

I certify that these minutes are a true record of the LGB meeting held on Thursday 5th May 2016 at 3pm

Signed Chair/ Vice Chair Date.....



Cowes Enterprise College
Local Governing Body

Date: Thursday 5th May 2016

Time: 3pm

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

Governors

David Sword	(DS)	Chair
John Peckham	(JP)	Principal
Sean Harrison	(SH)	Governor
Roland White	(RW)	Governor

Apologies

Karen Baker
Victoria Spencer

Attendees

Carole Bailey	(CB)	Clerk
David Doherty	(DD)	Head of School
Jemma Harding	(JH)	Vice Principal
Cristopher Rice	(CR)	Assistant Principal
Richard Marinelli	(RM)	Business Director
Ben Parnell	(BP)	OAT Regional Director

1. Apologies for absence

DS welcomed everyone to the meeting. Apologies were received and accepted from KB and VS. DS introduced Ben Parnell, the new southern regional director for Ormiston. BP gave governors a brief resume of his experience, the visits that have already taken place, and what is planned.

DS reminded governors that this meeting is planned to finish at 5pm so that agenda 2, governing body self-review, can take place.

2. Declarations of Interest

No declarations of interest were declared. DS proposed that confidential items would be moved to the end of the meeting, governors agreed.

3. Minutes 17th March 2016

API. RM told governors that OAT are subscribing to a software package to find grants and funding, he will report back when he has more information.

AP2. KB and JP have not yet found a mutually convenient time to meet regarding the website and parent information. This action is carried forward for reporting back at the LGB on 7th July 2016.

Action Point 1: 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 7th July 2016. Carry forward: 1.

AP3. DD forwarded Academy dates to CB for distribution to governors. DS is attending the awards evening. DS asked governors to look again at the dates and see which they can attend, it is important to have governors at these events.

Action Point 2: CB will resend the events lists to governors.

AP5 from 28th January 2016:

Q. Does the action plan contain a separate line to look at Pupil Premium yet?

A. This is a targeted group, is a separate line a priority?

Governors discussed reporting of Pupil Premium and agreed that they need more information on the spending plan, funding deployment and impact.

Action Point 3: JP to bring information on Pupil Premium plan, spending deployment and impact to the LGB meeting on 7th July 2016.

Q. Is the Pupil Premium information on the website up to date?

A. It was updated in January 2016 and will be further updated in September 2016.

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AP4. The catering process has moved on and RM thanked VS and KB for attending the presentations. Caterlink was chosen and the next process is TUPE arrangements and the main contract. It may be a contract for OAT to sign off because of the value.

AP5. SH checked and signed the Single Central Record for completeness. A separation of duties issue was raised.

Action Point 4: SH will re-check the Single Central Record with a member of SLT.

AP6. The 'Heat map' will be presented on screen under Principal's Report.

AP7. Follow-up to feedback from the Ofsted Report will be presented under Principal's Report.

AP8. All governors present have been able to log-in to the new OAT website. Governors discussed the training modules required to be completed.

Action Point 5: Governors will work through the mandatory training modules on the OAT website. Governors who have completed trainings elsewhere will forward copies of the certificates to CB.

AP9. CB forwarded the Accessibility Plan template to DD.

AP10. The equality objectives and Accessibility Plan are not yet completed; it will be ready for the LGB meeting on 7th July 2016. Governors stressed the urgency of completing these items.

Action Point 6: DD will forward the completed equality objectives and accessibility plan to CB for distribution to governors by 23rd June 2016.

AP11. 6th Form recruitment plan will be covered in the Principal's Report

AP12. The prospectus inserts were forwarded but most governors could not download the files due to their size and the resultant method they had to be sent by. Prospectus documents are available on the website.

AP13. Initial discussions have taken place regarding the results of the staff questionnaire.

Action Point 7: JP will bring more detail on the discussions resulting from the staff questionnaire to the LGB meeting on 7th July 2016.

AP14. DS reminded governors of the importance of raising the profile of governors within the academy in a strategic way. Attending events is a good way to do this. OAT profile also needs to be raised and BP intends to visit on a frequent basis.

AP15. JP has sent the results of the parent questionnaire to KB but a meeting needs to be arranged to follow-up.

Action Point 8: JP and KB will meet to follow-up on the parental questionnaire and report back to the LGB meeting on 7th July 2016.

AP16. Numbers of pupils excluded are in brackets in the report.

AP17. Giving information to parents on the new assessment system has not yet started. Governors discussed with SLT the best way to do this. Newsletter reach is limited; links on the Facebook page may be more useful. A conversion chart is available for English and maths.

Action Point 9: JP will update governors on the information provided to parents regarding assessment changes at the LGB meeting on 7th July 2016.

AP18. CB has placed a development session on exam reporting on the agenda for the LGB meeting on 7th July 2016.

AP19. Q. The personnel information has not been included in the Principal's Report, why is this?

A. JP reported problems with the SIMs and data report; it could not extract the detail without a lot of 'man-hours'. He could provide the 'cover sheet' reports from NOVA for the next meeting. Governors asked about staff absence rates.

JP reported that there were no major concerns.

AP20. Budget approval is on this agenda.

AP21. SEND has not been added to the risk register. JP told governors that it is not considered a particular risk. Details of the SEND action plan are in the Principal's Report.

AP22. SH has discussed with JP the need for an extra section for the Lockdown Policy to ensure that a different noise is set for the lockdown as opposed to fire evacuation.

Action Point 10: JP will bring the Lockdown Policy back to the LGB for the 7th July 2016 meeting with amended section for alarm signals.

AP23. LGB Self Review forms the second agenda for today.

SH proposed the minutes correct for signing, RW seconded and the governors present at that meeting agreed unanimously.

4. Chair's Action Report

DS reported that he'd signed off the OAT Policy Declaration.

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5. Safeguarding Audit

JP told governors that the academy has had various audits regarding Safeguarding. He reported to OAT on the questions that were sent through to all academies with a covering letter. The Local Authority completed a 'random selection' safeguarding audit in June 2015. The Ofsted inspection that has taken place recently looked at behaviour in the academy which included safeguarding elements.

Action Point 11: JH will forward the details of the Section 175 Audit and resultant LA audit to CB for distribution to governors.

6. Budget Approval 16/17

This item will be discussed the under confidential section.

7. Governor Reports

Four reports have been submitted.

SH viewed the Single Central Record as requested. Recommendations are for the policy to contain a reference to DBS checks review process, regular OAT visitors to be added to the record, and a review of exam invigilators checks. Disqualification by association was discussed. (Post meeting note: Only required for secondary staff if involved in childcare provision on site for children less than 8 years of age.)

SH reviewed the occurrence of a small fire found to have started as a result of poor housekeeping practice and inappropriate storage. Praise is given to RM and Ross for their prompt action which minimized damage.

Recommendation is for a governor to conduct a health & safety walkround with a member of SLT of the site to check other storage areas, and for staff to be reminded of safety considerations when using storage.

SH met with students to discuss any issues they had and three main points were: inconsistency and vagueness of some homework; time wasted in lessons on matters of uniform and appearance; and loss of impact of the behaviour points system. There were also issues raised concerning students with impaired mobility and the inconsideration of other students which the academy will look into. Recommendations are that SH meets with vulnerable students to ensure the academy is meeting their needs; the SLT review the behaviour points system; and teachers are reminded to set relevant and constructive homework.

Q. Students need to feel empowered, has 'you said, we did' become embedded?

A. It has not become embedded.

Action Point 12: JH will pick up the 'you said, we did' with students and report back to the LGB on 7th July 2016 with information on what processes are in place.

Q. What are the barriers to teaching staff setting relevant homework tasks?

A. Some teachers are currently occupied with intervention work and homework has been neglected. The SLT have not had the time capacity to quality assure the items that are placed on the homework pages.

Governors discussed the involvement of middle leaders, the role of the new Assistant Principal, a quality review process, and a system that's responsive to students. Governors asked for the setting of quality homework to be a priority, not only for the benefit of students, but this portal is a parent/academy interface.

Action Point 13: JP will ensure that setting of relevant and constructive homework is addressed as a priority before the LGB meeting on 7th July 2016.

DS met with CR and with the OAT review team for feedback. With CR the format of the Principal's Report was discussed and agreed. The OAT review team has made recommendations for the LGB which need to be addressed. These include ensuring the governors have enough information on British Values, Pupil Premium and the Business Continuity Plan

Action Point 14: OAT Review items to be addressed at the LGB meeting on 7th July 2016.

SH and DD attended the briefing on the White Paper. The advice from Brian Pope at Hants County Council was basically to wait and see. The LA still has statutory responsibilities to maintained schools. (Post meeting note: DfE has issued new guidance 6-5-16)

8. Principal's Report

Governors asked if the items at the front of the report came from the academy newsletters, if so could they be sent the newsletter rather than have them in the report. They are newsletter items and CB will set up newsletter distribution for governors.

Governors discussed the Ofsted report from the visit on 23th February 2016. Some behaviour improvement has stalled due to SLT capacity; there is inconsistency in practice and expectations of behaviour.

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Q. What is happening to address inconsistency?

A. Teaching technique needs to be developed, support from other staff is happening to raise confidence such as a presence for uniform check in a public space rather than in class. CPD will also be used to improve performance. There are some capability issues but it is better than most supply teaching.

Governors discussed a sharper pursuit of consequence and having a tight, rigorous system. Governors noted that consistency had not been achieved and that, although there is succession planning for driving improvements in behaviour, there is little spare capacity to provide resilience in the event of a key staff absence. BP told governors that it needed a leadership and management quality assurance process and this is a starting point. Engagement and teaching need to be separate. There needs to be a strong discipline system. This has to be backed by support for teachers.

Action Point 15: BP will be meeting SLT to discuss quality assurance and behaviour; a governor will be invited. SLT will pass the meeting date on to governors.

Governors briefly discussed the SEND report and action plan, and the reports from Mr O'Neill. JP told governors that the OAT review had been very useful as a professional development exercise on readiness for an inspection across all levels of leadership.

JP asked governors to consider the transport arrangements for September 2016. The academy currently has around 50 students from the west Wight area who pay for places on the school service bus. This service will be withdrawn by Southern Vectis in September. Governors discussed withdrawing the bus provision from the floating bridge for East Cowes students as this is walkable. The academy could fund a bus service from west Wight with paying students. There would be a small loss. Governors wished to know the size of the loss but figures were not available. If the suggestion was cost effective governors would agree. Following a parental statement, governors would also need to see an equality impact assessment for the proposal to withdraw the Floating Bridge service. BP asked about the travel arrangements for the pupils currently transported in a staff car. It is not done on payment, just the mileage system; safeguarding has been checked.

Action Point 16: JP will provide costings for the west Wight service and an equality impact assessment for withdrawing the Floating Bridge service.

JP asked to discuss the 6th Form offer.

RW withdrew from the meeting 4.38pm. The meeting is not quorate at this point.

Governors discussed offering a one year program for students with 1 GCSE or above.

Q. Is there evidence of demand? Would it make the 6th Form more robust?

A. Sometimes the IW college is a more challenging environment for some students and historically there have been students who wanted to stay but couldn't. Evidence of demand is circumstantial.

Q. If it is run and there is insufficient take-up what would be the costs?

A. Teaching staff would be redeployed, but the marketing costs will have been incurred. It can be contained within the current budget.

Governors cannot vote as the meeting is not quorate and DS considered it to be an operational matter, but the governors present supported the proposal.

RW returned to the meeting at 4.43pm. The meeting returned to quorate.

Governors discussed the Key Performance Indicator document:

No. on Roll

Q. 21 students have not returned after year 12, is there an issue?

A. Seven were EU students only here for one year, and others were planned leavers.

Governors discussed the number of leavers to Home Education; it's an island wide problem; the number of students with SEND who were excluded is high and this becomes an equality issue; Capstan House is helping keep students in college but there are still non-negotiables on behaviour. JH explained the help process for students to change behaviour. Attendance data is a success story with the academy's figures the best on the island for secondary education at just below national average. There are still gaps with Pupil Premium and SEND students but the trend is improving. Persistent absence is better than national average.

Q. Do we know how many of the students who left for home education are SEND students?

A. No.

Action Point 17: JH will check how many of the students who left for home education were also SEND and bring the information back to the 7th July 2016 meeting.

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Action Point 18: DS will email JH regarding the level of information needed for reporting to the LGB.

Governors examined the presented data; they were told that it has 'significant flaws'. There was discussion on adopting part of the OAT model for September 2016. It is difficult to offer comparisons due to changes in assessment. However there could be some target issues; PP students are under-performing, and boys are performing less well than girls. The trends are not the same across subject areas.

Governors questioned the apparent under-performance in Year 7. They were told that it is not strongest department; there are SEND code K issues in Year 7.

Q. What are you doing about it?

A. It's a work in progress and in the early stages. It will be in the SEND Action Plan and the data will be used for planning.

Action Point 19: JP to provide an update on the issues in Year 7 at the LGB meeting on 7th July 2016.

Q. Is there an issue with levels of progress? Is there a different expectation for SEND?

A. SEND students are expected to make the same level of progress. Information was discussed regarding this particular cohort, interventions and mock exams. Some students are receiving one-to-one tuition and the target of 69% is being closed in on. Departments that are causing concern are being supported.

Governors questioned the setting of targets and if they were realistic if basics are falling short. Aspirational target setting was discussed and if a downward trend was expected to develop.

Q. How confident are you with your predictions?

A. 90% sure that we will be within 5% of the target.

Year 10 data was examined and governors asked about the quality of the data. SLT can't comment at the moment, the mock exams in June will give a better idea. The setting of a data point was discussed with BP.

Action Point 20: CB will place a Year 10 focus on the agenda for the LGB meeting on 7th July 2016.

Governors expressed concern with the data, possible anomalies, and the need to know what is being done. Governors need to know the proportion of students who are on track and this information needs to be worked on for reporting to governors.

Q. Are there any targets for 6th Form?

A. No, only predictions.

Governors said that there should be targets.

Action Point 21: For 2016/17 targets for 6th Form should be recorded.

Governors asked about 'value added' for 6th Form, expectations from staff, and the improvements expected as modules are completed. The small cohort means that even a modest underperformance will swing value added into a negative.

Governors reminded everyone that Ofsted had deemed oversight of 6th Form as 'weak' and enough must be done to improve matters. The quality of tracking is not good and a narrative is needed.

Action Point 22: A narrative on 6th Form performance data to be include in the report with positives, negatives and what is being done to address negatives.

BP left the meeting at 5.30pm. JP left the meeting at 5.30pm. The meeting ceased to be quorate at this point.

Quality of Teaching: DD presented on screen an anonymised 'hot-spot for quality of teaching assessments. Main hotspots are Year 7 and the lower end of the academy. Quality improves noticeably as progress is made up the academy, this can be due to more specialist teachers in the higher end. The issues have been identified and the coaching team are putting support in place. Some middle leaders have taken up the challenge.

Governors agreed this was helpful, it clearly shows why some areas are underperforming. Governors were concerned about equality of provision for all students.

Q. How are you improving this situation?

A. A TEEP development session is planned for 6th June 2016, and the coaching team are important in developing teacher practice.

Action Point 23: Governors would like to see a breakdown by subject of quality of teaching to identify subject hotspots. DD to provide breakdown by subject for 7th July 2016 LGB

Q. How many teachers have been on capability procedures over the last three years?

A. Only one.

Q. Is there sufficiently robust action on capability? A danger of not wanting to lose teachers so capability is not applied?

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A. No, that is not the case. Where there are sufficient recruitment difficulties in subjects, an attempt has been made to balance the need to generate improvement against the damage to student provision should a teacher taken into formal capability take long-term sick leave and not be replaceable. Where capacity in subjects is stronger, capability issues have been addressed more robustly.

DS thanked DD for this presentation.

9. Policies

Student Contact Policy; OAT mandatory policies:- Credit Card; Equality; Exclusions; Expenses-staff; Financial Planning & Reporting; Gifts and Hospitality; Governor Expenses; and Mandate Fraud.

DS asked for one insert section to be filled in on the Gifts & Hospitality Policy otherwise he was happy with them all and proposed for adoption, governors agreed unanimously. Assent was assumed from the principal as they were on this agenda.

JH; DD; CR left the meeting at 5.45pm.

The meeting took a short break.

JP returned to the meeting at 5.48pm. The meeting returned to quorate.

Confidential items 2 and 6 were discussed.

It was agreed that there was no time for Agenda 2, LGB self-review, to take place.

DS thanked everyone for their time and closed the meeting at 6.20pm.

Contacts:

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