

Minutes of early Spring meeting 2023

Cowes Enterprise College

Local Governing Body Meeting

Date	26 th January 2023	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 until 1600 Rachel Richards, Vice-Chair, RR Rachel Kitley, Principal, RK Will Burns, Governor, WB Emma Heathcote, Governor, EH on Teams until 1525 Monique Gallop, Governor, MG John Irvine, Governor, JI James Lucas, Governor JL on Teams until 1631 Robin Price, Governor, RCP Rob Pritchard, OAT Governor, RP on Teams	Other attendees for their items	Adam Brown, Assistant Principal, AB Dannielle Godfrey, Assistant Principal, DG Roger Lyon, Assistant Principal, RL David Sanchez-Brown, Assistant Principal, DSB Hazel Walker, Vice Principal, HW Vicky Wells, Vice Principal, VW
Quorum is 4			
Apologies received	Nigel Harley, Governor, NH Kristian Parker-Meadows, Staff Governor, KPM	Apologies received	Richard Marinelli, Finance Director, RM James Milligan, Assistant Principal, JM Mark Palmer, Vice Principal, MP

Part	Key: Decisions , Actions , Support , Q: Governor questions , AP: Action Point	Actions
1.	Welcome to new governors, Will Burns, Monique Gallop and James Lucas, and apologies for absence.	
1.1	KL welcomed everyone to the meeting and introductions were made. RK also welcomed the new governors who will strengthen the existing team.	
1.2	Apologies were received and accepted from NH and KPM. There were also apologies from RM, JM and MP.	
1.3	KL advised that another application to be governors had been received. KL to circulate details to LGB members to get approval or not to appoint.	KL
1.4	KL advised he had to leave at 4pm and RR would take the chair for the rest of the meeting.	
2.	Declarations of interest	
2.1	There were no interests declared.	
3.	Compliance matters	
3.1	There were no compliance matters.	
4.	Minutes and matters arising	
4.1	Governors approved the minutes of the meeting on 8th December 2022 as a true record.	
4.2	Action log/update	
4.2.1	<i>AP1: Governors agreed to defer Chair's 360 review to allow all governors to complete:</i> Completed.	
4.2.2	<i>AP2: RR will discuss with KL about progressing the LGB annual review: See agenda item 8.3 below.</i>	

<p>4.2.3 4.2.4 4.2.5 4.2.6 4.2.7</p>	<p>AP3: HW will bring a group of the new KS3 assessments to the next meeting: Tabled at the end of meeting. JW to forward KS3 assessment sheets to governors.</p> <p>AP4: HW and RK will look at OAT's expectation of a curriculum policy in support of other curriculum documentation: Completed and Curriculum policy is now on the website.</p> <p>AP5: 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: Completed.</p> <p>AP6: Staffing to be reported at the next LGB: RK advised that because of moving all the data to Evri it had not been possible to get all the information except staff absences in the KPI report. Q: What challenges has the shifting of all the information presented? A: RK advised that it was nearly complete but had been a huge workload to process which would have been helpful to have known beforehand.</p> <p>AP7: MP will bring the student voice feedback that RCP attended to the next meeting: See agenda item 8.1 below.</p>	<p>JW</p> <p>RK</p>
<p>5. 5.1 5.1.1 5.1.2 5.1.3 5.1.4 5.1.5</p>	<p>Discussions/decisions</p> <p>Principal's report</p> <p>RK advised that the first NEU Teachers' strike day was scheduled for 1st February. A letter had been sent to parents and governors advising that Cowes Enterprise College (CEC) would be able to partially open for certain groups which include all vulnerable children, every child who has a key worker parent (form being sent to parents to confirm they are) and Years 11, 12 and 13. It is difficult to plan as RK does not know who will be in to work or not as the teachers do not have to inform school, so not taking the risk that there won't be enough staff in. By the second strike day CEC may know who will be striking and will review the risk assessment. Q: If there are more staff than students, what happens? A: RK is unable to ask staff to do anything different from what they normally do. OAT and CEC do support the strike and OAT have decided schools should not get supply or cover. Q: Should the LGB be making a statement? A: It may be worth having a statement ready; CEC usually shadows OAT's view. RP provided some national OAT context. He advised that the laws have changed so could get cover for striking people but the supply agencies have said they won't support.</p> <p>RK highlighted the significant focus on Special Educational Needs and Disabilities (SEND) for the last six weeks and Senior Leadership Team (SLT) decided it should be a key area to focus on and is a priority. There has been an overhaul of processes, looking at individual detail of provision, and CPD for staff on a regular basis that included training on adaptive teaching. The Academy Improvement Plan (AIP) and Subject Improvement Plans have been reviewed to reflect SEND priorities. RL has provided great leadership. JI had a very helpful and productive visit with RL as the SEND link governor and was pleased to see it had a higher profile with leadership team.</p> <p>New Head students from Year 12 have been appointed. The previous head students from Year 13 had been thanked for their excellent work.</p> <p>It has been a busy time for Years 11 and 13 with mock exams, practice results day, SLT met with all Year 11 students and had meetings with Directors of Learning.</p> <p>RK had fed back to the Local Authority (LA) about a student who at face value had been inappropriately placed at CEC on a Managed Move and she had queried the LA due diligence that had been carried out. CEC standpoint is to do everything possible to avoid excluding children and it is particularly frustrating when situations like this arise. Q: Did RK receive a response from the LA? A: The LA did acknowledge that they could have been handled it better.</p>	

