

Cowes Enterprise College

Local Governing Body

Date:	Thursday 26 th September 2024
Time:	3pm
Location:	Cowes Enterprise College, Crossfield Avenue, Cowes, Isle of Wight PO31 8HB and Teams

Governors	Initials	Role	Apologies	Initials	Role
Rachel Richards	RR	Chair – OAT Governor	Cheryl Buggy	CB	Community Governor
John Irvine	JI	Vice Chair – Community Governor	James Lucas	JL	Parent Governor
Rachel Kitley	RK	Principal	Rob Pritchard	RP	Community Governor
Helen Davis	HD	Staff Governor	Siobhan Barney	SB	Potential governor
Monique Gallop	MG	Parent Governor	Dannii Godfrey	DG	Assistant Principal
			Richard Marinelli	RM	Business Director
			Attendees		
			Claire Slade-Carter	CSC	Assistant Principal
			Vicky Wells	VW	Vice Principal
			Deon Redpath	DR	Potential governor

Minutes

Part	Key: Decisions, Actions, Support, Q: Governor questions, AP: Action Point	Actions
1.	Welcome and apologies for absence	
1.1	RR welcomed everyone to the first meeting of the year.	
1.2	Deon Redpath and Siobhan Barney had applied to be community governors, SB had sent her apologies due to a prior arranged engagement. Introductions were made by all attending and DR gave a brief resume of his background.	
1.3	Apologies were received and accepted from CB and JL. Apologies also received from DG and RM.	
2.	Declarations of interest (for items on this agenda)	
2.1	There were none declared.	
3.	Minutes and matters arising	
3.1	Minutes from the LGB meeting held on 27th June 2024 were agreed as a true record.	
3.2.1	<i>AP1: Governors were invited to submit further questions to KC by email: Staff are happy to receive questions at any time, best to use info@ email unless a governor is contacting their subject link member of staff.</i>	
3.2.2	<i>AP2: RR will attend the transition evening to discuss community governor vacancies with parents informally: Completed and RR has had some expressions of interest.</i>	
3.2.3	<i>AP3: Thursday 26th September – accept apologies for JI: JI able to attend.</i>	
3.2.4	<i>AP4: Clerk to confirm other proposed dates with RK/school and circulate to Gobs: Completed.</i>	
	Q: What is Lynda Blenkinsop doing?	

	A: RR advised that she is the Assistant Clerk and is not fully qualified as yet but is being upskilled.	
4.	Governance tasks	
4.1	Vote on appointment of vice chair, committee chairs, link governors (for SEND, safeguarding, pupil premium, careers) and new community governors.	
4.1.1	JI was nominated, there were no other nominations, JI was unanimously elected as Vice Chair of the LGB for the year.	
4.1.2	Admissions committee: RR was nominated, there were no other nominations, RR was unanimously elected as Chair of the Admissions committee for the year.	
4.1.3	Link governors were appointed as follows: SEND - JI Safeguarding – RK will speak to RP to see if he wishes to carry on. MG offered to take on if RP does not wish to. Pupil Progress (PP) – JL Careers – Clerk to check with CB to see she wished to carry on. LGBTQ+ - DG would like a link governor as CEC is trying to gain an award. LGBTQ+ link governor to be on next LGB agenda. Finance – MG. Behaviour - RR.	RK Clerk Clerk
4.1.4	New community governors: DR explained he was a parent of a child at CEC. DR is interested in ensuring good communication between all parts of the school community and working at building confidence levels of young people to ensure they do well in their future careers. DR has international experience as he lived in South Africa and can bring a wider view on what works and what doesn't. DR stepped out of the meeting. Governors unanimously agreed to appoint DR to the LGB as a community governor. RR had spoken to SB who was unable to attend the meeting. SB is quite new to the island but has integrated into the Cowes community and is a Cowes town councillor. RR recommended SB be appointed, governors unanimously agreed to appoint SB to the LGB as a community governor. RR knows two or three other interested parties and will ask them to make applications which can come to the next LGB meeting.	 RR
4.2	Review membership and committee composition, including any vacancies and plans for recruitment.	
4.2.1	Other panels included Permanent Exclusion, Suspension Reviews and Final Governor Warning (FGW) meetings. Clerk reminded governors to do Exclusion training if they were going to sit on these panels.	
4.2.2	FGW are held to support CEC with students at risk of exclusion. These need to be tightened up so that students understand that they are called to give a final warning that if their behaviour continued to be consistently disruptive they would be permanently excluded. RR suggested a slot of time is made available every month to facilitate these if necessary to convene them. The name needed to be changed. Training from organisations such as the Youth Offending Team (YOT) be given to	

	governors giving the warnings. They need to be held once the test of last resort had been met. Q: Do parents get a letter? A: Yes, they get a contract that both parent and student have to sign. RK and VW will look at the process for future meetings, ask OAT if any other academies do FGWs and will contact YOT to ask if they do training for governors and set aside a monthly time slot for meetings. There had been some successes in the past. DR suggested he could look at a pack to review from a fresh pair of eyes.	RK/VW
4.3	Note LGB Terms of Reference. Governors noted the OAT Terms of Reference.	
4.4	Governance requirements on GovernorHub profile information, statutory declarations and confirmations. Clerk requested all governors to complete the declarations and confirmation on Goverhub as soon as possible as there will be a check on the website to make sure interests have been declared this year.	Govs
4.5	Present governor Training & Development Plan for the year ahead, in line with ADP. Include planned stakeholder engagement visits and outline mandatory annual training for governors. Clerk to do T&D plan for next meeting and advise what training had to be done as soon as possible.	Clerk
4.6	Clerk recruitment. RR reported the post had been advertised and there had been interest shown, the closing date was next week. RR will be working in conjunction with OAT governor services and may consider a virtual clerk. The biggest challenge is to get someone who has flexibility for meetings such as exclusions.	
4.7	Any matter for escalation to the Trust. RK will ask OAT to formally respond to the LA consultation on closing schools. Q: Why would we not respond? A: This would be a matter for the Trust to respond to as they have had conversations with the LA about trying to help with education on the island. Other people may not realise the benefits of joining OAT.	RK
4.8	Note OAT Scheme of Delegation. Governors noted the OAT Scheme of Delegation.	
5.	Reports & strategy	
5.1	Principal's report. RK summarised each report and asked for any questions.	
5.1.1	ADP. The ADP is focussed on four areas of Behaviour and Culture, Strengthen Reading, Develop Great Teaching, Achieve Excellent Outcomes. The plan looks different to the previous ADP. Different colours represent different stages of progress.	
5.1.2	SEF. CEC is using the format from OAT which has one word grades still. Q: When will the one word grades from Ofsted change? A: RK believes it will be about three to four months before the new report template will be out.	
5.1.3	Pupil numbers was CEC's biggest issue. VW reported there had been 12 in-year admissions this week and 9 due next week. There are 116 in 6 th Form due to last year's cohort being the bulge year. RR was at CEC on A level results day which was excellent and there were a number of Ryde Private students coming to CEC. This was a huge endorsement of the work at CEC done by staff. Q: Has CEC taken off the waiting list of every year group? A: VW advised, not all, as full except for Year 8.	

5.1.4/5	Family Fisher Trust (FFT) – Attendance data for this year and last year was very detailed.	
5.1.6	Behaviour has a coloured dashboard. There have been fewer incidents so far this year. There have been longer suspensions over a greater number of days. Those suspended receive home visits for support. Behaviour has been very positive this year and measures have clearly made an impact.	
5.1.7	<p>Student survey regarding school being phone free. There are quite a high percentage who want to check their phones often. In future students will put their phone in a locked pouch.</p> <p>Q: Are other schools doing this?</p> <p>A: Yes, Ryde Academy are. Their students previously were allowed to keep their phone out in school, CEC students had to put their phone in their bag. Behavioural issues sometimes stem from using phones.</p> <p>Q: How has feedback to students happened especially to those who didn't respond?</p> <p>A: Students are questioned why they need their phone, sometimes the response is they need it to check their timetable – if this is the case CEC can give them a laminated paper copy. Some students can't tell analogue time. CEC tell students what alternatives there are. VW is also running 6th form student voice and assemblies. DR suggested it will have an anti- bullying effect e.g. removing the ability to film incidents in school. VW believes there are so many benefits. RK will be sharing information with parents next week.</p>	
5.3	Review SEND information report.	
5.3.1	<p>RK reported that Years 8 and 11 are spike years for children with autism. SEMH is highest in Year 11. Governors asked what the acronyms stood for. CSC to send governors a list of acronyms. What the report shows was there were a big range of diagnostic screening tools available and being used.</p>	CSC
5.3.2	<p>Q: Does CEC find that the Year 7 tests show a significant difference from SATs results?</p> <p>A: RK advised that they can be, partly due to the length of time between the tests. Children were also working in different conditions when they did SATs, but generally Year 7 tests produce lower scores than SATs.</p>	
5.1.8	<p>Performance Board 2024 GCSE results. RK has not received the results based on the government formula but has used the OAT formula. RK advised that these results were sensational in island terms but were national average in terms of England's results. CEC does have waiting lists and does get 6th formers from Ryde School. They were also excellent results in OAT terms. CEC results were also good in Hampshire terms but thousands of schools were better than CEC. RK said CEC is aspirational and need to be more so.</p> <p>Q: Is there an expansion plan for CEC?</p> <p>A: RR advised that the island will be seeing closure of primary schools due to drop in numbers of children and excess places, this drop will impact CEC in 3 year's time. CEC wants to maintain the numbers that are currently on roll. Expansion is too risky in terms of staff, resources, finances and is very complicated within the island structure.</p> <p>Q: Could CEC collaborate with others to improve the results on the island?</p>	

5.1.15	<p>A: RK advised that CEC is outward facing and has tried to offer to share good practice at HTs meetings but has not been successful to date.</p> <p>Governance update. Strategic Progress Boards (SPB) have been removed and replaced by a new performance board consisting of the LGB chair, the principal and an OAT education director who will meet to focus on attainment. Four items will be discussed.</p> <p>Governors commented that they liked the new format with reporting what governors needed to discuss.</p> <p>Teaching and Learning. RK advised that support for DT had been asked for which had not been fully provided.</p> <p>Q: What support is given now there is no regional director for CEC?</p> <p>A: RK advised that CEC does not get on site regional support from visits as other academies do; RK does receive line management remotely on a fortnightly basis.</p>	
5.1.10	<p>Destinations have been excellent and include Oxford, Cambridge, Imperial, America.</p> <p>Governors congratulated CEC on the fact that 50% of students had offers to Russell Group universities.</p> <p>Q: The Armed Forces were in attendance at the Careers event, can you see the impact of that?</p> <p>A: Yes, and also around STEM. CEC casts the net really wide for students, careers is done a lot in lessons and there is a sophisticated package which is a strength of CEC.</p>	
5.1.11	<p>Community relations.</p> <p>Q: Could governors be added to press releases?</p> <p>A: RK to action governors receiving press releases.</p>	RK
5.1.12	<p>People. There has been one redundancy.</p> <p>Work has been done over the holidays to infrastructure.</p> <p>Q: Could governors visit the new provision (the Quay)?</p> <p>A: RK advised that this could arrange visits to the Quay on an individual basis.</p>	RK
5.1.13	<p>The glazing quote has come in at £49k and RK has been told insurance won't look at until the work is done. If the work is not successful it may cost much more.</p> <p>Q: Was the data breach minor?</p> <p>A: Yes, very minor.</p>	
5.1.14	<p>Complaints.</p> <p>Governors discussed the principal's report, whether it was too operational or appropriate detail for governors.</p> <p>Q: What has happened to Maritime funding that had been forthcoming?</p> <p>A: RK is waiting to see. She has made four pitches to Ministry of Defence including to various sub teams. If they decide to take forward they are trying to get enough support across a variety of teams and hope to go in to one year spending review.</p> <p>Q: Could money come from within whatever they did last year?</p> <p>A: RK doesn't know yet.</p> <p>Q: What is happening in the meantime?</p> <p>A: Outreach work has stopped.</p>	
5.1.15	<p>CEC Year end forecast August 2024. The budget had been pulled in with reforecast.</p> <p>Full risk register at next meeting. Full review of risk register</p>	
6.	Policies	

6.1	Agree internal policy review schedule and policies. Governors noted policy dashboard.	
6.2	Policies to approve:	
6.2.1	Admissions policy 2026-27 and consultation letter. Consultation runs from 1 st October to 12 th November. The proposed oversubscription criteria will add Feeder schools above closest distance. The addition of Hunnyhill and Cowes Primary schools (who were in the process of joining OAT) will strengthen the OAT ethos of cradle to career provision and will safeguard CEC numbers moving forward. Schools can take more than their Published Admission Number (PAN). Cowes Primary is proposed for closure by the LA but advice from OAT was to keep the school in as feeder school (which have to be named). Governors approved the Admissions policy and consultation letter for change to oversubscription criteria.	
6.2.2	Child Protection and safeguarding policy was approved by governors	
6.2.3	SEND policy was approved by governors	
6.4	Policies to note:	
6.4.1	Academy support staff personal development and goal setting from 1 September 2024 policy was noted by governors.	
6.4.2	Anti Bullying policy was noted by governors.	
6.4.3	Attendance policy was noted by governors.	
6.4.4	Employee capability policy from 1 September 2024 policy was noted by governors.	
6.4.5	Exclusions and Suspensions policy was noted by governors.	
6.4.6	Principals pay policy from 1 September 2024 policy was noted by governors.	
6.4.7	RSE and HE policy was noted by governors.	
6.4.8	Reserves policy was noted by governors.	
6.4.9	Support staff pay policy, academy staff from 1 September 2024 policy was noted by governors.	
6.4.10	Teacher personal development and goal setting from 1 September 2024 policy was noted by governors.	
6.4.11	Teachers pay policy from 1 September 2024 policy was noted by governors.	
6.1.12	Phone Pouch behaviour policy appendix September 2024-25 policy was noted by governors. RK advised that CEC had bought all the pouches.	
6.1.13	Health & Safety – roles and responsibilities September 2024-25 policy was noted by governors.	
7.	Committees - receive committee minutes/notes There were none.	
8.	Any other business	
8.1	There was none notified.	
8.2	Clerk and/or governors to arrange monitoring visits.	Clerk
8.3	MG asked if there were any 6th former students who could help with social media by volunteering for the Cowes Pantry.	Clerk
9.	Future meetings	
9.1	2024-25 meeting schedule 28 th November 2024 3-5pm 23 rd January 2025 3-5pm 27 th March 2025 3-5pm	

	15 th May 2025 3-5pm 3 rd July 2025 3-5pm	
10.	Confidential business There was none notified.	

Action log 26th September 2024

Agenda item	Action	Person(S) Responsible	Status
4.1.3	RK will speak to RP to see if he wishes to carry on. MG offered to take on if RP does not wish to.	RK	Emailed RK 01.10.24 Emailed RP 16.10.24
4.1.3	Clerk to check with CB to see she wished to carry on with career link.	Clerk	Emailed 16.10.24
4.1.3	LGBTQ+ link governor to be on next LGB agenda	Clerk	28.11.24
4.1.4	RR knows two or three other interested parties and will ask them to make applications which can come to the next LGB meeting.	RR	Emailed 01.10.24
4.2.2	RK and VW will look at the process for future FGW meetings, ask OAT if any other academies do FGWs and will contact YOT to ask if they do training for governors and set aside a monthly time slot for meetings.	RK/VW	Emailed 01.10.24
4.4	Clerk requested all governors to complete the declarations and confirmation on Goverhub as soon as possible as there will be a check on the website to make sure interests have been declared this year.	Governors	08.10.24
4.5	Clerk to do T&D plan for next meeting and advise what training had to be done as soon as possible.	Clerk	14.11.24
4.6	RK will ask OAT to formally respond to the LA consultation on closing schools.	RK	Emailed 01.10.24
5.3.1	CSC to send governors a list of acronyms.	CSC	Emailed 16.10.24
5.1.11	RK to action governors receiving press releases.	RK	Emailed 01.10.24
5.1.12	RK advised that this could arrange visits to the Quay on an individual basis.	RK	Emailed 01.10.24
8.2	Clerk and/or governors to arrange monitoring visits.	Clerk/Govs	Emailed 16.10.24
8.3	MG asked if there were any 6th former students who could help with social media by volunteering for the Cowes Pantry.	DSB	Emailed 01.10.24