff are preparing work for students online and marking it which is time consuming. Staff are also working on producing grades for Years 11 and 13 which have to be moderated and evidenced.</p> <p>The need for more communication has been helped by the website, staff bulletin, CPD briefing on Wednesdays and the Newsletter has re-started for parents today.</p> <p>RK reported that out of 150 LAs the Isle of Wight is placed 149th for Covid-19 cases but 1st for calls to 111 (anxiety). Staff had produced a video of the 'Cup song' for students which has had more than 3000 views and children have contacted RK with comments on how it had uplifted them and how they appreciated staff. Years 11 and 13 both had gatherings before lockdown but RK is still planning a Prom for Year 11s if at all possible. Other events for staff that have been put on include quiz night and #getmoving challenge. Governors thanked RK and all the staff for the work they are doing including the 'Cup song', setting of work for students and feedback given.</p> <p>Q: Has there been any HR issues to deal with as a result of the Covid-19 outbreak?</p> <p>A: RK had sent governors a table showing absences including those who have had Coronavirus, people deemed extremely vulnerable and those who are vulnerable and working from home or living with/caring for vulnerable dependants. The table also shows that we are seeing progress with some staff with long term absences. The HR manager is in contact with EPM (HR providers) and with staff who need support.</p> <p>Safeguarding. The academy has been open every day which has helped to safeguard some children. LA risk assessments have been used as models. Safeguarding and Health and Safety (H&S) risk assessments are reviewed and revised whenever new DfE guidance is released, for example guidance on Safe management of waste had an immediate impact on work practices. JW to send risk assessments to governors.</p> <p>There has been an Addendum to safeguarding policy to cover Covid-19. There is a daily alert to staff about vulnerable children and any child can email into an academy address if they need support. There is a Child Exploitation and Online Protection (CEOP) button on the front page of the website. Staff are upskilling by doing safeguarding CPD on Educare. There are risk assessments produced for those vulnerable children who are not attending. Staff are keeping in touch to make sure children are safe and well. Vulnerable children get phone calls two times a week to parents, but staff have to speak to the child. Texts and emails are being sent to families. Where needed staff are escalating referrals to Social Care. There is a high level of anxiety about vulnerable children not being able to have respite at school, Other less vulnerable children receive weekly calls by pastoral team on peripheral list and are fast tracked to referral if needed. The Family Liaison Officer (FLA) is making medical phone calls. 6th Form vulnerable students are called once a week. One child has come to the attention of the Police, one family is spoken to daily. The rest of the children have their Show My Homework checked every day by their teacher which is also formally checked by SLT every 3 days and if the child has not done anything they go on the list of more monitored groups.</p> <p>Student engagement. This can be checked on in educational terms and helps with safeguarding.</p> <p>Q: Can you confirm that the engagement table looks like there are like high levels of engagement?</p> <p>A: RK thinks the engagement is good when compared to other schools as benchmarks, and SEND children are doing better than the PP group.</p> <p>Q: How do governors interpret the numbers, is the percentage of engaged based on the access percentage?</p> | <p>JW</p> |
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| | <p>A: The percentages are taken from the total of each year group. Success for children at home will be very dependent on expectations, motivations and IT availability. Q: Do you have any feedback from teachers on how students are moving through the curriculum and if they are getting behind? A: RK cannot work out definitively. There are rigorous line management processes in place and tests are being developed that can be used when children return, there will be some ahead and some behind. RK and SLT are planning catch up sessions, reduced timetables, specific Year 7 unit for Year 6 students to help them catch up. Q: How are you supporting students experiencing bereavement at this time? A: RK advised that Oat has very helpfully provided a Bereavement Policy with template letters otherwise everything has to be done over the phone. JW to forward the Bereavement Policy to governors.</p> | |
| 6.10 | | JW |
| 6.11 | <p>Allocation process for grades. DfE have given guidance on grading and ranking ordering. CEC has had good support from Oat and the data manager and CR have been working on this. Directors of Learning have identified evidence needed and SLT have signed off as being robust. The first round of grades has been generated and now factoring in significant amount of contextual information, teachers results and subject results over time. All evidence is submitted on a template. There is not going to be a statistically noticeable increase or decrease in the figures. RK needed to make sure moderation has been done rigorously in CEC and will have a 1:1 conversation with Luke Bowers and OAT to ensure they are as accurate as possible. Q: Could there be a backlash from students or parents because of staff assessments? A: If parents try to manipulate the process it could be classed as infringement by Ofqual. CEC is not accepting external information, or anything done after lockdown. CR is spending a lot of time fielding these comments from parents. Q: What happens to those children who do better in exams than during year, can this be taken into account? A: RK advised that the trajectory will be looked at over time and SLT's own judgement will be taken into account. SLT has had 1:1 with Year 11 children, results have to be statistically reliable and have to be evidenced. RK advised that students can resit some exams in the autumn term. Q: Will it be possible for A level students to resit exams? A: Government have given indication that they are looking at Autumn exams, but we await full confirmation.</p> | |
| 6.12 | <p>General updates. Transition for new Year 7 children will be online with a virtual tour of the academy, information and FAQs. Data collection will all be online. If it is possible to still hold a July transition day, we will do so but it is too early to make this decision. Governors had been sent the Year 6 transition information and two links to videos which RK is pleased with the quality of booklets and the virtual tour. OAT has done some excellent work on the booklets. Governors thought they looked very professional showing graphs and particularly good photography. RK advised the photos were done through a local photographer. Year 11 have access to a website created by CEC so they can try different subjects. CPD is online and there is an online library now available. Everyone has been involved in a literature review. CEC has been asked to be strategic partner with Thornden School for the Isle of Wight. SLT are developing long term plans which should be further ahead than usual, to ensure the academy is stronger in September. RK is struggling with recruitment which is being done online using Teams but have not made any appointments for four teaching and six support yet.</p> | |

