

LGB Minutes: Cowes Enterprise College

Date:	29 th September 2016
Time:	3pm
Location:	Cowes Enterprise College, Crossfield Avenue, Cowes, Isle of Wight

Governors	Initials	Responsibility	Apologies	Initials	Responsibility
David Sword	DS	Chair	Karen Baker	KB	Governor
Sean Harrison	SH	Vice Chair	Vicky Spencer	VS	Governor
John Peckham	JP	Principal	Ben Parnell	BP	OAT Regional Director
Nigel Harley	NH	Governor	Attendees		
Roland White	RW	Governor	Carole Bailey	CB	Acting Clerk
			David Doherty	DD	Head of School
			Richard Marinelli	RM	Business Director
			Chris Rice	CR	Acting Vice Principal
			Graham Ivey	GI	Observer

Part	Item	Action
1	Apologies for absence	
	DS welcomed everyone to the meeting. Apologies were received and accepted from KB, VS and BP. DS told governors that this was the last meeting for CB and thanked CB for her work over the last two years. DS welcome GI who is observing at this meeting as a potential governor.	
2	Declaration of Interest and Confidential business	
	SH declared that he now has a child at the academy. No other interests were declared. DS reported that he had a Chair's Action decision to approve the new Child Protection Policy for publishing on the academy website pre approval by governors.	

3	Governor Annual Forms	
	CB reminded governors to complete and return the annual forms.	1. Governors to complete annual forms
4	Minutes & Action Points 7 th July 2016	
	<p>The minutes were proposed as accurate for signing by DS, governors agreed unanimously. AP1: Governors have done some of the online training, there is confusion about Educare/Gel/ Ormiston training links. AP2: Ongoing. AP3: Safeguarding audit was distributed. AP4: Exclusion data is in the Principal's Report. AP5: On agenda. AP6: Only a maths transition pack is currently available. AP7: To be arranged. AP8: Training date for governors was discussed and it was agreed to have an hour earlier start at the meeting on 8th December 2016. AP9: Updated SEF summary on this agenda. AP10: Finance meeting with RM will be arranged. AP 11: Completed. AP12: RM has started a Business Continuity Plan Risk register, it is a time consuming objective. The framework should be completed after half term by the end of the first week.</p>	<p>2. DD will check out the actual safeguarding training needed and re-link to governors. NH needs to be signed in. Please send certificates to DH</p> <p>3. LGB meeting on 8th December 2016 will start at 2pm for training on Ofsted Inspection requirements.</p> <p>4. SH and NH will arrange a Finance meeting with RM.</p> <p>5. RM will distribute risk register framework after Autumn half term.</p>
5	Agree Governors Monitoring Responsibilities	
	<p>Governors discussed their monitoring responsibilities and agreed the following:</p> <p>SH: Safeguarding, Student Voice, H&S. VS: SEN. KB: Parent Voice. NH: Finance.</p> <p>DS: LAC, Leadership & Management. RW: Teaching & learning</p> <p>JP encouraged governors to arrange visits and bring back questions to the meetings. Governors discussed the need for a focus on pupil premium outcomes, and to cover the four areas of the Ofsted Inspection Handbook. This will be covered at the extended meeting on 8th December 2016.</p>	6. Governors to arrange visits to the academy and report back.
6	Financial Report	
	Governors liked the new format of finance reporting which gives a clear overview. RM took governors through the notable changes to the actual versus the original	

