

Cowes Enterprise College  
Local Governing Body Meeting  
Date: Thursday 28<sup>th</sup> January 2021  
Time: 3pm  
Location: Teams

**Governors**

Ken Lloyd	KL	Chair
Rachel Kitley	RK	Principal
Nigel Harley	NH	Governor
Emma Heathcote	EH	Governor
John Irvine	JI	Governor
Karen Jupe	KJ	Governor
Vicky Leonard	VL	Governor
Robin Price	RCP	Governor
Rob Pritchard	RP	Governor
Claire Wilks	CW	Governor

**Apologies**

Rachel Richards	RR	Governor
Adam Brown	AB	Assistant Principal
Tom Harding	TH	Assistant Principal
Richard Marinelli	RM	Business Director
David Sanchez-Brown	DSB	Assistant Principal

**Attendees**

Jemma Harding	JH	Vice Principal
Christopher Rice	CR	Vice Principal
Hazel Walker	HW	Assistant Principal
Jill Wareham	JW	Clerk
Vicky Wells	VW	Vice Principal

Minutes

Part	Key: <b>Decisions, Actions, Support, Q: Governor questions, AP: Action Point</b>	Actions
1	<b>Welcome to Claire Wilks and John Irvine</b> KL welcomed both CW and JI and thanked them for joining the Board. CW and JI gave a brief resume of themselves and all other governors introduced themselves.	
2	<b>Apologies for absence</b> <b>Apologies were received and accepted from RR.</b> AB, TH, RM and DSB also sent apologies.	
3	<b>Declarations of interest and confidential business</b> There were no interest declared and no confidential business notified.	
4	<b>Minutes and Action Points of the meetings 3<sup>rd</sup> December 2020</b>	
4.1	<b>Minutes of the meeting held on 3<sup>rd</sup> December 2020 were agreed, to be signed when able.</b>	
4.2	<i>AP1: Staying Connected meetings to be scheduled in for the rest of the year with the Strategic Plan included next time:</i> The next meeting scheduled for 4 <sup>th</sup> March 2021.	
4.3	<i>AP2: JW to collate 360 review and send to KL:</i> Completed, there were no issues to be addressed.	
4.4	<i>AP3: a request for parent nominations for one will go out after Christmas:</i> Completed, JW has had a conversation with one prospective applicant. Closing date is 5 <sup>th</sup> February.	
4.5	<b>AP4: JW to set up remote monitoring visits between staff and governors at the start of the Spring term</b>	<b>JW</b>
5	<b>Finance director's report</b>	
5.1	In the absence of RM, NH highlighted the main issues arising from the Finance meeting held on 21 <sup>st</sup> January 2021, draft minutes were sent with papers.	
5.2	The budget was slightly better than predicted at this stage. Extra income had been received from Covid catch up fund but there had been a loss of £40k from income of hiring facilities. The end of year figures remained as predicted.	
5.3	Next year's budget will be a challenge as OAT is requesting the partnership fee is increased to 5.5% and that all academies have a 1% surplus at the end of the year which will go to OAT. This	

<p>5.4</p> <p>5.5</p> <p>5.6</p>	<p>will present the academy with quite a difficult situation as staffing takes 80% of the budget leaving 20% to find the extra savings or income to be increased. It was quite difficult to increase numbers in the lower school as the funding received for each student is lagged which means teachers would be employed without having the funds to pay for them, unless borrowing. Therefore, the best way would be to increase number of students to 6<sup>th</sup> Form.</p> <p>RK advised that there were 360 applications for Year 7 in September 2021, 270 first choice for 210 places. Student growth at this time would put financial pressure on both the academy and OAT due to lagged funding and it may not be the time to pursue this.</p> <p>6<sup>th</sup> form is flourishing and it would not be necessary to increase staffing for extra students. <b>RK advised governors that a Government Minister had said the A level provision at CEC is second to none.</b> The recently received Inspection Data Summary Report (ISDR) placed A level provision in an even higher bracket. Students go to Oxbridge, take medical courses and CEC is in the AAB measure.</p> <p><b><i>Q: Would extra students be expected be at the same academic level as previously agreed?</i></b></p> <p>A: RK said yes as she is committed to an academic 6<sup>th</sup> Form achieving mostly A level qualifications but also broadening opportunities within that group. RK had met with members of the Chelsea Academy who want to double their numbers next year, but the students still have to meet our academic standards. The 6<sup>th</sup> Form virtual Open evening had been successful.</p> <p><b><i>Q: How many additional places could be offered?</i></b></p> <p>A: 6<sup>th</sup> Form could cater for at least 120 per year group if there was a good spread across subjects. There may need to be a couple of extra science classes, but these can be staffed from current employees.</p> <p><b><i>Q: What is the capacity in resources needed to deliver to allow growth?</i></b></p> <p>A: There would not be a need to find extra funding, CEC would work alongside key players on the island on a voluntary basis and OAT will give support.</p> <p>There had been two additional risks identified since the last meeting, one was the impact of extended lockdown on student retention and recruitment to 6<sup>th</sup> Form and the other was possible plant and machinery failure.</p>	
<p>6</p>	<p><b>Receive feedback from the Strategic Progress Board</b></p>	
<p>6.1</p>	<p>RCP advised that Paula Arrowsmith was the new OAT chair for the SPB and she had been impressed with the input and content of staff reports, engagement of pupils, enrichment offered and the way remote teaching is being handled. Issues to be brought back to the next meeting were priority groups looking at barriers, interventions and progress of the Year 11 students with Special Educational and Disabilities (SEND), Basics, English and Maths. Attendance is very high particularly in Year 11. Exclusions show a high proportion of children with SEND. RK will be looking into creating an on site enhanced inclusion unit to make sure CEC can meet the needs of SEND children as there is not provision elsewhere on the island.</p>	
<p>7</p>	<p><b>KPI Report</b></p>	
<p>7.1</p>	<p>Teaching &amp; Learning would not be discussed at this meeting, but remote learning had been covered in the SPB meeting.</p>	
<p>7.2</p>	<p>CR advised that the summer exams had been cancelled but Years 11 and 13 will still be assessed (details not known yet) so it is important to carry on with interventions and support. There is good attendance in both year groups. Year 11 P8 prediction is down to 0.12 but CR is expecting it to be higher and will be putting more support in, prioritising disadvantaged students with online interventions for English, Maths and other subjects. Learning Support Assistants (LSA) are supporting students in this lockdown. Revision plans for assessments will be in place</p>	

	<p>including using GCSE pods, mentoring Year 11s who are not engaged, ensuring all groups can access IT.</p> <p><b>Q: Where these students will not be taking GCSE exams, is there any way they can be prepared for taking exams in the future?</b></p> <p>A: CR advised that they had already taken mock exams and may do some tests in the summer, so they will be prepared.</p> <p><b>Q: What is a GCSE pod?</b></p> <p>A: It is website where podcasts in all different subjects can be seen.</p> <p><b>CR will put on a Data training session for governors in the future.</b></p> <p>7.3 CR advised that Year 10 progress is lower at this stage which CR is concerned about as this is due to a higher proportion of disadvantaged students than other year groups. A revision programme is in place now (instead of usual summer term) and will run parallel to Year 11; interventions can be offered to both year groups remotely.</p> <p>7.4 Year 13 progress is showing good predictions and have improved over years backed up by mock exam results. This is partly due to stronger teaching in some areas. Year 13 are needing lots of pastoral support which is provided by the new post-16 mentor and DSB. There is a new round of Mytutor in Maths and English and some interventions in other subjects put on by staff.</p> <p><b>Governors congratulated staff on how hard they are working in providing interventions and teaching.</b></p> <p>7.5 Safeguarding. JH reported the tables showed cumulate figures which will show trends. Safeguarding is as busy as ever, concerns held steady in the first lockdown but this one has seen a big increase. Staff have to work remotely to support families and children. A positive is that the children and community are not backward in coming forward with any concerns and they know CEC will deal with them. <b>JH congratulated the safeguarding team for their diligence.</b> There continues to be on site provision for Vulnerable and Key Worker (VKW) children and there is a much larger uptake this lockdown. It has to be acknowledged that sometimes it is safer to keep these children home learning rather than sending into the academy and staff keep contact with these families regularly.</p> <p>7.6 JH advised attendance is 94.1%, the national average is 86%. JH is still looking to improve Year 10. CEC is seeing positive outcomes from initiatives put in over the last couple of years. The successes of CEC has changed the culture (“if you want to achieve, you have to attend”).</p> <p><b>Q: How many children are attending the academy at the moment?</b></p> <p>A: It started at 30+ and it is now averaging 65 a day.</p> <p>7.7 Staff absence data shows no teachers have left this year. 314 teaching days were lost last term due to either positive Covid-19 cases or needing to self-isolate which has been very challenging, and the repercussions were significant as cover had to be found. It was a difficult time for children as it disrupted their continuity. All teaching staff are currently working from home except SLT and volunteers. Support/SLT are on rota/reduced hours on site.</p>	<p><b>CR</b></p>
8	<p><b>Principal’s update report</b></p>	
8.1	<p>RK reported that ensuring safety for onsite provision and remote learning during the Covid-19 pandemic remains top priority.</p>	
8.2	<p>There has been a significant improvement in doing live lessons online.</p>	
8.3	<p>CEC has received 100 laptops from DfE and still has a waiting list for further needs.</p>	
8.4	<p>Parents evenings are now wholly virtual and working much better and are well received by staff and parents.</p>	
8.5	<p>CEC is auditing engagement of students, reviewing remote learning through DfE document which can be done weekly to check no one has been missed.</p>	