<p>5.1.6</p> <p>5.1.7</p> <p>5.1.8</p> <p>5.1.9</p> <p>5.2</p> <p>5.3</p> <p>5.3.1.1</p>	<p>RK advised Managed moves should be about providing a fair chance for those children. The amount of effort put in to try and make it work by CEC staff is over and beyond normal. RK thanked RCP for chairing Governor Final Warning meetings for students at risk of permanent exclusion (PX).</p> <p>On the back of a very powerful assembly delivered by DG about derogatory language, staff have had a number of disclosures of instances when inappropriate language has been used. These have all been followed up in detail, students have been offered 1:1 counselling meetings and significant interventions put in place to ensure it doesn't happen again. Governors thanked DG for the assembly and creating the environment which allowed students to feel able to come forward. RK said she would be maintaining a whole staff focus on this issue to ensure consistent and effective interventions and responses are made.</p> <p>RM is in the middle of reforecasting the budget and working on the curriculum led financial planning for next year. RK has received some early resignations which has enabled RM to budget more easily.</p> <p>DSB and RK had a productive meeting with their counterparts from Ryde academy and looked at forming a soft partnership with the sixth forms (they do not compete with each other) and talked about visits to universities being shared.</p> <p>RK has received good support from OAT with lead practitioners who tell RK they are impressed where CEC is and are helpful.</p> <p>Academy Development Plan including monitoring objectives</p> <p>RK advised the graphs of the main subjects and programmes and percentages of actions completed enabled governors to see the progress.</p> <p>Q: Are there any issues RK wants to red flag to governors?</p> <p>A: No.</p> <p>JW to send all governors the AIP strategy document.</p> <p>KPI report</p> <p>KS4 progress.</p> <p>AB highlighted the colour coded two pages of data shows how the niche groups are performing and how the subjects are performing. The data is based on the mock exams taken just before Christmas. All used actual exam papers and 2019 grade boundaries. The data shows an increase in 5+ and 4+ for English and Maths. Disadvantaged Higher Prior Attainment (HPA) and Lower Prior Attainment (LPA) still remain a priority. Some subjects show big improvements since last data capture. Actions being taken include a big focus on exams with a huge package of targeted support and intervention in place, identifying at very bespoke level what is needed. AB has met with the subject teams. Impact of actions for disadvantaged are out of 42, 14 have now converted to make better than expected results, 4+ has increased by 11%, HPA girls at 4+ are still at 100% and 5+ is 93%. For LPAs 4+ in English and Maths progress is predicted beyond expectations and moving up.</p> <p>Q: Last year basics 5+ were 58%, now predicting 50%, was it a similar figure this time last year and is the figure expected to go up?</p> <p>A: Last year's figures were even lower at this time. The intervention focus is on English and Maths.</p> <p>Q: Is there a risk that there is too much focus on English and Maths to the detriment of other curriculum areas students might enjoy and benefit children's wellbeing?</p> <p>A: AB's approach is to protect other subjects' time. There is also an improvement focus on some subjects in the Open Basket.</p> <p>Q: Is the data being compared with 2019 as the last two years data is not reliable?</p> <p>A: Ebacc is very different at CEC now.</p> <p>AB offered to do a briefing for new governors on nomenclature.</p>	<p>JW</p> <p>AB</p>
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5.3.1.3	<p>KS5 progress.</p> <p>DSB reported that there was no new data available. The mock exams are scheduled for the end of February which will be in the hall with exam invigilators to feel as real as possible. As yet DSB does not know the grade boundaries or the difficulty of papers. DSB has completed 1:1 meetings with every Year 13 student to support and build confidence. There is support from pastoral and tutors, for study skills, exam techniques and students will be picked up on the way out of exams to make sure they are helped with anything they need. Realistically it will be tough, but they can achieve. They are an aspirational cohort, 95% have applied to university including Russell group and they are striving to get the grades needed.</p> <p>Q: Have there been any unconditional offers?</p> <p>A: Two at the moment which possibly are which haven't changed the student engagement.</p> <p>Governors thanked DSB for all his inspirational work with the 6th form students and commented how lucky they are.</p>	
5.3.3.1	<p>Safeguarding.</p> <p>RL reported that the holistic side offered to CEC families is the biggest area of improvement.</p> <p>Q: Is the E-safety policy needed or not?</p> <p>A: Nearly all policies are templates from OAT and this one is outstanding for review by the relevant department.</p> <p>Governors thanked RL for the report which was very informative.</p>	
5.3.3.2	<p>Exclusion summary</p> <p>RL advised this was included in the safeguarding report. There have been two PX and there is a summary of external exclusions which have improved year on year and is favourable to every other secondary school on the Isle of Wight (IoW) and other OAT academies. RK reported that as of today CEC has 0.28 suspension rate. This is evidence of the success of the Success Centre (SC) where internal suspensions happen and KS3 and KS4 SLT insist students have an educational package in place. There are only a small number of repeat offenders.</p> <p>Q: How can we use this information to make our case for more support?</p> <p>A: RK and RR will meet with the IoW cabinet member for Education in the future; unfortunately, the original meeting has been cancelled due to Strike Day.</p>	
5.3.3.3	<p>Attendance.</p> <p>RL reported that currently attendance is 89.39%, nationally it is 92%. Pre Covid it was 94+. CEC is really good on tracking but needs to focus on early interventions including phone calls in the morning to get students to come in the afternoon. Attendance is too low even though CEC works hard on it. RK advised that Cowes and Gurnard had the highest Strep A outbreak in England which had a significant impact. Persistent Absence (PA) has significantly reduced since last year and Looked After Children (LAC) figure is the same as national.</p> <p>Q: Are there any implications for CEC because attendance is lower or is it pressure on ourselves?</p> <p>A: RK said it is both. RL said that if students are not here, it has a big impact on their learning. There are potential issues with data and Ofsted. Unauthorised is a problem. RL is ensuring the coding is correct by the new attendance officer who is receiving training.</p> <p>Q: Is the data regularly looked at in relation to IoW figures?</p> <p>A: RL attended the Headteacher (HT) forum last week and learnt CEC is favourable against other IoW secondary schools.</p>	
5.3.4.2	<p>Staff absence.</p> <p>RK reported that CEC has suffered with long term staff absence which has been devastating; one entire department has no teachers and the budget is overspent due to staff cover and parents are disgruntled because of lack of permanent teachers to teach GCSE and A levels.</p>	

