

# Minutes: Cowes Enterprise College

## Local Governing Body meeting

Date:	8 <sup>th</sup> December 2016
Time:	3.30pm
Location:	Cowes Enterprise College, Crossfield Avenue, Cowes, Isle of Wight, PO31 8HB

Governors	Initials	Responsibility	Apologies	Initials	Responsibility
David Sword	DS	Chair	Karen Baker	KB	Governor
Sean Harrison	SH	Vice Chair	Luke Bower	LB	Governor
John Peckham	JP	Principal	Roland White	RW	Governor
Nigel Harley	NH	Governor	<b>Attendees</b>		
Graham Ivey	GI	Governor	Jill Wareham	JW	Clerk
Victoria Spencer	VS	Governor	David Doherty	DD	Head of School
		Governor	Christopher Rice	CR	Acting Vice Principal
			Richard Marinelli	RM	Business Director
			David Sanchez-Brown	DSB	Assistant Principal

Part	Item	Action
1	Apologies for absence	
1.1	Apologies were received and accepted from KB, LB, RW.	
1.2	DS welcomed Graham Ivey as a new governor and Luke Bower who was unable to attend the meeting. GI will have SH as point of contact and NH will have VS.	
2	Declarations of interest and confidential business	
2.1	VS declared she is now working for HTP Training.	
2.2	There were no other declarations of interest.	
3	Minutes and Action Points of the meeting 29 <sup>th</sup> September 2016	
3.1	Minutes of the meeting held on 29 <sup>th</sup> September 2016 were agreed and signed.	
3.2	API: JW reminded governors who hadn't completed the annual forms to do so urgently.	<p>1. JW to resend annual forms to KB, LB, GI, VS, KW to complete and return</p> <p>2. Safeguarding training still to be completed by some governors.</p> <p>3. JW to research 'One Note' for governors to use</p> <p>4. SH and NH to organise meeting with RM to go through finances in early spring.</p> <p>5. Update on risk register to be an agenda item at February LGB.</p> <p>6. JW to send out</p>
3.3	AP2: Safeguarding training. Some governors still need to do. DS had sent out a link last week for the online Keeping Children Safe in Education (KCSIE) training for governors to complete, DS emphasised how important it was to do training.	
3.4	JP suggested governors could use 'One Note' system where documents can be stored for easy access.	
3.5	AP3: Ofsted readiness development session had happened prior to the FGB meeting.	
3.6	AP4: SH and NH still to meet with RM. DS suggested that any governor could attend the meeting if available.	
3.7	AP5: Risk register to be progressed for review at next LGB. Q: How can governors assist in enabling capacity to do this work? A: There is a need for lots of people's input. Q: Is there another OAT academy where this has been done and could be shared with CEC?	
3.8	A: RM is using template from another academy but needs to be individualised for CEC. AP6: DS and SH have done several visits this term. More governors need to do visits with focus on key priorities. Before a monitoring visit governors should contact JP or DD to discuss the focus, time, date and let staff know what the visit is about. Q: Is there a good way to find out what is going on in school?	

3.9	A: DD sent out events list earlier in the year and newsletters are on the website. DD will ask SLT to prompt governors if there is a need for them to attend an event.	<p>monitoring forms for visits to governors as a reminder.</p> <p>7. JP to arrange access to school calendar for governors.</p> <p>8. Vacancy and supply figures for staff to be on the next agenda.</p> <p>9. DS and DD to meet to talk about LAC</p>
3.10	AP7: Staffing structure had been sent to governors.	
3.11	AP8: Plan of achieving budget objectives was on the agenda.	
3.12	AP9: Staff absence figures were reported but not vacancy and supply data.	
3.13	API0: DS and DD meeting re LAC still to be done	
3.14	API 1: SEF is item on agenda	
3.15	API2: Data and target progress is on agenda	
3.16	API3: Improvement Plan needs to be linked with Governor Action Plan.	
3.17	API4: Changes to LGB document had been updated.	
3.17	API5: Review of safeguarding review was in hand	
4	Chair's report	
4.1	The chair reported that since the last LGB he had advised governors of the financial problem which had led to the SLT carrying out a staffing restructure.	
5	Governor visits reports – see later in the agenda	
6	Principal's Report:	
6.1	Self-evaluation summary document Q: Does the SEF point to an RI judgement? A: The balance in all areas is more good than RI, it will depend on what Ofsted see on the day they visit through classroom visits and book scrutiny. The academy needs to be realistic and point out where the weaknesses are, say what is being done to improve and emphasise the good areas.	
6.2	Quality of teaching report to include update on coaching programme, attendance of staff, vacancies, supply/cover. Confidential report of the quality of leadership for each subject/responsibility DSB advised that he had developed and put in place a robust system to collect quality of teaching data in every subject which highlighted where support should be targeted. The report gave an overview of one month's information, collected from lesson observations, learning walks, book scrutiny, for each subject and identified where Ofsted would rate them. The Teacher Effectiveness programme (TEEP) will be put in place from January to provide a consistent framework. There are a number of strong middle leaders to support others particularly in ensuring improvements for PP students. Q: How can data be presented to show if there is a link with the quality of teaching and progress indicators? A: DSB wants to put in place a system to analyse which areas RI teachers need support. Governors supported the focus on middle leaders. DS congratulated DSB on his excellent work.	
6.3	Update on data and target progress for all groups; Update on KS3 assessment system, assessment outcomes evaluation as part of the QA cycle; Attendance of students; Moderation reports from DOLs on KS4 exams; New Group Reading Test (NGRT) reports for Years 7-10; GL assessment reports; Behaviour report to include data on detentions, behaviour for learning, Crew rewards. CR presented the report on this section. Attendance: Positive at the moment but need to monitor. Exclusions: there are a small number of students who have had a large number of exclusions, some have now moved on. Academic data Yr 11: Meetings are being held with every Head of Department (HoD) to agree plans to improve student progress. There is a problem in getting data from EVA but CR has now been on training so can now be produced in the academy. The next data	

	<p>gather will be in January following mocks. Priorities were: identifying students with negative Progress 8 scores and assertively mentor the lowest; high achievers who need to be stretched; boys; disadvantaged; subjects with the lowest Progress 8; and deliver ECDL to raise progress in the Open Bucket. The old GCSE grade of C+ in English and Maths is now a 5+ (higher equivalent). Reporting this year may be on 4+ (lower equivalent of C+) figure. Ambitious targets had been set this year.</p> <p>Subject P8 score in Subject attainment table should be zero plus, scores above this were coloured green and those below were red which flag a concern. DSB expressed confidence that middle leaders were tackling the issues which were red.</p> <p>Reading tests for Yrs 7, 8, 9 and 10 had been completed. Interventions include targeted buddy reading with 6<sup>th</sup> formers. Students will be retested after interventions to see what progress they have made.</p> <p>GL assessment progress tests had been taken by Years 7 and 8 in English and Maths. These were useful to compare with national averages. Data in English shows boys in Yr 7 are lower in ability than girls and a similar pattern in Maths. Departments have been asked to address in curriculum planning. Yr 8 assessments highlight a concern over progress students have made from last year. Yr 7 data is positive at the moment although higher level students are not hitting their targets. This needs to be monitored at next collection and line management meetings. Yr 10 predictions for Boys and higher achievers are lower than girls. HoDs are analysing all year groups plans and interventions. Subject table for Yr 10 shows a lot of minus scores but most subjects have new specification so there is unease in making predictions.</p> <p>Sixth form (Year 13) Value Added (VA) predictions are just over national average and AS subjects are looking significantly above. There is a new head of 6<sup>th</sup> form who is addressing concerns with individual students.</p> <p>DS thanked CR for thorough and informative report. Governors liked the format and GI thought the data provided was well presented for lay governors.</p>	<p>10. Governors requested information at next LGB on what interventions students are involved in and how effective are they in meeting their needs to help them progress.</p> <p>11. Governors requested a view of where curriculum is going to go for next meeting.</p>
<p>6.4</p>	<p>Restructuring: JP advised that the staffing committee had met to consider representations on restructuring. It was no longer necessary to make redundant cover supervisors, TAs, or Capstan House manager. The second part of restructure is proposed to be postponed to enable work to be done on a curriculum led staffing plan. Currently CEC offers 27 option groups in KS4 making average sizes of about 15. In order to achieve more affordable average group sizes of 25+, it will necessary to reduce the flexibility to meet all students wishes – hence more students are likely to be disappointed in their choices. There is an urgent need to create financial space for leadership structure that is needed.</p> <p>Q: Will this produce the timetable for next year? A: Yes,, if possible.</p> <p>DS would like another development session in the new year for governors to look at vision and ethos including a review of the current split in key stages.</p>	<p>12. Plan for overall staffing structure based on curriculum plan to come to next LGB</p>
<p>6.5</p>	<p>Budget update (including student numbers)</p> <p>RM reported that last year CEC ended in deficit of £121k. It was hoped to create an in-year surplus and then have small surplus at end of this year but this relied on student numbers, Unfortunately CEC started the year with 30 fewer students than anticipated, mostly because a larger number went to the Studio School. This meant a reduction in funding of £122k. Planned overspend in staffing, Maths intervention, recruitment and alternative provision meant a projected £267k deficit without action, which triggered the need to make reductions in staffing. Several areas have been reduced e.g. opening and closing times, close down for Christmas for 2 weeks. With reductions, the deficit can be reduced to £75k and next year, taking into account full year staff changes and student numbers slightly up there is anticipated a surplus of £67k. RM and JP met with Oat to agree the recovery plan.</p> <p>Q: Could CEC spend more on staffing? A: Not unless agreed by Oat</p>	

	<p>Q Is there an income from letting the facilities? A: Yes, it is not a large amount but would like to involve the community more. Q: What will happen to IT resources as the budget has decreased a lot? A: There had been a very expensive contract which comes to an end this year. This will free up about £95k which won't all be needed but some of it is built in to next year to renew some equipment. DS thanked RM for an excellent job and all his hard work. DS felt there needed to be a plan in place for worst case scenario in terms of budgeting. Q: Has the academy undertaken an analysis on why going students are moving to the Studio School? A: It had been reported that the IWC had not passed on full information to CEC about the number of CEC students who had applied for places in the Studio School. Governors felt this was unacceptable and IWC should be challenged. Governors suggested Distance Learning could be explored to offer in 6<sup>th</sup> Form. There are a number of parents who make an active choice to send their children to CEC.</p>	
7	Academy Improvement Plan monitoring	
	All the areas that needed to be monitored by governors on or before 8 <sup>th</sup> December were on the LGB meeting agenda.	
8	Requests for leave of absence	
	A member of staff had requested leave of absence for 15 <sup>th</sup> to 23 <sup>rd</sup> May. This needed to come to governors for a decision. Governors felt that the request did not fall into exceptional circumstances and that the academy's expectations of parents could be called into question if this was accepted therefore governors unanimously agreed, regretfully, not to agree to this request for leave of absence.	
9	Policies for approval: Admissions, Energy, Exams, Staff Disciplinary, Teacher's Appraisal, Visitor	
	<p>Q: Who is the named Energy Champion in the academy? A: It is RM. Governors approved Admissions Policy for consultation, Energy Policy, Exams Policy, Staff Disciplinary Policy, Teacher's Appraisal Policy and Visitor Policy with amendments to the last two.</p>	
VS left at 5.30pm		
5	Governor visits	
	SH had made several visits to the academy including Remembrance Day assembly which was a fantastic event and students were well behaved. Also conducted a monitoring of new bus arrival systems in place for students arriving at CEC. Student voice had a main focus on behaviour which came out with a resounding positive and is working. New catering and lunchtime timings were improved but feedback on student greeting and farewell was that it was a bit repetitive although not all year groups said that. CR and SH had a walk through to look at housekeeping and SH found it was much better than 12 months ago. SH also reviewed a case study on an adopted child, with permission of the parent. This highlighted that there needs to be good communication passing on information from primary to secondary, need for consistency with teacher as well as all others. Procedures need to tighten up to identify which children are adopted, particularly as there are extra funds available for children who are adopted from care.	

	DS thanked the SLT for all their work and asked JP to pass on governors' thanks to staff.	
10	Next meeting:	
	LGB 9 <sup>th</sup> February 2017 3pm	

## Confidential business

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

Item no.	Item title	

Signed as a true and accurate record: .....

Date: .....