8.6	Onsite testing is done on a daily basis and CEC is involved in a pilot scheme with Southampton University to do saliva testing which appears to be far more accurate (99.7%) than the Lateral Flow Tests (LFT) which are much less accurate and did not receive full regulation on all proposed uses for this reason. If they give a positive result this has to be confirmed by a PCR test. Saliva testing is much safer and the result generally takes 12 hours. This testing will reduce capacity issues. CEC still receives government funding for the LFT, but they totally endorse the saliva test and are looking into whether it can be rolled out across the country. The second phase of the pilot starts on February 8 <sup>th</sup> which CEC will be included in. There have been no cases of Covid-19 in children or staff at CEC that can be tracked to being transmitted in the academy which gives confidence the RA is robust.	
8.7	RK has worked with RM and CR in prioritising curriculum led financial planning which is efficient and robust for budgeting next year. RK advised that CEC comes out as best in OAT in some benchmarking measures.	
8.8	RK is currently looking at recruitment for next year and planning to grow, develop or replace to support the Academy Improvement Plan (AIP).	
8.9	There is a lot of work around curriculum and assessments are still continuing.	
8.10	Options have been launched through a virtual platform; parents' feedback was very positive.	
8.11	VW has been delivering work and training across the whole region with Hampshire, Isle of Wight, Southampton and Portsmouth (HISP) teaching hub.	
8.12	RK is working with the Lord Lieutenant on the whole island celebrating lockdown and resilience and working across community.	
8.13	RK reminded governors that normal work continues and schools are not closed. <b>Governors thanked RK for her buoyant update</b>	
<b>9 Review governor monitoring visits and action tracker</b>		
	Monitoring visits to be carried forward to the next meeting	
<b>10 Review governor training logs and opportunities</b>		
	JW reminded governors that Safeguarding, Child Protection and GDPR training had to be completed annually.	
<b>11 To review and approve policies:</b>		
11.1	Child Protection and Safeguarding Policy – Covid-19 addendum. <b>Governors approved the Child Protection and Safeguarding Policy – Covid-19 addendum.</b>	
11.2	Remote Learning. <b>Governors approved the Remote Learning Policy.</b>	
11.3	Business and Pecuniary Interests. <b>Governors noted the Business and Pecuniary Interests Policy.</b>	
11.4	Health & Safety. <b>Governors noted the Health &amp; Safety Policy.</b>	
11.5	Scheme of Delegation. <b>Governors noted the Scheme of Delegation.</b>	
11.6	Terms of reference. <b>Governors noted the Terms of Reference.</b>	
11.7	Provider Access Statement. <b>Governors noted the Provider Access Statement.</b>	
11.8	Policy review schedule. <b>Governors noted the Policy review schedule.</b>	
<b>12 Review of meeting focus and strategic impact</b>		
	The focus covered the strategic elements of governors' responsibilities	
<b>13 Confirm date of next meeting</b>		
	Thursday 25 <sup>th</sup> March 2021 at 3pm	