

Cowes Enterprise College
Local Governing Body Meeting
Date: Thursday 2nd July 2020
Time: 3pm
Location: Virtual meeting via Teams

Governors

Ken Lloyd	KL	Chair
Rachel Richards	RR	Vice Chair
Rachel Kitley	RK	Principal
Nigel Harley	NH	Governor
Vicky Leonard	VL	Governor
Robin Price	RCP	Governor
Sue Waters	SW	Governor
Roland White	RW	Governor

Apologies

Emma Heathcote	EH	Governor
Karen Jupe	KJ	Governor
Rob Pritchard	RP	Governor
Jemma Harding	JH	Vice Principal
Christopher Rice	CR	Vice Principal
David Sanchez-Brown	DSB	Assistant Principal
Hazel Walker	HW	Assistant Principal
Vicky Wells	VW	Vice Principal

Attendees

Richard Marinelli	RM	Business Director
Jill Wareham	JW	Clerk

Minutes

Part	Key: Decisions, Actions, Support, Q: Governor questions, AP: Action Point	Action
1	Welcome	
1.1	KL welcomed everyone to the meeting	
2	Apologies for absence	
2.1	Apologies received and accepted from EH, KJ and RP.	
2.2	Apologies received from JH, CR, DSB, HW and VW.	
3	Declarations of interest and confidential business	
3.1	There were no interests declared or confidential business items	
4	Minutes and Action Points of the meetings on 7th May 2020 and 4th June 2020	
4.1	Minutes of meeting held on 7 th May 2020 were agreed and signed.	
4.2	Minutes of meeting held on 4 th June 2020 were agreed and signed.	
4.3	AP1: KL will send a note to governors asking if anyone would like to take on Oracy/Literacy link: Put onto workplan for September meeting	
4.4	AP2: RK to put the whole staff survey responses to the next LGB meeting: See agenda item 7	
4.5	AP3: JW to send risk assessments to governors: Completed	
4.6	AP4: JW to forward the Bereavement Policy to governors: Completed	
4.7	AP5: JW will put SEND report into the autumn term work schedule: Completed	
4.8	AP6: Principal's updates to be scheduled for early June and last week of term: Completed	
5	Finance director's	
5.1	Budget Monitoring. RM reported that Cowes Enterprise College (CEC) overall is still in a strong position. At the end of May, the budget shows £1k ahead of the planned deficit of £338,435 but the forecast is still showing the budgeted deficit at the end of the year to be £288,130. This is slightly worse than last month's forecast due to the additional costs of reopening the school, which were unknown at the time. The income is quite a bit higher than	

5.2	<p>budget (£92,849) which includes £50k from Zurich for the cancelled ski trip and SEND funding for 6th form students and top up funding of about £10k.</p> <p>Staffing budget has reduced by £4.5k as not so much supply cover has been needed and this is expected to be £15k less than budget at the end of year. Non-staffing costs are overspent by £96,852 for resources needed during lockdown due to Covid-19. This included screens, signage, Personal Protective Equipment (PPE) which was expensive plus £70k refunds to parents for all cancelled trips and additional IT equipment to help staff work from home. This expenditure enabled the academy to operate during lockdown. The end of year forecast is still looking on target.</p> <p>Update on 2020-21 budget. The guidance from the ESFA is they will only be looking at 2020-21 budget and not the following three years so this could be reviewed. There are a few changes around staffing.</p> <p>Q: Is there any insurance cover for the long term contracts for supply that could be tapped into?</p> <p>A: RM is looking into this and has raised it with OAT. There may be a possibility of getting grants for exceptional funding from ESFA.</p> <p>Governors thanked RM for his work on the budget.</p>	
6	Principal's Report	
6.1	<p>Recruitment. RK reported that the academy is in a strong position as every teaching position, including DT, had been filled with a permanent member of staff, which is the first time since RK started. Support staff appointments are looking strong as well but have not filled the apprentice positions for Learning Support Assistants (LSA) and progress mentors. These are often filled at the beginning of the autumn term when people e.g. students who decide not to go to university, look at other opportunities. Cover supervisors and exams officer posts have been filled. A Head of maths post was unable to be recruited externally; this has now been filled by an internal one year appointment and will go out to external advert next year. There is a robust plan in place for the maths department this year with very good support including a maths consultancy one day a week. Assistant Principals (AP) have been appointed to take on responsibility for each key stage and one AP will oversee cover and exams. The VPs will do what they currently do.</p> <p>Q: Was recruitment easier as result of being a successful school?</p> <p>A: RK said yes, some candidates saying CEC is the only school they would consider on the island and they liked the fact that CEC was hubbing with a research school. CEC is attracting some potentially really good candidates.</p>	
6.2	<p>Key projects. RK advised that CEC is a pilot school for OAT who are developing a brand new website to be launched in September. Open evenings may go to online so it is important that the website is really good and OAT has provided excellent support. Other projects include curriculum planning and development work; Everyone Matters (E1M) and maritime need to be solidified what has been started. Staff induction is being done online and today 15 really high quality videos introducing policies, HR, safeguarding, Teaching & Learning and Research are available to new staff. RK will continue to do this online in the future.</p>	
6.3	<p>Transition. Virtual meetings for Year 6 children have taken place across every primary school via Teams and there have been opportunities for questions and answers. Next week CEC is running a transition evening virtually. RK advised that there had been some difficulties in getting information from primary schools and RK is pursuing this at the moment.</p>	
6.4	<p>Continued Professional Development (CPD) re E1M journal is just about to go to printers. E1M has been classroom based during lockdown and a piece of research has been included in the journal. The quality of the work is much higher this year as people have become more skilled.</p>	

