

I certify that these minutes are a true record of the LGB meeting held on Wednesday 21st January 2015 at 3.30pm

Signed Chair/ Vice Chair Date.....



Cowes Enterprise College

Local Governing Body Meeting

Date: Wednesday 21st January 2015

Time: 3.30pm (Actual 3.40pm)

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

Governors

David Sword	(DS)	Chair
John Peckham	(JP)	Principal
Karen Baker	(KB)	Governor
Miranda Courtney	(MC)	Governor
Sean Harrison	(SH)	Governor
Victoria Spencer	(VS)	Governor
Neil Strowger	(NS)	Governor

Apologies

None

Attendees

Carole Bailey	(CB)	Clerk
David Doherty	(DD)	Head of School
Richard Marinelli	(RM)	Business Director

1. Apologies for absence

DS welcomed everyone to the meeting. All governors are present. DS made governors aware that Mrs Fidler has resigned as a governor of Cowes Enterprise College (CEC). Governors extended their thanks to Mrs Fidler for her hard work on behalf of the previous trust and the transition to academy. Ormiston Academies Trust (OAT) is looking for a replacement; if governors know of a local person who may be interested please let DS know.

DS wished to inform governors of some matters not directly on the agenda.

- A permanent exclusion hearing will be taking place this evening.
- DS believes it is now time to join the Progress Board (PB) with the Local Governing Body (LGB) meeting and for the 11th February 2015 meeting he proposed having a combined agenda with the PB section from 1.30pm to 3pm which all governors can attend and the formal agenda section from 3pm onwards. This would also start to reduce the time commitment for the Senior Leadership Team (SLT). Governors discussed and agreed to this format for the 11th February 2015 meeting.
- DS, SH and MC met with students before this meeting. The students suggested several areas where they felt improvements could be made and what they felt had improved. They did ask for a link with the LGB to ensure their views are heard. SH volunteered to be the student link governor, KB also expressed an interest in student voice and agreed to be the deputy student link governor.

Action Point 1: DS will write a report on the student meeting for the 11th February 2015 meeting.

- DS and SH are joining the meeting with Laura Hyams from OAT and RM on 4th February 2015.
- Any governors who can be available for Parent Evenings please let CB know.

Action Point 2: Clerk will send the dates of Parent Evenings to governors.

2. Declaration of Interest and Confidential Items

No previously undeclared interests were declared. As far as known there are no confidential matters on this agenda.

3. Minutes of the meeting 17th December 2014

DS asked governors to agree the accuracy of the 17th December 2014 minutes. MC proposed the minutes correct for signing, VS seconded and the LGB agreed unanimously.

AP1. DS and JP have arranged the agenda for the Governors' Conference on 29th January 2015; a training session on monitoring and learning walks from 11.30am and a discussion on medium term priorities for the afternoon session. A facilitator has been arranged to help the sessions. The aim is to produce a set of ideals which the SLT can work with.

AP2. CB found the OAT governor visit form. JP will devise a different form.

AP3. The problem of students walking through the car park is covered on the Safeguarding Plan.

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AP4. The potential 6th form student numbers for 2015/16 will be available at the 11th February 2015 meeting.

AP5. The Island 6th form and further education consultation paper has been re-issued.

AP6. Staff Handbook and Code of Conduct is on this agenda.

AP7. The Safeguarding Action Plan has been distributed and is on this agenda.

AP8. Some Pupil Premium data is in the Principal's Report; more will be available at the 11th February 2015 meeting.

AP9. No data is currently available from Benchmarking due to password issues.

AP10. Staffing matters are covered in the Principal's Report

AP11. See AP9.

AP12. The meeting with Laura Hyams is now scheduled for 4th February 2015.

AP13. The Pay Committee sat on 19th December 2014.

4. Chair's Action Report

There are no Chair's Actions for this meeting.

5. Principal's Report

Key messages:

- JP told governors that the new School Summary is updated to the end of the Autumn Term. His opinion is that the school is no longer 'Inadequate'.
- There is a new section in the Academy Improvement Plan (AIP) which provides a timeline.
- The five key areas of the AIP have been rationalised and updated. Dates for LGB evaluation are included.

Governors discussed the new AIP. It was agreed that it provided a clear overview.

Q. Who are the initials?

A. These are members of the SLT. There is detail behind all the areas if needed. Areas link to the Ofsted Report. Quality of Teaching has clear targets; baseline and expected progress can be measured but not all milestones are quantifiable. The AIP looks at what we need to do differently and the correlation between tasks and outcomes.

Action Point 3: Governors will discuss the AIP further at the Conference on 29th January 2015.

Quality of Outcomes and Provision: Governors discussed the key performances indicators including for disadvantaged groups. The new assistant principal is conducting an analysis of data and greater detail will be available at the next meeting.

Q. What are targets based on and how accurate are they?

A. Targets are calculated on student performance in Key Stage 2 (KS2) tests and extrapolated through to results at KS4. Professional predictions are also factored in based on current student performance. There needs to be a consistency of staff judgment; it is a subjective view balanced by data. Maths and English appear to be more accurate than other subjects at the current time.

Q. Some areas of disadvantaged student data show outperforming targets over non-disadvantaged; why is this?

Action Point 4: DD will check the target data for disadvantaged students.

KS3 data is showing improvement and 6th Form. Quality of teaching is good in 6th Form.

Attendance and Exclusions: Exclusions are too high this last term although there is evidence of improvement. Year 10 is a particular behaviour challenge. Attendance figures are below national average but this has not been helped by adjusted timetables for some students to cope with behaviour issues and the high rate of fixed term exclusions in the Autumn Term.

Q. This is student attendance data; could we have staff attendance data for the next report?

A. This information is in section 4 of the report under personnel.

Personnel: The vice principal will be separating out quality of teachers and quality of teaching. Particular problem areas are lack of permanent science teachers; only five out of nine are permanent staff. Weakest teaching is in KS3 but it does even out with careful management. Supply teachers are assessed very quickly and removed if found to be inadequate. Technology is an area of high CPD needs. There needs to be development of the curriculum for the less academic students.

Q. There is a history of high staff absence, are return to work interviews conducted?

A. Rigorous return to work interviews are conducted, the process is also being reviewed. 15 days weekly average for support staff absence equates to three staff off work a day. At the moment the figures are not broken down into short and long term absence; maternity leave is high at the current time.

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Q. If four support staff left and 22 joined does this mean 18 new support staff were hired?

Action Point 5: Figures for support staff turbulence will be checked for the 11th February 2015 meeting.

Finance: Governors discussed the problem of reporting to the LGB in line with finance data submissions. Governors agreed that working a month behind was inevitable and RM will red-flag any urgent issues as narrative on the report. RM is trialling new software for finance and will report back on progress and suitability for CEC. The predicted carry forward is £15 - £19k for April 2015. Unexpected expenditure is being managed within the budget; a deficit budget is not predicted.

In line with other island schools the predicted pupil number for September 2015 is down. The current October census for KS3 and KS4 is 909 students. 6th Form has 90 students. For September 2015 there is a prediction of around 150 students for Year 7, moving to possibly 180 with 2nd choice. The Risk Report distributed at the December 2014 meeting contains details of financial implications. Staffing will be managed to reflect the possible drop in numbers. Governors agreed they would like to see more of the detail behind the budget movements and need to understand the spending plan.

Risk management: Governors discussed the risk management overview. Safeguarding is improving. Numbers in 6th Form are being monitored as it has an impact on budget and curriculum. Recruitment of specialist staff is ongoing. There are timetabling issues and an outside timetabler is being brought in to help address the issues.

Q. Are the cost implications for the safeguarding improvements built in to the budget?

A. Staffing improvements are within the CPD budget, building improvements are within the maintenance budget.

The Chair thanked the Principal and SLT for the report. It was felt that some development was needed to understand the risk management on both strategic and operational levels.

6. Safeguarding Action Plan

Governors discussed the previously distributed safeguarding action plan. There are two main areas; staff training and responsibilities, and the buildings. Many of the actions are being implemented already. The Reception area needs to be more secure as the front lobby is not being used correctly due to a lack of a reception access point. External building doors could be opened from the outside and some of the magnetic locks were not working. Road safety barriers and low barriers to delineate access will be installed. Training of all staff is in progress.

Q. Why are there no staff members on duty outside in the mornings?

A. Mornings are a low risk time but JP will look at the duty rota for outside duty.

Level 2 safeguarding online training has been purchased for staff to complete.

Q. Can this be made available to governors also?

A. Yes, passwords will be made available to governors. The course should take 6 hours maximum.

7. Policies for approval

Complaints, Exclusions, Purchasing Card, Staff Handbook & Code of Conduct, and Child Protection & Safeguarding Policies had been previously distributed. The only comment was that some of the fill-in sections in the Child Protection & Safeguarding Policy still need to be completed. DS proposed that the LGB authorise the academy to implement the Child Protection and Safeguarding Policy from today but complete the outstanding sections and return for full approval at the 11th February 2015 meeting. This was unanimously agreed by the LGB.

KB proposed adoption of the Complaints, Exclusions, Purchasing Card and Staff Handbook & Code of Conduct Policies, VS seconded and the LGB agreed unanimously.

JP made governors aware of the policy action plan. The draft Behaviour Policy has not been approved yet but JP wishes to hold a training session following the principles in the draft policy on 11th February 2015 for staff, is the LGB happy for this to go ahead? The LGB agreed to the training going ahead.

JP informed the LGB that there is an inequality of expectation in student appearance between girls and boys. He would like to move towards girls being expected to wear a tie, or a scarf in their open neck blouses and they would also be expected to tuck the blouses in at the waist. Boys must already wear a tie and tuck in their shirts. Governors discussed the suggestion and agreed that the inequality should be addressed and this way did not involve large expense for parents. It was agreed for JP to progress this.

DS thanked governors for their time and closed the meeting at 5.15pm.

Contact details

Chair of the LGB Mr D Sword; contact through Clerk

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