

Cowes Enterprise College
Local Governing Body Meeting
Date: Thursday 3rd December 2020
Time: 3pm
Location: Teams

Governors

Ken Lloyd	KL	Chair
Rachel Kitley	RK	Principal
Nigel Harley	NH	Governor
Karen Jupe	KJ	Governor
Vicky Leonard	VL	Governor
Robin Price	RCP	Governor
Rachel Richards	RR	Governor
Sue Waters	SW	Governor

Apologies

Emma Heathcote	EH	Governor
Rob Pritchard	RP	Governor
Roland White	RW	Governor
Adam Brown	AB	Assistant Principal
Tom Harding	TH	Assistant Principal
Hazel Walker	HW	Assistant Principal
Jo Dawson	JD	Nat Finance Director

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	Welcome to Jo Dawson, National Finance Director	
1.2	Jo Dawson had sent apologies as she had another meeting to attend but would like to attend at a future date.	
2	Apologies for absence	
2.1	Apologies were received and accepted from EH, RP and RW.	
2.2	Apologies also received from AB, JD, TH and HW.	
3	Declarations of interest and confidential business	
3.1	There were no interests declared	
3.2	There was no confidential business.	
4	Minutes and Action Points of the meetings 24th September 2020 and notes of 12th November 2020	
4.1	Minutes of the meeting held on 24th September 2020 were agreed, to be signed when able. <i>AP1: Governors agreed to scheduling a separate meeting to discuss the Academy Strategic Plan: Staying connected meeting held 12th November.</i> Q: KL asked if governors found the meeting useful and would they like to continue doing them around midway between LGB meetings? A: Governors felt it was a useful meeting and shows the LGB is staying involved looking at strategic issues. Staying connected meetings to be scheduled in for the rest of the year with a focus on the Strategic Plan at the next one.	KL
4.2	<i>AP2: JW to send annual forms to governors to be completed: One more to be completed.</i>	

4.3	AP3: KL will look into these candidates that may be interested: See agenda item 18	
4.4	AP4: SW offered to speak to any potential candidates to advise them of the link areas she currently has: See agenda item 18	
4.5	AP5: JW to email governors asking whether or not they wish personal information put on the website: Completed	
4.6	AP6: JW to email governors to remind them of training needed to meet compliance requirements: Completed	
4.7	AP7: Governors agreed to consult on the changes to the Admissions Policy from 1 st October: See agenda item 21	
4.8	AP8: JW to remind governors to complete the Chair's 360 review and the annual review: JW to collate 360 review still collate and send to KL	JW
5 Finance director's report		
5.1	<p>Finance group meeting 26.11.20 draft minutes had been distributed which gave the detail behind this report to the LGB. In summary RM explained the changes to the reporting columns in the management accounts, the changes to the income and expenditure and the prediction that the end of year budget would be about £1k better than anticipated.</p> <p>Q: With the cost of supply causing particular pressure on the budget, will this continue and are there other options that could be considered?</p> <p>A: RM advised that there are additional cover supervisors built in but some of the cover team are absent due to Covid-19.</p> <p>Q: With a vaccine for Covid-19 coming on stream, where are school staff on the priority list?</p> <p>A: RK said school staff are not featured.</p> <p>Q: Have there been a lot more virements than usual?</p> <p>A: RM advised that he had not yet made virements, there have been savings so has not had to move money around.</p>	
5.2	<p>Forecast. The table showed this year's budget and a new forecast for next year against original forecast when submitted. The new forecast shows income based on census data and savings on expenditure.</p> <p>Q: Why is OAT increasing the partnership fee?</p> <p>A: The EFA have said OAT should have 3.5-5.5% in reserve to support their academies as they have to be self-sufficient. If they are not the DfE will come in and take charge of the budget. One way of doing this is to increase the partnership fee that they charge each academy and this will mean £166k increase for CEC next year. OAT wants academies to make savings next year to build up a 1% reserve, which is looking like it will be difficult to do.</p> <p>Q: Should governors be questioning the large increase in the fee?</p> <p>A: KL advised that CEC had benefitted in recent years from being able to access the centrally held funds and noted that it is a standard rate across all academies and it is not unusual for MATs to charge between 5 and 8%.</p> <p>Q: Why has the AWPU increased by £188k?</p> <p>A: It has increased because the teachers' pay and pension grants are now included. The IoW Schools Forum were applying to the DfE to keep 0.5% from all schools' budgets to support the LA overspend in SEND top up funding. This was requested last year but the DfE did not support it. Staffing costs do not include the pay freeze so there may be some savings there.</p>	

6	Review of Risk Register	
6.1	Risks in the finance report were highlighted and discussed. RM advised that the Risk Register template from OAT has not been completed yet.	
7	Review of academy benchmarking data	
7.1	RM advised that the Regional Director had sent a template through which showed some benchmark data and Forecast data on staffing. Governors considered the data and noted the two areas that were on the limits were expenditure of total staff and spend on energy as a percentage. RM advised he had applied for RHI (renewable heating) grant as CEC could then make use of the biomass boiler. Q: Spend on teaching staff is well within target, so is it non-teaching staff who are tipping the balance? A: Yes, there are a number of people such as Year Heads who are non-teaching.	
8	Review of EVOLVE report.	
8.1	JH advised that trips are not able to run at the moment. The one key enrichment is the Duke of Edinburgh (DofE) Awards and all the activities are Covid-19 safe. Sport clubs will be reopening in January. JW explained that the Evolve system is where trips are recorded, risk assessments are uploaded along with all the details of the trip, students attending, staff accompanying, it also tracks participation rates.	
9	Receive verbal report on annual performance management of teaching staff	
9.1	KL advised that the Pay Committee had met on 22 nd October 2020 to go through the Principal's recommendations of pay progression based on performance management in the previous year. Out of about 30 teachers considered, there was extensive discussion on five staff. All the recommendations put forward by the Principal were agreed by the committee.	
10	Note arrangements for Principal's performance management and objective setting	
10.1	KL advised the LGB that OAT process had been completed by him and the Regional Director.	
11	Review of draft staffing structure and curriculum for the next financial year	
11.1	CR reported that a curriculum led financial planning model had been worked on with RM to create a plan with tight staffing and sensible group sizes. There will be one Maths teacher less and a Head of Languages needed to be recruited. The main change is to the two-year KS4 curriculum. Next September, on top of the core subjects, there will be Humanities (History or Geography), MFL (French or Spanish) and two additional options which will give a broad and balanced curriculum. The stand-alone IT lesson has been removed. The timetable allows more time to do coursework in Year 11. Governors thanked CR and RM for the work put in to make this a good curriculum plan for the future.	
12	Receive feedback from the Strategic Progress Board	
12.1	SW was not a member of the SPB and therefore gave her report of her meeting with the SENCO. Headlines are students with Education, Health and Care Plans (EHCP) had done well, K code and A level students' results were up. SEND attendance was up and had high levels of these children attending during lockdown. The work done on transition had been	

12.2	<p>effective. There was lots more effective use of passports. Oasis is recognized throughout the school ensuring SEND children are supported together but not isolated from other students.</p> <p>Q: Is the academy equipped to support and train apprentices which are being taken on in this area?</p> <p>A: Yes. RK advised a significant review has begun and which has already involved external support from an experienced prior headteacher looking at the budget approach and there will be a full review of EHCPs. JH advised that at the reviews every individual child's needs will be foremost rather than looking at funding and see what it will support. Staffing models may have to be reviewed. EHCPs have gone up by 50% since last year, some of the students have far more complex needs. The Local Authority (LA) directs CEC to take a child if a parent requests it and there is not always sufficient support with the academy which may mean sourcing support externally.</p> <p>Q: Has there been any analysis of behaviour of SEND children for the report?</p> <p>A: JH advised behaviour can be detailed in the SEND report in future, that data is currently reported in the whole school behaviour reports. Governors thanked SW for giving an overview on the SEND report.</p> <p>RCP reported that there had been considerable overlap on the SPB and the LGB agendas. RCP highlighted the changes to the curriculum, attendance is high, exclusions are lower, morale of students is good. There had been five cases of Covid-19 reported, none were due to transfer within the academy, Risk Assessments were effective. The consequence of self-isolation meant a lot of teachers were off which meant a lot of supply cover was needed which was a challenge to get due to other island schools in the same situation and trying to ensure consistency of teaching.</p> <p>NH left at 1606</p>	
13	KPI Report	
13.1	<p>CR reported that the progress and outcome targets most recent data was in October. There will be mock exam data added soon. There is a gap between boys and girls and the prediction is under for Basics which has an intervention in place. CR is addressing subject by subject where there is negative progress prediction which includes Sport, Health & Social Care, French, DT, Film, Computer science and English. Actions to address this are to hold more assemblies, more incentivised revision sessions and Mytutor programme.</p>	
13.2	<p>KS5 APS is the highest ever. There is a good intervention programme in place.</p>	
13.3	<p>VW reported on the Quality of Teaching & Learning (T&L). Quality Assurance (QA) is not the same as before due to Covid-19 restrictions but there have been Book Looks and Student Voice done. Remote learning is going well and there has been lots of positive feedback from parents and students. There is quite a large group of new staff including NQTs and PGCE students plus five more starting in the spring term.</p>	
13.4	<p>JH had reported to the SPB on exclusions and behaviour, see agenda item 12.</p>	
13.5	<p>Personnel. Staff numbers and turnover show there were more starters than leavers in a period of growth and staff are being retained.</p> <p>Staff absence shows the significant impact of Covid-19, four staff are shielding, two teachers had a positive test, 15 staff had periods of self-isolating which was tricky to manage.</p>	
13.6	<p>Year group numbers show there are eight children overall.</p> <p>Q: Is there a pattern to Year 8 losing 8 students?</p> <p>A: No there were a variety of reasons including moving to Island Learning Centre medical section, EHE, Free school, Devon, Ryde, Carisbrooke, non-attendance.</p> <p>Q: Are there any students going into Elective Home Education (EHE)?</p>	

