

I certify that these minutes are a true record of the LGB meeting held on Thursday 1<sup>st</sup> October 2015 at 3pm

Signed ..... Chair/ Vice Chair Date.....



Cowes Enterprise College

Local Governing Body Meeting

Date: Thursday 1<sup>st</sup> October 2015

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
Victoria Spencer	(VS)	Governor
Roland White	(RW)	Governor

#### Apologies

K Baker	(KB)
G Webb	(GW)
R Marinelli	(RM)

#### Attendees

Carole Bailey	(CB)	Clerk
David Doherty	(DD)	Head of School
Jemma Harding	(JH)	Vice Principal
Cristopher Rice	(CR)	Assistant Principal
Richard Thornton	(RT)	Invited observer

### 1. Apologies for absence

Apologies were received and accepted from KB, GW and RM. DS welcomed new governor Roland White to the LGB and also Mr Thornton who is considering becoming a governor and is observing the meeting by invitation of the governing body.

### 2. Declaration of Interest and Confidential Items

The annual forms are in the process of being completed and returned to CB. SH asked if LGB governors would be having their business interests published on the website as maintained schools now have to do. CB has raised this with OAT Governance and is waiting for a decision. Governors discussed publishing interests and no objections were raised.

**Action Point 1: CB will let governors know the OAT decision on publishing governor business interests.**

A confidential matter will not be discussed at this meeting.

### 3. Minutes of the meeting 15<sup>th</sup> July 2015

Governors who were present agreed the minutes correct for signing.

AP1. Monitoring Reports will be covered under item 6.

AP2. Governors have received the information on communication with parents. Governors have asked for parents to receive a bullet point list on ways they can communicate with the academy, both on the website and in the prospectus for new parents.

**Action Point 2: JP will ensure a bullet point list which tells parents how they can contact the academy and about events where they can raise issues is placed on the website.**

AP3. A website page of 'how, why and impact' has not yet been constructed on the website. The website is undergoing a major renovation following the collapse of the previous external host after a hacking incident. Improvements are being added.

**Action Point 3: 'How, why, impact' information will be added to the website.**

AP4. An explanation of APS is in the Principal's Report.

AP5. An attendance narrative is in the Principal's Report.

AP6. New teaching appointees are: 2 NQTs, a Teachfirst graduate, 3 unqualified teachers, the Capstan House manager, 3 experienced teachers, and 1 teacher on loan from the IW College.

*JH arrived at 3.20pm.*

One new teacher left after two days.

Q. Are classes being managed with cover staff?

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A. Very rarely, only nine occasions across one week have used cover staff. One class works with a specialist and one with support for spare capacity.

The science department has a better structure this year and is generating a good working environment; there is some directed study. A temporary teacher is currently in post with a new member of staff due to take up post soon.

Q. As it was a previous concern, has the academy checked that any students are not unduly impacted by cover use?

A. There are too few incidents of cover to have any impact on students.

Governors were pleased that an area of parental and student concern has been addressed successfully.

Action Point 4: SH will check with students for his next Student Voice Report that cover/supply teaching problems have ceased to have an impact.

Q. What is the situation with regard to staffing costs?

A. The costs may be on the high side but RM will circulate a report via the clerk after the audit is completed.

Action Point 5: DS will contact RM to arrange a detailed budget meeting; if any other governor would like to attend please contact DS.

AP7. The catering provision is currently being evaluated. Governors asked for the matter to be treated with urgency. The work load for RM is currently high.

Action Point 6: JP will report back to the LGB on the catering provision evaluation at the meeting on 26<sup>th</sup> November 2015.

AP8. A budget of £2k has been allocated to governor training.

AP9. LGB dates were finalised and distributed.

AP10. The governors' scheme of work is under item 5 on this agenda.

#### 4. Chair's Action Report

The Chair has taken no undelegated actions since the previous meeting.

#### 5. Governors' Action Plan and Scheme of Work

DS directed governors to the distributed documents. Arrangements for a whole LGB development session were discussed and it was agreed to place a 2 to 3 hour session before the 26<sup>th</sup> November LGB, starting at 12.30pm.

Suggested areas for discussion were, risk management; life after levels; Ofsted new common inspection framework; and the long term strategic plan. RW agreed to talk about using a risk register.

Action Point 7: DS and CB will compile an agenda for the development session on 26<sup>th</sup> November 2015.

Governors went through the Scheme of Work and agreed responsibilities for monitoring and staff contact points.

Governors agreed to follow the scheme of work.

