

I certify that these minutes are a true record of the LGB meeting held on Wednesday 15th July 2015 at 2.10pm

Signed Chair/ Vice Chair Date.....



Cowes Enterprise College

Local Governing Body Meeting

Date: Wednesday 15th July 2015

Time: 2.10pm

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

Governors

David Sword	(DS)	Chair
John Peckham	(JP)	Principal
Sean Harrison	(SH)	Governor
Victoria Spencer	(VS)	Governor

Apologies

Neil Strowger	(NS)	Governor
Karen Baker	(KB)	Governor
Gwayne Webb	(GW)	OAT Representative
Cristopher Rice	(CR)	Assistant Principal

Attendees

Carole Bailey	(CB)	Clerk
David Doherty	(DD)	Head of School
Richard Marinelli	(RM)	Business Director
Jemma Harding	(JH)	Vice Principal

1. Apologies for absence

Apologies received and accepted from KB, NS, GW and CR. VS and SH will be late arriving. CB advised that the meeting is not currently quorate (3 plus principal) and can receive information to be minuted but may not make decisions.

2. Declaration of Interest and Confidential Items

No interests were declared. Item 3 is confidential.

3HR: Confidential

This item is deferred until the meeting is quorate.

4. Minutes of the meetings 20th May 2015 and 17th June 2015.

This item is deferred until the meeting is quorate.

5. Chairs Actions Report

DS has taken no LGB decisions since the previous meeting. DS attended the Key Stage awards to students; it was a friendly and professionally handled occasion. Students coped well with the 'spotlight' and it worked well on all levels. Governor recruitment is ongoing with one being sent forms by OAT to apply and two potential governors involved in ongoing discussions.

VS arrived at 2.17pm; the meeting is not yet quorate.

DS has had a conversation with NS and it is likely he will resign as a governor due to pressure of work. He is still happy to support the academy on a professional level.

6. Governor reports

Monitoring reports from DS and KB noted; further reports from SH and VS to follow.

Action Point 1: Monitoring reports will be discussed at the 1st October 2015 meeting.

7. Parental Engagement

JP directed governors to the summary in the Principal's report. Attendance at the 'surgeries' and Coffee, Cake and Communicate events is declining which is indicative of the lower number of issues arising within the academy. The Meet the Principal event was attended by around 40 parents. Members of SLT have been to feeder primaries to meet Year 6 parents and pupils.

Q. What is discussed at the surgeries?

A. They tend to be individual problems rather than general academy matters.

Q. What has happened about the parent inquiries surrounding homework setting?

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A. The academy has purchased an online programme called 'Show my Homework'. Parents have a login to check what has been set and a link to resources. The advantage for teachers is that it can be set up in advance and SLT can check what is being set.

Q. Can marking for the homework appear there?

A. No, it doesn't have that facility.

Informal feedback from parents indicates they are happy with the online booking system for parents' evenings.

Q. Do you have a 'you said...we did' section on the website?

A. Not currently but it does appear in the newsletters.

Governors agreed it was good to see all the strands of parent engagement brought together and suggested that an A4 sheet bullet point list of how parents can engage with the academy would be useful.

Action Point 2: JP will arrange for a bullet point list on how parents can engage with the school to be compiled and made available to parents.

JP told governors that he has opened an official Cowes Principal Facebook identity

Action Point 3: A page will be added to the new academy website on actions and consultations by the academy including 'how, why and impact'.

8. Update on East Cowes Travel

No changes will be made to the current arrangements at this time; if any changes are proposed in the future a consultation will be held.

9. Principal's Report

JP told governors about the tracking process put in place by CR, it is crucial to know at an early stage which students need interventions. The new curriculum stresses the importance of deeper levels of understanding and mastery of areas, if a student is performing at the expected age related level then they do not move up to different work but explore and learn to use the skills at a deeper level. The aim is to embed skills and leave no gaps in learning. CR is attending a conference on Life after Levels.

Q. Is there a standardised method of assessment?

A. Standard tests will be used to assess understanding.

Q. Is there a risk of not going beyond age related?

A. There is now a presumption that learning will not be accelerated so other ways of expanding the context will be found, such as problem solving and extension tasks. It is a different sort of study.

SH arrived at 2.45pm, the meeting is now quorate.

The risk is that teachers just 'occupy' students who have reached age related expectations. There will be extended projects, the opportunity to develop research skills and items not necessarily directly linked to GCSEs. A portfolio of interests will be developed, something they can talk about in depth for university or job interviews. Students must master each stage of the curriculum.

Q. How do we know if what the academy does will stand up to scrutiny? How do we evidence the extension work?

A. It is not easy and Ofsted don't know the answer yet either but the academy will probably have a grid system of the syllabus and a date will be entered when the teacher is confident that a student has reached the right level of understanding, with evidence and proof of outcomes.

