

Cowes Enterprise College

Local Governing Body Meeting

Date: Thursday 24<sup>th</sup> September 2020

Time: 3pm

Location: Teams and 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	EH	Governor
Karen Jupe	KJ	Governor
Vicky Leonard	VL	Governor
Robin Price	RCP	Governor
Rob Pritchard	RP	Governor
Rachel Richards	RR	Governor
Sue Waters	SW	Governor

**Apologies**

Roland White	RW	Governor
Adam Brown	AB	Assistant Principal
Tom Harding	TH	Assistant Principal
David Sanchez-Brown	DSB	Assistant Principal
Hazel Walker	HW	Assistant Principal

**Attendees**

Jemma Harding	JH	Vice Principal
Richard Marinelli	RM	Business Director
Christopher Rice	CR	Vice Principal
Jill Wareham	JW	Clerk
Vicky Wells	VW	Vice Principal

Minutes

Part	Key: <b>Decisions</b> , <b>Actions</b> , <b>Support</b> , <b>Q: Governor questions</b> , <b>AP: Action Point</b>	Actions
1	<b>Welcome</b>	
1.1	KL welcomed everyone to the meeting.	
1.2	The year had been a difficult one with the outbreak of the Covid-19 pandemic. <b>KL had sent a letter from the Governing Board to thank staff for all they are doing.</b>	
2	<b>Confirmation of Chair of LGB and election of Vice-Chair</b>	
2.1	<b>Ken Lloyd was confirmed as Chair of the LGB for the forthcoming year.</b>	
2.2	RR was nominated for vice-chair, there were no other nominations, <b>Rachel Richards was unanimously elected as vice-chair of the LGB for the forthcoming year.</b>	
3	<b>Apologies for absence</b>	
3.1	<b>Apologies were received and accepted from RW.</b> AB, TH and HW were invited but were not in attendance	
4	<b>Declarations of interest and confidential business</b>	
4.1	There were no interests declared	
4.2	There was no confidential business	
5	<b>Minutes and Action Points of the meetings 2<sup>nd</sup> July 2020 and 16<sup>th</sup> July 2020</b>	
5.1	<b>The minutes of the meetings held on 2<sup>nd</sup> July 2020 and 16<sup>th</sup> July 2020 were agreed, to be signed when possible.</b>	
5.2	AP1: There will be a full plan for opening in September at the next meeting: Completed	
5.3	AP2: Governors agreed to complete the annual self-review and return to JW by 16 <sup>th</sup> July 2020: See agenda item 24.	
5.4	AP3: JW had compiled suggested training for governors based on the skills audit and would send to governors for them to action: Completed.	
5.5	AP4: Governors to complete and return the 360° chair's review and return to JW by 16 <sup>th</sup> July 2020: See agenda item 24 below.	

6	<b>Yr11 outcomes</b>	
6.1	CR advised that the usual GCSE and A levels exams had not taken place this year due to Covid-19. CEC had used Centre Assessment Grades which had gone through a robust moderation process and the grades submitted were sensible and well deserved. The government will not be publishing results. The process had been challenging due to last minute changes by the government. A levels were initially based on an algorithm but were changed a few days later which did affect some student's university offers. Most of CEC's grades were carried, some did go up and these reflected the progress of academy. CR reminded governors that the data sent to them is for internal use only and not to be shared with anyone outside the LGB.	
7	<b>Yr13 outcomes</b>	
7.1	See item 6 above.	
8	<b>Finance director's report</b>	
8.1	The Finance meeting draft minutes of 17 <sup>th</sup> September had been shared. NH said it had been a good meeting which showed how RM had prepared well during these difficult times.	
8.2	Review draft end of year position. RM advised that at year end the budget was slightly better than anticipated. There had been a loss of income from lettings and additional expenditure due to Covid-19. The end of year budget had been presented to OAT who praised CEC for keeping to the budget. Income was £132k better than anticipated due to less spent on staffing but there had been an overspend due to change in NJC pay scales for support staff, re-evaluation of some support staff jobs and non-staffing costs. <b>Governors congratulated RM on his work with the budget.</b> There had been a £25k reimbursement for Covid-19 expenditure which OAT is keeping centrally at the moment. <b>Q: Will OAT do a straightforward income and expenditure for Covid-19 resources?</b> A: RM advised that all OAT academies have submitted their expenditure on Covid-19 and have been asked to keep a log of any expenditure in the future.	
8.3	Risk register review. RM had added in the Sixth Form as the numbers attending are lower than expected, external candidates were higher but there were less internal students than budgeted for. This will affect next year's budget. <b>Q: Were they students who did not make the grade or did they go elsewhere?</b> A: Chelsea Academy have attracted 16 students, 14 of which are external. It may be due to disconnect with students during lockdown and they did not have the support from CEC that would normally have had. The budget needs to be based on realistic numbers in future although the numbers attending this year are around what CEC normally gets. <b>Q: Is there any indication this number may increase?</b> A: RK has asked DSB to research and try to find out if there may be any students who could be attracted back to CEC.	
8.4	Review any findings from internal audit. RM advised that the audit had been done by an external company. It had been some time since the last audit. They made recommendations in three areas: Purchases, HR On Board checks and Absence Management which have all been dealt with. <b>Governors thanked RM and HR for putting in good processes to action the recommendations in the internal audit.</b>	
9	<b>Grant spending update on Y7 catch up premium</b>	
9.1	CR advised that the Y7 catch up funding had stopped now. The review had shown that there had been an impact with the specialist teacher, and this will continue with normal	

	funding. There had also been some impact with use of Teaching Assistants which has brought about more collaborative planning. The tests will continue.	
10	<b>Grant spending update on Pupil premium (PP)</b>	
10.1	<p>CR advised that the figures shown were all estimated. The review showed an improvement in attainment in PP students, with a particular focus on Year 11. The majority of the funds spent on staffing will be allocated in the same way. There were lots of successful strategies that did take place, there will be some changes for this year.</p> <p><b>Q: What happens in 2021?</b></p> <p>A: There will still be a PP statement which will look slightly different as CR will use a better template; this will come to the next meeting. <b>Governors congratulated the staff for being flexible as plans had to be changed quickly due to the pandemic.</b> CR advised that this document (and the Y7 catch up fund) has to be uploaded onto the website.</p>	
11	<b>KPI Report</b>	
11.1	RK advised governors that the information in the KPI report was different to usual due to the pandemic.	
11.2	Progress and Outcomes. CR had not analysed the data as he would have done usually.	
11.3	<p>Review safeguarding processes including training arrangements and audit of SCR. JH advised the table produced detailed safeguarding incidents for the year to date. JH had been worried that there was going to be a massive influx of safeguarding issues at the start of term but this had not happened. Mental health and wellbeing has been developed through the Everyone Matters (E1M) curriculum. There are no major concerns that cause alarm. Processes for safeguarding in and around the site are detailed in the rigorous Risk Assessment (RA). Visitors are not allowed in, there is adequate provision of Personal Protective Equipment (PPE) and sanitizer, separate entry and exits for each bubble, additional cleaning is undertaken by an outside company, the DfE sends daily guidelines which CEC adheres to. CEC is following the Local Authority (LA) and OAT flow charts showing what to do if suspect symptoms in children or staff. All staff and trade union representatives are involved with the development of the RA which is regularly reviewed and updated. There is a place designated for more vulnerable staff and a room with Zoom for any students who need it.</p> <p><b>Q: Are there children not attending because of symptoms?</b></p> <p>A: Confidentially, there is one self-isolating and taking test.</p> <p><b>Q: For children who have to stay at home will they be able to do schoolwork?</b></p> <p>A: Yes, they will get support for schoolwork from the academy through a daily welfare call.</p>	
11.4	Exclusions. There has been one Fixed Term Exclusion (FTE) which was necessary.	
11.5	<p>Attendance.</p> <p><b>Q: Is CEC attendance significantly higher than National Average?</b></p> <p>A: Yes, the national average is 87%, CEC year to date is 93.6% for Years 7 to 11 and 93.1% including 6<sup>th</sup> form. <b>JH wanted to publicly thank Karen Jupe and Jimmy Carey for their work in achieving those figures.</b></p>	
11.6	<p>Staff absence.</p> <p><b>Q: Are delays in Covid-19 testing having any impact on staff absence?</b></p> <p>A: RK advised that CEC has received tests and more can be ordered if needed; these can be given to staff and students where it is suitable to do so. Over the first couple of weeks there was additional absence. RR advised that the website to book a test opens at 8pm and there are 200 slots available a day. The risk on the island has now been raised to medium.</p>	

	<p><b>Q: Support staff absence still seems quite high, is this due to historic reasons or new ones?</b></p> <p>A: RK said all absences have now been resolved other than one which is being monitored closely.</p>	
12	Safeguarding Update	
12.1	See item 11.3 above.	
13	<b>Principal's update report</b>	
13.1	<p>School Uniform. RK realised there were strong views held in the room and she wished to lay out the facts around the issue of school uniform and miscommunication. RK reminded governors that the decision on Uniform policy made in March at LGB was unanimously agreed which included optional leggings and kilts to the knee. The rationale behind the policy was to ensure students wore smart uniform which creates pride in themselves and the school, raises parent's expectations, the academy protects its reputation and is an equaliser. Boys should not be able to see up skirts and see underwear, the academy has a duty to make sure that this does not happen. Appropriate uniform shows a well organised and well-run school, strong leadership and the academy carries out policies agreed. There will not be an 'Outstanding' school with problems with uniform. The academy is an improvement journey, this is about management of change in an organisation. Moving from Good to Great is more difficult than moving from Special Measures to Requires Improvement (RI) or from RI to Good; it is a highly complex and far more challenging and demanding. Policies need to be consistently and confidently applied; leadership needs to be strong supported by a robust leadership team. There has been soft and gentle grace period running since the beginning of term; no child has been punished for incorrect item of uniform, no detention have been given and no one has been placed in isolation or sent home. There is a hardship fund in place which has been awarded to dozens and dozens of students. Every size of kilt is available and make made to measure. Suppliers have not put very unusual sizes on website, but their email address is available. Following active defiance and skirt rolling up, students will get a detention, if they refuse to do a detention, they are placed in isolation the next day. This action has been used for a number of years and has been communicated with parents and students. RK sent a letter to all parents on 25<sup>th</sup> June explaining about uniform and in July the information was on the website and social media and communication from RK personally to Years 7-11 which had been written by OAT PR company. The message has been clear and strong. One particular parent who has an issue had not made an appointment, not contacted the academy or uniform suppliers until term had started and continues to keep her daughter at home which has brought about a Social Services referral. With reference to alleged uniform checks, RK has fully investigated the statements made. There was only one uniform check in all but three classes by two members of staff who were professional and caring. They scanned each class, due to social distancing, and wrote down the names of students wearing short skirts; there had been no criticism or telling off. RK reminded governors that there are 2993 people listed as having parental responsibility on SIMS and before criticisms are made based on parent complaints, governors must have evidenced based and clear information. RK delivers policies within CEC's values-based ethos and they are not here to be compromised. RK wants to give CEC children the best and needs all the leadership team to support as a whole to ensure the academy moves forward from Good to Great.</p> <p><b>Q: KL asked governors if they support this ethos?</b></p>	

13.2	<p>A: Governors were pleased with the level of detail and clarification on what is factual and what is not.</p> <p><b>Q: What can be done to get the facts across to the parents and wider community?</b></p> <p>A: RK has spoken to OAT PR experts who advised not to do anything more. The academy has received congratulations for rigorously adhering to the policy. Governors were horrified and ashamed of what parents were saying and apologies should go to staff, clearly it was a small number of parents who wanted to perpetuate the bad publicity.</p> <p><b>Q: Is there a staff dress code?</b></p> <p>A: Yes, there is and RK has sent staff home when inappropriately dressed.</p> <p><b>Governors were in full support of making sure the Uniform policy is carried out consistently.</b></p>	
13.3	<p>RK advised that the detailed curriculum is in the middle of adjustment, it includes catch up plans, RK has met every Director of Learning (DoL) to discuss how they are going to adjust the curriculum to get it right for students.</p>	
13.4	<p>Reports. RK has fast tracked parents' evenings to earlier in the year; Year 7, 6<sup>th</sup> Form and Year 11 are next week.</p>	
13.5	<p>There is a greater level of testing happening. CEC has on trial a Virtual Parents' Evening package which looks to be more efficient in booking appointments and keeping time.</p> <p>NQT. The information about NQTs was sent to governors which they noted.</p>	
14	<b>Review Academy Strategic Plan and monitoring cycle</b>	
14.1	<p><b>Q: A suggestion from a governor is whether governors would like to have a short separate meeting to talk about the plan?</b></p> <p><b>A: Governors agreed to scheduling a separate meeting to discuss the Academy Strategic Plan.</b></p>	RK/KL
14.2	<p>RK had produced the SEF for last year which will be put on the new website.</p>	
14.3	<p>The previous plan has been reviewed and updated and any actions that have not been completed will go into this year's plan plus anything new identified in the SEF. <b>Governors congratulated RK and staff for producing a very good SEF and for publishing and sharing with others.</b></p>	
15	<b>Confirm governor's link roles and responsibilities and agree monitoring priorities for the year.</b>	
15.1	<p><b>Governors agreed that they remain the same as last year at the moment and will be published on the website. NH: Finance, EH: Pupil Premium, KL: GDPR, RCP: H&amp;S, RP: Safeguarding, SW: Careers and SEND, RW: Curriculum.</b></p>	
16	<b>Confirm Finance Group terms of reference (ToR) and membership</b>	
16.1	<p><b>Governors confirmed the Finance group ToR and membership of NH, RK and RM.</b></p>	
17	<b>Confirm Pay Committee terms of reference (ToR) and membership</b>	
17.1	<p><b>Governors agreed the Pay Committee ToR and membership of KL, NH and RR</b></p>	
18	<b>Confirm Strategic Progress Board (SPB) terms of reference and membership</b>	
18.1	<p><b>Governors agreed SPB ToR and membership of James Bowkett, OAT Regional Director, KL, RK, CR, RW and RCP as substitute if KL or RW not available</b></p>	
19	<b>Completion of Declarations of interest, contact details for Getting Information About Schools (GIAS) and Code of Conduct</b>	

