

Cowes Enterprise College (CEC)

Local Governing Body Meeting

Date: Thursday 24<sup>th</sup> May 2018

Time: 3pm

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

**Governors**

**In attendance**

|               |    |
|---------------|----|
| David Sword   | DS |
| Rachel Kitley | RK |
| Sean Harrison | SH |
| Sue Waters    | SW |

**Responsibility**

|            |
|------------|
| Chair      |
| Principal  |
| Vice-Chair |
| SEND       |

**Governors**

**Non-attenders**

|                |    |           |
|----------------|----|-----------|
| Luke Bower     | LB | Apologies |
| Nigel Harley   | NH | Apologies |
| Emma Heathcote | EH | Apologies |
| Rob Pritchard  | RP | Apologies |
| Roland White   | RW | Apologies |

**Other attendees**

|                     |     |                          |
|---------------------|-----|--------------------------|
| Rachel Brown        | RB  | Prospective governor     |
| Jemma Harding       | JH  | Vice Principal (VPJH)    |
| Richard Marinelli   | RM  | Business Director (BD)   |
| Christopher Rice    | CR  | Vice Principal (VPCR)    |
| David Sanchez-Brown | DSB | Assistant Principal (AP) |
| Jill Wareham        | JW  | Clerk                    |

Minutes

| Part | Key: <b>Decisions, Actions, Support, Q: Governor questions</b>  | Action       |
|------|---|--------------|
| 1    | <b>Welcome</b>  |              |
| 1.1  | The Chair welcomed RB who had applied to be a governor at CEC. RB's skills, knowledge and experience would be an asset to the LGB. <b>The Chair proposed RB's approval to be a governor be put on the next LGB agenda.</b>  | <b>Chair</b> |
| 1.2  | The Chair advised Graham Ivey had resigned as a governor since the last meeting. GI felt he had a conflict of interest between being a governor and parent so asked to step down and the Chair accepted his resignation.  |              |
| 2    | <b>Apologies for absence</b>  |              |
| 2.1  | <b>Apologies were received and accepted from LB, EH and RW.</b><br>The Chair thanked everyone for preparing for the meeting, particularly as there were numerous papers, and would like to reduce the amount of paperwork in future. The clerk suggested that in future, as well as uploading the documents onto the One Drive and printing hard copies of the agenda, the documents could be displayed on a screen at the meeting. |              |
| 3    | <b>Declarations of interest and confidential business</b>   |              |
| 3.1  | There were no declarations of interest declared at this point but see items 4.3 and 6.1 below.  |              |
| 3.2  | One of the original LGB papers had names on which would have had to be taken under confidential business, but this had been rectified and the anonymised document had been uploaded onto the One Drive.   |              |
| 4    | <b>Minutes and Action Points of the meetings 26<sup>th</sup> March 2018</b>   |              |
| 4.1  | <b>The minutes of the LGB meeting on 26<sup>th</sup> March were agreed and signed.</b>  |              |
| 4.2  | AP1: Clerk to check with OAT governor services about the expectation of mandatory reading for governors: Governors are expected to read all the OAT mandatory reading within the first year of office.  |              |
| 4.3  | AP2: Clerk to get governors access to The School Bus: Completed. The Chair declared an interest as he was doing some work for the School Bus.   |              |
| 4.4  | AP3: Photos of EH and RP still to be put up: Completed.   |              |

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| 4.5<br><br>4.6<br>4.7 | <p>AP4: DSB will bring the T&amp;L strategy to governors at next meeting: This action will be undertaken by the new VP in September. <b>Clerk to put T&amp;L strategy on work schedule for next year.</b></p> <p><b>Q: Are we still working with the previous Teaching &amp; Learning strategy?</b></p> <p>A: Yes, until the new strategy is developed.</p> <p>AP5: Clerk to send the risk register to governors electronically: Completed.</p> <p>AP6: Governors agreed that RM will send the first formal budget plan to JW to send to governors: Completed.</p>  | Clerk       |
| 5                     | <b>Chair's report</b>   |             |
| 5.1                   | There had been no chair's decisions taken since the last meeting.   |             |
| 6                     | <b>Special Educational Needs and Disability Annual report including SEND update</b>   |             |
| 6.1                   | <p>VPJH explained that SEND is one of the key priorities in terms of monitoring and tracking students to ensure improvements for students. The SENCo has recently qualified and the priority is to make sure the SEND department is working as effectively as possible. There has been an audit of roles and responsibilities. There is a very experienced SENCo coming in to CEC to help and support the SENCo.</p> <p><b>Q: Where is the external SENCo coming from?</b></p> <p>A: They are from an Academy in London and they have an excellent track record.</p> <p>VPJH reported there has been an influx of students with Education, Health and Care Plans (EHCP) recently, more students are on the SEND register and SEND on the island is in a state of change. Attendance and exclusions of SEND students is not in line with where we want it to be. We are reviewing the work we do with external people and in-house. A Family Liaison Assistant (FLA) role is being created which will be an inclusion and intervention role in school with an opportunity to work with students where there are clear barriers to learning. CEC still commissions the Education Welfare Service (EWS) which does show an impact on attendance.</p> <p><b>Q: The issues appear to be attendance, exclusion and certain categories of SEND, apart from getting expertise from elsewhere, what specifics are you doing in terms of Attendance?</b></p> <p>A: VPJH advised a new package which will give much more cohesive overview is being bought, the introduction of new roles will make a difference, the SENCo drilling down into the data, Year 7 appointment of new Nurture role and bringing everything together in an overall strategy to ensure SEND students are accessing the curriculum.</p> <p><b>Q: Is there any work being done with the primary schools?</b></p> <p>A: The Principal and VPJH will be going to all primaries after half term. The local cluster of schools was dissolved by the primaries and there appears to be a lack of consistency across all the primaries. VPJH declared an interest as her husband has been appointed as the new FLA.</p> <p><b>Q: Do we have targets on reducing exclusions and attendance?</b></p> <p>A: VPJH will have for September.</p> <p><b>Q: With regards to attendance, if SEND children were taken out of the data what difference would that make to figures?</b></p> <p>A: Quite a lot of difference. Unfortunately, there is little alternative provision at the moment, but a conversation has started about using Capstan House and other services such as the Princes Trust Programme. <b>The SEND governor will meet with VPJH to review, and report back on the impact of the actions in the SEND report.</b></p> <p><b>Governors expressed thanks to VPJH and colleagues for putting together the report.</b></p> | SEND<br>gov |
| 7                     | <b>Principal's Report to include:</b>   |             |
| 7.1                   | <b>Recent Highlights.</b> Governors noted.  |             |
| 7.2                   | <b>Outcomes and Quality of Provision</b>  |             |
| 7.2.1                 | <b>Receive Analyse School Performance Service data.</b> See 9.3 below.  |             |
| 7.2.2                 | <b>KPIs for KS4.</b> Governors noted.   |             |

**KPIs for KS3.** VPCR advised currently predicting progress of Year 10 students of 0.07 which is not necessarily accurate, but this has been moderated with Heads of Department (HoD) and is a positive figure which needs to be built on. Basics G5+ prediction for Year 10 cohort is 50% (this year's prediction is 51%). Year 10 is a lower ability cohort who are having a lot of interventions in English and Maths which have started much earlier this year. The trends show lower predictions for disadvantaged, boys and lower achievers. Subject progress predictions are above/around national average in English and Maths and the small group taking triple sciences is stronger. Languages department has a new Director starting in September which should bring improvements. The open bucket subjects highlighted issues in PE and Resistant Materials and this year some students have been moved to courses with more appropriate qualifications which will need to be reviewed after results. Predictions for SEND children show improvement. Actions that are taking place are more interventions more regularly, Mytutor programme started in Year 10 with a focus on disadvantaged students first, revision plans in place for Year 10 mock exams, summer holiday four-week programme, study skills, flash cards, GCSE pods. Study skills have made a difference to the current Year 11 students.

**Q: It is good to see actions that are being taken for Year 10 students. There are several subjects that are weaker, could governors see the actions being taken to address these?**

A: The Principal will ensure the matching of actions to weaknesses are more explicit in future reports.

**Q: One of the issues raised by Middle Leaders at the meeting with the Chair was whether the right students were being targeted for interventions and do we know it is working?**

A: SLT are clear that the targeted students included disadvantaged who are being monitored every 6 weeks.

**Q: Are the Middle Leaders fully informed and engaged in process?**

A: They are informed, some need to align with the principle of equality of opportunity and some have raised queries, but they were addressed.

Year 10 is a challenging cohort in terms of progress, but we are aware and doing more and better than did before.

**KPIs for KS5.** Governors noted the positive trajectory in A level progress.

7.2.3 **Quality of Teaching and Learning.** Governors noted.

**Q: With reference to the scoring to assess training needs, what is being put in place to challenge all children?**

A: A training day is scheduled for June 25<sup>th</sup> working with Thornden School which will focus on addressing differentiation. This will be critical for NQTs to ensure more coherence as CEC is moving from Hampshire support to Thornden. CEC will be offering a lot to the whole island through the Teaching Alliance. VPJH has done a lot of work on induction to make expectations clear.

7.2.4 **KPIs for Attendance and Behaviour.** VPJH highlighted there was a similar picture across Years 7, 8 and 9. Attendance has improved throughout the year. The biggest impact has been illness and parents are not always sure if they have to keep a child off for 24 or 48 hours. The new structure for First Aid and the FLA role should improve this.

**Q: The LAC group overall figure seems quite significant?**

A: The data is based on a very small number of students so can't be used as statistically viable. VPJH reported the work being done on lateness and punctuality is having a positive impact.

**Q: What are the actions taken for children who are late?**

A: There is immediate contact to parent advising them the child is absent from lesson or if late to school.

**Q: What is the feedback on these actions?**

A: Parents do not like it, but it is having a positive impact.

**Q: The SEND figures are not good and there seems to be a growing gap between boys and girls as they get older, what actions are being taken for these groups?**

A: Years 7 and 8 are similar but there is a gap in Year 9.

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| <p>7.2.5</p> <p>7.2.6</p> <p>7.2.7</p> <p>7.3</p> <p>7.3.1</p> <p>7.4</p> <p>7.4.1</p> <p>7.4.2</p> | <p><b>Q: Is this because of behaviour/curriculum issues?</b><br/>A: Yes, there are some students who can't access the curriculum and there is significant work to be done still with the schools that students are coming from.</p> <p><b>Q: Might the reason be attributed to the options process?</b><br/>A: The options have now changed and broadened and many more will be taking Ebacc. There is a small group not doing languages, but they will get additional literacy support and English will be prioritised in Years 7 and 8.</p> <p>VPJH highlighted that behaviour and exclusion figures were improving across the board. There are issues in Year 7, but Year 9 shows a positive decline. There is a significant difference between boys and girls and work needs to be done with boys. Year 7 issues are about expectations and clarity of consistency; work is being done with primaries and the Local Authority (LA). Anecdotally, all secondary schools are having issues with Year 7. The LA Inclusion Manager would like to take our Permanent Exclusion packs to look at what happened before they came to CEC and look at what primaries could be doing. Fortnightly training programme is in place to build staff confidence and make sure restorative justice is embedded. VPJH meets with parents immediately there is an incident to have conversation, to try and nip poor behaviour in the bud. Feedback from students at a governor/student voice meeting was they want consistency with teachers over behaviour.</p> <p><b>Q: Should the Rewards strategy be emphasised more?</b><br/>A: VPJH raises at the briefings, "praise in public, correct in private".</p> <p><b>Q: Can we include the promotion of rewards in the actions?</b><br/>A: Yes, this will be done in future.</p> <p><b>Q: Could we work with our feeder primary schools, and possibly share funding, for a person in school who can deal with mental health issues immediately?</b><br/>A: Some of this is being addressed through the appointment of the Nurture teacher.</p> <p><b>Q: Is school aware of the ACE programme which has just been launched and is being championed by Eleanor Bell?</b><br/>A: Yes, VPJH is aware of it.</p> <p><b>Student voice feedback.</b> Governors noted.</p> <p><b>Pupil Premium funding impact.</b> Governors noted.</p> <p><b>Academy Improvement Plan and SEF update.</b> Governors noted.</p> <p><b>Finance.</b></p> <p>Feedback from Finance committee was that there is tight monitoring, realistic expectations next year and the recovery is in place. The issue is how can CEC earn extra money. The BM advised that this will be the last year of repayment plan with ESFA, student numbers are positive going forward, funding is based on census data apart from 6<sup>th</sup> Form, the estimated income is conservative, the staffing is set, and the pay increases have been built in. The budget presented to OAT was realistic and the feedback was they would allow a smaller deficit next year and break even following year. The following two years the surplus is predicted at 3% then 5%, anything over 5% can be invested back into academy. A Good Ofsted appears to be a positive for recruitment but there are still some challenges in staff appointments. The budget is updated weekly. The proposed budget still must be approved by the OAT trustees. The chair felt the key messages are positive with a budget that balances in future although there are risks for example if there was a big pay award.</p> <p><b>Q: What is being done about retention of students as there have been 45 students leave and 35 coming in?</b><br/>A: Part of this might be the removal of children to be Home Educated and if the quality of teaching and learning improves this will help to retain students. The Principal advised that the LA report for CEC is very positive showing increasing in-year transfers to CEC. There are far more spaces in secondary schools on the Isle of Wight than there are children and the <b>Principal is considering a proposal to governors to review the Pupil Admission Number (PAN).</b></p> | <p><b>Princip<br/>al</b></p> |
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| 7.4.3                               | Staff survey responses   |   |
| 7.5                                 | <b>Risk Management.</b> Governors noted.   |   |
| 7.6                                 | <b>Safeguarding</b> – report from DSL and link governor. Governors noted the report and the good work on safeguarding; processes are in place and are working well.  |   |
| <b>Policies for approval:</b>       |  |   |
| 8                                   | The clerk had not received any comments from governors and most of the policies were templates produced by OAT, some of which were approved by the OAT Board.  |   |
| 8.1                                 | Expenses – governors. <b>Governors approved the Governor’s Expenses Policy</b>   |   |
| 8.2                                 | SEND. <b>Governors approved the SEND Policy</b>  |   |
| 8.3                                 | Supporting Students with Medical Needs. <b>Governors approved the Supporting Students with Medical Needs Policy.</b>   |   |
| 8.4                                 | Equality. <b>Governors approved the Equality Policy.</b>   |   |
| 8.5                                 | Sex and Relationships. <b>Governors approved the Sex and Relationships Policy</b>  |   |
|                                     | Policies for noting which have been approved by SLT:   |   |
| 8.6                                 | Drugs, Alcohol and Tobacco. <b>Governors noted the SLT approval of the Drugs, Alcohol and Tobacco Policy.</b>  |   |
| 8.7                                 | E-Safety. <b>Governors noted the SLT approval of the E-Safety Policy.</b>  |   |
| 8.8                                 | <b>Q: Where are we in terms of the General Data Protection Regulations (GDPR)?</b><br>A: The BD advised he was the Data Processor in the academy, James Miller from Oat is the Data Protection Officer (DPO), privacy notices are published on the website for staff and students and the Data Protection Policy from OAT will be out in the next couple of days.  |   |
| <b>Governor business including:</b> |  |   |
| 9.1                                 | Governor Monitoring visits and actions. Governors noted the reports.<br><b>Q: Is the intention to host the Careers day again and can we generate income?</b><br>A: This can be explored.<br>The clerk had produced a visit tracker, so recommendations and actions could be noted as evidence.   |   |
| 9.2                                 | Governor’s training plan update. <b>The Chair advised that the Keeping Children Safe in Education guidance had been updated and the clerk would forward to governors. All LGB members to ensure that they are aware of changes made to KSCIE document (by next meeting). The Chair asked VPJH to advise if any staff training, in particular safeguarding would be appropriate for governors to attend.</b> The SEND governor advised she had attended the Induction training run by Hampshire LA which was very good. | <b>Clerk</b><br><b>LGB</b><br><b>VPJH</b> |
| 9.3                                 | <b>RK to consider School on a Page document as the basis for future Principal’s Reports (to include percentage of expenditure on staff, national comparatives and trends).</b>   | <b>Princip al</b>                         |
| <b>Date of meetings for 2017-18</b> |  |   |
| 10                                  |  |   |
| 10.1                                | Monday 2 <sup>nd</sup> July 2018 at 3pm and Development Session to look at Values at 2pm.  |   |

**Chair:**

**Date:**