Governors discussed the need to keep parents informed of the progress of this new system as it's so very different.

End of Year Predictions

Current predictions for Year 11 5 A*-C grades are broadly in line with last year and above last year's national average.

Q. The target set last year was unrealistic at 67%, how will the target be set for the current Year 10?

A. Accuracy of tracking is much improved and the predictions will be made from the existing levels of progress to be matched or improved.

DD left the meeting at 2.55pm

Governors discussed the need for high aspirations, the changes to the curriculum and assessment, the expectation is that, nationally, numbers achieving 5 A*-C grades will decline. Academy internal data is now in a strong position and quick identification of students needing intervention is crucial.

Governors looked at figures for other year groups and discussed the gaps still in evidence between groups of students.

JP told governors that a blanket approach to closing the gap is wrong; all SEN pupils need to be looked at individually,

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some are gifted in certain areas. More able students need challenging in differing ways. Setting four levels of progress can be daunting for some SEN students and there needs to be a fluidity of challenge.

Q. Is there a challenge for the staff in that they may hit the target but not reach the ceiling?

A. Some students will make 5 levels of progress and staff are more confident of what they need to do, the data is becoming a helpful indicator.

Governors discussed the changes to staffing including Modern Foreign Languages (MFL). Primaries also need to deliver MFL which can be a challenge in a small school. It is important that students learn from a native speaker at some point and there is a consideration to employ a French assistant in MFL. There may be an opportunity to collaborate with primaries.

Q. 6th Form shows the predicted APS points as satisfactory but results are lower, can this be explained?

Action Point 4: JP will ask CR to write an explanation and send to CB for distribution to governors.

Q. What are the 6th form numbers so far for September 2015?

A. Around 50 forms have been returned so far, there are still many undecided students. The academy has been advertising the 6th form and the marine hospitality collaboration with UKSA.

DD returned to the meeting at 3.25pm

The process and impact interventions will be discussed at the meeting on 1st October 2015.

Attendance

Q. Compared to May 2014 the attendance has dropped; why is this?

A. The cause is not known, but there is a lack of confidence in last year's data. Lessons have been learnt concerning placing students on special timetables and the use of exclusions which show up as non-attendance at ordinary lessons. It is vital that students attend key lessons, strategic handling and management of behaviour issues to ensure attendance will be used going forward.

Action Point 5: JP will ensure a narrative is used for attendance similar to the achievement section on the Principal's report.

JH told governors that closer links with the primary feeder schools are being sought to ensure a consistent approach to absence and fining. Tracking families for attendance will also take place.

Q. Why is absence high in Year 10?

A. A lot of alternative provision has been used in this year group. It needs a code for students that are in school but not in the normal lessons.

A short break was taken from 3.35pm to 3.40pm.

Quality of Teaching & Learning

JP told governors that there have been changes to the assessment of quality of teaching. Solid evidence is needed for typical performance; formal lesson observations do not always reflect typical performance. The process will be formalised with book scrutiny, learning walks, student voice, performance of groups and solid, rounded outcomes. Governors discussed current vacancies and what is being done to fill them.

Action Point 6: JP will update governors on new teacher applications at the meeting on 1st October 2015.

Governors looked at the quality of teaching overview; it does not include cover teaching. Performance management will be tightly managed and pay reviews will take the concerns into consideration on the advice of the Principal. The evidence needs to be there to prove capability.

Governors agreed that eradicating inadequate teaching has been a major achievement, but the academy now needs to move up the third of teachers who are not consistently 'good'. JP suggested an update in the second half of the autumn term. Governors congratulated the academy and SLT on the progress so far and they are confident that actions will be taken to improve further.

JP ran through the recent staff appointments, including Child Development and Social Care which has been an area of concern, the use of NQTs and skilled people from other sectors. 'Growing our own' will play a large part in filling some of the vacancies.

Staff absence figures were viewed, when maternity/paternity is separated out the overall absence figure is now low compared to industry. Governors were pleased with this figure.

Finance

DS thanked RM for the detailed finance meeting earlier today.

DD withdrew from the meeting at 4.05pm.

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Governors discussed the three year budget forecast and the planned repayment of the overfunding. There should be a slight increase in student numbers for 2015/16. Funding for groups was less for the current year and lettings did not meet the target set. Lettings are increasing with clubs now active, weekend bookings will be available from September 2015 and the Sports Hall will be accessible again towards December 2015 when the demolition work has finished. Catering is not meeting its target.