19.1	<b>JW to send annual forms to governors to be completed.</b>	<b>JW</b>
<b>Review governor vacancies</b>		
20		
20.1	There will be a vacancy when SW moves off the island next term. JW and RK both have names of possible candidates. <b>KL will look into these candidates that may be interested. SW offered to speak to any potential candidates to advise them of the link areas she currently has.</b>	<b>KL SW</b>
<b>Agree information to be published on website on governors.</b>		
21		
21.1	<b>JW to email governors asking whether or not they wish personal information put on the website.</b>	<b>JW</b>
<b>Share training opportunities.</b>		
22		
22.1	<b>JW to email governors to remind them of training needed to meet compliance requirements.</b> RP left at 1638.	<b>JW</b>
<b>Review and approve Policies</b>		
23		
23.1	Admissions Policy for consultation. The changes are clarifying the definitions of siblings and staff children. RR has attended lots of Appeals and advised that the clearer the policy the better. <b>Governors agreed to consult on the changes to the Admissions Policy from 1<sup>st</sup> October</b>	<b>JW</b>
23.2	Child Protection and Safeguarding. This is a standard OAT policy which is localised for each academy. <b>Governors agreed Child Protection and Safeguarding Policy.</b>	
23.3	Children Missing Education. This is a standard OAT policy which is localised for each academy. <b>Governors agreed the Children Missing Education Policy.</b>	
23.4	Special Educational Needs and Disabilities. This is a standard OAT policy which is localised for each academy. <b>Governors agreed the Special Educational Needs and Disabilities Policy.</b>	
23.5	Staff Wellbeing. This policy has been produced by CEC. <b>Governors agreed the Staff Wellbeing Policy.</b>	
23.6	Supporting Students with Medical Needs. This is a standard OAT policy which is localised for each academy. <b>Governors agreed the Supporting Students with Medical Needs Policy.</b>	
23.7	eSafety and eSecurity. This is a standard OAT policy. <b>Governors noted the eSafety and eSecurity Policy.</b>	
23.8	Exclusions. This is a standard OAT policy. <b>Governors noted the Exclusions Policy.</b>	
23.9	Governor Expenses. This is a standard OAT policy. <b>Governors noted the Governor Expenses Policy.</b>	
23.10	Relationships and Sex Education (RSE) and Health Education. This is a standard OAT policy. <b>Governors noted the Relationships and Sex Education (RSE) and Health Education Policy.</b>	
23.11	<b>Governors noted the policy review schedule</b>	
<b>Issues from the Chair's 360</b>		
24		
24.1	<b>JW to remind governors to complete the Chair's 360 review and the annual review.</b>	<b>JW</b>

25	<b>Agree Governance work plan for 2020-21</b>	
25.1	<b>Governors agreed the workplan for 2020-21 which is based on the OAT template.</b>	
26	<b>Agree LGB terms of reference</b>	
	<b>Governors agreed the LGB terms of reference</b>	
27a	<b>Review of meeting focus and strategic impact</b>	
27.1	<p><b>Q: Have governors had the right items to focus on and review?</b> A: Yes, and it had been reassuring the business of CEC is continuing almost unchanged even though Covid-19 has forced everything to be adapted; it is testament to the team and moving forward to being Great.</p>	
27b	<b>Review of SPB</b>	
	<p>KL advised that most items had been covered through the LGB agenda except for reviews of the Deep Dives into Humanities, Literacy, SEND and 6<sup>th</sup> form. Humanities: KS3 planning is being supported by Pearson Progression Scale; literacy through extended writing in history; re-energising passion of teachers to create more excitement; big focus on knowledge retention; year of Oracy; boosting of expectations. Literacy: more reading is being done in Tutor Time; second CPD journal is out now.</p> <p><b>Q: Is there an electronic version of the CPD journal?</b> A: Extracts are going online. <b>Governors could have a digital copy of the CPD journal if requested.</b></p> <p>FEAST (Full sentences, English, Active listening, Sentence starting, Technical vocabulary) videos can be used by students who can dip in and remind themselves how to use proper English. SEND: staff have been trained to Level 2 SEND competencies so all teachers can deal with SEND issues; Passports and Education, Health and Care Plans (EHCP) are being regularly reviewed; Provision Mapping is done across all years. There was extensive contact with SEND children during lockdown to see what they needed. 6<sup>th</sup> Form: maximising teacher contact time; My Tutor; pastoral apprentice; 79% went to university this year; continue to emphasise Russell Group universities.</p> <p><b>Q: Are there opportunities for link governors to demonstrate scrutiny by getting evidence?</b> A: RK advised that if governors wanted to come into the academy they would need an individual RA in place or could do virtual meetings but RK did not want governors to feel disconnected.</p> <p><b>Governors thanked RK and staff for all their work and commitment during this difficult time.</b></p>	<b>RK</b>
28	<b>Confirm date of next meeting</b>	
28.1	Thursday 3 <sup>rd</sup> December 2020 at 3pm	