

I certify that these minutes are a true record of the LGB meeting held on Thursday 28th January 2016 at 3pm

Signed Chair/ Vice Chair Date.....



Cowes Enterprise College
Local Governing Body

Date: Thursday 28th January 2016

Time: 3pm

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
Sean Harrison	(SH)	Governor
Victoria Spencer	(VS)	Governor
Roland White	(RW)	Governor

Apologies

Attendees

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

1. Apologies for absence

DS welcomed everyone to the meeting. VS may be late arriving due to work commitments. KB has not tendered apologies so presumption is that she will arrive shortly. The meeting is quorate with three governors plus Principal.

2. Declarations of Interest & Confidential items

No interests were declared. There were no known confidential items for this agenda.

3. Minutes of the previous meeting 26th November 2015

The minutes were agreed unanimously as accurate for signing.

API. The Governors' Business Interests document is now published on the website.

AP2. Progress is slow on the school website; the server site was hacked. Governors discussed the suitability of the current host for the website and the cost of the service.

Action Point 1: GW will check the charitable status of a school within the OAT group and report back to DS and JP if financial savings could be made.

Governors agreed that the parent link is important.

Action Point 2: KB will pick up the parent link issues with the website and report back to the LGB 17th March 2016 meeting.

AP3. Sean O'Neill has visited the academy and a report will be available. He was here for two days and has booked a further visit for the summer term. GW assured governors that the agreement for allocation of days of external support from Mr O'Neill still stands.

AP4. This item to carry forward (See below)

Action Point 3: Information of Capstan House will appear as a separate item in the Principal's Report (CF.I)

AP5. This item to carry forward (See below)

Action Point 4: Feedback on attainment and progress of LAC students will appear as a separate item in the Principal's Report (CF.I)

AP6. Education Support Grant (ESG) will be withdrawn. Half the amount will be available for the next year and then it will go altogether.

Q. What amount of funding is the ESG?

A. Current rate is £87 per student; this will reduce to £77 per student in 16/17. This level of reduction will be protected so there will not be a significant loss of funding in 16/17. In 17/18 it will be phased out as the government looks to save £600 million pounds nationally.

AP7. JP explained that it was difficult to separate out Pupil Premium (PP) spending as it was underpinning good teaching. Governors discussed the need for this to change as impact of the funding must be measured. If PP is funding good

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teaching then it must be documented, firstly who they are and secondly what they are doing to have an impact. There needs to be a strand on the Action Plan for PP.

Action Point 5: JP will place a strand on the Academy Action Plan for Pupil Premium spending and impact.

AP8. The new OAT format and headings have not been used for this Principal's Report.

Action Point 6: JP will send out the new format and headings for the Principal's Report for governors to see.

AP9. PP and non-PP progress gaps are in the data report.

API0. Attendance strategies have not yet been listed for governors to see an overview.

Action Point 7: Attendance strategies and their aims to be placed in a chart to give governors an overview and come to the 17th March 2016 LGB meeting (CF.1)

API1. A new Assistant Principal has been appointed. Governors agreed that this should help relieve the current high workload of the SLT when the post is taken up.

Governors had no other matters arising from the minutes.

4. Chair's Action Report

There have been no undelegated Chair's actions.

5. No item.

6. Governor Reports

There are no governor monitor reports for this meeting.

JP gave an overview of Mr O'Neill's report on maths, English, and the evaluation of the veracity of attainment. English has only small gaps and he was impressed with the improved attainment of disadvantaged students. Maths has a shortage of specialist teachers, as is reflected nationally, and there is an unrealistic gap between current and target achievement. Mr O'Neill has made recommendations which will be implemented. At the moment members of the SLT are teaching maths to cover, the teacher recruited from Australia will be starting soon and another starting in late February.

VS arrived at 3.30pm

Governors expressed their concern at the underperformance of maths as a subject and the fact that time is running out. They asked if there were any further links or help that could be obtained to ease the situation. JP said that Mr O'Neill had provided that external view, and the academy has been lucky to enlist the help of an ex-teacher who is also a parent to provide support in the maths department. In-house training of existing staff is in place.

Action Point 8: JP will provide a report on what improvements and strategies have been put in place to improve maths and the impact they are having. This report will be circulated with the papers before the meeting.

GW said that over half of OAT academies are experiencing the same problem. OAT is looking at maths teacher recruitment at a central level if it's financially viable.