	<p>A: Yes, there were three. Hampshire has had an increase of 450% moving to EHE and the Isle of Wight 125% increase.</p> <p>Q: Is the usual process undertaken when parents request EHE?</p> <p>A: Yes, there is a rigorous process in place where three contacts are made. Some parents do not want to engage in the process as they are adamant about EHE. Some children are very transient on the island, some have already attended three secondary schools KJ left at 1623.</p>	
14	Safeguarding Report from Designated Safeguarding Lead (DSL) and Safeguarding Link governor report	
14.1	<p>The report is for the last academic year.</p> <p>JH reported up to date information. Mental health issues remain high and is supported by the Youth Trust Charter, mental health first aid, accreditation of Optimus wellbeing award and the Mental health lead trainer for the academy. JH has input into writing the new Relationships and Sex Education (RSE) curriculum cross phase and is still a member of the Education Committee of the Local Safeguarding Children Partnership (LSCP). Safeguarding processes are constantly reviewed and embedded in the E1M curriculum. Schools were warned that safeguarding concerns would increase post lockdown which has been the case. JH liaises with all different agencies, there has been a safeguarding student voice with 100% return which was very positive and said students feel safe in the academy. Children are talking more about issues, people are reporting, staff feel confident that safeguarding is robust. CEC wants no student to slip through the net and is picking up on things happening outside of school e.g. social media which needs education and advice to parents and students through the curriculum. Mental health support provision needs further development.</p> <p>Q: Can CEC access Barnardo's funding to deliver mental health support on the island.</p> <p>A: JH will investigate and is very happy to make applications where there are opportunities.</p>	
14.2	<p>Looked After Children Annual report. JH reported that there are only three secondary schools on the island that can take LAC as they are rated Good by Ofsted. Most LAC have complex needs but some are making progress in line with national average and some are doing better. Those who are not in line have Social, Emotional and Mental Health (SEMH) complex needs. CEC links with the Hampshire Virtual Head, completes all Personal Education Plans (PEP), co-ordinates and attends multi agency meetings. LAC number is low at CEC and the policy is no LAC is disadvantaged and funding is directed to support that. Funding comes in three instalments for each LAC per year. LAC funding has been used to address any IT needs.</p> <p>Q: Is it the duty of the school to be Corporate Parents?</p> <p>A: It is the LA who have that responsibility and is Hampshire LA for the Island schools.</p> <p>Governors thanked JH for her comprehensive report.</p>	
15	Pupil Premium Data and website report	
	<p>CR advised that the data is from 2018-19 which is the most recent published data. There is a new template from DfE which is more helpful in reporting. Most of the funding supports staffing which targets children eligible for Pupil Premium (PP) particularly in core subjects in exam years. Higher Level Teaching Assistants (HLTA) and mentors focus on PP students, there is an attendance package, and extended curriculum activities (later in year). Governors approved the PP report to be published on the website.</p>	
16	Principal's update report	