6.5	<p>All estimated grades for GCSE and A levels have been submitted. These went through a very rigorous process, the academy has been well supported by OAT, work has been meticulously evidenced so RK would not anticipate the academy being moderated down.</p> <p>Q: Is the expectation that grades nationally might be half to one grade higher?</p> <p>A: This has not been the case at CEC but may be elsewhere.</p> <p>Q: When will grades be released?</p> <p>A: They will come out as the normal timetable in August.</p> <p>Q: Why are some primary schools reluctant to pass information onto CEC?</p> <p>A: The information received has been mixed. RK is not sure why one school is unwilling to send information. The files should come through from that school next week and CEC will base where the children are on KS1 results and end of Year 5 data. If the information is not forthcoming RK will enlist Head of Hampshire to encourage the school to send the information as not receiving it is unacceptable.</p> <p>Q: Bearing in mind the rigorous approach to producing grades, is there a nervousness that other schools may inflate grades?</p> <p>A: Yes, RK does not know what others are doing, but CEC has worked within boundaries that OAT have set. CEC have robust evidence for grades estimated and OAT have matched across the trust. RK advised that KS5 grades are high but not unreasonable.</p>
6.6	<p>Q: How is CEC bridging the gap so that students catch-up where required?</p> <p>A: Currently CEC is in phase 2 of school re-opening (phase 1 was opening to vulnerable and Key Worker (VKW) children. Opening to Years 10 and 12 has been done as quickly as able with 25% of each year group invited in each day (Monday to Thursday) to do 6 lessons a day of English, maths, science, language and pastoral. Attendance has been 71% for Year 10 and 80% for Year 12 who receive live taught lessons on site with longer chunks of teaching. Year 10 do remote learning as only site one day and they get live online lessons on a Friday. Most weeks all subjects are taught. This week, in addition, staff have undertaken face to face meetings with every Years 7 to 9 child to re-establish relationship, consider return in September and identify any gaps. These meetings are being used to generate end of year reports for each child.</p> <p>Q: Was the attendance data percentage based on what was expected?</p> <p>A: No, it is the percentage of attendance of the entire year group. Staff are phoning every child every week if the students cannot get on site. The figures are quite good and those attending are about 100% of who were expected.</p>
6.7	<p>Q: How have students reintegrated?</p> <p>A: CEC is taking a multi-faceted approach. OAT has produced, from their primary academies, bridging resources for gap filling curriculum which pulls out essential knowledge needed at the end of Year 6 which will identify gaps. Directors of Learning will use flexible materials, pace and how to adopt OAT materials. CEC has bought in GL assessments for Years 7 and 8 which includes all the CATS, reading age, spelling age and students attitude to school tests. These will help to identify gaps/needs in KS3. Some children will need bespoke support, e.g. Special Educational Needs and Disabilities (SEND) children.</p>
6.8	<p>Q: What will the academy look like in September?</p> <p>A: RK advised that government guidance had only been received today. There will be year group bubbles, social distancing for children will go but 2m remains in place for teachers. Class sizes will return to what they should be. The building will be divided up to look like mini schools so year groups don't meet up. Staff will move between groups. Staff meetings will be via Teams, classrooms will be set out in rows, assemblies can be virtual. There will be no large gatherings therefore E1M will not be in the hall but will be done in classrooms. Resources can be shared across bubbles as long as they are cleaned and children can bring in bags. Remote learning will take place for those who have symptoms. Staff wishing to go</p>

