

I certify that these minutes are a true record of the LGB meeting held on Wednesday 17th December 2014 at 3.30pm

Signed Chair/ Vice Chair Date.....



Cowes Enterprise College

Local Governing Body Meeting

Date: Wednesday 17th December 2014

Time: 3.30pm

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

Governors

David Sword	(DS)	Chair
John Peckham	(JP)	Principal
Karen Baker	(KB)	Governor
Miranda Courtney	(MC)	Governor
Sean Harrison	(SH)	Governor
Victoria Spencer	(VS)	Governor

Apologies

Rachael Fidler	(RF)	Governor
Neil Strowger	(NS)	Governor

Attendees

Carole Bailey	(CB)	Clerk
David Doherty	(DD)	Head of School
Richard Marinelli	(RM)	Business Director

1. Apologies for absence

Apologies were received and accepted from Mrs Fidler and Mr Strowger. DS welcomed new principal Mr Peckham to the LGB meeting. Mr Doherty is invited to attend this meeting in an advisory capacity. Governors discussed DD attending LGB meetings on a regular basis. It was unanimously agreed that DD should attend the meetings of the LGB in an advisory capacity and be added to the correspondence list for meeting communications.

RM joined the meeting at 3.36pm.

2. Declaration of Interest and Confidential Items

No interests were declared over and above the original declarations. VS asked for her business interest of Spencer Rigging to be removed from the interests as she no longer had a connection with the company.

As far as known there are no confidential items for this meeting.

3. Minutes of the meeting on 26th November 2014 and Action Points

Governors unanimously agreed to the accuracy of the minutes except on page 3 H&S Report which should read '...photocopiers *will* be moved ...' not '...*have* been moved...'. CB will amend and bring to the next meeting for signing.

AP1. The staffing structure has been distributed to governors.

AP2. KB will contact Mrs Harrison (HR, Academy office) to fill in the DBS form. CB will contact NS regarding his DBS check.

AP3. Staff Code of Conduct is on this agenda.

AP4. Example contracts of employment have been forwarded to governors.

AP5. The academy does not need a 'responsible officer' from the governing body for finance as an auditor is in place. OAT has been looking for a governor who has educational financial expertise but nobody has been located yet. There will be a meeting with Laura Hyams from OAT, DS, JP and RM to discuss the academy's finances before the next meeting on 21st January 2015.

AP6. Following a discussion on dates for the CEC governors' conference Thursday 29th January 2015 has been agreed. A 45 minute training session followed by a discussion on the long term strategic objectives for the academy is planned. DS asked for suggestions on matters for discussion at the conference. Governors suggested: 6th Form; Safeguarding; monitoring and support of principal; useable data; strengths and weaknesses of governors; self-review and improvement plan for LGB; high level broad strategic objectives and priorities. Governors discussed inviting some members of the SLT to the discussion and agreed it was a good idea. An external facilitator was discussed. Gwayne Webb from OAT will be attending. Governors would like some pre-meeting reading if at all possible.

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Action Point 1: DS will take the suggestions forward to compile an agenda for the CEC governors' conference.

AP7. A safeguarding audit has been carried out by OAT prior to JP taking up post. JP has contacted the LADO regarding shortage of training places but has received no reply. The two lead safeguarding officers within the school have both updated their group 2 training and group 3 will follow. One officer previously held group 3 but it has time lapsed. Governors asked about the level of risk to students. The expertise is in the academy, it is purely the time lapse on the training which is a problem. JP assured governors that the students are not at extra risk. It is planned for all staff to receive group 2 training via an online package by the end of the spring term, and governors could also access this training. Governors discussed the current training situation and unanimously agreed that it was not placing the students at greater than normal risk and the academy should run as normal. Staff members with specific safeguarding responsibilities must have a rota for training booked well in advance for the future.

AP8. The maths presentation was distributed.

AP9. Amended Scheme of Management Delegation is on this agenda.

AP10. Attendance and exclusion figures will be broken down to show repeat offenders.

AP11. QN has organised a working group for looking at consistent practice on dealing with behaviour issues. There should be a balance between rewards and sanctions with a clear 'ladder' of consequences. There must be clear expectations of staff before the policy goes live in January 2015.

AP12. Governors asked about attending learning walks to look at behaviour. JP offered normal existing walks for governors to join. Governor visit protocol must be clear; they are not there to inspect staff but to inform themselves of how SLT evaluate staff performance in different areas. JP will ensure staff are aware of any governor visits and the protocol involved. Over time it will become normal practice.

Action Point 2: JP will check OAT practice on governor visits and a visit form.

AP14. RM has chased the IW LA on the concerns raised by the unions on students walking through the parked and moving vehicles in the car park but no further response has been received. Island Roads had submitted three options for consideration. An interim measure of changing the bus stops has improved the situation.

Action Point 3: JP and RM will liaise on the problem of students walking through the car park and report back to the 21st January 2015 meeting.

AP13. No further information has been heard on the Fire Report. The short term findings are being acted on; long term findings will be discussed with the LA.

AP15. Finance Risk report on this agenda.

AP16. Falling pupil numbers and staff recruitment issues are in the Finance Report

AP17. The consultation document for 11-16 and post 16 education has been distributed. It is believed that this document has now been withdrawn by the LA. Governors discussed the options that were put forward, there is undoubtedly an excess of places on the island and it was felt that the matter would have to be driven by the secondary schools. Collaboration between schools would enable an increase in subject options.

Action Point 4: JP/DD will look at the expectation of numbers for CEC 6th form in September 2015 and report back to the 21st January 2015 meeting.

Action Point 5: DD will contact Brian Pope regarding collaboration between school 6th Forms.

AP18. A timetabler has not been employed; the SLT are expecting to hire the services of a timetabler for 2015/16 whilst in-house training is explored.

Q. will this be more cost effective?

A. Yes, and more flexible.

AP19. The draft Staff Handbook and Code of Conduct are works in progress.

Action Point 6: JP is reviewing the draft Staff Handbook and Staff Code of Conduct and will bring back to the LGB on 21st January 2015.

AP20. Draft SLT restructure document has been distributed.

AP21. The CRY screening will take place when sufficient funding has been raised.

AP22. Governor training will be discussed at the conference on 29th January 2015.

4. Chair's Action Report

DS reported that a safeguarding audit has taken place. Derek Wiles from OAT visited the school and his report has been received by the academy. The report does highlight some weaknesses and an action plan will be available at the 21st January 2015 meeting. SH and VS spoke with Mr Wiles.

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Q. How quickly can issues be resolved?

A. Most issues can be addressed in one term; emotional wellbeing of students is a focus. It is planned to ask for a re-visit by Mr Wiles after Easter.

Q. On 1st January 2015 how exposed will the academy and the students be? If there is significant risk should the service be closed?

A. The risk to students of closing the service is greater than the service staying open. JP evaluates the grading of safeguarding as RI as of 1st January 2015. Change of practice will be instigated quickly. Training issues have already been discussed. When the school opens on 5th January 2015 the action plan will be in place.

Action Point 7: JP will forward the safeguarding report to DS. JP will collate the concerns for the LGB; the concerns and the action plan will be forwarded to CB as soon as possible for discussion on 21st January 2015.

KB left the meeting at 4.45pm.

5. Scheme of Management Delegation

This has been amended as discussed at the previous meeting. MC proposed adoption of the scheme of management delegation, VS seconded and the LGB agreed unanimously.

6. Governor Reports

No learning walks have yet taken place.

7. Principal's Report

DS and JP will be looking at the format for reporting to the LGB; it will focus on the KPIs and milestones, 'what, where and what are we doing about it?' Areas identified as issues can then be drilled down into. DS suggested that all the monitoring should be brought into the LGB from February and if governors were happy then the January Progress Board would be the last one. Governors agreed unanimously that the Progress Board should cease after the 21st January 2015 meeting.

Progress Board: DD reported there is still a boy/girl gap; predictions for results show an optimistic view which needs checking; a moderation event has taken place; the Pupil Premium (PP) gap is closing with the focus being in the classroom.

Action Point 8: Quinton Naidoo to produce a report on Pupil Premium achievement/progress for the LGB on 21st January 2015.

Spending some of the PP funding in primaries may help reduce the gap further and funding for summer school could help transition. The academy needs to listen to what the students and parents want, there will be different impacts from different routes.

Exclusions have reduced this half term; the school has increased capacity to manage behaviour and has a stronger quality of provision.

CD gave a presentation on learning coaches; they are making a significant impact on the quality of teaching with 78% of teaching now Good or better. Supply staff are included in the training. One student has complained to the principal that 12 out of 25 lessons were with supply staff.

Jemma Harding gave a presentation on Blue Sky performance management system. JP trusts JH judgements on performance management.

HR Report: Two School Centred Initial Teacher Training (SCITT) students will start in January 2015; they are second year students and fully funded by the SCITT. There are two overseas teachers also starting in January; one in science and one in maths. There are seven teachers on maternity leave. Absence and absence trends have not been detailed but are improving, it is probably above national.

Action Point 9: RM to benchmark staff absence data against other schools and report back to the LGB on 21st January 2015.

H&S Report: Discussed under item 3.

Finance Report: RM produced an extensive finance report which has been distributed. Student numbers are falling and the funding figures have been received for 2015. There have been increased pension costs. Governors discussed the current level of staffing, tight management should ensure a secure position next year with a small carry-over. The timetabling needs to be closely monitored to ensure more efficient use of current staff; their time needs to be used effectively. Governors said they needed more information on the current vacancies and how far the positions should be filled given falling numbers.

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Action Point 10: JP will look at managing the current staffing position and recruitment and report back to the 21st January 2015 meeting.

The increase in 'percentage-spend' in staffing costs needs to be monitored closely. Governors asked for benchmarking to take place on staffing costs.

Action Point 11: RM will benchmark the staffing costs against other schools and report back to the 21st January 2015 meeting.

Governors are reluctant to reduce CPD costs but savings could be made. Changes to cleaning arrangements have made savings. The catering makes a loss and governors may wish to consider changing to an external supplier. Generation of income needs to be discussed as the buildings and grounds have potential. The LGB will be happy to discuss income generation with the SLT and at the CEC governors' conference. The LGB agreed that no restructure should be necessary, following the drop in student numbers, with careful management, but they are concerned about growth of staff through current recruitment. They recognise that strategies are being put in place to control expenditure. They welcome discussion on income generation.

Q. Are the costs for changes to the safeguarding system covered?

A. The costs for safeguarding changes can be vired from an underspent budget heading.

Action Point 12: Report from the finance meeting with Laura Hyams to come to the 21st January 2015 meeting.

DS thanked RM for his report.

SLT Responsibilities: The draft document has been distributed. The details are being finalised and the breadth of some management roles re-visited. This document will be operational in January 2015.

Staff Handbook: This document is in progress and should be available for the meeting on 21st January 2015.

8. Parent View

Darren Ball's report has been distributed. There has been a drive to improve communication with parents as it was highlighted as an area for improvement. A third of those who responded (total 125 responded) said communications were effective over the last year but 63 parents thought communication was not good enough. One main thread was slow response to emails by staff. Improvements to the system will include; fast response to parents who wish to make an appointment; 10 minute surgery sessions for specific areas; 'you said-we did' examples in newsletters; and parent engagement evenings. The school wants to encourage the use of Facebook and twitter for fast communication. Mr Christopher Rice, the new assistant principal, will be taking on responsibility for parent communication.

DS wished to pass on thanks to DB for the good work done on parent communication.

9. Student View

A general student survey has not been undertaken. JH conducts focused student surveys each term and the results are in the reports to the Progress Board. Governors agreed that there must be a visit by governors to the School Council meetings and the Head Boy and Girl should be given the opportunity to address the LGB.

10. Policies

Teachers Pay Policy: This is an OAT policy but is awaiting final clearance from the unions in January 2015, there are no anticipated changes. It has received local approval from staff and unions.

Staff Code of Conduct: This Policy will move to the 21st January 2015 meeting.

Supporting Attendance Policy: This is an OAT policy and has received local approval from staff and unions

SH proposed adoption of the Teachers Pay Policy, subject to any changes or amendments, and the Supporting Attendance Policy for adoption, VS seconded and the governing body agreed unanimously.

Governors discussed the formation of a Pay Committee and delegated the following members to form the Pay Committee: SH, VS and MC. It was agreed that a meeting needed to be called of the Pay Committee as soon as possible and with the agreement of the LGB the 19th December 2014 was set.

Action Point 13: CB will liaise with the Pay Committee and JP on a suitable time and send out an agenda.

11. Update on IW LA proposals for secondary and post 16 provision

Discussed under item 3

12. Disaggregation proposal 20th July 2014

JP put the proposal to have an additional development day on this odd Monday at the end of term. Governors asked what the day would be used for. Ensuring all staff have up to date safeguarding Child Protection Group 2 training. MC proposed the disaggregation of 20th July, SH seconded and the governing body agreed unanimously.

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13. Next Meeting

Wednesday 21st January 2015 at 3.30pm

The Chair thanked governors for their time and closed the meeting at 5.45pm.

Contacts:

Chair of the LGB

Mr D Sword

Contact via the Clerk

Clerk to the LGB

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