

Cowes Enterprise College

Local Governing Body Meeting

Date: Thursday 30th September 2021

Time: 3pm

Location: Teams

Governors

| | | |
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| Rachel Richards | RR | Vice Chair |
| Jonathan Burt | JB | Parent Governor |
| Emma Heathcote | EH | Community Governor |
| John Irvine | JI | Community Governor |
| Robin Price | RCP | Parent Governor |
| Rob Pritchard | RP | OAT Governor |

Apologies

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| Nigel Harley | NH | Community Governor |
| Karen Jupe | KJ | Staff Governor |
| Rachel Kitley | RK | Principal |
| Ken Lloyd | KL | Chair of Governors |
| Adam Brown | AB | Assistant Principal |
| Tom Harding | TH | Assistant Principal |
| Dursel Oboh | DO | Assistant Principal |
| David Sanchez-Brown | DSB | Assistant Principal |
| Hazel Walker | HW | Assistant Principal |

Attendees

| | | |
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| Jemma Harding | JH | Vice Principal |
| Richard Marinelli | RM | Business Director |
| Mark Palmer | MP | Vice Principal |
| Jill Wareham | JW | Clerk |
| Vicky Wells | VW | Vice Principal |

Quorum is 4

Minutes

| Part | Key: Decisions, Actions, Support, Q: Governor questions, AP: Action Point | Actions |
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| 1 | Welcome | |
| 1.1 | IN KL's absence, RR welcomed everyone to the meeting. | |
| 1.2 | As most items were procedural, Governors agreed to defer items 18 Annual Self Review and 19 CoG 360 review to the next meeting due to the length of the agenda. | JW |
| 2 | Confirmation of Chair of LGB and election of Vice-Chair | |
| 2.1 | Governors confirmed the OAT appointment of Ken Lloyd as Chair of the LGB for the year. | |
| 2.2 | RR was nominated and unanimously elected as Vice-Chair of the LGB for the year. | |
| 3 | Apologies for absence | |
| 3.1 | Apologies were received and accepted from NH, KJ, RK and KL. | |
| 3.2 | Apologies were also received from AB, TH, DO, DSB and HW. | |
| 4 | Declarations of interest and confidential business | |
| 4.1 | There were no interests declared. | |
| 4.2 | There was no confidential business. | |
| 5 | Minutes and Action Points of the meetings 5th July 2021 | |
| 5. | Minutes of the meeting held on 5th July 2021 were agreed, to be signed when able. | |

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| 5.1 | AP1: 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: CW confirmed she was unable to make the commitment due to pressure of work. | JW JW |
| 5.2 | AP2: JW to upload links regarding legal powers onto the SharePoint: Completed. | |
| 5.3 | AP3: JH will provide an update on Enrichment at the December LGB meeting | |
| 5.4 | AP4: JW to check governors have completed mandatory training | |
| 5.5 | AP5: Annual Self Review of effectiveness of Governing Body. JW to ask governors to complete: See agenda item 1.2 above. | |
| 5.6 | AP6: Chair of governors 360° review. JW to ask governors to complete: See agenda item 1.2 | |
| 5.7 | AP7: JW to ask OAT guidance on new legislation changes to In-Year, Looked After Children (LAC) and Fair Access admissions coming in September 2021: See agenda item 22.9 below. | |
| 5.8 | AP8: JW to amend sibling definition to reflect the same criteria as last year in the Admissions Policy 2023-24: See agenda item 22.9 below. | |
| 6 | Yr 11 outcomes | |
| 6.1 | VW advised that 2019 was the last time there were normal exams, 2020 students were given centre assessed grades and 2021 there had been a bit more notice on how grades would be awarded, which was by teacher assessments. Both years grades were not published therefore will not be used to hold schools to account. The current year will be published after the exam season next summer. There will be reductions in options and content to deliver e.g. about 75%. Everyone was pleased with results and the three-year improvement. VW thanked RCP for attending the Principal's reviews. | VW |
| 6.2 | VW reported that Applied General Value Added (VA) and Average Point Score (APS) in 6 th form showed good steady increase. Q: Teacher assessed grading could happen again so must make sure process is robust and fair. In A level Science there were no A* although there were in other subjects, why was this? A: VW advised that it was important to look at VA rather than grades. Q: Why was it that the cohort had a lot of 9s in GCSE but didn't get A* in A levels? A: VW will ask the Head of Science and respond to governor's question. | |
| 6.3 | Q: Teacher assessed grades show significant improvements, what do this year's grades look like? A: This will be known after half term when teacher assessed grades are completed, but everyone is working towards exams; there would normally be assessments during the year. Q: Do we have a feel for outcomes on either of those routes? A: The data in the KPI report will show current Yr 11's (from end of Yr 10). Q: If CEC is working on both teacher assessments and exams, does this put a lot of pressure on students to produce good work all the time. A: VW said there will be no additional assessments, there are already two mock exams. These will give the data that will identify where gaps are and what support is needed. | |
| 6.4 | VW advised that there are students in Years 7 and 8 who are not at Age Related Expectations (ARE) who pose significant challenges and need a lot of support due to loss of learning through Covid, Year 9 is not so negatively impacted. | |
| 7 | Yr 13 outcomes | |
| 7.1 | See agenda item 6.2 above | |
| 8 | Finance director's report | |

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| 8.1 | <p>End-of-year budget spreadsheet, notes of overall picture and minutes of finance group minutes of 23rd September 2021 had been sent to governors.</p> <p>RM advised that the surplus balance was £128k which was slightly over expected. This included carrying forward the potential teachers' pay increase of 1.75%. It had been a difficult year with loss of income through lettings and pressures due to Covid regulations, but additional income had come from Covid grants.</p> <p>Q: What happens to the surplus?</p> <p>A: RM advised that it goes into central OAT accounts as CEC had a large deficit budget which had to be paid back to OAT.</p> | |
| 8.2 | <p>Risks now include possible increase in energy prices management energy prices, plant & machinery failure and possible reduction in student numbers.</p> <p>Q: What is the annual spend on gas?</p> <p>A: RM advised it is about £35k. Any increase should be negated by the biomass plant be used.</p> <p>Q: What is the anticipated number of surplus places in secondary schools across the island in 2024-25?</p> <p>A: RM can get the census data and will circulate after the meeting. Governors thanked RM for his hard work in managing the budget.</p> | RM |
| 9 | Grant spending update on Catch up funding | |
| 9.1 | <p>Due to a change of personnel VW will be responsible for the (Covid-19) catch up premium and AB will take on Pupil Premium (PP). The table is a review of the previous year's strategy which has been Red, Amber, Green (RAG) rated. Any areas not green are because of learning time lost due to Covid. 1:1 support, including for students with Special Educational Needs (SEND) shows successes using graduate tutors (one in Science and one in Maths), this will be pursued this year. Every One Matters (E1M) curriculum could be delivered remotely and will extend this year. Governors approved the 2020-21 Catch up strategy review to be published on the website. Governors felt in the circumstances there had been some good work achieved.</p> | JW |
| 10 | Grant spending update on Pupil premium | |
| 10.1 | <p>VW advised that disadvantaged children had done well during an unusual year. Enrichment activities, which couldn't be done last year will be a priority this year. This year there will be an investment for training in exam specifications. Governors approved the 2020-21 Pupil Premium strategy review to be published on the website. Governors agreed the template was a clear way of seeing where we got to and where starting from.</p> | JW |
| 11 | KPI Report including | |
| 11.1 | <p>VW advised that the Yr 11 data had been collected from Yr 10 mock exams taken last summer. Every single Director has presented their reviews to the Senior Leadership Team (SLT) and a governor. The figures are low for some groups including boys, SEND and higher prior attainers but Directors have assured SLT that they are moving forward. There will be another mock exam this term. Grade 5+ data is looking more positive. For the second year there is a large cohort taking languages. The subject data shows that more vocational subjects are lower due to being reliant on course work, they were not able to be teacher assessed during lockdowns. Maths is showing positive progress of 0.24, English is slightly down at 0.10. Science is a concern with weakest area in Physics which will be a focus.</p> | |
| 11.2 | <p>Yr 10 have just started their GCSE courses.</p> | |

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| 11.3 | Yr 13 progress is a concern which is lockdown related whilst students were in Yr 12. There is a big drive on independent learning. | |
| 11.4 | JH advised that attendance was 91.2% to end of summer term and as of 27 th September stands at 90.9% (national average is 90.2%). The Local Authority (LA) Education and Inclusion Service praised CEC for its work on improving attendance which shows the personnel and processes put in place are having a positive impact. Q: How has the year started in terms of attendance? A: JH advised that 10.1% of the whole cohort were off due to illness or waiting for a Covid-19 test result. This number is being monitored daily and Public Health England (PHE) have been consulted to see if any additional measures needed. | |
| 11.5 | Exclusions are significantly below last year's figures for year to date. The LA is happy that exclusions at CEC have significantly reduced over a three-year trend. Permanent exclusion is always the final option. The new unit at CEC should open more options for students. Q: Does CEC track students from other schools that we admit? A: JH advised that we are part of the Isle of Wight Behaviour Partnership where students who need a Managed Move using the Fair Access Protocol are discussed. | |
| 11.6 | Safeguarding. JH advised that safeguarding processes had been reviewed including training arrangements and audit of Single Central Record (SCR). All staff will be undertaking face-to-face training as well as remotely on Educare, National College and OAT level 2. Nearly all the pastoral teams and all SLT have undertaken mental health training. The Safeguarding governor requested the list of training offered and undertaken. Mental Health Practitioners (two for the price of one) are fully embedded, there is a focus on staff mental health and wellbeing. Online safety work is being developed and the Safer Schools app will be launched this term. JH sits on the Education subgroup for the Isle of Wight (IoW) and the Equality and Diversity steering group. CEC is working towards attaining the Allsorts award and Diana award. During the summer term CEC had OAT safeguarding audit which was very good. Governors thanked VW and JH for their reports. | JH |
| 12 | Principal's update report | |
| 12.1 | In RK's absence VW reported that when absence due to Covid reaches 10% (which CEC has) it triggers possible restrictions. CEC has spoken to lots of IoW and mainland schools, who are in a similar position and PHE/local teams' advice is to put in place safety measures which would include promoting vaccine uptake, cleaning, restrict large groups of staff, open evenings are now open mornings in smaller groups, take lateral flow tests (LFT) three times a week, none of which are too restrictive. There could be a return to wearing masks, stopping assemblies and large group teaching, Vaccinations for 12-15 year olds were done in school on 28 th September by NHS team. There had been about 40% uptake partly due to lots of children who are not eligible either due to illness or Covid related circumstances. The NHS team commented on how well the students had behaved. There had been some protests and police had to be called so safeguarding procedures were in place; the academy was closed for about an hour. | |
| 12.2 | Year 12 had an intake of 104 students, 15 more than expected. OAT advised this had bucked the trend for Ormiston academies. | |
| 12.3 | 10 students, all of whom had significant challenges (SEND, PP, LAC), went on a sea voyage organised by the Youth Trust. They have experienced mentors on board. | |
| 12.4 | CEC achieved the Careers Mark at the end of last year. | |
| 12.5 | The Permanent Secretary from the Department of Education is visiting CEC on Monday and will see the work going on in the Maritime lessons. | |
| 12.6 | There had been one permanent exclusion and one Governor Final warning meeting. | |

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| 12.7 | RK had been speaking at conferences including the Island Innovation Project (islands across the world) and Westminster Education Forum about Early Career Teacher (ECT) Induction. The Success Centre had opened, about 10 students had already accessed the support. Governors were invited to visit the Success Centre. | Govs |
| 12.8 | Teaching and Learning (T&L) and Quality Assurance will be a big focus now after Covid restrictions have been lifted. | |
| 12.9 | Newly Qualified Teachers (NQT) are now Early Career Teachers (ECT). CEC was a pilot school for ECT last year. | |
| 12.10 | Governors thanked VW for the Principal's report which highlighted the many good achievements at Cowes. | |
| 13 | Review Academy Development Plan (ADP) and, in light of this, set governor monitoring objectives (add to T&D plan) for the LGB for the year ahead, including attendance targets | |
| 13.1 | RK will be presenting this to the SPB next week. | |
| 14 | Confirm governor's link roles and responsibilities and agree monitoring priorities for the year. | |
| 14.1 | Most governors had a link area but there was still a need for someone to take Careers responsibility. Governors agreed to revisit link roles at the December meeting. | JW |
| 15 | Agree Governance work plan for 2021-22 | |
| 15.1 | Governors noted the work plan for 2021-22 based on the OAT schedule of business. | |
| 16 | Terms of Reference and Scheme of Delegation | |
| 16.1 | LGB terms of reference. Governors noted the LGB ToR | |
| 16.2 | Establish Admissions Committee and agree year capacity for each year group. See agenda item 22.9 below. | |
| 16.3 | Finance Group terms of reference and membership, Governors noted the Finance ToR. | |
| 16.4 | Note Pay Committee terms of reference and membership. Governors noted the ToR and membership of NH, KL and RR. | |
| 16.5 | Note Scheme of Delegation | |
| 17 | Completion of Declarations of interest, contact details for Getting Information About Schools (GIAS) and Code of Conduct | |
| 17.1 | JW to remind any governors who had not completed their annual form. | JW |
| 18 | Issues from the Chair's 360 review | |
| 18.1 | See agenda item 1.2 above | |
| 19 | Review LGB annual review defer | |
| 19.1 | See agenda item 1.2 above | |
| 20 | Share training opportunities | |
| 20.1 | JW to send training opportunities available through Hampshire governor services. | JW |
| 21 | Review governor vacancies | |

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| 21.1 | <p>Q: Are there any staff who would be interested in becoming a governor now one staff governor had left?</p> <p>A: JW advised that there is not a requirement to have two staff governors, although there is for parent governors. JW will follow up staff governor vacancy with KL.</p> | JW | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | Review and approve Policies | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22.1 | Child Protection and Safeguarding based on OAT template - Governors approved. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22.2 | Early Career Teacher based on OAT template - Governors approved | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22.3 | Remote Learning based on OAT template - Governors approved | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22.4 | Risk Management based on OAT template - Governors approved | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22.5 | Special Educational Needs and Disabilities based on OAT template - Governors approved | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22.6 | Admissions Policies 2021-22 and 2022-23. These two policies had been updated to reflect enlarged criteria for LAC brought in by the Schools Admissions Code 2021. Governors noted the Admissions policies for 2021-22 and 2022-23. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22.7 | Reserves based on OAT template - Governors noted | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22.8 | Policy review schedule was noted by governors. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22.9 | <p>Admissions 2023-24. Following comments from staff the draft policy had been reviewed and some suggested amendments were made to definition of siblings and oversubscription criteria.</p> <p>Q: Will the changes to the sibling definition discriminate against LAC in foster care as some may not all live in the same house?</p> <p>A: Looked after children are within a higher group in the criteria of the oversubscription so would not be discriminated against in the sibling criteria.</p> <p>Part of the reasoning behind having sibling criteria is to assist parents who may end up having children in different schools and all the issues that arise from that. Governors agreed the Admissions Policy 2023-24 go out to consultation from 1st October 2021 to 12th November 2021 with responses collated and fed back to governors.</p> <p>Governors agreed to set up an Admissions Committee of JI, KL and RR to meet asap</p> | JW | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | Review of meeting focus and strategic impact | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23.1 | All of the reports provided clearly showed the progress that had been made and the focus for future developments. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | Confirm date of future meetings | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | <table border="0"> <tr> <td>SPB Wednesday 6th October 2021</td> <td>1pm</td> </tr> <tr> <td>Pay Thursday 14th October 2021</td> <td>3pm</td> </tr> <tr> <td>SPB Thursday 2nd December 2021</td> <td>1pm</td> </tr> <tr> <td>LGB Thursday 2nd December 2021</td> <td>3pm</td> </tr> <tr> <td>SPB Thursday 27th January 2022</td> <td>1pm</td> </tr> <tr> <td>LGB Thursday 27th January 2022</td> <td>3pm</td> </tr> <tr> <td>SPB Thursday 24th March 2022</td> <td>1pm</td> </tr> <tr> <td>LGB Thursday 24th March 2022</td> <td>3pm</td> </tr> <tr> <td>SPB Thursday 5th May 2022</td> <td>1pm</td> </tr> <tr> <td>LGB Thursday 5th May 2022</td> <td>3pm</td> </tr> <tr> <td>SPB Thursday 30th June 2022</td> <td>1pm</td> </tr> <tr> <td>LGB Thursday 30th June 2022</td> <td>3pm</td> </tr> </table> | SPB Wednesday 6 th October 2021 | 1pm | Pay Thursday 14 th October 2021 | 3pm | SPB Thursday 2 nd December 2021 | 1pm | LGB Thursday 2 nd December 2021 | 3pm | SPB Thursday 27 th January 2022 | 1pm | LGB Thursday 27 th January 2022 | 3pm | SPB Thursday 24 th March 2022 | 1pm | LGB Thursday 24 th March 2022 | 3pm | SPB Thursday 5 th May 2022 | 1pm | LGB Thursday 5 th May 2022 | 3pm | SPB Thursday 30 th June 2022 | 1pm | LGB Thursday 30 th June 2022 | 3pm | |
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