5.3.5	<p>RK thanked VW for all her extraordinary work teaching whilst she was meant to be on maternity leave and DG for teaching in the department. CEC is using OAT resources.</p> <p>Q: What provision is there to support staff with pressure of work, stress and anxiety?</p> <p>A: There is a Wellbeing Employee Assistance package, staff charter, some staff have supervision; CEC buys more supervision days from Education Psychologist, plus lots of other support. All that makes things run well if everything is going well.</p> <p>Budget.</p> <p>RK advised that RM is doing a reforecast for OAT. There are a lot of budget risks including energy costs, 6th form numbers, cost of living and it is unlikely CEC will break even this year due to staff absence.</p> <p>Q: Why are the numbers low for 6th form?</p> <p>A: It is a combination of things e.g. a couple of other schools would not let us in to talk to their students (which CEC believes means they are not meeting their Baker Clause responsibilities) and aspirations of parents and students mean not all find our high levels of academic success and aspirations are what they are looking for and children felt indebted to their own schools because of their support during Covid, road works on island roads. CEC results were better than most including colleges on the mainland.</p> <p>Q: The national results will be published soon, will that make a difference?</p> <p>A: RK thinks it is unlikely. A lot of work goes into 6th form recruitment. parents know about all the good things. The year before 30% of external applicants came to CEC, last year it was 2%.</p> <p>Q: Was stopping Btecs a factor?</p> <p>A: Not significantly.</p>	
5.4	<p>JW to email RM about a question on the income, expenditure and carry forward figures in the budget summary.</p>	JW
5.4	<p>SEND report.</p>	
5.5	<p>RL thanked JI for a very valued visit.</p>	
5.5	<p>LAC annual report deferred to next meeting.</p>	MP
5.6	<p>Enrichment report.</p> <p>DG celebrated all the amazing trips and clubs offered this year and highlighted that 81% of students had attended one or both. There are 77 clubs in place. Governors congratulated DG on the Enrichment Day; it was student led and every stall was manned by 6th formers. If students can't afford to go on trips CEC will fund them if necessary.</p>	
5.7	<p>Risk register deferred to next meeting.</p>	RM
5.8	<p>How does your curriculum meet the National Curriculum and where does it go above?</p> <p>VW had picked out what goes over and above the national curriculum including the Charter work which is a set of entitlements, and the Maritime programme.</p>	
5.9	<p>Consultation on change of age range of the ILC.</p> <p>Q: Does OAT have a view?</p> <p>A: No as it is a local issue. It is quite unusual to have 4-16 age range Pupil Referral Unit (PRU), they are usually secondary based. It will not impact on CEC but the ILC is very oversubscribed. We have to send some children to unregistered providers. If there was growth to the secondary provision as result of the change, it would be helpful.</p> <p>Q: Should the LGB put in a response?</p> <p>A: CEC will ask the local primaries what their views are and decide after that.</p>	JW
6.	<p>Policies</p>	
6.1	<p>Behaviour. Governors noted the OAT template.</p>	
6.2	<p>Curriculum. Governors approved as a new internal created policy.</p>	
6.3	<p>Email Retention. Governors noted the OAT template.</p>	
6.4	<p>Health & Safety. Governors noted the OAT template.</p>	

6.5	Suspension and Exclusion. Governors noted the OAT template.	
6.6	Provider Access policy statement. Governors noted the OAT template.	
6.7	Policy dashboard. Governors noted.	
7	Documents for Information	
7.1	Strategic Progress Board minutes of 07.12.22 & IDSR. Governors noted the minutes and the IDSR. Every school is given an update of data which highlights where schools are compared the national averages. If there is an area highlighted in the IDSR it will be in Self Evaluation (SEF) and the Academy Improvement Plan (AIP) and likely to be urgent addendum to AIP.	
7.2	Admissions committee minutes of 08.12.22. Governors noted.	
7.3	Finance working group minutes of 09.01.23. Governors noted.	
8	Any Other Business	
8.1	Staff and student surveys. RK thanked RCP for attending the Student Voice feedback which showed that the school had listened to what students had said and had acted upon. JW to send governors the schedule of the Student Voice sessions this year.	JW
8.2	Report on governing body/individual Training and Development Plan. All governors had completed the Safeguarding training and some had done Prevent. Skills audit will be sent to governors shortly.	
8.3	Report on governor visits and possible Governor Day. JI had met with the SENCo and the monitoring form of the visit was uploaded onto Governorhub. Governor Day. The proposal is that governors come into CEC for a day to do activities such as meeting staff, students, parents and do monitoring visits of their link areas. Date to be agreed for the Governor Day.	KL
8.4	Any matters for escalation to the Trust. None.	
9.	Review of meeting focus and strategic impact Governors to contact RR after the meeting if they had any comments.	
10.	Confirm date of next meeting Thursday 23 rd March 2023 at 3pm	
11.	Confidential business None notified.	

Action Log - January 2023

Agenda Item	Action	Person(s) Responsible	Status
1.3	KL to circulate details to LGB members to get approval or not to appoint.	KL	
4.2.3	JW to forward KS3 assessment sheets to governors.	JW	
4.2.6	Staffing to be reported at the next LGB:	RK	
5.2	JW to send all governors the AIP strategy document.	JW	
5.3.1.1	AB offered to do a briefing for new governors on nomenclature.	AB	
5.3.5	JW to email RM about a question on the income, expenditure and carry forward figures in the budget summary.	JW	
5.5	LAC annual report deferred to next meeting.	MP	
5.7	Risk register deferred to next meeting.	RM	
5.9	CEC will ask the local primaries what their views are and decide after that.	JW	
8.1	JW to send governors the schedule of the Student Voice sessions this year.	JW	
8.3	Date to be agreed for the Governor Day.	KL	