#### 6. Governor Responsibilities and Pay Committee membership

After discussion membership of the Pay Committee was agreed as DS, VS and RW.

Link responsibilities are:

SEN: VS and SH

Safeguarding: SH and VS

Health & Safety: SH

Student Voice: SH

Parent Voice: KB

Governors discussed monitoring the Academy Improvement Plan. It was agreed that the external advisor, Sean O'Neill, will prepare a report for the LGB on:

- Understanding predictions: where problem areas are and what is in place to ensure accuracy.
- Homework: quality of, feedback from parents and students, and impact on teaching and learning.

Action Point 8: JP will arrange for Sean O'Neill to prepare a report for the LGB on predictions and homework for the LGB meeting on 26<sup>th</sup> November 2015.

#### 7. Vice-Chair Position

No Vice-Chair has been appointed by OAT. Governors discussed nominating an existing governor and SH agreed to have his name put forward.

Action Point 9: DS will forward to Ormiston Academy Trust the LGB's nomination of SH for the position of Vice Chair of the LGB.

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## 8. Finance: Mazar's Internal Review Report

Governors noted the previously distributed report and agreed it was overall a positive report and they were generally happy with the contents.

## 9. Principal's Report

JP told governors that the Finance report would be circulated at a later date after completion of the current audit. DS asked for data on personnel to be included in the November 2015 principal's report.

Action Point 10: JP to circulate finance report to LGB following completion of the current audit.

Action Point 11: JP to include personnel data in future Principal's Reports

Governors took a short break at 4pm and resumed at 4.05pm.

JP informed governors of the break down in transport arrangements for 3 students in the Porchfield area. School transport has been withdrawn from this route with instruction to use the public bus service; there is no longer a public bus service on this route. At the current time a staff member is collecting the students each morning. Governors discussed the suitability of this arrangement and whether the LA would consider delegating transport funding to the academy. The governors agreed to support any representation JP wanted to make to the LA regarding transport funding.

Action Point 12: JP will check that the usual safeguarding, risk assessment and insurance procedures are in place for collection of students by a staff member.

JP discussed with governors his findings on education off-site for students with behavioural needs and the lack of effectiveness of some of the activities that the academy has been charged for. The Capstan House unit within the academy will aim to keep these students included in academy life and improve outcomes for them with reintegration being easier to manage. Governors discussed the lack of any additional funding for students who would normally have gone to the Island Learning Centre (ILC).

Action Point 13: JP will investigate and report back to the November 2015 LGB on: additional funding for students in Capstan House; the impact on student outcomes within Capstan House and any impact on the rest of the academy. Capstan House data will be included in the principal's report.

The self-evaluation summary was discussed.

Q. Can the 'Good' judgements be justified given some areas still needing significant improvement; particularly around policies, quality of teaching and sustained improvement in exam data?

A. The 'direction of travel' of judgements is considered to be upward with more areas now reaching 'Good' than 'Requires Improvement'. JP told governors that students' behaviour for learning has improved considerably as evidenced by observations from learning walks. Attendance is improving, persistent absence looks high but that is because it's early in the year, it will drop. Quality of teaching is more settled and key routine changes have been instigated. Year 8 and Year 9 staff are receiving support and challenge.

Q. Is it possible to have the information on learning walks and lesson grades in a table as previously?

A. There are no graded lesson observations now, and Ofsted will not make their judgements this way. There will be work scrutiny and learning walks amongst other checks. Viewing a one off lesson will not give a good judgement. Concerns 'flag' a deeper investigation around this complex judgement.

Q. How can we as governors now monitor the effectiveness of teaching and triangulate with other sources? We need to know where the risks are.

A. JP and governors discussed ways of showing quality of teaching and agreed to trial a RAG rated system for the 26<sup>th</sup> November 2015 LGB so that governors can understand the situation and actions.

Action Point 14: JP will devise a RAG rated system for demonstrating quality of teaching to the LGB for the meeting on 26<sup>th</sup> November 2015.

## Achievement:

Q. Predictions for outcomes for 2014/15 were still over optimistic; what is being done to improve moderation?

A. The gap between prediction and outcome has improved over last year; predicted was 58% and actual was 52% at 5A\*-C. Last year was 10% out on prediction. The external adviser will be able to report on this aspect to governors. Governors discussed the data for exam results with CR and JP, some areas are holding up well such as English Language but maths is an area for concern as well as science additional and core, humanities and Spanish. Two meetings have already been held with the maths team to start interventions.

Q. Is a 3 year downward trend developing?

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A. This should not be the case. There was a history of poor teaching with up to 35% not good enough. Maternity leave of strong teachers left a gap. There are now 4 stronger teachers in Year 11. Some students were performing at a C but got a D, we need to pick this up.

Q. What about the younger years?

A. There is a need to recruit good teachers and JP will be using an agency to recruit widely including Australia. Governors discussed the targets received from Key Stage 2 data with regard to results achieved and the need to be realistic with setting targets for students. JP told governors that he believed targets have to be ambitious to be fair to the students; they need to sign up to the challenge to achieve their potential. Targets can be flexible but a good proportion will achieve their targets. Governors concern is that targets have not been accurate in the past.

**Action Point 15: More information on target setting will be provided in the principal's report for November 2015.**

Governors looked at the 'Gap' tables. Comparison to national may look good but it's due to 'levelling' down rather than standards going up. Gender gaps are improving but girls still significantly out-perform boys but within the national figure.

Q. Do you know why girls out-perform boys?

A. Not yet, but investigations will be carried out.

In Summary: 50 % of subjects are declining or below national average; tailoring of courses needs to improve; there were some problems with exams such as 'closed book' for the English KETO exam.

Q. We appreciate it is a complex issue but do you know where resources need to be placed to improve?

A. Science Core needs additional resources, Spanish, history and geography were all disappointing and teachers are reviewing the results to decide learning points from them.

**Action Point 16: CR will bring the learning points from the subject review discussions to the 26<sup>th</sup> November 2015 LGB.**

Progress: Governors discussed contradictory results in History where progress was up but achievement down.

Progress in 18 out of the 21 subjects was below national average; 7 of which were well below, only 3 were above.

Progress 8 is still a negative figure although improved on last year. The academy needs to become more attuned to the needs of students.

Q. Business OCR results dived considerably from 98% to 30%, do you know why?

A. Not yet, there are still areas that need investigating.

In general the results are low beyond a point where they should be.

Post 16: This was an exceptionally small cohort so it is difficult to make comparisons but there was a significant increase in APS per student and per entry. We now need to concentrate on the next cohort.

Q. How is Value Added (VA) Calculated?

A. By the EVA system.

Behaviour: Governors noted the information on behaviour and Capstan House. Exclusions are down over the same period last year.

*JH and CR left the meeting at 5.15pm to attend the start of the open evening.*

## **10. Policies**

Behaviour for Learning Policy is a work in progress. Governors suggested that the operational element needs to come out of the policy. CB advised that only approved policies should be on the academy website.

JP stressed that the SLT is working under a heavy load with one assistant principal position unfilled and policies were difficult to program in. CB offered to prepare the OAT mandatory policies ready for approval and to source models from other OAT academies for adapting where necessary. Governors agreed that this would be a good use of resources at this time.

**Action Point 17: Clerk will prepare the necessary policies for consideration at the 26<sup>th</sup> November 2015 LGB, and also receive training from the IT department to upload policies to the website.**

Governors appreciated that the SLT is fully stretched at the current time, but is succeeding in moving the academy forward, and will continue to work with OAT to move staffing forward.

Q. Are middle leaders fulfilling their job descriptions?

A. It is mixed; there is still training and support needed to ensure the middle leaders are all where they should be.

Enthusiasm and drive needs to be encouraged.

Governors discussed the main risks: Finance continues to be tight, and recruitment of teaching staff is crucial.

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DS asked governors if there were any other matters to be discussed.

VS brought to governors' attention that there has been some negative parent feedback from Year 7 concerning Show my Homework, and settling in. It is thought that some reassurance is what is needed. JP noted the need for reassurance to Year 7 parents.

JP told governors that primary school pupils have been in the academy today for a Human Utopia session and they were absolutely 'blown away' by the experience.

VS and SH told JP that they would be arranging a governor visit date to meet with the new SEN lead.

#### **II. Dates of Next Meetings**

Thursday 15<sup>th</sup> October 2015 at 3pm Pay Committee

Thursday 26<sup>th</sup> November 2015 12.30pm to 2.30pm Governing Body Development and Information Session

Thursday 26<sup>th</sup> November 2015 3pm LGB Meeting

DS thanked everyone for their time and closed the meeting at 5.35pm.

#### **Contacts:**

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

Clerk to the LGB: Miss C Bailey email: [carole.clerkcec@gmail.com](mailto:carole.clerkcec@gmail.com)