

# Minutes: Cowes Enterprise College

## Local Governing Body Meeting

Date:	6 <sup>th</sup> July 2017
Time:	2pm
Location:	Cowes Enterprise College, Crossfield Avenue, Cowes, Isle of Wight, PO31 8HB

Governors	Initials	Responsibility	Apologies	Initials	Responsibility
David Sword	DS	Chair	Luke Bowers	LB	Governor
Sean Harrison	SH	Vice Chair	Attendees		
John Peckham	JP	Principal	David Doherty	DD	Head of School
Nigel Harley	NH	Governor	Jemma Harding	JH	Vice Principal
Emma Heathcote	EH	Governor	Rachel Kitley	RK	Principal from September 2017
Graham Ivey	GI	Governor	Richard Marinelli	RM	Business Manager
Roland White	RW	Governor	Chris Rice	CR	Vice Principal
			David Sanchez-Brown	DSB	Assistant Principal
			Jill Wareham	JW	Clerk

No	Key: <b>Decisions, Actions, Support, Q: Governor questions</b>	Action by
1	<p><b>Apologies for absence</b>  <b>Apologies were received and accepted from Luke Bowers.</b>            LB will be replaced by Jason Howard, OAT Regional Director for the South from September</p>	
2	<p><b>Welcome to Rachel Kitley and thanks to Vicky Spencer</b>            2.1 Members of the LGB introduced themselves to Rachel Kitley.            2.2 DS presented Vicky Spencer, on behalf of the governors, with a card and flowers and thanked her for all her hard work as a long-standing governor of both Cowes High School and Cowes Enterprise College.</p>	
3	<p><b>Declarations of interest and confidential business</b>            3.1 Sean Harrison declared an interest in item 9 regarding human resources as his wife is a member of non-teaching staff.            3.2 DS advised that SLT may have to leave the meeting for the confidential Quality of Teaching report.</p>	
4	<p><b>Minutes and Action Points of the meetings 18<sup>th</sup> May 2017</b>            4.1 <b>The minutes of the meeting held on 18<sup>th</sup> May were agreed and signed</b>            4.2 DS requested anyone who had an action please make sure is undertaken and reported back to JW.            API. Pat Walters report had been circulated            AP2: Safeguarding was an item on the agenda            AP3: Governors' workplan was on the agenda            AP4: <b>Newsletter referring to Caterlink changes to be sent to JW to forward to governors</b>            AP5: <b>RM to request Caterlink to attend the next LGB meeting</b>            AP6: Associate Members can sit on panels            AP7: SEND report will contain evaluative data in future.            AP8: PSHCE plan. JH advised that they will be appointing someone to take responsibility for PSHCE who will produce a plan when in post.  <b>Q: What is in place to show Ofsted if they arrive?</b>            A: There is a lot of work relating to PSHCE happening within the academy.  <b>Governors requested the PSHCE information be collated to ensure there is evidence of what is currently happening in the academy.</b> EH had made a monitoring visit yesterday to look at PSHCE across the academy and assured governors there was a lot going on. <b>EH will write up her</b></p>	<p><b>DD/JW</b> <b>RM</b></p> <p><b>JH</b></p>

	<p><b>visit to monitor PSHCE and return to JW</b></p> <p>AP9: Teaching and learning report is an item on the agenda          AP10: Key priorities are an item on the agenda          AP11: Support staff development policy is an item on the agenda          AP12: Actions to address attendance issues had been sent out to governors          AP13: <b>Training for KS4 and KS5 to be built into governors' schedule of business next year</b>          AP14: <b>RW to liaise with NH about consistency of monitoring visits</b>          AP15: <b>JW to send suggested KPIs for safeguarding to JH as now under her remit</b>          AP16: Governor training needs see item 11.2 on agenda.          AP17: <b>DS requested that someone was contracted in to go through the policies and decide which ones needed an Equality Impact Assessment as this was a statutory requirement</b>          AP18: H&amp;S policies were an item on the agenda          AP19: RM reported that CEC had a fully trained Educational Visits Coordinator (EVC) and staff taking trips are given guidance including completing risk assessments.</p> <p><b>Q: Can governors be assured that staff taking students on trips are fully aware of their responsibilities and liabilities?</b></p> <p>A: RM advised that trips wouldn't be approved if the person leading the trip, particularly overseas, wasn't experienced in taking trips.</p>	<p><b>EH</b></p> <p><b>JW</b> <b>RW/NH</b> <b>JW</b></p> <p><b>JP</b></p>
5	<p><b>Chair's report.</b></p> <p>DS advised there were no formal issues to report. DS had met with Sue Waters (SW) who expressed an interest in becoming a governor. Sue is clerk to Gurnard Parish Council and has worked with Connexions and has financial expertise. DS had agreed that SW should visit the school and complete an application form. The LGB would undertake a skills audit in September and identify any gaps. If SW's skills filled these gaps then the LGB would recommend her approval to OAT.</p> <p><b>DD to arrange a visit for Sue Waters</b>  <b>JW to send application form to Sue Waters and organise skills audit of LGB in September</b></p>	<p><b>DD</b> <b>JW</b></p>
6	<p><b>Safeguarding report</b></p> <p>This is a confidential report for governors who asked a number of questions relating to it.  <b>The report was noted by governors.</b></p> <p><b>DD to do further analysis of data within the safeguarding report</b>  <b>JW to liaise with JH regarding governor training for safeguarding.</b>  <b>JW to update Safeguarding Policy with Jemma Harding as DSL.</b></p>	<p><b>DD</b> <b>JW</b> <b>JW</b></p>
7	<p><b>Report on PSHCE (Personal Social Health and Citizenship Education) Plan</b></p> <p>This item was agreed to be deferred to next meeting when new person in post.</p>	
8	<p><b>Consideration of a temporary change to CEC admission number</b></p> <p>JP explained that CEC had set up a structure to manage a certain number of students. As the budget is so tight and funding for extra students does not come through until the following year, extra students put the academy in a very difficult position. The current admission number for Year 7 is 270. The structure for September 2017 is in place for 210 placed in 7 groups. JP is requesting governors to agree to apply to the Office of the Schools Adjudicator to cap, for one year only, each year group from 7 to 11 to 225, 210, 200, 200, 190 respectively.</p> <p><b>Q: Would children with SEND who have named CEC on their application still be admitted?</b>          A: Yes, they have an automatic right to be given a place.</p> <p><b>Q: Do we have some capacity with numbers that have been given?</b>          A: Yes, there will still be some places in all year groups.</p> <p>JP has not consulted with other schools as wanted agreement from governors first.</p> <p><b>Q: What funding is triggered by the October census?</b>          A: The census numbers taken in October are used for the funding of the next financial year</p> <p><b>Q: Could you explain what is meant by a nurture class?</b>          A: A nurture class is sometimes created for children who are not ready for secondary school, there would be fewer students, the teaching would be more like primary school learning but the students will</p>	

	<p>follow the same curriculum as the rest of the year group</p> <p><b>Q: Has CEC had nurture classes in the past?</b></p> <p>A: Yes, it has been done before but only for a very short period due to funding.</p> <p><b>Q: If the request is to cap numbers this year, what will happen in the long term?</b></p> <p>A: JP advised that this is just a request for a temporary cap for 2017-18. One of JP's concerns is the future of Sandown Bay Academy and if it closes there may be an influx of students</p> <p><b>Q: Is there any up-front emergency fund if numbers increase?</b></p> <p>A: If the number increases by more than 5% CEC could apply for more funding (for KS3 and 4). Governors discussed the risks involved in applying for a cap in terms of quality of teaching and reputation of the academy and took a vote on the proposal.</p> <p><b>It was proposed that the academy applies for a cap on the admission numbers for all year groups for one year only (2017-18). Four governors voted in favour, two voted against, therefore the proposal was approved.</b></p>	
9	<p><b>Report from Pat Walters and Human Resources Development Strategy for 2017-18.</b></p> <p>The report was confidential for governors and had been commissioned by OAT to look at staffing. DS had received the report as a draft which did not include overarching costings. RK commented that she would like to have some flexibility in September to review staffing to link into the academy improvement plan. The HR development strategy had a number of proposed structure changes which governors had a discussion about but because these were within the agreed budget for staffing the Principal and SLT can make those decisions therefore the LGB noted the changes for September.</p> <p><b>RK to report to governors in September with proposals for any further staffing changes</b></p>	RK
<p>10</p> <p>10.1</p> <p>10.2</p> <p>10.3</p>	<p><b>Principal's Report to include:</b></p> <p><b>10.1 Strategic overview:</b> This had provided the context to the discussion at the LGB Development</p> <p><b>10.2 Session Finance, Personnel and Premises.</b> DS felt the report was very detailed and would have been more appropriate for it to be discussed by the finance group prior to the LGB meeting but this hadn't happened.</p> <p><b>Q: In view of the meetings not being organised would it be more sensible to set up a Finance committee from September?</b></p> <p><b>Governors agreed the setting up of a Finance committee and the membership and terms of reference to be an agenda item of the first LGB meeting in the autumn term.</b></p> <p>RM advised that the reason for so much detail in the report was because it was the annual budget for 2017-18 which needed to be approved by governors.</p> <p>RM reported that in the current year the DfE had clawed back £150k due to loss of students, £130K was the predicted deficit but due to savings in staffing (some left and not replaced), some staff not taking up the pension scheme and a freeze on central spend, the deficit had been reduced to £73K.</p> <p>There was overspend in other costs e.g. OAT invoices.</p> <p>The 2017-18 budget includes 1% pay increase and predicted student numbers (which RM has done a lot of research on).</p> <p><b>Q: Has maintenance allocation stayed the same as it is now five years since the new build which is when things would normally start to incur costs?</b></p> <p>A: RM advised that there is a capital fund held by OAT that academies can apply for.</p> <p><b>Governors approved the budget for 2017-18</b></p> <p><b>Governors congratulated RM and SLT for their hard work in keeping the budget very tight.</b></p> <p><b>10.3 Leadership</b></p> <p><b>JP to send Mark Master's report to JW to circulate to governors as not attached to report</b></p> <p><b>Governors requested a completed SEF for each area</b></p> <p><b>RK thanked JP for his support in the handover to RK which was very much appreciated.</b></p> <p>Report on quality of teaching. Quality of middle leadership was discussed and DSB highlighted two areas for concern both of which will be improved, one when maternity leave ends and the other area will be subsumed by another subject with strong leadership. Governors were encouraged to see that five areas had improved.</p>	<p>JW</p> <p>JP/JW</p> <p>JW</p>

<p>10.4</p>	<p><b>Teaching, Learning and Assessment</b></p> <p>DSB explained there was a robust plan in place to see T&amp;L has improved. SLT did a review in May of all teachers using a template, outcomes were noted in report and now teachers who need it have support plans. Appraisals are focusing on T&amp;L issues. Reviews will be undertaken three times a year.</p> <p><b>Q: Can you clarify the figures in the report as they do not make sense?</b></p> <p>A: DSB apologized for the typo.</p> <p><b>Q: What will be done to support the staff who are teaching in subjects they are not qualified in?</b></p> <p>A: DSB advised they were trying to improve middle leadership so they can flag up issues, support those staff and have a buddy up system.</p> <p><b>Q: Will this be for this year or is it long term?</b></p> <p>A: JP advised it is a bit of both for example there do not appear to be any geographers looking for jobs.</p> <p><b>Q: Are there other subjects that are short of qualified teachers?</b></p> <p>A: Yes, technology.</p> <p><b>Q: Does the teacher get training for teaching out of their own subject?</b></p> <p>A: Yes, they will be working with departments up to the start of next term and beyond.</p> <p><b>Q: Can a qualified teacher teach anything?</b></p> <p>A: JP believes that is correct except where H&amp;S training is needed.</p> <p>The five key priorities for the academy have been identified by SLT as improve quality of teaching, raise attainment of all students, particularly those with SEND, pupil premium, boys and most able, consolidate leadership, improve the behaviours of some students, and developing the curriculum.</p> <p><b>Q: Do those priorities match with what is in the SEF?</b></p> <p>A: They broadly match with the existing Academy Improvement Plan but have moved on slightly. DS would like to look at SEF at the start of next year.</p> <p><b>Q: Governors agreed the key priorities and asked how would staff and children know these?</b></p> <p>A: JP suggested putting on the back of staff badges and DS suggested posters. <b>Governors requested posters be placed around the school with the five priority headings on.</b></p>	<p>JP</p>
<p>10.5</p>	<p><b>Personal Development, Behaviour and welfare</b></p> <p>CR highlighted the fact that most students behave well and CEC should build on positivity. There is a small minority who cause concern, they have impacted on exclusions and SLT are looking at alternative sanctions. For the first time this year a number of students have achieved the Bronze DofE awards. <b>Governors congratulated those students on their achievement of Bronze DofE award</b></p> <p>Governors had been asked to approve a change to uniform for 2017/18. JP advised that there had been a number of responses to this proposal, the Chair had also received a communication requesting the uniform not to be changed. <b>Governors agreed that the Principal should consult the parents and then make a decision based on the responses.</b></p> <p>Evaluation of Attendance and exclusions. There had been a small improvement in attendance by the end of the year. The number of exclusions and the lack of fines this year (whilst court case was being determined) for holidays in term time has had an impact on attendance. There have been two permanent exclusions this year. When Capstan House could no longer be resourced, this had an effect on students who attended. Time out usage has seen an improvement but too many students are sent to time out. SLT have worked hard to reduce by leading CPD on relationships between students and teachers. In September repeat offenders will be looked at to see what staff are doing with them. Exam period was dealt with effectively, most students were good and trends show moving in the right direction.</p> <p><b>Q: Is the academy looking into having an attendance officer again?</b></p> <p>A: Yes, this was picked up within the Pat Walters report with the redistribution of roles in the administrative team. Changes in Education Welfare Service will cost £5k for next year and this service may be better provided by consultants at one off cost, there are some training needs for year teams.</p>	
<p>10.6</p>	<p><b>Outcomes of Pupils.</b> The focus is now on Year 10 who have moved up to Year 11. It is not possible to predict Progress 8 scores until results are published in August. Both English and Mathematics have got</p>	

10.7	<p>new exams this year. The current prediction for Year 10 students is not high enough and needs to improve, this would mean early planning and interventions for those children.</p> <p>16-19 Study Programmes. The outcomes predicted are around national averages.</p> <p><b>Q: In the report it says that to make 6<sup>th</sup> Form viable there would need to be 270 students, is there a marketing plan for the GCSE results day?</b></p> <p>A: JP advised that indications show 160 students in 6<sup>th</sup> Form next year. Generally, achievements of individuals are publicized on results day.</p>	
<p>11</p> <p>11.1</p> <p>11.2</p> <p>11.3</p> <p>11.4</p>	<p>Governor business including:</p> <p>11.1 Agree scheme of work for 2017-18. <b>Governors agreed the scheme of work for 2017-18</b></p> <p>11.2 Review of LGB work and training needs identified and training undertaken. <b>DS and JW to review the responses from governors when all returned and collate the information for next meeting.</b></p> <p>11.3 Chair of governors 360° review. <b>Governors to send completed Chair reviews to JW asap</b></p> <p>11.4 Monitoring visits undertaken and questions.</p> <p><b>Q: Is there was a comprehensive approach to developing literacy across the school?</b></p> <p>A: This was very pertinent in light of issues raised in leadership in English and is an area to return to in the future. <b>Literacy across the academy to be included in the workplan next year</b></p> <p><b>Q: How does the proportion of students receiving PP in CEC compare with other schools?</b></p> <p>A: The percentage of PP students in CEC is 25% compared to 28% nationally.</p> <p><b>Q: The gap between students in receipt of PP and their peers varies across the year groups; is this difference due to some of the strategies the academy deploys having a greater impact on certain year groups, or are there other factors influencing the performance of certain year groups, for example year 10?</b></p> <p>A: This is an area to be reviewed and will bring back to a future meeting. <b>Progress of PP students compared to non-PP students in different year groups to be included in the workplan.</b></p> <p><b>Q: How do observations completed as part of the academy's approach to performance development 'fit' with the academy's activities to assess and improve the quality of TLA?</b></p> <p>A: Observations are undertaken by SLT and feed into the performance management process.</p> <p><b>DS thanked governors for finding the time to undertake monitoring visits</b></p> <p>NH attended the transition evening and met parents. There was a sense of excitement and enthusiasm, GI had also attended transition evening as a parent and governor and was shown around by two students who were brilliant.</p> <p>GI also met with DD about a sensory room (quiet room) being created and will continue to liaise with DD.</p>	<p><b>DS/JW</b></p> <p><b>Govs</b></p> <p><b>JW</b></p> <p><b>JW</b></p>
<p>12</p> <p>12.1</p> <p>12.2</p> <p>12.3</p>	<p>Policies for approval:</p> <p>12.1 Accessibility Plan. This was not available at the meeting but it was agreed that <b>SLT to update the Accessibility Plan and when completed send to JW to send to governors for approval.</b></p> <p>12.2 <b>Data Protection. This was not available at the meeting but it was agreed that the dates be changed on the existing policy and the Data Protection Policy be approved.</b></p> <p>12.3 Health &amp; Safety policies.</p> <p><b>Q: Who is the H&amp;S manager?</b></p> <p>A: Currently it is part of RM's role but because the policies relate to different areas it was thought sensible to have a front sheet on the main H&amp;S policy that identified the named person responsible for each policy</p> <p><b>Q: In the main Health &amp; Safety policy there were about 40 named policies, does this mean there are more to come to governors for approval?</b></p> <p>A: Yes, there were several more that need to be checked by the Principal before approval by the LGB.</p> <p><b>Caretaking and Cleaning, Chemical Hazards and COSHH, Confined Spaces Policy, Fire Safety, Health and Safety, Hiring and Letting, Home Visiting Policy, Lone Workers Policy, Management of Asbestos Policy, Management of Legionella, Managing Contractors (Premises) Policy, Manual Handling Policy, Noise Policy, Permit to Work, Personal</b></p>	<p><b>SLT/JW</b></p>

<p>12.4</p>	<p><b>Protective Equipment (PPE), Risk Assessment and Risk Management, Security and Safety of Premises, Stairs, Landings and Lifts Policy, Voice Care, Waste Management Policy, Work Equipment, Working at Heights Policies approved by governors.</b></p> <p>Financial Regulations Manual was an operation document and did not require approval by the LGB but it was noted that the manual had not changed since 2015.</p> <p><b>Q: Governors asked if it was part of their role to review the H&amp;S policies as some of them were quite technical?</b></p> <p>A: DS advised that with these policies it was a case of governors checking through before meeting to see if there were any errors e.g. typos and if there were any issues to raise</p>	
<p>13</p>	<p>Date of meetings for 2017-18</p> <p>Governors agreed to have six LGB meetings a year on Thursdays starting at 3pm, four Finance committee meetings a year on Friday mornings</p> <p><b>JW to send dates for 2017-18 to governors following the meeting and roles and responsibilities of governors for 2017-18 to JH.</b></p> <p><b>David Sword, on behalf of the governors, formally thanked John Peckham for his hard work and wanted it recognised and recorded the massive difference made to the academy since JP became the Principal. JP had stabilised the progress of the academy, gained respect from the children and engendered a new-found confidence from staff, which was down to JP's skills, knowledge and communication. Governors expressed their pleasure in working with John.</b></p>	

Signed as a true and accurate record: .....

Date: .....