Governors discussed asking the wider community for volunteers in maths and English, readers for Year 7, and people who have a maths qualification. It needs to tell a story of a volunteer to get others interested. It's not just the 'D to C' grade push but other areas.

7. Finance

RM gave governors a resume of the main points of the budget. Full report is in the previously distributed document. Catering is now entering the tendering phase; staffing is on the positive side at the moment but as posts are taken up this will even out; savings have been made on utilities and next year utility costs will drop due to joining the OAT purchasing scheme. Currently there are 1012 students; the academy is budgeting for 200 Year 7 students in September 2016. First choice figures indicate 191 and there are significant numbers who have not yet filled in applications.

Q. Is the academy losing out to the Studio school?

A. It is difficult to tell, the open evenings were well attended. There may be some loss of current Year 9 students to the Studio school.

Q. What numbers are you predicting for the 6th Form?

A. At the moment 82, this is slightly above the usual retention. There are some English language learners in Year 12.

Q. What entry criteria does the academy apply? Should we be looking at this?

A. Historically we are not selective and although A*-C grades are the benchmark ability and accessibility are the key for individual judgements and 'marginal' students are considered. Governors discussed the impact this may have and the balance needed for a 'rounded' 6th Form that was viable but gave students a good chance of success. Improvements to

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6th Form should feed through to strong individual programmes. Collaboration with Medina College should enable a good range of courses to be offered.

Action Point 9: RW will email CR information on benchmarking 6th form attainment.

Action Point 10: JP will update the LGB at the meeting on 17th March 2016 regarding 6th Form recruitment numbers and the measures being used to recruit.

RM concluded the budget report with the overview that the budget is tight this year with a modest surplus which will reduce, 16/17 will be equally tight.

Governors looked at the new, and more detailed, Scheme of Financial Delegation.

Q. Some areas have two levels of delegation which is confusing; could this be reduced to one?

A. It has to work with the Finance manual but it can be looked at again.

Governors unanimously approved the Scheme of Finance Delegation subject to reducing all columns to one level of delegation.

Action Point 11: Clerk will draft an adjustment to the Scheme of Management Delegation now that the finance element has been removed and bring back to the 17th March 2016 LGB meeting.

Governors discussed with RM the External Audit Report. The fixed asset register was a problem as no records had been passed on from the LA on handover, this has now been addressed. There were no irregularities but staff need to practice the procedure for an audit and understand the need for items to be produced promptly. OAT is happy with the audit.

Q. Will the department be better prepared next time?

A. Yes, this time there was an under-estimation of the time involved.

Governors discussed the risks around finance; student numbers and catering are the areas to watch. There is a need to ensure that RM has sufficient capacity within his team to cope with audits and the workload in general.

DS thanked RM for his report.

8. Catering; tender process

RM has met with the consultant to discuss his report and the way forward. Similar schools are making a profit to reinvest in facilities. CEC needs positive outsourcing for at least the next three years. TUPE arrangements would be applicable.

Action Point 12: RM will circulate the dates that prospective catering suppliers will visit the site.

Governors took a short break 4.15pm

Meeting resumed 4.25pm

Governors agreed to take item 10 before the Principal's Report.

10. Staffing Structure

JP told governors that he has been in consultation with the site maintenance team regarding the leadership structure within the team. The structure has had to be considered following a Health & Safety incident. Governors discussed the current responsibility structure, the consulted changes, one letter of representation, the change of working practice to include shift work, and the cost implications of all proposed scenarios. Governors asked for the detailed cost implications of the scenarios; these were not available at the meeting. Governors discussed how to move this forward in the timescale requested by the academy. It was agreed that costs would be circulated via email by RM to governors as soon as possible for an email discussion to take place, and the governors proposed and agreed unanimously delegating the final decision to DS on agreeing/disagreeing to amend the staffing structure for the site maintenance team as proposed.

9. Principal's Report

This report is in two parts; a general overview of academy life and issues ongoing in Part 1 and data in Part 2.

JP discussed with governors the trends which are now visible with accurate January to January figures. Attendance is looking better; SEND and Pupil Premium student groups are still slightly lower than non-groups. Persistent absence at 7% is the best secondary school figure on the island but needs to improve. Exclusions are still too high, especially within SEND but Capstan House is coming into its own for keeping students with behavioural problems within the academy. Governors discussed the underperformance, attendance and exclusions within the SEND group of students.

Action Point 13: Review of SEND to be included in the March 2016 Principal's report.

Action Point 14: Narrative sections to be included under each block of data in the March 2016 Principal's report, particularly to highlight any 'red' sections.

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Q. Do we know the figures for other island secondaries?

A. No, they are not made public.

Governors discussed the trends in KS3, girls are outperforming boys, some PP students are achieving well. There is only one set of data so far this year and EVA is no longer used.

Q. What is in place to help underperformance?

A. Discussions have taken place with Heads of Departments and challenge has been set.

KS4 Year 10 is not quite where it needs to be, the starting predictions may not have been as accurate as wished. There is also some concern over new courses. Year 11 is showing a positive Progress 8 score but there is more work to do, especially in maths. 6th Form is not completely secure some subjects are not on positive value added.

Q. What figure are we looking for on Progress 8?

A. Anything above zero is good, last year was -0.3 so a +0.5 would be good.

Governors discussed having a target figure for comparison and an indication of the potential to achieve national average or above.

Q. What is in place for male learners? Is there a plan?

A. There is not an action plan in place yet, it is the academy action plan as a goal. White males in coastal areas are an underperforming group.

Q. Is the RAISEOnline Report available?

Action Point 15: JP will circulate the RAISEOnline dashboard to governors.

Governors discussed the importance of good teaching to raise progress and achievement across all groups and expressed a need to ensure that good practice is shared within the academy. 'Red' issues need to be picked up.

Q. What are the key measures for 6th Form?

A. Value added is the key measure, plus destinations after 6th form.

JP explained the RAG rating of departments. Some areas of KS5 work cannot be rated if assessed work is not yet done.

Q. How is assessment carried out in 6th form at this stage?

A. The assessments are subjective plus value added predictions.

Governors discussed the type and detail of data and narrative that they need to see in the report and it was agreed that a meeting to discuss the format would move this forward.

Action Point 16: DS and RW will meet with CR to discuss the content of data reports.

Personnel data was tabled. DD explained that the 50,000 lessons are delivered over an academic year, 80% of these are good or better. There is still a way to go with improving quality of teaching. Performance development identifies key tasks for teachers to improve delivery of learning in the classrooms. Triangulation is achieved by using learning walks, book scrutiny and data. There is particular focus on the 'middle' learners.

Q. Are there any teachers whose lessons are inadequate?

A. There are two members of staff on the capability process.

Q. Can you say 72% of teaching is good or better?

A. It is difficult to say that. The majority seen by Mr O'Neill during his visit were good or better but maths needs improvement.

Governors discussed the TEEP programme which will start in the academy during March as agreed it was an important step forward.

DS thanked the SLT for their reports.

11. LGB Self-Review and Action Plan

Due to the lack of time this item will move to the 17th March 2016 meeting.

12. Policies

Comments on fill-in sections and typing errors have been received and corrected. Governors discussed the need to check that policies are implemented and working. It was suggested that they would be a good subject for a monitor visit. More visits are needed. Ownership of Safeguarding by the whole staff needs to be looked at. Governors' responsibilities are not always clear and with a small number of governors it can be difficult to cover everything.

Action Point 17: CB will forward the safeguarding report from SH from the last meeting to JH and check and resend the governors responsibilities.

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DS proposed the following policies for approval, SEND; Governors Expenses; Behaviour; Teachers Pay Policy; Admissions Policy; Safeguarding and Child Protection Policy; Attendance Policy; and Mandate Fraud, governors agreed unanimously.

JP asked for an extra item, an additional development day is needed for the TEEP programme as they cannot do the original set day of 13th June. The 6th June 2016 was proposed. This would be a total of 6 development days this academic year. Governors discussed the inadvisability of having 13th June as a normal day as it's the Monday after the IW Festival but said it would need to be communicated well to parents. JH said that there is a possibility that supervised study could be provided for those that wanted it on 6th June. Governors agreed unanimously to the extra development day subject to the issues raised above.

DS asked governors if they felt that the half termly meetings needed to be longer to cover all issues, would they prefer and earlier or later start?

Action Point 18: CB will email out to governors to obtain thoughts on timing of meetings and forward to DS.

Governors asked for more information on school events and parent evenings.

Action Point 19: JP will ask office staff to email the clerk with school event dates.

13. Date of next meeting

Thursday 17th March 2016 3pm (Time may change pending API8)

DS thanked everyone for their time and closed the meeting at 5.45pm.

Contacts:

Chair of Governors: Mr D Sword contact via the clerk or the academy office

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