

Minutes of late autumn meeting 2022

Cowes Enterprise College

Local Governing Body Meeting

Date	8 th December 2022	Time:	3pm to 5pm
Location	Teams and Cowes Enterprise College, Crossfield Avenue, Cowes, Isle of Wight, PO31 8HB	Clerk:	J Wareham
Committee members	Ken Lloyd, Chair, KL Rachel Richards, Vice-Chair, RR Rachel Kitley, Principal, RK John Irvine, Governor, JI Kristian Parker-Meadows, Staff Governor, KPM	Other attendees	Adam Brown, Assistant Principal, AB Roger Lyon, Assistant Principal, RL James Milligan, Assistant Principal, JM Mark Palmer, Vice Principal, MP David Sanchez-Brown, Assistant Principal, DSB Hazel Walker, Vice Principal, HW Vicky Wells, Vice Principal, VW
Quorum is 4	Robin Price, Governor, RCP		
Apologies received	Nigel Harley, Governor, NH Rob Pritchard, OAT Governor, RP	Apologies received	Richard Marinelli, Finance Director, RM

Part	Key: Decisions , Actions , Support , Q: Governor questions , AP: Action Point	Actions
1.	Welcome and apologies for absence	
1.1	KL Welcomed everyone to the meeting including VW who had returned from leave.	
1.2	Apologies were received and accepted from NH and RP. No apologies were received from Emma Heathcote. RM gave apologies.	
2.	Declarations of interest and confidential business	
2.1	RR declared she had been appointed to the Schools Forum as an Academy representative.	
2.2	There was no confidential business.	
3.	Compliance matters	
3.1	Resignation of Jonathan Burt and election of new parent governor. JB had resigned on 21 st November and the parent governor vacancy had been advertised. There had been nine expressions of interest, three applications had been received (one late). RCP was the other parent governor (his child had left Year 13 last year) and had agreed to become a Community governor which would make two parent governor vacancies to be filled now. In the interest of succession planning and the skills shown, Governors approved the appointment of Robin Price as a Community governor and that two parent applicants (Monique Gallop and James Lucas) be appointed parent governors. The late applicant (Will Burns) to be appointed as a Community governor because of the skills he will bring to the board.	
3.2	Adoption of OAT Terms of Reference and OAT Scheme of Delegation. KL felt it was helpful to have changes highlighted and drew the attention of governors to the vision and values which had changed to reflect OAT's vision and aims. Governors agreed to adopt the OAT Terms of Reference and Scheme of Delegation.	
4.	Minutes and matters arising	
4.1	Minutes from 16th September 2022. Governors approved the minutes of the meeting on 16th September 2022 were a true record.	

4.2	Action log/update.	
4.2.1	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: See item 4.8 below.	
4.2.2	AP2: 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: SLT had consulted with parents and drawn up uniform proposals which had previously been emailed to governors for comment. Governors approved the uniform proposals.	
4.2.3	AP3: RR requested a microphone to be put in the centre of the table for people attending virtually: New laptop and camera provided for the meeting.	
4.2.4	AP4: 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: See agenda item 7.2 below.	
4.2.5	AP5: ADP to be an agenda item at December LGB: Completed.	
4.2.6	AP6: Once the ADP is signed off by OAT JW will meet with RK and RR to plan governor monitoring visits liked to priorities: Governors agreed their links to ADP priorities.	
4.2.7	AP7: LGB terms of reference. This item to be deferred as OAT Board has not approved yet: See agenda item 3.2 above.	
4.2.8	AP8: Scheme of Delegation. This item to be deferred as OAT Board has not approved yet: See agenda item 3.2 above.	
4.2.9	AP9: Governors agreed to defer Chair's 360 review to allow all governors to complete.	JW
4.2.10	AP10: RR will discuss with KL about progressing the LGB annual review.	RR/KL
5.1	Principal's report.	
5.1.1	RK had sent governors lots of good news stories including the article in Nautilus Telegraph which is hope will lead to funding. It has been a rich and interesting term.	
5.1.2	RK advised that the outcome of legal proceedings against a member of staff. There had been little local or national publicity, and no one from the local community had contacted CEC.	
5.1.3	There had been about 20 visits from Lead Practitioners (LP) and in all cases they had verified work CEC was doing, no concerns were raised, and they had been helpful.	
5.1.4	Academy targets were set yesterday which are extremely ambitious (pay is not linked to these) and may be challenging to meet but CEC's results were the best in the Trust and better than the majority of Hampshire schools. The targets were aspirational but are not inconsistent with those in the long-term strategy.	
5.1.5	Initial student numbers for next September show CEC is oversubscribed on first choices.	
5.1.6	All curriculum planning continues at pace and have been verified by LPs.	
5.1.7	HW is undertaking a big project on KS3 assessments which is totally different and in granular detail which is going to parents. Q: Could governors see an anonymised version of the new KS3 assessments?	
	A: Yes, HW will bring a group of the new KS3 assessments to the next meeting.	HW
5.1.8	Departments have tailored to what they wanted for their subject.	
5.1.9	The Christmas concert was held yesterday and was excellent. The school production, Treasure Island, is on next week, governors very welcome to attend.	
5.1.10	The SENCo has stepped into a vacant Science teacher position. RK thanked the SENCo who had done a fantastic job. RL, who is an experienced SENCo, will step into the role from January and will be non-teaching to enable him to carry on his responsibilities in Safeguarding and Assistant Principal. RK will replace the SENCo ready for a September start.	

5.1.11	<p>Four members of the Gatsby Foundation, who work with the DfE, visited CEC for a day, saw lessons and worked with DSB. RK formally thanked DSB for all his extensive work in the careers area.</p>
	<p>Q: Was the visit on the back of the Maritime project?</p>
	<p>A: RK said in part but also to do with broader high-quality work done with Years 7 to 13. The members recognised the work being done at CEC as they asked if they could use notes taken on the visit when they attend a government select committee.</p>
5.1.12	<p>RK continues to work on the DfE taskforce and has just finished leading on a workstream on careers which has promoted CEC.</p>
5.1.13	<p>RK attended the OAT conference where CEC was the only academy to receive two accolades, one for getting best basics 9-5 outcomes in the Trust and more significantly a trophy for 'Sharing what is Best' recognised of work with other schools and leading the taskforce.</p>
5.1.14	<p>Maritime project was attended by 13 schools from all over the UK. TH will follow up next term.</p>
5.1.15	<p>RK spoke at Westminster Forum a couple of week ago about CEC's careers work.</p>
5.1.16	<p>RK advised governors that Six Villages had just been inspected by Ofsted; they were inspected just before CEC four years ago.</p>
	<p>Q: Is anyone going to the select committee?</p>
	<p>A: DSB will make enquiries and assess the benefit of attending.</p>
5.1.17	<p>Baroness Vere, Under Secretary of State for Transport, would be making a visit to CEC in March. Governors thanked RK for her report and congratulated her on all the excellent work being done in and on behalf of the academy.</p>
5.2	<p>Academy Development Plan including monitoring objectives. RK advised that the monitoring objectives for governors will make the process more robust. Governors noted the progress towards meeting the objectives in the ADP.</p>
5.3	<p>KPI report</p>
5.3.1.3	<p>DSB reported KS5 in-class assessments data shown is based on previous exam results. Teachers are less confident about predictions as government has indicated exams will go back to 2019 exams. DSB is making sure students are confident in themselves by doing 1:1 academic reviews and getting ready for exams. There has been a rise in university applications; 85% for this cohort and DSB is pleased with offers. DSB is working with individual subjects including MFL, Psychology and History. There is a comprehensive tutoring programme in place which will help to maintain learning due to staff shortages. DSB is looking for solid B+ this year (last year it was B).</p>
	<p>Q: What is the plan to market 6th Form for future years?</p>
	<p>A: DSB has a meeting on Monday to plan and review next phase. Currently, there has been a month of tours with a talk from DSB, but parents and students can come any time to look round. A guidance interview is offered after applying; it is trying to maintain students who apply, financial assistance with travel is offered. DSB is doing the usual marketing at individual schools and careers events.</p>
	<p>Q: Is the focus entirely on Island?</p>
	<p>A: Yes.</p>
	<p>Q: Quite a number of students travel to the mainland to study e.g. Brockenhurst College, there could be young people who would come to the Island particularly with the CEC results this year.</p>
	<p>A: DSB would give this consideration.</p>
	<p>Q: Will the reason for the low numbers from other schools be reviewed to see if it is just a blip?</p>

