

Local Governing Body Minutes: Cowes Enterprise College

Date:	7 th July 2016
Time:	3pm
Location:	Cowes Enterprise College, Crossfield Avenue, Cowes, Isle of Wight

Governors	Initials	Responsibility	Apologies	Initials	Responsibility
		Chair	David Sword	DS	Chair
Sean Harrison	SH	Vice Chair	Karen Baker	KB	Governor
John Peckham	JH	Principal			
Nigel Hartley	NH	Governor	Attendees		
Vicky Spencer	VS	Governor	Carole Bailey	CB	Clerk
Roland White	RW	Governor	David Doherty	DD	Head of School
			Jemma Harding	JH	Vice Principal
			Christopher Rice	CR	Assistant Principal
			Richard Marinelli	RM	Business Director
			Ben Parnell	BP	Regional Director (Speaker phone)

Part	Item	Action
1	Welcome & Apologies	
	SH welcomed everyone to the meeting. Apologies were received and accepted from DS and KB	
2	New Governor Appointment	
	SH introduced NH to governors and members of SLT. NH told governors of his background in Cowes. SH encouraged NH to ask questions at any point in the meeting if there was anything not understood.	

3.	Declarations of interest and confidential items	
	No further declarations of interest were made. There are no confidential items due on this agenda.	
4.	Chairs Action: Exams Policy	
	CB made governors aware that DS had approved the Exams Policy for publishing on the website in May 2016 subject to ratification at this meeting. See item 9.	
5.	Minutes & Action Points 5th May 2016	
	SH thanked SLT for the responses to action points The only outstanding item is for governors to ensure they log-in to Educare and complete mandatory trainings. RW proposed the minutes correct for signing, VS seconded and the LGB present at that meeting agreed unanimously.	Governors to complete mandatory trainings
6.	Exam reporting: Information for governors	
	Governors asked what information parents have received. There will be an information session on 14-9-16. Have there been any sessions to prepare parents for what results will look like this year? No. Governors were concerned that parents will not understand the new grades, including A levels.	
7.	Governor Reports	
	<p>Two written Reports have been received and VS verbally reported on a visit by herself and DS to the Cowes Business Association (CBA) for governor recruitment. The visit and short presentation was well received and there may be three people interested in the governor role.</p> <p>SH reported on his meeting with JH around Safeguarding. He is satisfied that there is back-up organised for safeguarding files.</p> <p>Fire Alarm test interrupted the meeting 3.13pm to 3.15pm.</p> <p>SH reported on a useful meeting with vulnerable students, these students feel that the academy 'adds value' to their education. SH also met CR and completed learning walks around the academy; he recommended this method of monitoring to other governors.</p> <p>Governors asked for circulation of the Section 175 Safeguarding Audit.</p>	<p>VS will write a brief report on the presentation to CBA.</p> <p>JH will forward the 175 Audit to CB for distribution</p>
8	Principal's Report	
	JP explained to governors the new arrangements for bus travel, the need to pick up west Wight students and to be able to accommodate East Cowes floating bridge. Students. Governors discussed the costs to the academy and charges for students, LA involvement and limits to their funding. Governors congratulated RM and JP for an innovative solution.	

<p>Pupil Premium (PP): JP explained to governors how PP is being monitored with a sample group to look at spend and impact in detail. Staff have had training and interventions are being evaluated. There is a slight closing of the gap in achievement and progress. Governors asked if there is trend data available and if this information could go on the website to help parents make choices. The data on PP has not been previously kept so the academy has no trend information.</p> <p>Governors asked about the level of exclusions. SLT staff shortages have made this more difficult but numbers of exclusions are reduced from last year using the in-house arrangements such as Capstan House and the time-out room. Feedback from students on the effect in the classroom is positive. Governors asked about the behaviour grading on the SEF compared to the report information. Systems have to be embedded for longer to improve the SEF judgement.</p> <p>JP explained the idea for consultation days rather than parents evenings. It can still be booked online, two year groups would be done at a time, as it's during the day it will less use of teacher's time during 'out of normal hours'. Governors discussed problems that parents may have with childcare during the day, concerns around disruption to learning and the perception by parents that it is done for the benefit of teachers, not parents. Governors expressed concern that although it might work in some schools it was a distraction from other necessary matters and bore no correlation to raising of standards and improvement of data information. It was seen as high input and low impact. Governors did not approve a consultation with parents to move the idea forward, the academy is not yet ready for this change.</p> <p>Attendance is good, at around the national average. Persistent absence level is good for the island but needs to be improved. Governors discussed exclusions for SEN, strategies that are in use and the year by year breakdown.</p> <p>Year 10 Focus: CR talked governors through the Year 10 data; predictions on grades and Progress 8. Governors and BP asked where the information for the data had come from, how optimistic it had been, and the level of quality assurance with moderation of work . Mock exams are being marked at the moment. Governors asked for assurance that marking would be moderated. More evidence is needed that middle leaders are sampling and quality assuring marking of work. Upskilling of teachers to correctly mark work needs to take place.</p> <p>KS3: SLT have visited the City of Norwich academy to look at their methods of using topic grids and measuring progress. Governors asked if the data was correct showing underachievement of PP students, boys and the more-able students, it should be linkable to PP interventions and show evidence of impact. BP asked about origin of the data and tracking of reading ages. The data has come from assessments, All Year 7 have reading age tested but thereafter only SEN or lower end. There was discussion on completing reading tests for all students as soon as possible to ensure interventions are put in place quickly.</p> <p>KS4&5: BP asked about Year 11 transition packs and what CEC provides for the students in the way of pre-course materials. A three day induction session takes place but not a pre-course pack. Numbers for 6th Form at still fluid at the current time. Governors asked about the predictions and how confident the academy is with them. They are improving but still a work in progress, some subjects are better evidenced than others. Small numbers in Year 12 make percentage predictions difficult.</p>	<p>JP will add CEC 2014 exclusion data to the table.</p> <p>CR will bring quality assured moderated data to the 29th Sept 2016 LGB meeting.</p> <p>BP will find transition packs from other OAT academies to share with CEC</p>
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<p>Looked After Children: SH thanked JH for this report which is the right level for governors.</p> <p>Personnel: JP told governors that there are still problems obtaining data from the SIMs but he has no concerns over the level of absence by staff. If staff are on training or meetings the system lists as absent. Governors agreed that this is adding value and is not absence.</p> <p>Risk management: The trend in measurable areas is improving with the exception of the budget. The appointment of the two new SLT members will make a difference to capacity. Governors questioned section 1, Ofsted Inspection, and discussed with JP the gradings in the SEF and the need to ensure that all evidence is in place. Section 6 likelihood was discussed, governors felt that 'low' was optimistic given the discussions under data and recommended 'moderate'. Section 8, staffing, was discussed and the difficulties that have been encountered in obtaining specialist staff. The academy currently has filled teaching positions for the next academic year.</p> <p><i>4.26pm lost connection BP</i></p> <p>Self-Evaluation Form (SEF): Governors questioned the gradings given in the SEF. JP told governors that over the last 5 years the descriptors have changed and are tougher. The academy is in the process of gathering evidence and working with leaders to ensure quality assurance of that evidence. Safeguarding and behaviour have improved significantly, there is a new head of maths, and science is improving with good business contacts being made. There has been some restructuring within the site team. Governors discussed how the SEF grades can be changed and the need for the LGB to help drive that change. It needs an action plan and governors need to keep themselves informed on the SEF and AIP. There was discussion on the LGB having training and information sessions with subject leaders presenting.</p> <p><i>4.28pm BP connection resumed</i></p> <p>Governors discussed the correlation between the judgements, the evidence presented in other documents, and the need for quality assured evidence over a longer time period. The capacity to improve and the accountability of the SLT was discussed with BP. Governors discussed the SEF summary and asked for an update. They discussed with JP when this can be expected and a date of 8th December 2016 LGB meeting was agreed. Governors need to see the actions in place to achieve improvements and the evidence. Governors asked what date the Academy Improvement Plan (AIP) would be ready. BP told governors that OAT will be taking in all academies' AIPs centrally at the end of July. JP and BP timeline is to meet next week to draft the AIP sections and milestones. Governors have not had a specific progress report on the AIP.</p> <p>Finance: RM Talked governors through the previously distributed report and the increases and decreases in sections of the budget. Recruitment of staff and changes to the SLT were discussed, PP and SEN funding, and an update on the cafeteria. Savings have been made where possible to ensure that a balanced budget is achieved. OAT require all academies to present a balanced budget and they have indicated they are happy with the one presented. Premises costs are now more settled, the biomass boiler is operational and there is a grant available for the fuel costs for this. A reserve has been kept back for operational servicing and maintenance of the boiler. Staffing costs are being kept at under 80% of the budget. SH thanked RM for his reports and apologised that the meeting was running out of time for a detailed examination. A meeting will be arranged, as previously, with the Chair and a</p>	<p>SH will check student voice on improvements to safeguarding, behaviour and subjects in the Autumn Term.</p> <p>CB will look at the meeting schedule and suggest possible dates for training/information sessions.</p> <p>JP will bring updated SEF summary to the LGB on 8th December 2016</p> <p>RM, DS and one other governor will meet early in the Autumn Term for a detailed look at the budget.</p>
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	<p>governor for a detailed run through the figures. The repayment of the EFA overfunding was discussed, OAT still classed the academy as 'red' due to the EFA repayment, they have issued instructions that all academies must be financially sustainable, the OAT trustees sign off the budgets and receive monthly reports. BP questioned the early repayment of the EFA and there was discussion around using the funds for school improvement and the need to present a balanced budget. BP requested clarification on how a quick decision could be made if, following the results in the summer, it becomes necessary to finance new interventions.</p> <p>Governors discussed the internal audit. RM is working on the recommendations it contains, including the signing off of the Risk Register would should be ready for the LGB meeting on 29th September 2016. SH reminded governors that the governor training mentioned previously is noted on the audit. RM is working out a timeline for completion of the recommendations. Governors discussed with RM the need for a purchase order for every item, even on academy purchase cards and grounds maintenance. The October external audit had found no problem with the current system, governors asked if the brief had changed. The brief comes from OAT so it may have. BP asked RM to look at staffing costs with a view to saving money to be used on school improvement.</p> <p><i>BP Left the meeting (off speaker phone) at 5.50pm</i></p>	<p>CB to provide clarification to BP on how a quick decision on finance could be made by governors.</p> <p>RM will forward a copy of the timeline for completion of the audit recommendations to CB for distribution to governors when complete.</p>
9	<p>Policies for approval</p>	
	<p>Governors discussed a couple of points from the Accessibility Plan; asked about reasonable adjustments for staff and students; equality monitoring; and removal of 'LA' in the text. Governors noted that training on mental health issues needs to be addressed. JP proposed the policy for adoption, SH seconded and governors agreed unanimously. DD assured governors that the school is currently meeting accessibility needs.</p> <p>Anti-Bullying Policy is an OAT model. JP proposed the Policy for adoption RW seconded and governors agreed unanimously.</p> <p>Child Protection Policy is the current OAT Policy with updates for contacts and the latest Keeping Children Safe in Education guidance. JP proposed the policy for adoption, VS seconded and the governors agreed unanimously.</p> <p>Ratification of Exams Policy: SH proposed, VS seconded and governors agreed unanimously.</p>	
10	<p>Meeting dates for 2016-2017</p>	
	<p>Governors agreed the meeting dates for 2016-2017 with the proviso that there may need to be extra meetings arranged.</p>	
11	<p>LGB Self Review/Skills Audit</p>	
	<p>In the absence of the Chair this item will be rearranged.</p>	
	<p>SH asked governors if there were any other matters to raise. JP asked for a governor for an HR meeting, NH agreed to attend, arrangements to follow.</p> <p>SH passed on the Chairs thanks to governors for their work over the last 12 months</p>	

	and JP thanked them for their support and challenge.	
12	Date of next meeting	
	Thursday 29 th September 2016 at 3pm.	

Confidential business

This section of the minutes is only distributed to those in attendance at the meeting.

Item no.	Item title	
	None.	

Meeting closed at 5.57pm

Signed as a true and accurate record: Chair/Vice Chair

Date: