

## Minutes of early Spring meeting 2023

### Cowes Enterprise College

#### Local Governing Body Meeting

|                    |   |                                 |  |
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| Date               | 23 <sup>rd</sup> March 2023   | Time:                           | 3pm to 5pm   |
| Location           | **Teams and Cowes Enterprise College, Crossfield Avenue, Cowes, Isle of Wight, PO31 8HB   | Clerk:                          | J Wareham  |
| Governors          | Ken Lloyd, Chair, KL<br>Rachel Richards, Vice-Chair, RR<br>Cheryl Buggy, CB<br>Nigel Harley, NH<br>**Emma Heathcote, EH<br>**Monique Gallop, MG | Other attendees for their items | Adam Brown, Assistant Principal, AB<br>Dannielle Godfrey, Assistant Principal, DG<br>Mark Palmer, Vice Principal, MP David Sanchez-Brown, Assistant Principal, DSB<br>Hazel Walker, Vice Principal, HW |
| Quorum is 4        | John Irvine, JI<br>James Lucas, JL<br>Kristian Parker-Meadows, KPM to 4pm<br>Robin Price, RCP   |                                 |  |
| Apologies received | Will Burns, Governor, WB<br>Rachel Kitley, Principal, RK<br>Rob Pritchard, OAT Governor   | Apologies received              | Roger Lyon, Assistant Principal, RL<br>Richard Marinelli, Finance Director, RM<br>James Milligan, Assistant Principal, JM<br>Vicky Wells, Vice Principal, VW   |

| Part  | Key: <b>Decisions</b> , <b>Actions</b> , <b>Support</b> , <b>Q: Governor questions</b> , <b>AP: Action Point</b>                        | Actions      |
|-------|---|--------------|
| 1.    | <b>Welcome to new governor, Cheryl Buggy, and apologies for absence</b>   |              |
| 1.1   | KL welcomed CB to the meeting and everyone introduced themselves.   |              |
| 1.2   | <b>Apologies were received and accepted from WB, RK and RP.</b> Apologies were also received from RL, RM, JM and VW.                    |              |
| 2.    | <b>Declarations of interest</b>   |              |
| 2.1   | There were no interests declared.   |              |
| 3.    | <b>Compliance matters</b>   |              |
| 3.1   | None notified.  |              |
| 4.    | <b>Minutes and matters arising</b>  |              |
| 4.1   | <b>The minutes of the LGB meeting held on 26<sup>th</sup> January 2023 were approved as a true record.</b>                              |              |
| 4.2   | <b>Action log/updated</b>   |              |
| 4.2.1 | <i>AP1: KL to circulate details to LGB members to get approval or not to appoint Cheryl Buggy:</i> Completed see agenda item 1.1 above. |              |
| 4.2.2 | <i>AP2: JW to forward KS3 assessment sheets to governors:</i> Completed.  |              |
| 4.2.3 | <i>AP3: Staffing to be reported at the next LGB:</i> See agenda item 5.4 below.   |              |
| 4.2.4 | <i>AP4: JW to send all governors the AIP strategy document:</i> Completed.  |              |
| 4.2.5 | <b>AP5: AB offered to do a briefing for new governors on nomenclature: May meeting.</b>   | <b>AB/JW</b> |
| 4.2.6 | <i>AP6: JW to email RM about a question on the income, expenditure and carry forward figures in the budget summary:</i> Completed.      |              |
| 4.2.7 | <i>AP7: LAC annual report deferred to next meeting:</i> See agenda item 5.6 below.  |              |
| 4.2.8 | <b>AP8: Risk register deferred to next meeting.</b>   | <b>RM</b>    |

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| 4.2.9   | AP9: CEC will ask the local primaries what their views on change of age range in ILC are and decide after that: See appendix 4.2.1.  |       |
| 4.2.10  | AP10: JW to send governors the schedule of the Student Voice sessions this year: Completed.  |       |
| 4.2.11  | AP11: Date to be agreed for the Governor Day: 27 <sup>th</sup> April 2023.   |       |
| 5.      | <b>Discussions/decisions</b>   |       |
| 5.1     | Principal's report.  |       |
| 5.1.1   | HW gave a verbal report from RK who was in Cornwall speaking to secondary headteachers about CEC's Maritime programme.   |       |
| 5.1.2   | RK thanked governors for their contributions during Ofsted visit which helped to achieve a successful outcome and looked forward to the next four years working with the LGB.  |       |
| 5.1.3   | <b>RK gave praise to RM for the enormous amount of work building an efficient budget.</b>  |       |
| 5.1.4   | The recruitment season was well under way with adverts out. A well-qualified SENCO was appointed who has an additional bonus of having RS specialism. Some posts in certain subjects including ICT computer science were challenging to fill.  |       |
| 5.1.5   | Post Ofsted there has been a lot of hard work with Year 11. The data shows a challenging picture which is believed to be reflected nationally.   |       |
| 5.1.6   | RK has spoken with Gillian Keegan MP (Education) and Ben Wallace MP (Defence).   |       |
| 5.1.7   | RK had presented a case study on coastal disadvantages and how to tackle them.   |       |
| 5.1.8   | RK and RR met with Cllr Debbie Andre (Education lead) and put forward the case for island needs and approaches.  |       |
| 5.1.9   | Ofsted strongly acknowledged that there were some challenging parental requests which were inappropriate to meet if CEC is to deliver a school that is fit for purpose. There had been a parental complaint about their child being kept in the Success Centre (SC) to keep out of the way of Ofsted. One Inspector thought the SC was a dumping ground for badly behaved children but when visited they acknowledged that the majority of the space in the SC is used for targeted interventions, provide support packages and model good behaviour to internally suspended students. External suspensions don't change behaviour; the SC is there to keep children in school.<br><b>Q: What affect has the SC had on suspensions?</b><br>A: It has reduced them. |       |
| 5.2     | Feedback on all stakeholder voice from Ofsted Inspection<br>HW reported the headline was responses were positive from all the questionnaires with over 86% saying they were happy, 86% felt safe, 84% would recommend CEC.<br>Staff voice was wholly positive including wellbeing. Students were broadly positive. These results showed how far the academy has travelled within its community.  |       |
| 5.3     | Academy Improvement Plan including monitoring objectives.<br>Since the last meeting 22 tasks had been completed and nine additional tasks have been added. HMI were content with the process and delivery.<br><b>Q: RR asked if she could review the Transgender policy?</b><br><b>A: JW to forward the Transgender Policy to RR.</b><br><b>Q: Could numbers as well as percentages be added to the AIP?</b><br>A: Yes, <b>numbers to be added to the AIP report.</b>  | JW/RR |
| 5.4     | KPI report.  |       |
| 5.4.1.1 | AB advised that the Year 10 predictions were in line with previous years. The data is drawn from mock exams in January using exam papers and 2019 grade boundaries. There are challenges in predicting outcomes at the end of their GCSE courses. There remains a challenge with disadvantaged students. This current year group shows boys are performing as well as girls, which is unusual and needs to be monitor and put interventions in place for girls whereas in the past they were for boys.   | RK    |

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| <p>5.4.1.2</p> | <p><b>Q: Is there a reason for this?</b><br/>A: AB thinks it may a Covid legacy with mental health issues which has affected girls. Academic intervention can be put in, but mental health support needs to be right.</p> <p>Year 11 data indicates no improvement since last data capture. They had a big set of mock exams in November and then again in February. Ordinarily, would expect to see slightly more progress. Key challenges are lack in confidence and motivation, lack of aspiration which may be result of lockdowns and they struggle to work independently. Attendance at extra sessions has been low as the students are not voluntarily going, so support packages need to be ramped up. Actions are for 178 out of 190 cohort to be invited to go to various sessions outside of normal timetable over 14 different subjects. Only 10 students are making positive progress. Study breakfasts have been introduced, Rapid Action Plans (RAP) meetings have been held, Middle Leaders (ML) are providing bespoke interventions at subject levels including adjusting groups and classes. Students are given exam skills and rolling out additional resources to help independent learning. A revision evening is planned after Easter to give more support and guidance. Parents are very keen to support so giving them strategies. Have had study days with lead practitioners. Revision booklets have been produced. Master classes provided with subject leaders.</p> <p><b>Q: Is this a pattern reflected nationally?</b><br/>A: Anecdotally, it seems to be in other schools and a national issue with girls.</p> <p><b>Q: Is there a real strain for staff?</b><br/>A: Yes, the exams will be different this year to last year and there is a lot of uncertainty.</p> <p><b>Q: History predictions for Year 11 look bad, is there anything else that can be done to support?</b><br/>A: DG advised that CEC had been in touch with Lead practitioners and provided targeted interventions, master classes, parental support, flash cards, etc. There have been two dedicated history days since last report to governors.</p> <p><b>Q: Has there been any research on the impact of Covid and mental health and attendance?</b><br/>A: No one knew of any at the moment, but it is the sort of thing the Endowment fund may look into as it is probably a national issue.</p> <p><b>Q: Have there been conversations with these children on what they can do next?</b><br/>A: DSB works closely with the independent careers advisor who has met all Year 11 students and DSB has looked at destination such as Isle of Wight College, HTP, CEC Sixth Form which they can come to if they achieve the benchmark. DSB had no (Not in Education, Employment or Training) NEETS last year. The key is to have 1:1 meetings with students.</p> <p><b>Q: Is EH seeing this Covid legacy in her area of work?</b><br/>A: Yes, there are enormous mental health problems and issues with resilience.</p> <p><b>Governors thanked AB for his presentation and hard work with the students.</b><br/>AB left 1548.</p> |  |
| <p>5.4.1.3</p> | <p>DSB advised that there was no new data for Year 13. He suspects it may mirror Year 11 due to Covid legacy, grade boundaries, etc. but he is not overly concerned yet.</p> <p>Year 12 data is based on in-class assessments by teachers and they have just taken mock exams. DSB is broadly pleased with APS (B) which is needed to progress to top universities. DSB is pleased with disadvantaged student data who have made progress. University applications have improved. Degree level apprenticeship applications have risen and DSB is looking forward to seeing the retention data to confirm CEC is preparing students correctly. DSB is really pleased with destinations and variety. DSB is working closely with subjects that need improvement. Mytutor is being used.</p> <p><b>Q: Do students talk about current affairs?</b></p>  |  |

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|         | <p>A: This is delivered through the Everyone Matters (E1M) curriculum and they talk about key issues in the world.<br/>Universities are getting harder to get in to so must make sure aspirations stay high. Gap years are an opportunity to develop themselves.<br/><b>Q: Does the curriculum prepare students for employability?</b><br/>A: Yes, students can go to work placements, every student needs to have basic set of opportunities and receives sessions on finance, living independently, going out at night, being independent, managing risks so they leave CEC equipped for life in the future.<br/><b>Governors thanked DSB for all his work with the students.</b><br/>DSB left at 1559.</p>   |  |
| 5.4.3.3 | <p>Attendance.<br/>MP reported the incremental improvements are small.<br/>There has been a lot of partnership work with Alternative Providers (Island Learning Centre (ILC) and Outdoor Education and Activities (OEA) which one student goes to, all the rest attend the ILC) to monitor attendance as they are still CEC children.<br/>KPM left at 1601.<br/><b>Q: Does attendance impact on safeguarding?</b><br/>A: It is very joined up, a member of staff from the LA works two days a week at CEC to get students in school.<br/><b>Q: Is there any tracking on Friday absences?</b><br/>A: MP has not seen any particular patterns.</p>  |  |
| 5.6     | <p>LAC report.<br/>MP reported an increase of 20% year on year of numbers coming to CEC. There is an impact on school with staff work load. There is a higher proportion of LAC with SEND than those who are not LAC. The expectation is LAC should go to a 'Good' school but sometimes they go to the nearest school which is not necessarily Good.<br/><b>Q: Is this a parental preference?</b><br/>A: Usually it is determined by the LA.<br/><b>Q: Does CEC get enough support from the LA?</b><br/>A: Yes, CEC works closely with the School Inclusion.<br/>In future LAC to be CLA (Children Looked After).<br/>MP left at 1610. <b>Governors thanked MP for his reports.</b></p>   |  |
| 5.4.4.2 | <p>Staff absence.<br/>This is a challenging issue and cover is high.</p>  |  |
| 5.4.4.3 | <p>2023/24 budget and staffing structure.<br/>NH reported that RM had worked very hard on the budget. There were risk areas in red but likelihood were all amber. Governors found the staffing structure diagram helpful.<br/>RR flagged that consideration around admissions needed to be kept in mind as an additional 30 children were coming into Year 7 in September taking the total to 240. Funding is lagged. CEC did not receive any Growth Funding from the LA for these children.<br/><b>Q: What does CEC pay the LA for?</b><br/>A: Service Level Agreements (SLA) for Attendance, Admissions and other provision.<br/>Governors noted the three-year budget.<br/>Website audit report. This is carried out by central OAT to ensure all their academies are compliant. Governors noted the report.</p> |  |
| 5.7     | <p>Review the academy's Fundamental British Values (FBV) statement and curriculum in place to support the equality objectives and Prevent agenda.</p>   |  |
| 5.8     | <p>DG reported that FBV is promoted through E1M, posters have been modernised, an event has been hosted and an enthusiastic democratic committee has been launched. An International</p>  |  |