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| | <p>SLT is planning for potential reopening which might be for one year group on a rota or Year 10 and Year 12, if social distancing is used which presents huge logistical difficulties.</p> <p>Site. There has been refurbishment and redecorating whilst there are few students in the academy.</p> <p>Q: Have any staff been furloughed?</p> <p>A: RK advised that they are not allowed to as government are already paying staff. The catering team, who are contracted out, have been furloughed. Invigilators will still receive their pay even though there no exams and other casual workers e.g. supply teachers who were booked for this term have been paid. CEC has taken an ethical approach to all. Governors thanked RK for the updates and the enormous amount of work being undertaken</p> | |
| 7 | Receive SEND report from SENCO | |
| | <p>The SENDCO had produced the report but was not in attendance. RK highlighted areas in the report including the profile of SEND students compared against national averages which gives quite a standard picture although there are less children with Education, Health and Care Plans (EHCP). Students identified as SEND K are receiving support and Learning Support Assistants (LSA) are accessing Continued professional development (CPD). RK has fed back to the LA that CEC would support an approach to EHCP writing which moves away from allocation of hours being highlighted as this can encourage a Velcro style provision. The report shows monitoring of attendance and the development of a Year 9 charter. Another priority is to sustain the quality of transition between primary schools and the academy. RK questioned whether now was the right time of year as some of the report reflects on last year's results so it may be better to receive the report in the autumn term. JW will put SEND report into the autumn term work schedule.</p> | JW |
| 8 | Governor Training. | |
| | Governors noted the record of training and community engagement. | |
| 9 | Review of meeting focus and strategic impact. | |
| | Governors felt the information provided by RK was very helpful and had given context. | |
| 10 | Confirm dates of future meetings | |
| 10 | The rest of the SPB meetings have been cancelled for this academic year due to Covid-19. | |
| 10.1 | <p>KL advised that Luke Bowers, the regional director was moving on from OAT and has been promoted and was moving to another Academy Trust. In the short term, Rob Pritchard will be interim regional director, there is lots of work going on to replace LB who is leaving on 14th May. Governors wished LB well and were pleased RP is taking on the role in the short term. KL thanked everyone for joining the meeting</p> <p>LGB (virtual) Thursday 2nd July 2020 3pm</p> | |
| 10.2 | Principal's updates to be scheduled for early June and last week of term | JW |

Chair: Ken Lloyd

Date: 2nd July 2020