16.1	RK has been advised that projected student numbers for Year 7 in September is 367; 265 first choice, 70 second choice and 100 children have not yet chosen a school. CEC PAN is 210. Governors complemented RK and her staff on creating a school that had such strong parent and student appeal.	
16.2	There have been a number of good news stories including the Wellbeing award, Antibullying event, DofE achievements, Music competition success and Act of remembrance. There had been a successful 6 th Form virtual meeting combining 40 different sessions. Teams allowed parents to speak to teachers and students, there had been great feedback. A video has been made for the website.	
16.3	The website has been relaunched which includes new 6 th Form area and prospectus. The deadline for applying to 6 th Form is June, some children have already applied. Last year external student numbers were up but internal ones were down, but overall numbers were as usual. Q: Will the 6th Form run subjects with small numbers as they can be very costly? A: Some may run particularly if CEC wants to establish and grow it for the future. The 6 th form brings in money and is not subsidised by the lower school although want to be efficient and have rationalised option columns. Q: Is the plan to replicate the open evening later in the year? A: Yes, there will be a second event before the deadline and it is hoped it will be face-to-face. Funds have been put aside for advertising. RK encouraged governors to explore the new website which includes Literacy support, 6 th Form, welcome videos, subject areas show new curriculum plans called 'snakes' and the front page has replaced the newsletter; feedback is parents prefer this to a bulky newsletter sent to their email address. The next stage for the 'snakes' is to replicate them on Perspex sheets around the walls of the academy.	
16.4	RK is continuing to work with Pearson to develop the Maritime national qualification and working on the Isle of Wight Hub for Hampshire, Isle of Wight, Southampton and Portsmouth (HISP) research school hubbing all training for all Secondary and Primary schools. VL has taken on the OAT role to develop as a lead practitioner. Governors thanked RK for her very informative summary.	
17 Review Academy Strategic Plan and monitoring cycle.		
	This item had been reviewed at the Strategic Progress Board (SPB) prior to this meeting.	
18 Review governor vacancies		
18.1	KL advised that this was SW's last meeting before she moved to the mainland and thanked her for being the social conscience of the governing body, keeping children at the heart, being a real stalwart and never holding back on putting a view forward. Governors thanked Sue for everything she had done for Cowes.	
18.2	SW's departure left a vacancy and RW may not be able to continue as he has many pressures, fortunately RCP was able to be a substitute for RW on the SPB meetings this term and would take over the Curriculum link if RW leaves. KL has approached two people, John Irvine who is the CEO of Wightfibre and Claire Wilks who works for the NHS and has previous experience. KL is recommending to the board that they both join. Governors agreed that John Irvine and Claire Wilks join the LGB.	
18.3	It was noted that if VL is unable to stay on as a staff governor due to her new appointment, the board will continue with just one staff governor. The LGB needs to have a second parent governor so a request for parent nominations for one will go out after Christmas.	JW

	<p>Q: Will the Chair meet with parents before they apply so they understand the roles, responsibilities and commitment expected?</p> <p>A: The clerk advised that the letter asking for nominations should detail what is required and can ask for applicants to contact the Chair to discuss before completing an application form.</p>	
19	Review governor visits and action tracker	
	JW to set up remote monitoring visits between staff and governors at the start of the Spring term.	JW
20	Review governor training logs and opportunities	
	JW reminded governors of training that they could do and which they should do annually i.e. safeguarding and GDPR	
21	Review and approve/note Policies	
21.1	Admissions Policy following consultation. There had been one response and the suggestions had been incorporated into the policy which has been sent to OAT for the Trust Board to approve. Governors approved the Admissions Policy for 2022-23.	
21.2	Remote Learning. This is a new policy from OAT. Governors approved the Remote Learning Policy.	
21.3	Anti-bullying. Governors noted the Anti-bullying Policy.	
21.4	Behaviour for Learning. Governors noted the Behaviour for Learning Policy	
21.5	Crisis Management. Governors noted the Crisis Management Policy	
21.6	Procurement. Governors noted the Procurement Policy	
21.7	Relationships and Sex Education (RSE) and Health Education. Governors noted the Relationships and Sec Education (RSE) and Health Education Policy	
21.8	Risk Management. Governors noted the Risk Management Policy	
21.9	Policy review schedule. Governors noted the Policy Review schedule	
22	Review of meeting focus and strategic impact	
22.1	The variety of reports on the agenda reflected the strategic nature of the meeting.	
23	Confirm date of next meeting	
23.1	Thursday 28 th January 2021 at 3pm KL wished everyone a very Happy Christmas.	

Chair:

Date: