

Cowes Enterprise College

Local Governing Body Meeting

Date: Friday 16th September 2022

Time: 3pm

Location: Teams (Cowes Enterprise College, Crossfield Avenue, Cowes, Isle of Wight, PO31 8HB)

Governors

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| Rachel Richards | RR | Vice Chair - Community Governor |
| Rachel Kitley | RK | Principal |
| Nigel Harley (to 1620) | NH | Community Governor |
| John Irvine | JI | Community Governor |
| Kristian Parker-Meadows | KPM | Staff Governor |
| Robin Price | RCP | Parent Governor |
| Rob Pritchard | RP | OAT Governor |

Apologies

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| Jonathan Burt | JB | Parent Governor |
| Emma Heathcote | EH | Community Governor |
| Ken Lloyd | KL | Chair OAT Governor |
| Dannii Godfrey | DG | Assistant Principal |
| Tom Harding | TH | Vice Principal |
| Richard Marinelli | RM | Business Director |
| James Milligan | JM | Assistant Principal |
| Mark Palmer | MP | Vice Principal |

Attendees

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| Adam Brown (to 1625) | AB | Assistant Principal |
| Roger Lyon (to 1540) | RL | Assistant Principal |
| David Sanchez-Brown (to 1609) | DSB | Assistant Principal |
| Hazel Walker | HW | Vice Principal |
| Jill Wareham | JW | Clerk |

Quorum is 4

Agenda

| Part | Key: Decisions , Actions , Support , Q: Governor questions , AP: Action Point | Actions |
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| 1 | Welcome | |
| 1.1 | In the absence of KL, RR welcomed everyone to the meeting including NH and RP via Teams. | |
| 1.2 | Introductions were made all round. | |
| 2 | Confirmation of Chair of LGB and election of Vice-Chair | |
| 2.1 | Governors confirmed KL as Chair of the LGB as appointed by OAT. | |
| 2.2 | RR was proposed, there were no other nominations, RR unanimously elected as Vice Chair for the forthcoming year. | |
| 3 | Apologies for absence | |
| 3.1 | Apologies were received and accepted from JB, KL, EH. Apologies also received from DG, TH, RM, JM and MP. | |
| 4 | Declarations of interest and confidential business | |
| 4.1 | There were no interests declared. | |
| 4.2 | There was no confidential business declared. | |
| 8 | KPI report including safeguarding (s/g), attendance, behaviour and inclusion | |
| 8.1 | RK advised that CEC was fortunate in appointing RL due to his experience in safeguarding. | |
| 8.1.1 | RL advised that on the first INSET day the whole staff had undertaken training for Keeping Children Safe in Education (KCSiE) updates. There is a mandatory list of s/g training which all staff have to complete, some by October half term and some by the end of autumn term. | |
| 8.1.2 | The s/g policy has been updated to reflect changes in KCSiE including peer-on-peer abuse changing to child-on-child abuse. | |

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| 8.1.3 | S/g is strong at CEC, everyone uses Child Protection Online Management System (CPOMS) so relevant staff are alerted immediately (this was particularly good through Lock Downs). | |
| 8.1.4 | There are currently two cases in Child Protection (CP), three in Child In Need (CIN) and six in Early Help (EH) which is low and RL will be working with s/g team and Heads of Year (HoY) to increase EH to benefit families and children. RK advised that the Local Authority (LA) is keen for more families to use EH. There have been two Multi Agency Safeguarding Hub (MASH) referrals. Q: What information will be used and how will accuracy be guaranteed? A: RP (s/g link governor) will be in CEC this half term to check and monitor all aspects of s/g. RK advised that there is a new s/g information template for all academies to use which will go to the Strategic Progress Board (SPB). This will ensure consistency across academies with clear guidance from OAT on data sources and use. Data will be taken from Trust data sources. This will guarantee a strong approach to data. | |
| 8.1.5 | Q: How has the migration of SCR information from the old system to the new system worked? A: The HR officer has done all the work which will enable everything to be monitored centrally including HR and payroll. | |
| 8.2 | Attendance was 89.3% overall last year which is low but was a national problem. | |
| 8.2.1 | OAT have reissued a new attendance policy (doubled in size) which is much more family and child centred. The updated letters take a softer approach. A letter goes home straight away to see what the problem is. Illness took up a large part of the absence rate. CEC is determined to improve attendance and RP advised it is also a massive focus for OAT. RL is identifying persistent absentees. | |
| 8.3 | Behaviour and Inclusion. The table (to be forwarded to governors) for last year showed quite a few suspensions and two Permanent Exclusions (PX). The Success Centre is the way forward to reduce suspensions, which ensures keeping children on site so they can access the curriculum. The four-year trend shows significant reduction in suspensions. | |
| 8.3.1 | Q: Are suspensions biased to Special Educational Needs and Disabilities (SEND) children? A: RL advised none of the students had Education, Health and Care Plans (EHCP) although 17 had SEND support. There are more disadvantaged boys. There is new guidance on Suspensions and PX (with many more 'musts') and OAT will be producing a new policy. Q: Will governors need training on the new guidance on Suspensions and PX? A: Yes, this will probably come from OAT. RL left at 1540. | |
| 5 | Minutes and Action Points of the meetings 30th June 2022 | |
| 5.1 | Minutes of the meeting held on 30th June 2022 were approved, to be electronically signed. AP1: JH advised that best practice guidance for Personal development and Personal, Social, Health and Economic education recommended there should be a governor with this responsibility. | JW |
| 5.2 | AP2: Governors to give thought to any potential community governors they may know: Possibly two potential governors to be contacted. | |
| 5.3 | AP3: All governors to be invited to the Principal Review meetings as it gives them a good grasp of subjects: RCP and JW attending. | |
| 5.4 | AP4: Could CEC remind parents that they have to phone every day to say their child is absent, otherwise it may become unauthorized: This has been put in the new attendance policy | |

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| 5.5 | AP5: RK will need to check with HR if numbers are FTE and advise JW who will inform governors: Numbers quoted were number of staff not full time equivalents (FTE). | |
| 5.6 | AP6: RP to contact James Miller about the lack of up-to-date Crisis Management policy: RP advised that this will be replaced by the Business Continuity Plan coming out later this year. | |
| 5.7 | AP7: Governors agreed to set up a small group of governors (JB offered to join) to review the areas identified e.g. secondhand uniform, track tops, shorts, footwear and get parent/pupil feedback: | JW |
| 5.8 | AP8: Student voice next year to be arranged and link governors invited where appropriate to pursue key lines of enquire: Completed. | |
| 5.9 | AP9: JW asked governors to complete the annual review and RAG (Red, Amber, Green) rate it for the September LGB meeting. | JW |
| 5.10 | JW asked governors to complete the CoG 360 review for the September LGB meeting. KL will complete the annual review that came from last year: See agenda item ?? below. | |
| 5.11 | AP5.11: RR requested a microphone to be put in the centre of the table for people attending virtually: New IT manager starting shortly. | RR |
| 6 Yr11 outcomes | | |
| 6.1 | AB reported that official scores will not be known until October as the government work out the Progress 8 scores when they receive all the results. CEC has an accurate way to map progress scores which show they were good and RP advised that attainment also looks good. | |
| 6.2 | Q: Why is cohort number different in Progress 8 and Attainment table? A: Progress is measured for those students who did KS2 SATS. | |
| 6.3 | Trends show girls and Lower Higher Attainment (LPA) students performed very well, | |
| 6.4 | Disadvantaged and SEND are still priority groups. | |
| 6.5 | Subjects performed well. Basics scores 9-5 (57.8%) puts CEC at top of OAT academies and 9-4 (77%) in second place. Governors congratulated the academy for excellent results. | |
| 6.6 | Q: How will CEC publicise the results when the Isle of Wight (IoW) as a whole is bottom of the league table? A: RK advised that IoW data showed nearly every subject to be lowest in England for pass rates but CEC is above average in nearly every subject which will enable students to progress on the pathway they wanted to go on. | |
| 6.7 | Q: How did students do in Ebacc progress? A: CEC delivers a broad and balanced curriculum and enters the most students (79.1%) within OAT and is one of a few who make MFL and Humanities compulsory, other schools enter most able children. Progress is looking like 0. | |
| 6.8 | Q: Some subjects e.g. History and Music produced different results from what expected, why was that? A: HW advised that Music was due to one piece of coursework and History needs to be reviewed as there was some volatile marking. One member of staff is off long term sick but there is some support from OAT. | |
| 7 Yr13 outcomes | | |
| 7.1 | DSB advised that none of the students had sat GCSE so there was huge anxiety; DSB was very pleased with results including A*-B and overall B- compared to OAT and local and most children got their first destination at university, five of whom at Oxbridge. | |
| 7.2 | DSB is now looking at areas of improvement which includes disadvantaged getting Average Point Score (APS) of 23.6 in comparison to non-disadvantaged of 39.2. Some subjects have anomalies including Economics, History, MFL (boy/girl), Psychology. | |
| 7.3 | Q: How is CEC going to publicise the excellent results for KS4 and KS5? A: RK has written to all parents to say how well CEC results were. | |

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| | Once the official results are published CEC can brief IoW and Parish Councils, businesses through the Chamber of Commerce and MP. DSB left at 1609 | |
| 8 | KPI report | |
| 8.1 | AB advised that current Year 10 predictions are based on diagnostic tests undertaken in Year 9 which showed Maths and English were strong. There needs to be further analysis to see which students achieving in one but not the other. Disadvantaged remains a priority with this group. | |
| 8.2 | There is no new data for current Year 11. Trends show disadvantaged and disadvantaged High Performing Attainment (HPA) and SEND groups are still a priority focus. Further analysis needed by subject leaders so interventions are put in place; this is already happening with seven disadvantaged HPA within a bespoke tutor group. Focus will be to raise aspirations and adapt school day to make good use of face to face. Q: Do these students know they are in that group? A: Yes, evidence shows that if barriers are identified it is easier to remove them. Attendance is good after two weeks. | |
| 8.3 | Staff absence data shows significantly more days of sickness linked with Covid and CEC is still seeing repercussions with Long Covid. | |
| 8.4 | Finance data was budget summary to 31 st May 2022. NH left at 1620. | |
| 9 | Grant spending update on Catch up funding | |
| 9.1 | AB produced a combined report on PP and Catch up (Recovery premium). Last year PP grant totaled £245,162.50 and Recovery premium was £35,597.50 which had been allocated to priority areas. Tutoring programme grant was £38K. Funding was not only spent on PP students. 11 Sixth Form disadvantaged students all had 10 week tutoring cycle through Mytutor programme and bursary funding supported resources, travel etc. | |
| 9.2 | 2022-23 funding will be spent on similar activities in the current published plan. AB left at 1625 | |
| 10 | Grant spending update on Pupil Premium (PP) | |
| | See agenda item 9 above. | |
| 11 | Principal's update report | |
| 11.1 | RK advised there had been a positive start to the year, a strong new Senior Leadership Team were in place with three new appointments. RK reported that disappointingly two new staff had not been able to start in September; one had an accident and may not start for another year and one decided not to move to CEC. A Network Manager had been appointed yesterday and will start in October half term. | |
| 11.2 | Staff had high quality Inset time. A new NPQ was in place and beginning. | |
| 11.3 | RK had met the new Education Director (ED) for the south yesterday. | |
| 11.4 | The small restructure, which will bring a more robust exams team, had been completed and will be in place by Monday. | |
| 11.5 | There had been a whole school assembly today, first one since September 2019, which was student lead about the life and death of Queen Elizabeth II. | |
| 11.6 | Key work coming to fruition included Curriculum booklets now live and on website; this was as a direct response from parents' survey. | |
| 11.7 | Assessments have been delegated to departments to decide what and when. Parents will receive almost fortnightly updates for a particular subject. | |
| 11.8 | Information evenings to share information with parents are next week. | |

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| 11.9 | New curriculum journeys starting with KS3 are on website which had taken an enormous amount of work and time to write, try out and review; KS4 and KS5 to follow. Directors of Learning (DoL) have been ambitious with new curriculum and been well supported by OAT. Support from OAT Lead Practitioners has been very good. | |
| 11.10 | RK is on Government task force who met in Glasgow this week. This takes up a significant use off RK's time but is important to be around table with senior DFE officials and can show case CEC work. RK has been asked to lead a work stream. | |
| 11.11 | In spite of best A levels ever Sixth Form have disappointing recruitment to Year 12; internal recruitment was good but poor from other schools. Analysis seems to show that those from other schools decided to stay where they were. 150 applied, budgeted for 94 but got just under 70. Funding is lagged so impact will be in next year's budget. This has become CEC's main financial risk. RK spoke to KL and agreed to open up the entire waiting list across years 7-10; if all come to CEC it will almost sort the problem out. | |
| 11.12 | There also needs to be a decision whether to increase Year 7 intake for September 2023 as there are predicted 80 more children than Island Secondary school PANS and will be discussed at Admissions committee. Q: Would that be a permanent increase? A: RK thinks not as there is a bulge this next year. | JW |
| 11.13 | Free bus travel could be offered to students who enroll before Census Day (cost about £500). DSB is ringing everybody who applied but didn't take up an offer to see if the barrier is travel. Q: Do we know if they have stayed in home school or gone to HTP as they offer free festival ticket? A: RK did not know. Q: Has availability of courses changed that would make a difference to students opting for CEC? A: No as the full offer was there at the point of enrolment. | |
| 12 | Academy Development Plan (ADP) update | |
| 12.1 | RK advised that she normally produces a one page summary which has a large document underneath it. This has been put in a word format for OAT who will approve it. Stakeholders e.g. parents, governors, student voice, staff have inputted into the ADP. Once approved by OAT the document can be reproduced in Microsoft Project which can be filtered and made more succinct. ADP to be an agenda item at December LGB. | RK |
| 13 | Confirm governor's link roles and responsibilities | |
| 13.1 | Once the ADP is signed off by OAT JW will meet with RK and RR to plan governor monitoring visits linked to priorities. | JW, RK, RR |
| 14 | Agree Governance work plan for 2022-23 Governors noted the workplan based on OAT's schedule of business. | |
| 15 | Note Terms of Reference | |
| 15.1 | LGB terms of reference. This item to be deferred as OAT Board has not approved yet. | JW |
| 15.2 | Finance Group terms of reference and membership. Governors noted. | |
| 15.3 | Pay Committee terms of reference and membership. Governors noted. | |
| 15.4 | Scheme of Delegation. This item to be deferred as OAT Board has not approved yet. | JW |
| 15.5 | SPB terms of reference and membership. Governors noted. | |
| 16 | Completion of Declarations of interest, contact details for Getting Information About Schools (GIAS) and Code of Conduct | |

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| 16.1 | JW reminded all governors to complete declarations on Governorhub. | |
| 17 | Issues from the Chair's 360 review | |
| 17.1 | Governors agreed to defer Chair's 360 review to allow all governors to complete. | JW |
| 18 | Review LGB annual review and Annual Governance statement. | |
| 18.1 | RR will discuss with KL about progressing the LGB annual review. Governors approved the Annual Governance statement to be put on website. | RR, KL |
| 19 | Share training opportunities | |
| 19.1 | Governors noted the various training opportunities. | |
| 20 | Review governor vacancies | |
| 20.1 | RK and RR had possible potential governors. | |
| 21 | Review and approve policies 21.1-21.5 and Review and note policies 21.6-21.16 | |
| 21.1 | Attendance, | |
| 21.2 | Child Protection and Safeguarding, | |
| 21.3 | Early Career Teacher, | |
| 21.4 | Remote Learning, | |
| 21.5 | Special Educational Needs and Disabilities policies were all approved by governors | |
| 21.6 | Financial Delegation of authority, | |
| 21.7 | LGPS Discretionary, | |
| 21.8 | Maternity, | |
| 21.9 | Reserves, | |
| 21.10 | Risk Management, | |
| 21.11 | Staff expenses update, | |
| 21.12 | Support staff appraisal, | |
| 21.13 | Support staff capability, | |
| 21.14 | Support staff pay, | |
| 21.15 | Support staff probation, | |
| 21.16 | RSE and HE policies were all noted by governors. | |
| 21.17 | Policy review schedule was noted by governors. | |
| 22 | Review of meeting focus and strategic impact | |
| 22.1 | RR welcomed feedback to her following the meeting. | |
| 22.2 | RR thanked everyone for attending. | |
| 23 | Confirm date of next meeting | |
| 23.1 | Thursday 8 th December 2022 at 3pm | |