

I certify that these minutes are a true record of the LGB meeting held on Thursday 17th March 2016 at 3pm

Signed Chair/ Vice Chair Date.....



Cowes Enterprise College
Local Governing Body

Date: Thursday 17th March 2016

Time: 3pm

Location: Cowes Enterprise College, Crossfield Avenue, Cowes, Isle of Wight, PO31 8HB

Governors

David Sword	(DS)	Chair
Karen Baker	(KB)	Governor
Sean Harrison	(SH)	Governor
Victoria Spencer	(VS)	Governor
Roland White	(RW)	Governor

Apologies

John Peckham

Attendees

Carole Bailey	(CB)	Clerk
David Doherty	(DD)	Head of School
Cristopher Rice	(CR)	Assistant Principal
Richard Marinelli	(RM)	Business Director

1. Apologies for absence

Apologies were received and accepted from JP.

2. Declarations of Interest and Confidential Items

No interests were declared. There are no confidential items on this agenda.

3. Minutes from 28th January 2016 and Action Points

Action Point 1: GW checked the charitable status of the academy and it does come under OAT's registration. There may be funding streams available which RM will investigate and note.

AP2. KB is looking at the content of the website with particular regard to parent information. Information is being increased all the time.

Action Point 2: KB will link with JP and Phil Segal regarding the content of the website and parent information, and report back to the LGB meeting on 5th May 2016.

Action Point 3: DD will send the academy event dates to CB for distribution to governors.

AP3. Capstan House strategic feedback, outcomes, and need to know issues will appear in the Principal's Report to the LGB on 5th May 2016.

AP4. LAC information is in the Principal's Report.

AP5. Q. Is there a Pupil Premium (PP) line in the Academy Action Plan?

A. No, not yet.

Governors discussed the need to be secure with knowledge of PP, as highlighted in the OAT review.

AP6. DS and RW met with CR to discuss the format for data presentation and the new format will be in the 5th May 2016 report.

AP7. Attendance strategies will be in the 5th May 2016 report.

AP8. CR will give a verbal report on maths strategies under item 11.

AP9. Information on 6th Form benchmarking will be in the 5th May 2016 report.

AP10. So far 82 students have indicated they will be applying for CEC 6th Form. All Year 11 students have had interviews regarding their next educational step; OAT champion more able students to apply to high level universities; and the academy is hoping to build a base of non-A-level courses.

Q. These steps show what we are doing for our current students, are there any approaches from outside students?

A. There has been some interest from students at the Studio School and from foreign students.

RW arrived at 3.10pm

AP11. Scheme of Management Delegation is on this agenda.

AP12. Catering has reached the tendering stage now. VS attended the opening of the tender documents. The tenders will be shortlisted to three.

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Action Point 4: RM will circulate dates for catering presentations after shortlisting. Governor representation will be needed.

API3. SEND information is attached as a memorandum to Item 11, the Principal's Report.

API4. Narrative section will be included in the new format Principal's Report on 5th May 2016.

API5. DD tabled the RAISEOnline report for governors.

API6. See AP6.

API7. CB forwarded SH's report to JH.

API8. Start time for meetings remains at 3pm.

API9. See action point 3.

SH proposed the minutes correct for signing, KB seconded and the governors agreed unanimously.

4. Chairs Action Report

The Chair and Vice Chair both approved the new OAT Complaints Policy pending ratification at this LGB.

There were no other Chair's actions.

5. Scheme of Management Delegation

CB has emailed OAT to ask for a template for the scheme of management delegation or guidance for a model. No reply has yet been received. Governors discussed the need for clarity of decision making responsibilities. The Finance Scheme of Delegation was approved at the January meeting.

6. Governor Reports

No reports were received for this meeting.

Q. Does Sean O'Neill have any more days left for external adviser visits to the academy?

A. One day is left, DD is not sure if this has been fixed yet.

Governors discussed triangulating evidence with external reports. Mr O'Neill did feedback on maths and some key decisions have been made regarding staffing decisions and appointments. The academy is working with AQA and other OAT academies regarding partnership days; GW offered to broker training /development sessions.

Q. Was an action plan developed from the Maths report? And if so what has happened since then? If there is a risk of underperformance it needs addressing.

A. An action plan was not produced but the SLT is working on the points raised in the report.

Governors discussed being kept informed of key priorities.

SH has discussed 6th Form attendance and parent concerns with JP with a positive response; SH will write up.

DS and RW came in on 9th March to meet with CR and it coincided with the OAT review; the feedback was useful, and overall, positive.

Action Point 5: SH will check the Single Central Record for completeness and sign that he has done so.

The academy experienced a minor gas leak on Friday 11th March 2016 and the information sharing system worked very well. There needs to be a complete Business Continuity Plan and Disaster Recovery Plan in place.

7. Inspection Report: Section 8

The academy was inspected on 23rd February 2016 under no formal designation to look at behaviour. The draft letter was revised following some inaccuracies. Overall the academy was judged to have behaviour and safeguarding measures that meet requirements. Some actions will be taken forward to improve consistency in application of behaviour rules and raising expectation of good behaviour.

Governors discussed the need to improve quality of teaching to engage students, of which they were already aware.

Response to the parent questionnaire was good with 426 responses. It was agreed that it was unacceptable that some teachers still did not expect high standards of behaviour from students in class, and these areas need to be identified. It is pivotal that the Academy gets to grips with poor teacher performance.

Action Point 6: JP/DD to produce a 'Heat Map' of where problem areas are in the academy regarding inconsistency of behaviour for each year group that is lesson specific for the LGB meeting on 5th May 2016.

Q. Where are we with regard to performance management?

A. Two teachers are on capability procedures and nine on support and development.

Recruitment of staff is still an issue; two maths teachers are due to take up post.

Q. The academy is suffering from the side effects of temporary staff; what are you doing with replacement staff, is training offered?

A. Strategies are in place for replacement staff. It is better than five years ago, but there is still a journey to be had.

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Signed Chair/ Vice Chair Date.....

Q. What are you going to do to ensure consistency of implementation of behaviour rules?

A. The report will be shared with staff.

Governors asked for all staff to receive feedback as the staff in the canteen were also questioned by Ofsted.

Action Point 7: Follow up to feedback from the Ofsted report and issues arising will be reported to the LGB on 5th May 2016.

8. Update on Safeguarding Action Plan

DD told governors that this week has been Anti-Bullying week. DS made governors aware of the trigger of an OAT academy failing an inspection with an out of date Safeguarding Policy. A list of questions was submitted for responses and DS tabled these questions which the academy has responded to. A lot has been done at this academy including ensuring staff have up to date child protection training. SH as safeguarding governor has training up to designated officer level. Governors discussed online training via the new OAT website. An audit of governor training is needed.

Action Point 8: CB will check that all governors have log-ins for the new site and can access the training modules.

9. Academy compliance with Equality duty and Equality Action Plan

Governors asked if an Action Plan was in place. The academy has a policy but no plan as yet. GW recommended the template on School Bus education website.

Action Point 9: CB will forward equalities action plan template to DD.

Action Point 10: DD will identify equality and accessibility objectives and draft an equality plan to be distributed at least two weeks (21st April) before the meeting on 5th May 2016.

10. Prospectus and Marketing Plan

DD tabled the prospectus covers in use this year for governors to see. No inserts were available.

Q. As previously discussed to retain the 6th Form student numbers need to be kept high, is there a robust plan in place to recruit to 6th Form?

A. The academy is striving to keep high achievers here; all Year 11 students have had interviews regarding their further education. Contact with primary feeder schools is ongoing for Year 7 recruitment.

Action Point 11: DD to have Recruitment to 6th Form plan ready for the LGB meeting on 5th May 2016.

Action Point 12: DD to forward the prospectus inserts (e-copies) to CB for distribution to governors.

A short break was taken at 4.15pm; meeting resumed at 4.25pm

11. Principal's Report

DS proposed going through the highlights of the report.

Q. How often is the staff survey completed?

A. Once a year. The majority of responses were positive; it is an anonymous questionnaire.

Q. As its anonymous how do you dig deeper into any problems?

A. We are discussing with the Union representatives where any problem areas are. We are supporting other ways for staff to engage and discuss areas that need development.

Q. Is it usual to use Survey Monkey?

A. It seems to work well, some professional association questionnaires are not phrased in a positive way.

Governors discussed the fact that the Governing Body did not come out particularly well from the questionnaire. DD believes this is because most staff did not know the governors. Similarly staff did not know enough about OAT either.

Governors discussed raising their profile by attendance at events for staff, as well as parents, including development days. A governors' surgery may be an idea to take forward. This survey is now the baseline for further surveys.

Action Point 13: Update on issues arising from the staff survey will be placed on the 7th July 2016 meeting.

Action Point 14: Governors to increase communication with staff and, with the SLT, raise awareness of OAT.

Q. When was the last parent survey completed?

A. Last week.

Action Point 15: KB will pick up on the parent survey results for discussion with an SLT member.

CR presented the data section of the Principal's Report and highlights were talked through.

Attendance has dropped below 95% for the first time this academic year due to a virus-type illness which has been across most island schools. Persistent absence is a problem to watch; letters, meetings and EWO involvement are organised to ensure this figure improves. Absence in PP and SEND groups are a significant problem which needs to be addressed.

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Signed Chair/ Vice Chair Date.....

There are fewer exclusions compared to this time last year, however SEND pupil exclusions have not decreased proportionately to the overall figure.

Q. How do you define SEND for the purpose of reporting data?

A. It is defined as students with an Education, Health & Care Plan (EHCP), a statement or Code K. This gap needs to close. There will be cross-over between the groups.

Governors asked for the number of students in each group to be included so that a better picture can be obtained.

Action Point 16: CR will include numbers of students in the exclusion groups on the next report and a short narrative.

Numbers of SEND students excluded are rising. Governors discussed the possible need to look at the exclusions policy with regard to SEND students; is it working? Does it need a re-think? The academy may consider trying something else to have an impact on these numbers.

Governors discussed the in-depth look at provision and impact for Looked after Children (LAC). It was agreed that as a one-off it provides an insight into the provision for LAC students but future information should remain at the strategic level. It is appreciated that data is difficult when there are small numbers and a short narrative would be in order. DS is the governor for LAC monitoring and will continue to look at more detailed information. Generally LAC students are finding a positive way forward but it is noted that science seems to be a problem area.

Key stage 4 summary was discussed. This shows trends for key groups and tracking against Progress 8. Basics English and maths A* to C grades is predicted at 61%, it currently sits at 50% but there are updates to come following checking of mock exams. Progress 8 is expected to be an upward trend with a + figure expected. SEND, PP and boys are groups that need extra help with mentoring and tutor groups.

Q. What is the difference between current, predicted and the target column?

A. Current is where students are sitting at the moment, predicted is eight weeks' time and the target column was aspirational at the start of the year.

An 'actual' column would be useful.

Q. With Year 10 there are many 'red' areas of significantly below, if they sat an exam today is that where the figure would be?

A. Yes, if we did nothing more that is the percentage who would obtain the grades in each section. The predicted figure is with interventions.

Governors discussed Progress 8 with SLT, it will be a key reporting figure and most parents (and local media) will not know what it means. Governors asked the academy to start looking at educating parents about Progress 8 sooner rather than later to ensure the correct information is received. The problem is that attainment will be published first. A drop in the Basics figure of around 19% is predicted nationally due to changes. GW told the meeting that some OAT academies, such as Park, have successfully put the information across.

Action Point 17: JP/DD will look at compiling 'bite-size' chunks of information on exam reporting to go in the academy newsletter.

Action Point 18: A short development session on reporting of exams will be placed on the LGB 7th July 2016 meeting agenda.

DS thanked CR for the data and governors were pleased to see attainment and progress going in the right direction.

Personnel: Highlights are in the Principal's Report but more detailed information is not in the report.

Action Point 19: Updated personnel information to be included in the 5th May 2016 Report.

Quality of teaching assessment shows a slight drop from January 2016 in Good or Better, but inadequate teaching has also dropped. Quality of Teaching continues to be addressed with coaching and TEEP training.

The alternative provision report is as submitted to the LA but anonymised. This year CEC has spent around £40k on alternative provision. Governors asked for a less detailed report for alternative provision but to include spending and outcomes overview.

RM talked governors through the Finance KPIs. There has been a decrease in catering income, similar to last year, but this matter is being addressed by tendering out the catering provision. Student numbers are lower than predicted by the LA which will affect income. The staggered repayment to the EFA is ongoing due to over-estimation of numbers against actual census. Lettings income is not as large as expected due to the later finish date for the refurbishment of the Sports Hall. Drop in income means that although core functions are maintained some 'extras' cannot be put in place. However student resources have not been reduced and savings made should have no student impact. Governors discussed having a single item agenda to approve the budget before submission.

I certify that these minutes are a true record of the LGB meeting held on Thursday 17th March 2016 at 3pm

Signed Chair/ Vice Chair Date.....

Action Point 20: CB will liaise with RM regarding a suitable date for budget approval. (Post meeting note: OAT are happy for the budget to be submitted prior to, and subject to decisions at, the next scheduled LGB meeting)

Risk Management: Some of the 'trend' boxes are blank; please ensure they are filled in for the next report.

Q. Is the only risk management done by the academy?

A. Yes.

Governors discussed the information provided. DD brought to governors attention item 9 on the Risk report and the current pressure of workload of the SLT with two members down. DS told the governors that he was happy to keep the Risk Management report straightforward and it should relate to the KPIs. He felt that SEND was becoming a significant problem and should be added to the register.

Action Point 21: JP will add SEND and related factors, such as attendance, to the Risk report for the LGB on 5th May 2016.

DD told governors that a SEND review has been done and the follow-on actions and impact can come to the 5th May 2016 LGB meeting.

The meeting moved to item 13 before item 12.

13. Policies

Looked after Children, Physical Contact between Students, Lockdown, and ratification of Complaints Policy are for consideration. Some 'typos' have been noticed in the OAT model policies. Governors discussed the language used in the Physical Contact between Students Policy; some was felt to be inappropriate and vague such as 'punishment' and 'lengthy' exclusions; and a key to the colours used in the table is needed. The Lockdown Policy needs to be looked at again regarding advice on what to do if the fire alarms are activated during a lockdown.

Action Point 22: SH will contact JP to discuss the correct fire procedures during lockdown.

The Looked After Children Policy was unanimously approved by governors. The Physical Contact between Students Policy was approved subject to amendments of the language used. The Complaints Policy adoption was ratified unanimously by governors.

The Lockdown Policy will come to the 5th May 2016 meeting.

12. LGB Review of Action Plan

Self-review of the LGB needs to take place. Fitting it in to the normal agendas is becoming a problem so DS suggested that at the meeting on 5th May 2016 the aim would be to finish normal business by 5pm and then hold a self-review meeting.

Action Point 23: A LGB self-review meeting will take place on 5th May 2016 at 5pm.

GW told governors of changes occurring within OAT. Mrs Barnes is moving on from OAT; and some powers/services will be devolved to regional hubs. GW is being re-deployed to Ormiston East; Ben Parnell is being deployed to Ormiston South and will be the new link OAT for Cowes.

Governors thanked GW for all his help and advice since the college became part of Ormiston, and they looked forward to welcoming Mr Parnell.

DS thanked everyone for their time and closed the meeting at 5.45pm.

Contacts:

Chair of Governors: Mr D Sword contact via the clerk or the academy office

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