Q. What strategy is in place to tackle the underperformance of catering?

A. There needs to be a drive to engage with students, staff and 6th form.

Q. Should we consider outsourcing?

A. Not yet. There are still issues with timing of meals and the space available. It needs an investment of time to turn it around.

Governors were concerned about the catering and asked RM to research the alternative options as the current situation is unsustainable.

Action Point 7: RM will research the options for catering provision and bring back to the meeting on 1st October 2015.

Staffing costs have overspent due in part to heavy use of supply teaching. Premises costs are underspent; this includes a favourable grounds maintenance quote. Some bought in professional services have gone over budget including the Educational Psychologist. Recruitment has overspent due to the high number of vacancies to be filled; also HR, Payroll and consultancy in connection with HR. Even with these figures the academy has a surplus to carry forward, by 18/19 the academy should be in a healthy position. OAT favours a small surplus in their academies.

Governors congratulated RM on the budget control over this difficult year and discussed a suggestion of further savings but agreed that any cuts which disadvantaged the students could not be favoured.

JH withdrew from the meeting.

Governors discussed a confidential matter.

RM advised governors that OAT will not allow virements between headings in the budget; there will be a 5% tolerance. This is to ensure tighter running of finances.

DS asked RM to include a budget allowance for the costs of governance, including training.

Action Point 8: RM will include a budget heading for the costs of governance.

Refreshing the IT within the academy was discussed; an allowance is made for a rolling program of replacements within the budget when the agreement with the current provider expires. OAT has approved an annual lease scheme for replacement laptops as it is not a finance lease. Three quotes were obtained and papers detailing the scheme and costs for the suggested provider were tabled. Governors unanimously approved the suggested provider for the IT lease scheme.

Risk Management and SEF

There were no further questions on these sections.

10. Policies for approval

Teaching & Learning Policy will move forwards to the 1st October 2015 meeting.

Freedom of Information Policy: The LGB will adhere to the principals laid out in this policy but there are some details on where information can be accessed to be confirmed, therefore this policy will roll over to the 1st October 2015 meeting.

Data Protection Policy is an OAT model, Staff Disciplinary Policy has been amended to ensure it reflects the practice in this academy around the area of who sits on disciplinary committees. The LGB unanimously agreed adoption of these two policies.

4. Minutes of meetings 20th May 2015 and 17th June 2015

20th May 2015:

The minutes were unanimously agreed as accurate for signing.

AP1. VS met with CR to discuss SEN monitoring: report to follow.

AP2. The future of the 6th Form is covered in the new vision statement.

AP3. SH will ask students for their reaction to Human Utopia session at the next Student Voice meeting. Feedback is contained in the Principal's report.

AP4. 'You said... we did' has been circulated. SH has an academy email for student contact.

AP5. Intervention information will be at the 1st October 2015 meeting.

AP6. VS and SH will provide a report to the LGB on Pupil Premium and SEN audit trail.

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AP7. VS will provide a report on Year 7 parent evening for 1st October 2015 meeting.

AP8. Parent engagement report is in the Principal's report.

AP9. Figures on parent engagement are looking positive.

AP10. Staff Disciplinary policy approved at this meeting.

AP11. First measurable outcomes on behaviour and rewards will be in the Autumn Term 2015.

AP12. There will be no change to East Cowes travel arrangements at the current time.

AP13. The Financial Report is on this agenda.

AP14. RM met with DS to look at finance detail.

17th June 2015:

The minutes were unanimously agreed as accurate for signing.

AP1. JP advertised for parents to join him for a discussion on the long term vision, although there were several respondents only one parent attended the consultation event.

AP2. JP will be receiving students' views on the vision. Copies of the re-worked vision statement were distributed to governors. Copies of this are up around the building for comment. It is a strong framework which can then be filled out. Human Utopia was a worthwhile investment and the academy can work on the values.

AP3. The next draft of the plan will be available in September.

AP4. GW was unable to attend this meeting.

11. Meeting Dates 2015-2016 and Scheme of Work Options

Governors discussed the meeting timings and agreed that an hour later would be better. New time agreed as 3pm to 6pm. Frequency and day of the week were discussed and governors agreed on Thursdays and one LGB per half term plus a Pay Committee.

Action Point 9: JP and CB will finalise the dates and distribute to governors.

Action Point 10: CB will amend the Scheme of Work and distribute to governors.

12. LGB Development Plan

Governors approved the development plan for the LGB. CB pointed out that the red figures in brackets on the Scheme of Work refer to the numbered sections of the plan. There will need to be time allocated to the plan at each LGB meeting.

13. Date of next meeting

Determined post meeting as Thursday 1st October 2015 at 3pm.

DS thanked everyone for their time and closed the meeting at 5.20pm.

Contacts:

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