

I certify that these minutes are a true record of the LGB meeting held on Wednesday 26th November 2014 at 3.00pm

Signed Chair/ Vice Chair Date.....



Cowes Enterprise College

Local Governing Body Meeting

Date: Wednesday 26th November 2014

Time: 3.00pm

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

Governors

David Sword (DS)	Chair
Miranda Courtney (MC)	Governor
Sean Harrison (SH)	Governor
Victoria Spencer (VS)	Governor
Neil Strowger (NS)	Governor

Apologies

John Peckham (JP)	Principal
Karen Baker (KB)	Governor
Rachael Fidler (RF)	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 Baker, Mrs Fidler and Mr Peckham. The meeting achieved the minimum for quorum (3) and remained above this number for all the meeting.

2. Declarations of Interest and confidential items

No additional interests were declared. There will be a confidential item under Item 5. Chair's Actions Report. The clerk will notify governors when confidential minutes are placed on OATPad.

3. Minutes of the meeting 22nd October 2014 and Action Points

Governors unanimously agreed the minutes correct for signing.

AP1. Governors agreed to close this point.

AP2. Scheme of Management Delegation is on this agenda.

AP3. Policies for this meeting were circulated in advance.

AP4. The LGB minutes are placed on the school website when signed off.

AP5. The staffing structure has not yet been made available to governors

Action Point 1: DD will email the Staffing Structure to the clerk for distribution to governors before the meeting on 17th December 2014.

AP6. DS has checked his DBS clearance and cleared with the office.

Action Point 2: NS and KB to check their DBS clearances for transferability.

AP7. The Staff Code of Conduct is with staff for consultation. Governors questioned the section on additional employment.

Action Point 3: If governors have any comments on the Code of Conduct please send to CB by 10th December 2014.

Action Point 4: DD will check contract terms of employment and what they say on additional employment and send the information to the clerk for distribution to governors by 10th December 2014.

AP8. Staff handbook is under item 7 on this agenda.

AP9. Staff will be made aware of new policies as they are put in place.

AP10. Capability, Grievance and Disciplinary Policies are on this agenda; Pay Policy will be on the 17th December 2014 agenda.

AP11. DS has had conversations with Toby Salt to explore finding a governor with finance knowledge for the LGB.

Until a governor is appointed DS, RM and Laura Hyams from OAT will meet to keep a detailed view of the finances. A strategic overview will be presented to the LGB. If another governor wishes to join the detailed scrutiny of finances please contact the Chair direct; if more than one governor wishes to join the finance scrutiny then the LGB will vote on who takes the role. As the new system has just started there are no signed off accounts yet.

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Q. Who is the Responsible Officer for finance?

A. At the moment DS and Laura Hyams plus one other will be performing that role but a governor is needed to take the role forward.

Action Point 5: DS will report back to 17th December 2014 meeting on progress with recruiting a governor with the correct financial experience.

API2. DS put forward the idea of a half-day session to include a training element and a discussion on the strategic direction of the academy. Governors agreed this would be useful.

Action Point 6: CB will co-ordinate a date with governors for a half-day CEC governors' conference.

Governors discussed Child Protection training and the need for 2 governors to be trained to CP3. 2 staff members are booked on CP3 training.

Action Point 7: CB will investigate local training opportunities for governors in Child Protection. If current governors have received any Safeguarding/CP training please inform CB.

API3. The maths presentation has not been received by CB.

Action Point 8: CB will email H Sutton direct for the maths presentation for distribution to governors.

API4. Staff attendance will move to the 17th December 2014 meeting.

API5. DS has responded to a parent concern on engagement with the school.

API6. CB has not written a section for the newsletter. D Ball is opening lines of communication with parents and has regular meetings. A governor 'strapline' on the newsletter might be a good idea.

API7. H&S report is on this agenda.

API8. D Ball is running a parent voice survey and a report will come to the 17th December meeting.

4. Chair's Actions Report

A confidential matter was discussed.

The Chair reported that he attended the OAT Conference where he met with JP. DS was particularly impressed with a presentation by Human Utopia on students' personal and social development.

DS has been informed that the school has a shortage of science teachers but some new staff are being recruited in this and other areas.

Governor information is now on the website along with approved minutes.

There is a possibility of a permanent exclusion.

A grievance and a complaint have been resolved.

VS and SH attended the Pupil Premium conference with a presentation by Sir John Dunford. They reported that it was very focused. It was disappointing that a staff member was not able to attend.

5. Scheme of Management Delegation

This document has been submitted to OAT governance and been approved. However governors discussed some of the financial decision levels and asked for the document to go to RM for a closer look. It was agreed by governors that a floor of £10k would be a suitable figure for approvals other than the principal's to be sought.

Action Point 9: RM will review the proposed scheme of management delegation and it will come back to the meeting on 17th December 2014 with proposed amendments.

6. Governors Reports

There are no governors' reports for this meeting.

7. Principal's Report

DD presented the report.

Progress Board: The board discussed achievement for Year 11 and the data from the 17th October data point. There are some questions around moderation of student's work which the SLT are addressing. Mock exams are taking place in January 2015; these will be 'blind' papers where content will not be previously known to teachers.

Q. Is there a danger that students will be set questions on areas not yet covered in their curriculum?

A. No, the papers will be set by someone who knows what has been covered.

Potential results predictions for secure and vulnerable students have been identified. There is a key middle leadership drive to ensure interventions are in place to help vulnerable results translate into secure. There will be a parents' evening in January 2015 to inform parents of what is in place and what they can do to help students achieve their best. DD is much more confident this year than last as data is readily available.

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Teaching & Learning is improved with 76% of teaching judged to be good or better and the figure is improving. Staff vacancies are a problem; some supply teachers have been receiving coaching. The Blue Sky system is being helpful. J Harding is completing lesson observations.

Q. Are 'drop-ins' to lessons happening?

A. Yes, DD is maintaining a high level of presence in the classrooms.

Q. What grade does the SLT believe the school is now attaining for Teaching, Learning & Achievement?

A. Potentially a 3, RI, but triangulation is needed from observations and results.

Students are generally more positive; there are still gaps between boy/girl, FSM and PP students' performance and non-disadvantaged groups.

Q. Why are exclusions up this year?

A. At the moment the reason is not known, attendance is down on last year as well.

Action Point 10: DD will ask for the attendance and exclusion report figures to be broken down to show the repeat offenders.

Action Point 11: JP and QN will liaise to ensure that all staff are clear on student behaviour principles.

Action Point 12: Governors will arrange learning walks to look at behaviour for learning and report back to the LGB.

The HR report will be on 17th December 2014 meeting.

H&S Report: There are some issues arising from a fire inspection. The use of paper displays in the atriums has been questioned and the displays have been removed. The academy will be investigating other methods of display using laminated displays or covered boards. Photocopiers will be moved from the open areas. There was also a question arising from the sprinkler system fitted to the open areas which is being investigated.

Action Point 13: DS will liaise with James Miller from OAT concerning the fire report.

Water testing is being monitored and is no longer an issue. Parking at the front of college has not progressed any further.

Action Point 14: RM will investigate the parking problems at the front of college, find out if a resolution is planned and report back to the 17th December 2014 meeting.

Finance Report: Student numbers are down which will effect funding.

Action Point 15: RM will produce a finance risk report on falling student numbers for the 17th December 2014 meeting.

Supply costs are high and expected to be over original budget by January 2015 due to current circumstances. RM has made assumptions on predictions to take into account support staff pay increases. A Pay Committee will be needed. Governors discussed the funding streams that have been available as a new school; outgoings on IT replacement costs and recruitment of staff against a backdrop of falling pupil numbers.

Action Point 16: RM will produce a report on predicted staff recruitment against falling student numbers and a timeline for decisions for the 17th December 2014 meeting.

Action Point 17: DD/JP will promote CEC 6th form and liaise with IW LA on the consultation for 11-16 and further education on the island.

Staffing structure: The current document has not yet been received.

Q. Has the position of timetabler been resolved?

A. Not yet but it is in-hand.

Action Point 18: DD will report back on the timetabler position to the meeting on 17th December 2014.

Staff Handbook: DS has discussed the staff handbook with JP and it is agreed to be essential for a consistent approach.

Action Point 19: JP/DD will report on the production of a new Staff Handbook to the meeting on 17th December 2014.

Q. There will now be a full senior leadership team (SLT) of principal, two vice principals and two assistant principals plus the new role of head of school; could governors have a breakdown of assigned roles and accountability route?

A. JP will be deploying roles and accountability when taking up post and will report back to the next meeting.

Action Point 20: JP will report back to the Progress Board and LGB when SLT roles and accountability route are finalised.

DS thanked SLT for their reports.

8. Parent View

D Ball is currently running a parent survey and holding parent drop-in meetings and will send a report to the next LGB.

9. Celebration Event: Report & Evaluation

This item is now closed.

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10. Policies for approval

Teachers Capability; Staff Grievance; and Staff Disciplinary Policies have been to staff for consultation and previously distributed to governors.

SH proposed all three policies for adoption by CEC, VS seconded and the LGB agreed unanimously.

CB made governors aware that the Staff Code of Conduct is with staff for consultation and will be on the 17th December 2014 agenda.

11. CRY: Charity proposal

DD tabled information concerning a request from Mrs Blenkinsop to offer preventative heart screening to students at CEC following local fund raising which involves community members and past students. Governors discussed and agreed that it would like to be able to offer this opportunity to the students of CEC.

Action Point 21: DD will contact Mrs Blenkinsop and accept her offer via CRY of funding heart screening.

Q. Is there a defibrillator on the college site?

A. Yes and trained staff.

DS asked governors if there was any other business.

Governors discussed forward planning, parental engagement and learning walks; there is a need now to expand the governors' link roles.

Action Point 22: JP/DD will consult with the SLT on what governors specifically need to receive training on to be able to challenge and support effectively at the present time.

A parental inquiry was discussed.

The date of the next meeting is: Wednesday 17th December 2014 at 3.30pm

The Chair thanked governors for their time and closed the meeting at 5pm.

Contacts:

Chair of the LGB

Mr D Sword

Contact via the clerk

Clerk to the LGB

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