<p>5.3.5.7</p>	<p>A: Yes, RK thinks it was a Covid blip as many students felt their own schools looked after them well during the pandemic. Governors thanked DSB for his work, passion and commitment to his work. DSB left at 1537 How does your curriculum help students be ‘educated for life’?” VW highlighted the unique areas and those that affected a large amount of the students that encapsulated CEC’s mission statement of Educate for Life. Firstly, the very large entry to the English Baccalaureate (EBacc) which is unusual in a school that isn’t a grammar school. This gives breadth at GCSE level. Secondly, the very high-quality careers foci in subjects throughout the year which touches all students and gives a tangible link to workplace. CEC also exploits OAT futures careers platform at classroom level. Maritime Futures is unique, is embedded in the curriculum and gives employer encounters. The Cowes Charter is also unique, and students work through it and have lots of opportunities including going to the theatre, doing beach cleans, etc. Governors were pleased to see that students are given opportunities to develop their skills for life not just academically.</p>	
<p>. 6.1 6.2 6.3 6.4 6.5 6.6 6.7 6.8 6.9 6.10</p>	<p>Policies Attendance update. Governors adopted the addition of local context to the policy. Child Protection and Safeguarding update. Governors adopted the addition of local context to the policy. Art & Design. Governors noted the policy based on OAT template. Crisis Management. Governors noted the policy based on OAT template. Environment. Governors noted the policy based on OAT template. Fire Safety. Governors noted the policy based on OAT template. First Aid. Governors noted the policy based on OAT template. Health & Safety. Governors noted the policy based on OAT template. Suspension and Exclusion Policy dashboard. Q: Why is the curriculum policy shown in red on then spreadsheet, as there has been a lot of information and discussion on the curriculum? A: HW and RK acknowledged this and referred to the Curriculum handbook on the website. HW and RK will look at OAT’s expectation of a curriculum policy in support of other curriculum documentation.</p>	<p>HW/RK</p>
<p>5.3 5.3.3.3</p>	<p>KPI report Attendance. RL reported that attendance is 91.1% which is an improvement on last year but still below what it should be. Persistent Absence (PA) for disadvantaged, SEND and particularly Year 10 girls is high and needs to reduce. RK advised that illness through Strep A and C and Scarlet Fever was high with 13 off currently. Health letters had been sent to parents. Attendance is unlikely to improve next week due to these infections (the Isle of Wight has the highest cases of Scarlet Fever in England). Q: What does the Attendance officer need training for? A: On the OAT Attendance policy, which is more lenient than in the past, it shows CEC should be a bit more accepting when parents say their children are ill. This will mean recoding will be done for this term and marking attendance needs to be consistent. Q: How does CEC compare to the rest of the Isle of Wight schools? A: They are relatively similar.</p>	

	<p>KL had attended a workshop at the annual OAT conference on attendance and had since obtained documentation on a scheme run by Brighton & Hove. He will forward to RK as the strategies are being used as a national exemplar.</p> <p>5.4 SEND. RL reported he had taken over the role of SENCo and was looking at the SEND register to make sure all who should be on it were. SEND has become very much a SLT focus.</p> <p>5.5 Safeguarding. RL advised that safeguarding is very strong at CEC and any incidents regarding Social, Emotional and Mental Health issues were acted on extremely promptly. The previous DSL had done an amazing job. RL was now trying to tighten up recording processes, to make sure they were in the right place and shared with the right people. Governors thanked RL for his work in both taking on the SENCo role and safeguarding and was assured these areas were in safe hands as confirmed by RK.</p> <p>Q: As the new DSL what was RL's view on OAT documentation and safeguarding? A: RL said it was good and very comprehensive and felt well supported by OAT.</p> <p>5.3.1.1 Year 11 Progress. AB highlighted 9-5 basics figure showed CEC in a strong position. Disadvantaged, Disadvantaged Higher Prior Attainers (HPA), English as an Additional Language (EAL), boys, and SEND are still priority groups. History, MFL and PE have improvement plans in place. There is a lot of targeted interventions in English and Maths for LPA students. PP are a niche group and strategies are producing some good progress.</p> <p>Q: The work for LPAs is very important, what is being put in place for HPAs? A: Interventions will be different for HPAs as they are able to do independent learning and use virtual tutoring.</p> <p>5.6 PP statement. AB advised the document covered the PP strategy statement and plan, how the funding would be used in 2022-23 and review of previous years' outcomes. The three key areas are teaching, targeted academic support and any wider support and follows the Endowment guidance which highlights evidence-based strategies not only for disadvantaged students but captures anyone showing vulnerability. Part B is a review of 2021 and 2022 outcomes. Progress 8 outcomes need improving although 39.7% for grade 5+ in English and Maths is significantly above 2021 figure. Attendance national figures will come out in March 2023, the gap has reduced from 6.65% to 3%, EBacc national average entry is 40%, CEC is at 65.5%. CEC has a good options system. CEC uses My Tutor, a national tutoring programme. Funding proportion is going down school expected to fund more of it. Governors thanked AB for his enthusiastic presentation and work for Year 11.</p> <p>5.3.2 Quality of Teaching. JM introduced himself to governors. The report was based on LP guidance and JM is confident of the areas identified and knows what is to be done to improve e.g. Science where action plans are in place to address particular areas. Music picture is encouraging where there is lots of passion and enthusiasm. SEND has already been referred to and is clearly a priority. Comprehensive plans are in place to support some staff. Middle Leaders (ML) are working on their priorities.</p> <p>Q: Is there a concern about History? A: SLT have stepped into support. The issue is staff and planning; both history teachers are off long-term sick which is very challenging as Years 10 and 11 are both large cohorts.</p> <p>Q: Has CEC advertised for a History teacher?</p>	<p>KL</p>
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<p>5.3.4.1</p> <p>5.3.5.1</p>	<p>A: RK advised that they had advertised twice but didn't get to interview. There is no History teacher cover available.</p> <p>Q: Might there be highly effective History teachers who have retired to the island?</p> <p>A: It is worth investigating and could be just a part week commitment for selected cohorts. RK has already tried to get people from the mainland to bring their family to do a week's work during a holiday period.</p> <p>Literacy continues to be a whole school focus and is relatively well embedded in KS3. There are a number of encouraging and positive interventions across the school including phonics-based interventions, literacy hub meetings attended by staff from every subject and JM is working with the literacy coordinator. JM is line managing a number of strategies put in place to support GCSE PE. Governors thanked JM or his presentation and RK confirmed he had made massive improvements to Teaching and Learning.</p> <p>Staffing.</p> <p>RK was unable to report staff absence due to the change to a new HR system used by OAT and data not being available at this time. Staffing to be reported at the next LGB.</p> <p>MP arrived at 1630.</p> <p>Finance.</p> <p>In the absence of RM, RK reported that the budget had been reforecast. Government funds, due to come to schools in April 2023 based on a rise in Age Weighted Pupil Unit (AWPU), will be welcome to get the budget back to a balanced figure. There is concern about a small overspend this year because of covering staff.</p> <p>Q: What is OAT's view?</p> <p>A: Individual schools do not get reported, OAT reports on the overall position of the Trust but they will expect all OAT academies to keep in target, however, they will put children first.</p> <p>Q: Is staff absence across the board or is it just the island?</p> <p>A: RK has not seen any figures for other schools, but for CEC there are a variety of reasons including long Covid, broken arm, one with work related stress.</p>	<p>RK</p>
<p>8.1</p> <p>8.1.1</p> <p>8.1.2</p> <p>8.1.3</p>	<p>Staff and student surveys</p> <p>MP advised that a big student survey on behaviour and wellbeing had been undertaken online using a Microsoft form distributed on Show My Homework and email. MP is sharing the results with students this week. The Head Boy and Girl also wanted to take on suggestions. MP highlighted that there were 689 responses, best results from Years 7 and 10; all year groups responded and fairly evenly split between boys and girls. Overall responses showed behaviour was OK, celebrating achievement could be done better, students generally felt safe around school, bullying happened, and some staff are good at stopping it.</p> <p>Q: Are surveys anonymous?</p> <p>A: No, which has allowed SLT to pick up some issues students have raised. This could be helpful as groups e.g. SEND students' responses could be analysed.</p> <p>Q: How were questions compiled?</p> <p>A: They were based on OAT questions which have come from another academy and adapted them for CEC.</p> <p>Q: RCP joined two student groups recently and asked if governors could have feedback from those?</p> <p>A: MP will bring the student voice feedback that RCP attended to the next meeting.</p> <p>A parent survey about Relationships and Sex Education (RSE) being delivered through Everyone Matters (E1M) curriculum had received positive results. Governors thanked MP for his presentation and commented on the commendable list of surveys and</p>	<p>MP</p>

	consultations taking place. They appreciated hearing the results and on the good work being done on stakeholder engagement.	
7.1	Strategic Progress Board minutes of 12.10.22. RCP reported that there had been two meetings since the last LGB and most of the discussions had been covered in the LGB. At the October meeting there were questions raised about quality of Alternative Provision who are 100% responsible for progress, wellbeing, attendance and safeguarding and whether they had been audited and all procedures were in place as well as whether they were the right places for the student and were they meeting their needs. At the SPB meeting yesterday governors had been assured by the Education Director and Vice Principal, who had visited one particular provision, that processes were in place and the student was doing well. RCP also reported that there were a large number of Children Looked After (CLA) and that number is likely to increase, and new targets that have been set are challenging and aspirational.	
7.2	Committee minutes and verbal reports	
7.2.1	RR reported on the Admissions meetings and the constant challenge with the LA and their short-term planning; the LA had advised there is a bulge for Secondary Schools in September, but RR advised this is because there are fewer places available. Conversations are ongoing and the likelihood of more students at CEC than places in September 2023.	
7.2.2	The Finance working group minutes were noted.	
7.2.3	KL reported that he and the Education Director had undertaken the Principal's appraisal.	
8.2	Report on governing body/individual Training and Development Plan. This was within Governorhub based on skills audit last year.	
8.3	Report on governor visits. See agenda item 4.8 above. RCP had attended Principal's Reviews and student voice.	
8.4	Any matters for escalation to the Trust. None	
9.	Review of meeting focus and strategic impact Governors commented on the very lengthy agenda. JW advised that this was partly due to the earlier than usual first meeting and later than usual second meeting.	
10.	Confirm date of next meeting Thursday 26 th January 2023 at 3pm	

Action Log

December 2022

Agenda Item	Action	Person(s) Responsible	Status
4.2.9	Governors agreed to defer Chair's 360 review to allow all governors to complete.	JW	
4.2.10	RR will discuss with KL about progressing the LGB annual review.	RR/KL	
5.1.7	HW will bring a group of the new KS3 assessments to the next meeting.	HW	
6.10	HW and RK will look at OAT's expectation of a curriculum policy in support of other curriculum documentation.	HW/RK	
5.3.3.3	KL had attended a workshop at the annual OAT conference on attendance and had since obtained documentation on a scheme run by Brighton & Hove. He will forward to RK as the strategies are being used as a national exemplar.	KL	
5.3.4.1	Staffing to be reported at the next LGB.	RK	
8.1.2	MP will bring the student voice feedback that RCP attended to the next meeting.	MP	