

Cowes Enterprise College  
Local Governing Body Meeting  
Date: Monday 5<sup>th</sup> July 2021  
Time: 3pm  
Location: Teams

**Governors**

Ken Lloyd	KL	Chair
Rachel Kitley	RK	Principal
Jonathan Burt	JB	Governor
Nigel Harley	NH	Governor
Karen Jupe	KJ	Governor
Vicky Leonard	VL	Governor
Robin Price	RCP	Governor
Rachel Richards	RR	Governor

**Apologies**

Emma Heathcote	EH	Governor
John Irvine	JI	Governor
Rob Pritchard	RP	Governor
Claire Wilks	CW	Governor – no apols
Adam Brown	AB	Assistant Principal
Tom Harding	TH	Assistant Principal

**Attendees**

Jemma Harding	JH	Vice Principal
Richard Marinelli	RM	Business Director
Christopher Rice	CR	Vice Principal
David Sanchez-Brown	DSB	Assistant Principal
Hazel Walker	HW	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	<b>Welcome</b>	
1.1	KL advised governors that this was the last meeting for CR and VL. CR was moving on promotion to a new post on the mainland, will be a great loss to the organisation and will be greatly missed. <b>Governors thanked CR for all his work at Cowes and wished him great fortune.</b>	
1.2	VL will be based at Cowes but will be working across the Trust so will be giving up her place as a governor at Cowes. <b>Governors thanked VL for her contributions to the LGB and wished her well for the future.</b>	
2	<b>Apologies for absence</b>	
2.1	Apologies were received and accepted from EH, JI and RP. TH also gave his apologies.	
2.2	CW has only attended once since becoming a governor in December 2020 and has not given apologies to the four meetings she has missed since January 2021. <b>JW to write to advise CW that unless she can attend and commit to being a governor her tenure will cease by the next LGB meeting in September.</b>	JW
3	<b>Declarations of interest and confidential business</b>	
	RR advised that she has taken up employment with the Young Gamers and Gamblers Education Trust.	
4	<b>Minutes of the meeting held on 6<sup>th</sup> May 2021</b>	
	<b>An updated version of the Minutes of the meeting held on 6<sup>th</sup> May 2021 were circulated to and approved by governors, to be signed when able.</b>	

5	<b>Action Points arising from minutes</b>	
5.1	AP1: KL will contact CW to discuss attendance at meetings: Completed, no response from CW. See agenda item 2.2 above.	
5.2	AP2: JH would review the safeguarding statistics in the KPI report to ensure they are capturing all safeguarding incidents: KPI will show all incidents when that item in next reported.	
5.3	AP3: JW had spoken with KL who agreed she should contact each governor to talk through training needs thrown up by the skills audit and discuss governors link responsibilities and monitoring visits: Almost completed.	
5.4	AP4: JH to send JW documents regarding Legal powers on searching and use of force to forward to governors: <b>JW to upload links regarding legal powers onto the sharepoint.</b>	JW
6	<b>Review careers advice for students</b>	
6.1	DSB reported on Careers Advice for students which included 100% of Yr 11 students receiving remotely at least one individual session with an independent careers' advisor (Island Futures) and have a career plan to enable them to look at post-16 options. Looked After Children (LAC), Pupil Premium (PP) and Special Educational Needs and Disabilities (SEND) students were prioritized and had follow up sessions with CEC's career advice team (Head of 6 <sup>th</sup> Form and Post-16 Mentor who is a qualified careers advisor) and Yr 11 pastoral team also gave support. 100% of Yr 11 applicants to Sixth Form have had a guidance interview with Head of Sixth Form and Careers Advisor. Yr 13 were offered 1:1 independent and in house advice which included three group sessions per week to help with university and apprenticeship applications.	
6.2	Yr 12 experienced a similar process and 20% have requested and received 1:1 sessions.	
6.3	12 Yr 10 LAC, SEND students were referred by the year team to receive 1:1 careers' advice from Island Futures.	
6.4	KS3 students have had regular careers related activities. All students received an assembly during National Careers Week exploring changes to the labour market. Careers is embedded in work in the curriculum, the Career Pilot platform is available to all students and CEC is working to achieving Careers Quality mark.	
6.5	<b>Q: What are the benchmark measures called and how does CEC rate against these?</b> A: They are the 8 Gatsby benchmarks. CEC has completed the Compass Report which is a self-evaluation and the results are that CEC meets 100% in all of them. CEC has been chosen to join round table discussion with DfE. Ofsted have more of a focus on careers now.	
6.6	<b>Q: Does CEC invite ex pupils back to discuss what they have done?</b> A: Yes, DSB is building on an alumni; the previous Head Girl and Boy gave a Russell Group master class and using new found expertise in remote learning many can be contact through Teams.	
6.7	<b>Q: A few years ago, there was an opportunity for those who lived in a 'disadvantaged' postcode to access universities, does this still happen?</b> A: Yes, there is a Southern Universities network. The key is to identify students early and have high aspirations, DSB has personal experience so is able to support these students well. <b>Governors expressed appreciation to staff for their work on career guidance and congratulated students identified in the press release about universities.</b> DSB left at 3.18.	
7	<b>Receive Enrichment Report</b>	
	JH reported that despite Covid CEC has embedded the OAT enrichment tracker which identifies which students are doing what, where and when and this shows which vulnerable students should be encouraged to engage. The system will be started properly in September and the results can be compared across academies. Duke of Edinburgh (DoE) Awards have	

	<p>started and been successful and some sporting activities have begun. A survey of students and staff has been done to ascertain what activities they would like to happen. From September there will be sailing, skateboarding and computing, and activities will be much more student led. Enrichment activities will be broad and balanced, fully inclusive and will be provided through the curriculum snakes.</p> <p><b>JH will provide an update on Enrichment at the December LGB meeting.</b></p> <p>KJ left at 1515 JB left at 1520 VW arrived 1520</p>	JH
8	<b>Finance report</b>	
8.1	RM had included finance update, management accounts and the Finance Director (FD) forum PowerPoint and reported that to the end of May there is projected a small surplus at year end of £3k. NH had reviewed the above papers and was content with the reports.	
8.2	<p><b>Q: Is there concern that refusal of applications for a large number of children over the Published Admission Number (PAN) for September may be detrimental to CEC?</b></p> <p>RK advised that she had been guided all through the admissions round this year by PLMR, the press agency supporting OAT whose advice has consistently been, to give enough a response but not to respond to another item. Lots has happened including the involvement of OAT CEO. The upside of the story is so many people want to get into Cowes as the school of choice on the island and regrettably there are still 90 children on the waiting list.</p> <p><b>Q: How would the academy expand without causing a deficit?</b></p> <p>A: OAT did fund the academy when there was a huge increase in students but the number was within our PAN so it would have been difficult to refuse admission. Nick Hudson, OAT CEO, and Rob Pritchard, OAT National Director, has explained to the MP that the issue needs to put in the context of island planning of schools. When parents were asked about schools some years ago, they expressed a preference for smaller schools with maximum PANs of 210. Some people including the new Councillors may not understand the implications that if CEC took even 30 of the 90 children the impact could potentially be closure of another school on the island.</p> <p>KJ returned at 1536. JB returned 1539.</p>	
8.3	RM advised the agreed budget for next year was waiting to be signed off by the Trustees.	
8.4	RM explained that OAT plan to move to a single ledger within Hoge, to go live on 1 September 2021 which will enable improved control over purchasing and enhance ability to drive VFM through more informed procurement practices. <b>Governors thanked RM for his work.</b>	
9	<b>KPI Report</b>	
9.1	Progress reports.	
9.1.1	<p>CR advised that this would be his last report to governors and that everything within his report was confidential as the outcomes had not been confirmed yet, but the expectation is they will be as they have been through a robust moderation process. The estimate for all Yr 11 progress (which cannot be compared with previous year) is strong and English and Maths progress looks good. Internal moderation has been done in every subject, external moderation for some subjects and OAT provided moderation in all core subjects.</p> <p><b>Q: Although the progress looks good for all students, has the process been fair to SEND children who look to score very low?</b></p> <p>A: Yes, CEC has ensured that students have access to what they need, they have been part of interventions, but there is still more work to do with SEND students</p>	
9.1.2		

<p>9.1.3</p> <p>9.2</p> <p>9.2</p> <p>9.3</p> <p>9.4</p>	<p>The Yr 10 progress is to be updated with mock exam results which have just been taken. The Yr 10 cohort have revision plans, incentivised revision (vouchers) and mock exams.</p> <p><b>Q: What is the general feel in Yr 10?</b></p> <p>A: It is difficult to assess as there are so many unknowns at the moment. There are some challenging children, there are more disadvantaged children, their mock exams were positive, and they generally approach things with a calm head.</p> <p>Yr 13 progress shows positive estimates for value added for A level and BTECs. Although these look high, they have been rigorously moderated and OAT have signed them off. There is good secure evidence, and these students did well in GCSEs.</p> <p>Quality of Teaching.</p> <p>VW explained that this would normally be reported every other half term but it was last reported in May so the data may not show much progress. The focus has been on 'cold calling', revision and KS3 completing final assessments; how they are being supported, knowledge organisers. Due to lack of face-to-face teaching, inexperienced teachers need support with behaviour management and differentiated learning.</p> <p>Attendance.</p> <p>JH reported attendance has been consistently around 90% which is above national average benchmark this year, most schools had dropped by 4%. CEC has resumed close working with Education Welfare Service (EWS) to engage with harder to reach families to support transition back into the academy.</p> <p>Personnel.</p> <p>There were no questions.</p> <p>Year group numbers.</p> <p>RK advised that overall 26 children had left. Nationally Elective Home Education (EHE) has risen significantly and CEC figures are in line with that. Currently no year group is full.</p>	
<p>10</p>	<p><b>Academy Strategic Plan Progress monitoring</b></p>	
<p>10.1</p> <p>10.2</p>	<p>RK reported that good progress had been made. A summary of tasks held over to next year had been produced, mostly due to Covid reasons.</p> <p><b>Q: Is becoming a Stonewall School going to be revisited?</b></p> <p>A: It has been paused and JH is investigating the Allsorts Award. An equality and diversity working group has been set up to progress this.</p>	
<p>11</p>	<p><b>Principal's update report including engaging with stakeholders to get views about the past year and what is proposed for next year</b></p>	
<p>11.1</p> <p>11.2</p>	<p>RK reported on the Maritime and Careers work going on and thanked NH for his involvement in supporting students and speaking at an International Conference, he was a real asset both as a governor and a local employer.</p> <p><b>Q: Was there feedback from the conference?</b></p> <p>A: Yes, it had been positive. RK is presenting at an Edge Conference in September.</p> <p><b>Governors thanked NH for his support and professional input and for raising the profile of the academy.</b></p> <p>Covid update. 169 students and 3 staff were self-isolating relating to 10 positive cases. The Risk Assessments (RA) are not as effective because the Delta variant of Covid-19 is more contagious. Public Health England (PHE) classed CEC cases as an outbreak and all Yrs 7, 8 and 10 had to take PCR tests. It has taken up a lot of time doing tracking and tracing. Deep cleaning is done every night and CEC continues to work with the Trust, LA and PHE.</p> <p><b>Q: Are the cases serious or mild?</b></p>	

11.3	<p>A: RK has no information that anyone is very unwell. Some double vaccinated staff are getting positive tests and have symptoms.</p> <p>SEF and Improvement Planning. RK has a robust system in place around planning and was invited to present to OAT academies who have now adopted the system. The current strategy runs from 2019 to 2022/23 and the AIP for next year is being developed after consultation with all stakeholders including governors, parents, staff and children and will include focussed manageable blocks for one year. There had been an ACE conference today to look at each programme and agree priorities to go into the plan for areas such as CPD, Appraisal objectives, targets, etc. SLT will hold meetings to look at priorities. All staff did survey earlier this year, SLT has worked with team members, Parent consultations have been fed in and a broad piece of thinking will be drawn together to produce a final draft at the end of September. The SEF will be completed over the summer and the final strategy and SEF will be put on the website. RK has shared CEC's approach to planning across the region and other principals have adopted a similar approach following this.</p>	
11.4	<p>Since the last meeting two students have been permanently excluded (PX) which is rare and regrettable, both were due to one-off serious incidents.</p>	
11.5	<p>The Success Centre is developing at a pace and will open in September which will mean staff will be able to work with pupils who are at risk of PX.</p>	
11.6	<p>There has also been a Governor Final Warning meeting of a child at risk of PX.</p>	
11.7	<p>RK has secured two secondments to the SLT as two key vacancies were unable to be filled; one is currently Assistant Principal at a Southampton school, and the other is Head of Languages in another academy who will be funded by OAT for a one-year temporary contract. CEC will potentially be in the top 5% in the country for students doing the EBAC curriculum.</p>	
11.8	<p>There has been a run of positive stories about Russell group students, Thornden Hub school, promoting integral support for mental health practitioners on site, DoE, girls' football and the conference that RK and NH spoke at.</p>	
12	<p><b>Receive update on academy prospectus</b></p> <p>RK advised that the 6<sup>th</sup> Form and Yr 6 to 7 information is on the website which is clear and has everything on there. CEC has commissioned a digital prospectus which includes traditional pages, embedded videos, photos and a 360 virtual tour which is now on the website. The aim is to have the digital prospectus ready for September. The reasons for doing a digital prospectus is cost of paper to produce traditional paper one, it will be much easier to update, it is more environmentally friendly and CEC will be the front runner on the island.</p> <p><b>Q: How will people who can't access a computer be able to view the prospectus?</b> A: RK advised that there will be printed copies available and many visually impaired people prefer digital as they can enlarge to the size they need.</p> <p><b>Q: Will scanning a QR bring up a section or the whole prospectus?</b> A: RK advised they could do both.</p>	
13	<p><b>Update on curriculum implementation</b></p> <p>VW advised this work was ongoing, Key Stages 3, 4 and 5 curriculum overviews are on the website. Knowledge organisers which are a tool for revision that students can use in manageable chunks of core knowledge are being developed for the coming academic year.</p>	
14	<p><b>Review governor monitoring plan and evaluate governor visits</b></p> <p>14.1 Mental Health &amp; Wellbeing. RR had met with JH and produced a report for governors. <b>RR felt CEC was a genuinely safe place to be and thanked JH for her work in this area.</b></p> <p>14.2 SEND. JI had met with the SENCos and produced a report for governors.</p> <p><b>Q: Did the SEND policy take into account parents views?</b> A: No, as the policy is an OAT policy so won't have local views.</p>	

	<p><b>Q: Is SEND reported to governors annually?</b> A: Yes, it is usually at the December meeting. There are regular reports to the Strategic Progress Board (SPB) but they have different detail than the annual report.</p> <p><b>Q: When will the SEND strategy be finalised and published?</b> A: This will be ready for the start of the autumn term.</p>	
14.3	Training update. <b>JW to check governors have completed mandatory training</b>	JW
14.4	Governance:	
14.4.1	Attendance of governors reviewed up to the last meeting. <b>Governors noted attendance to date.</b> This will need to be updated and put on the website at the end of the year.	
14.4.2	Agree scheme of work for 2021-22. Deferred as OAT has not updated yet.	
14.4.3	<b>Annual Self Review of effectiveness of Governing Body. JW to ask governors to complete.</b>	JW
14.4.4	<b>Chair of governors 360° review. JW to ask governors to complete</b>	JW
15	<b>Policies to approve, note or discuss</b>	
	All of the following policies are based on OAT templates.	
15.1	Teachers' Pay. <b>Governors approved the Teachers' Pay Policy.</b>	
15.2	Crisis Management. <b>Q: Who is the Crisis Management team?</b> A: This will depend on the specific crisis, some or all of the Senior Leadership Team (SLT) will usually be involved. <b>Governors noted the Crisis Management Policy.</b>	
15.3	Data Protection and Freedom of Information. <b>Governors noted the Data Protection Policy.</b>	
15.4	Managing Teacher capability. <b>Governors noted the Managing Teacher capability Policy.</b>	
15.5	Managing Teacher performance – appraisal. <b>Governors noted the Managing Teacher performance – appraisal Policy.</b>	
15.6	Recruitment and Selection. <b>Governors noted the Recruitment and Selection Policy</b>	
15.7	Support Staff Pay. <b>Governors noted the Support Staff Pay Policy</b>	
15.8	Looked after Children and Previously LAC. <b>Governors noted the Looked after Children and Previously LAC Policy.</b>	
15.9	Admissions for 2023-24. <b>JW to ask OAT guidance on new legislation changes to In-Year, Looked After Children and Fair Access admissions coming in September 2021.</b> <b>Q: In the draft 2023-24 policy the definition of siblings was slightly different to last year's policy, should this be amended?</b> A: <b>JW to amend sibling definition to reflect the same criteria as last year.</b>	JW
	<b>Q: Is there information on the intake for that year?</b> A: RK advised she is modelling this with the LA who have indicated 2022-23 is going to be OK but 2023-24 is going to be a problem. <b>Q: Could the LA model feeder schools and addresses of children?</b> A: Yes, this could be done.	JW
15.10	Policy dashboard. <b>Governors noted the Policy dashboard.</b>	
16	<b>Review of meeting focus and strategic impact</b>	
	Governors felt a broad range of areas had been discussed, approved and noted.	
17	<b>Confirm date of next meeting</b>	
	30 <sup>th</sup> September 2021 KL wished everyone a great summer break.	