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|      | Day is being planned for the end of June; there are 26 different spoken languages in school. Students respond positively. DG will put in the newsletter which goes to parents. <b>Governors thanked DG for her work on Quality and British Values.</b><br>DG left 1623.  |           |
| 6.   | <b>Policies</b>  |           |
| 6.1. | 2025/2026 Admissions arrangements and policy (compulsory consultation process). The new policy template will be considered at the Admissions committee and May LGB.  |           |
| 6.2  | <b>Anti-bullying. Governors noted the OAT template.</b>  |           |
| 6.3  | Leave of Absence.<br><b>Q: Should there be something included about living on the Isle of Wight?</b><br><b>A: HW will check with HR about inclusion of living on the IoW in the Leave of Absence policy.</b>   | <b>HW</b> |
| 6.4  | <b>Looked After and Previously Looked After Children. Governors noted the OAT template.</b>  |           |
| 6.5  | <b>Science Health &amp; Safety. Governors noted the OAT template.</b>  |           |
| 6.6  | <b>Searching, screening and confiscation. Governors noted the OAT template.</b>  |           |
| 6.7  | <b>Special Educational Needs and Disabilities (SEND). Governors noted the OAT template.</b>  |           |
| 6.8  | Policy dashboard. Governors noted.   |           |
| 7    | <b>Documents for Information</b>   |           |
| 7.1  | Strategic Progress Board minutes of 31.01.2023. Governors noted.   |           |
| 7.2  | Admissions committee notes/minutes of 26.01.23 & 23.02.23. RR advised that in two years' time there are going to be a rise in children out of normal age range applying to Year 7. There is also a long waiting list of about 30 children (all expressed CEC as first choice) who are expected to go to appeal.<br><b>Q: How are children out of normal age assessed for admission?</b><br>A: Generally they will have been out of normal age group all their school life, but they are looked at on an individual basis and they also need to meet the oversubscription criteria when they make the application in the year they want to be admitted.<br><b>Q: Are LAC a priority?</b><br>A: Yes. |           |
| 7.3  | Finance working group minutes of 20.03.23. Governors noted.  |           |
| 8    | <b>Any Other Business</b>  |           |
| 8.1  | Skills audit. KL will look into comments 1. Community fund raising initiative to ensure that every child has a free breakfast and lunch every day, and enough time to eat their meals, 2. Ensuring governors are given sufficient notice of opportunities for engagement and monitoring 3. Improved consistency in KPI and departmental / Key Stage reports and associated narratives. Governors noted.  |           |
| 8.2  | Report on governing body / individual training and development Plan. Governors noted.  |           |
| 8.3  | Report on governor visits. Governors noted.  |           |
| 8.4  | Governor Day 27 <sup>th</sup> April 2023. RR had met with RK and RK to put a schedule together for the day. <b>Governors to email JW with any suggestions to the timetable.</b>  |           |
| 8.5  | Any matters for escalation to the Trust There were none.   |           |
| 9.   | <b>Review of meeting focus and strategic impact</b>  |           |
| 10.  | <b>Confirm date of next meeting</b><br>Thursday 11 <sup>th</sup> May 2023 at 3pm<br>KL advised this would be his last meeting. <b>Governors thanked KL for his work over the past 5 years as chair of the LGB.</b>   |           |
| 11.  | <b>Confidential business</b><br>There was none notified.   |           |

**Action Log - March 2023**

| <b>Agenda Item</b> | <b>Action</b>   | <b>Person(s) Responsible</b> | <b>Status</b> |
|--------------------|---|------------------------------|---------------|
| 4.2.5              | <b>AB offered to do a briefing for new governors on nomenclature: May meeting.</b>                | AB                           |               |
| 4.2.8              | <b>Risk register deferred to next meeting.</b>  | RM                           |               |
| 5.3                | <b>JW to forward the Transgender Policy to RR.</b>  | JW                           |               |
| 5.3                | <b>numbers to be added to the AIP report.</b>   | RK                           |               |
| 6.3                | <b>HW will check with HR about inclusion of living on the loW in the Leave of Absence policy.</b> | HW                           |               |
| 8.4                | <b>Governors to email JW with any suggestions to the timetable.</b>                               | Govs                         |               |