	<p>abroad in the summer holidays will not be allowed to past a certain date due to quarantine rules. RK is not sure how the canteen will be managed yet but will be meeting with OAT to get guidance. Students will have to wear school uniform as it will not be necessary to wash clothes daily. A Risk Assessment will be in place. Clubs and enrichment can either run as class bubbles or club bubbles. Subjects cannot be removed, an ambitious and broad curriculum will be taught, time should not be taken off option subjects but may lighten content in subjects. It is anticipated there will be a normal curriculum by summer term 2021. Choirs, wind instruments, contact and indoor sport will not be allowed.</p> <p>Q: Will there be additional funding from the government? A: The government have said £1bn is being given to schools but RK has heard that the Year 7 Catch Up fund is going. The catch up money, while welcome, is not quite as large as it seems on first glance.</p> <p>There will be learning coaches for English, maths and science; OAT will look to recruit Russell Group university students each which will allow flexibility for 1:1 or small group work, bespoke interventions, and IT resources.</p> <p>Q: What about students who want to retake exams in autumn? A: RK advised CEC will be running a season in line with guidance.</p> <p>Q: Can students choose the higher of the two grades? A: Yes, so students may choose to retake exams.</p> <p>Q: How will the different year groups be catered for with specialist classrooms? A: There may have to be more paper based work and experiments may be demonstrated rather than all students doing it. Next year the exams will be different so trying to put each year group in the right area. Smaller groups may be able to go to practical area if really needed.</p> <p>Q: Is there capacity to do this? A: Yes, we are well catered for in facilities even with the big year group. Each year group could have a DT room. RK is prioritizing KS5 and KS4. There will be a full plan for opening in September at the next meeting. Governors thanked RK for her full and detailed report.</p>	<p>RK</p>
7	Staff survey responses	
7.1	<p>Governors felt the report gave a good positive story which had improved over the years. RK advised that where considerable investment had been made there was evidence of impact.</p> <p>Q: The results show that 46% of staff overall responded to the survey and only 27% were support staff, what can be done to improve participation? A: RK advised that in Kirkland Rowell terms the response rate is statistically robust. Staff could be given the opportunity to be given an hour within their CPD time.</p> <p>Q: Was RK surprised at the responses regarding communication between SLT and staff? A: RK believes some staff would rather have face to face briefings instead of receiving the bulletin, RK has also stopped 'all staff' emails as they became over burdensome for some staff. Staff now receive a virtual briefing on Wednesdays which they can view at a time that suits them. RK will unpick the responses in more detail. Governors were pleased with the positive report.</p>	
8	Re-appointment of Nigel Harley as Governor.	
8.1	<p>NH is happy to stay as a governor. KL thanked NH for his support with Finance and the Maritime curriculum. Governors agreed to appoint Nigel Harley as a governor for a four year term.</p>	

9	Annual Self Review of Governing Body	
9.1	Governors agreed to complete the annual self review and return to JW by 16th July 2020	All govs
10	Review of LGB Skills	
10.1	Governors discussed the output from the Skills Audit and agreed there were no significant skills gaps identified. JW had compiled suggested training for governors based on the skills audit and would send to governors for them to action.	JW
11	Agree LGB scheme of work for 2020-21	
11.1	Governors noted the scheme of work for 2020-21 and suggested the Year 7 Catch up item be removed due to the changed national guidance.	
12	Chair of governors 360° review	
12.1	Governors to complete and return the 360° chair's review and return to JW by 16th July 2020.	All govs
13	Policies:	
13.1	Admissions Policy 2022-23 for approval or consultation. There were several amendments to the policy regarding the definition of siblings and staff children. Governors suggested adding 'civil partnerships', in the 6 th Form admissions section add 'subject to selection criteria below' to offered places and check on the font used throughout. RK advised that there were 26 children on the waiting list for Year 7 in September 2020. RK would like to thank RR for formally supporting CEC with admissions appeals and governors expressed their appreciation for her work. RR felt the Isle of Wight Council (IWC) managed the process very well.	
13.2	RK advised that there were only three places available in the entire school. Transgender Policy 2020-23. A policy was needed for transgender students and staff and one had been drawn up based on another OAT academy policy. Governors noted the Transgender Policy.	
14	Review of meeting focus and strategic impact	
14.1	Governors agreed that the meeting had been appropriately focused on finance, the students currently in the academy, plans for September and staff wellbeing. Q: Has the two week autumn term been agreed? A: Yes. KL felt this would be a big challenge to other secondary schools particularly because of Covid-19 and the lack of schooling for more than three months for some children.	
15	Confirm dates of future meetings	
15.1	16 th July 2020 Principal's update Agree meeting dates for 2020-21. Last year OAT had set the dates for the Strategic Progress Board (SPB) meetings to coincide with deep dives. RP, as the acting regional director, has suggested that CEC set the dates. Governors agreed the SPB meetings to start at 1pm on the same day as the LGB meetings	

Chair: Ken Lloyd

Date: 24th September 2020

Initials