	<p>budget. There are some income increases but the EFA repayment is having a large influence on the budget. Catering is now successfully outsourced and the first signs are that it will be a popular and more cost effective move. There is an overspend in staffing due to arrangements put in place to cover science last year, this is now resolved. Teaching resources is kept controlled and teachers are encouraged to look at what they really need. Recruitment costs are up; there have been some savings by changing roles within the admin staff. Savings have been made on energy despite boiler problems; savings have been made on insurances. RM explained the effect the EFA re-payment has had on the budget and how it had to be entered into the accounts.</p> <p>Governors asked how the teaching overspend will be dealt with, and what the basic operational staffing framework currently looks like. An establishment list of posts would be suitable.</p> <p>JP told governors that there has to be a degree of operational flexibility to adapt to availability of staff. Governors said they needed a baseline, without which they could not gauge the costs.</p> <p>Governors asked for a clear plan on how the budget objectives will be achieved.</p> <p>DS thanked RM for his report.</p>	<p>7. JP will circulate to governors the basic staffing structure before the next meeting.</p> <p>8. RM will produce a plan on how the budget objectives will be achieved before Autumn half term.</p>
8.	Principal's Report	
	<p>Governors have read the previously distributed report and JP asked for any questions. CR tabled data from year end. DS requested that data be made available ahead of a meeting if possible. DS asked JP/CR for the stand out items on his report. Overall JP is pleased with the student results; staffing is much better this year; behaviour is starting well; and the academy is improving, there is a good climate in the academy. Timetabling is challenging with some part time staff members. The highest risk on the risk register is the budget. Results for KS5 may dip this coming year as the cohort is not particularly strong. Year 12 is a better than average cohort as the academy retained a higher proportion of more-able students. There are 7 LAC students.</p> <p>Governors asked about progress of the SEF, they need qualifiers for progress etc., benchmarks and evidence including 6th Form data. JP is meeting with BP over the next 6 weeks to finalise the document. Luke Bowers from OAT will be working on the presentation of the data. Plans are in place. Governors discussed the likely timing of an inspection and outside factors that may bring it forward.</p> <p>CR talked governors through the results from the last academic year. Generally a small improvement has been made with a weaker year group. The results were close to predictions with headline improvements. The action summary indicates Pupil Premium and boys need focus. Governors asked if the school was pleased with the results. CR told governors that results and progress are going in the right direction; Progress 8 still needs to wait for the final DfE analysis. Disadvantaged pupils are a focus area. One to one maths intervention was successful; English had a disappointing dip that was cohort led. KS5 value added is not yet confirmed, A level subjects held up well with some issues in IT and Chemistry. Next report will be at</p>	<p>9. JP to add absence, vacancy, and supply figures for staff to his report.</p> <p>10. DS will meet with DD to discuss provision for LAC students.</p> <p>11. JP will present SEF at the LGB meeting on 8th December 2016.</p>

	<p>the LGB on 8th December 2016.</p> <p>CR distributed the targets for 16/17. The academy is looking to achieve 10% above national, and 5% below national for disadvantaged. A target of +0.3 target for Progress 8. Governors asked if these targets were achievable. Yes, this cohort is significantly above national average. Current Year 11 needs have been identified. Year 10 data has been moderated. Governors asked if the new GCSEs have had an impact. It is difficult to model against the new exams at present; there is OAT AQA maths to track and moderate. Governors discussed the low English predictions and the conservative nature of some predictions. Governors asked that actual not conservative predictions are used. There is no controlled assessment for the new syllabus; it is all in the terminal exam.</p>	<p>12. CR will update governors on data and target progress at the 8th December 2016 LGB.</p>
9	<p>Policies for approval</p> <p>Managing Teacher Capability; Lockdown; Safeguarding; Admissions; Keeping Children Safe in Education Sept 2016. DS proposed the policies for adoption RW seconded and the LGB agreed unanimously. CB reminded governors that they must read at least Part 2 of KCSiE; all staff must read at least Part 1. RM told governors that there are 37 H&S policies coming through from OAT which must be adopted.</p> <p>The Improvement Plan has been distributed. All governors need to have an overview of the plan for strategic monitoring purposes. It is a working document and operational tool.</p> <p><i>JP left at 5.15pm to attend the open evening</i></p> <p><i>GI thanked governors for letting him sit in and left the meeting to attend the open evening at 5.15pm.</i></p>	<p>13. Governors will study the Plan and relate the objectives to their monitoring areas.</p>
10	<p>LGB Development Priorities and Schedule</p> <p>Governors discussed the LGB development plan priorities from 2015/16 and the changes that are needed to keep it current. Section 2c, strategic vision, was discussed as governors felt they needed to make the academy 'stand out'. There may be a 'steer' available from OAT. Understanding Risk Management was discussed and the need for more information.</p>	<p>14. CB will note changes and update the LGB document.</p>
11	<p>Date of next meeting</p> <p>LGB Thursday 8th December 2016 at 2pm.</p> <p>DD made governors aware that OAT is conducting a safeguarding review on 21st October 2016. Jason Howard is conducting the review.</p> <p>The Pay Committee (VS, NH and RW) will meet on 13th October 2016 at 3pm.</p> <p>DS brought the previously distributed new OAT Scheme of Management Delegation</p>	<p>15. DD will contact SH with the details of the safeguarding review.</p>

	<p>to governors' attention and recommended that governors take it away to look at. There may be a review of governance by OAT in the near future.</p> <p>DS thanked governors and SLT members for their time and closed the meeting at 6pm.</p>	

Confidential business

This section of the minutes is only distributed to those in attendance at the meeting.

Item no.	Item title	
	There were no confidential matters.	

Signed as a true and accurate record:

Date: