

Minutes: Cowes Enterprise College

Local Governing Body meeting

Date:	30 th March 2017
Time:	3.15pm
Location:	Cowes Enterprise College, Crossfield Avenue, Cowes, Isle of Wight, PO31 8HB

Governors	Initials	Responsibility	Apologies	Initials	Responsibility
David Sword	DS	Chair	Victoria Spencer	VS	Governor
Sean Harrison	SH	Vice Chair	Roland White	RW	Governor
John Peckham	JP	Principal	David Doherty	DD	Head of School
Luke Bower	LB	Governor	Attendees		
Nigel Harley	NH	Governor	Jill Wareham	JW	Clerk
Graham Ivey	GI	Governor	Christopher Rice	CR	Acting Vice Principal
			Richard Marinelli	RM	Business Director
			David Sanchez-Brown	DSB	Assistant Principal
			Julie Bloor	JB	National Governance

Key	Decisions, Actions, Governor questions	
Part	Item	Action
1	Apologies for absence	
1.1	DS welcomed everyone and thanked staff for their time and efforts and to JP for reconfiguring the Principal's report. Julie Bloor, the OAT Regional Director for central and National Director for Governance, introduced herself. Part of her role is to improve and support governance. Health checks of governance have been introduced and she had met with the Principal, Chair and Clerk earlier and would be staying for about an hour as an observer. Governors introduced themselves.	
1.2	Apologies were received and accepted from VS (work) and RW (work). CR advised he had to leave at 5pm for parents' evening.	
1.3	Karen Baker had sent her resignation due to her work load. DS advised that he was actively looking to recruit someone else in her place and would keep governors informed.	
1.4	CR informed governors that Adam Brown, Head of PE, would be joining the LGB at 4pm to talk about Yr 11 intervention work.	
2	Declarations of interest and confidential business	
2.1	There were no declarations of interest.	
2.2	There was one item of confidential business which would be minuted separately.	
3	Minutes and Action Points of the meeting 9 th February 2017 The minutes of the meeting held on 9th February 2017 were agreed and signed.	
3.1	AP1: KB had resigned but DS had asked if she would like to be an Associate Member.	
3.2	AP2: GI had a Cowes email address now.	
3.3	AP3: JW to liaise with DD regarding training. Clerk confirmed that Educare is used for safeguarding training	
3.4	AP4: Review of Data Protection to be discussed at the July meeting	
3.5	AP5: JW still pursuing the use of One Note with the CEC IT department.	
3.6	AP6 SH and NH had visited RM. Issues discussed would come up in RM's report later	
3.7	AP7: Risk register had been updated	
3.8	AP8: The school calendar to be shared with governors. List of events had been sent.	
3.9	AP9: Costing of curriculum models is in Principal's report	

3.10	API0: Comparisons of attendance data is included in Principal's report	
3.11	API1: Adam Brown will be coming to report about interventions later in the meeting.	
3.12	API2: KS5 data training (takes about an hour) to be deferred to a meeting later in year.	
3.13	API3: The new format for the Principal's report shows benchmark figures and contextual information	
3.14	API4: There is some HR information in the Principal's report	
3.15	API5: The Principal's report includes narrative on staff attendance	
3.16	API6: DSB has included milestones on how leadership is going to improve in his report	
3.17	API7: Information on the pension fund had been sent to governors. RM reported that Paul Nye is happy with the decision taken.	
3.18	API8: The clerk asked for clarification on the process with visit forms. DS advised that if the focus of the visit is on a person, following the visit the form should be sent to that person to agree and then sent to JW and DS and check with JP. The questions posed on the forms can then be raised at the next FGB for action or acknowledgement.	
3.19	<p>Q: Under Curriculum 5.1 in the minutes it was noted that parents would be advised of any changes to be put in place as soon as possible, has this been done?</p> <p>Q: Yes, all Yrs 8 and yr 9 have had open evenings and option forms which have been collected back in.</p>	
4	Chair's report	
4.1	DS advised he had attended a safeguarding briefing arranged by OAT. The Prevent strategy documents produced were very helpful and DS will pass these to SH, governor with safeguarding responsibility. The documents made clear the extent of the issues and these have to be tailored to the academy.	
5	Principal's Report to include:	
5.1	<p>Strategic overview:</p> <p>JP suggested that governors discuss the report and decide on the actions required to quality assure and monitor activities for future meetings. Pat Walters and Luke Bowers could do more investigation into specific areas for governors. Risk management strategy is broadly where it was before.</p> <p>Q: Why does safeguarding not have an Ofsted grading?</p> <p>A: Safeguarding is deemed either effective or ineffective.</p> <p>Q: Why does Personnel 4b say worsening but narrative says improving?</p> <p>A: JP advised it needed to be changed to improving.</p>	
5.2	<p>Finance, Personnel and Premises</p> <p>RM reported that 2016-17 budget is not far off planned deficit of £130k due to drop in numbers but is waiting to hear from EFA whether the claw back (because of reduced pupil numbers) will be taken from this year or next year's budget. Originally the budget was based on estimated numbers but next year's budget will be based on census data taken in October 2016. This may cause problems next year if there are higher numbers in Yrs 7 and 13 in September as funding will be less but will have more students. The 6th Form comes from a separate funding stream.</p> <p>Q: Could the academy refuse to take students?</p> <p>A: No because the planned admission number (PAN) is published as 270 for Yr 7.</p> <p>Q: What is the lag in getting funding for the extra students?</p> <p>A: It is 12 months and because this is a transition phase from estimated to actual numbers it will cause a short term problem.</p> <p>Q: Why are children taken out to be home educated, is it to do with behaviour?</p> <p>A: JP suggested that it might be possible to arrange phone calls for governors to consenting parents who have taken their children out to ask the reasons why.</p>	

	<p>CR had attended the Behaviour Partnership where it had been identified as an island wide trend.</p> <p>Q: What stood out most was loss of 6th Formers, why was this?</p> <p>A: Usually this happens at the start of September when some don't come back or start back but are told they have to improve or leave.</p> <p>Q: Why were parents and students making choices to move to other island institutions?</p> <p>A: One reason that may have influenced people was that Cowes had to inform parents that they could choose to send their children to the Studio School. RM advised that the Studio school were their own admissions authority.</p> <p>This rest of item 5.2 was recorded as a confidential minute.</p> <p>Adam Brown arrived at 4pm. Governors agreed to ask him to come to the next LGB meeting.</p> <p>CR and JB left at 4.30pm</p>	<p>I. Review of every cost centre and proposals with full information to be presented at an extra LGB meeting in first week of May.</p>
5.3	<p>Leadership:</p> <p>DSB advised that leadership for each subject had improved quite dramatically based on data and interventions put in place and feedback from students and staff. There were nine subjects which were highlighted green, one lighter green where leadership was good but concern about recruitment. Four areas were deemed amber, one is likely to be good in the near future, and the other three were being worked with intensively</p> <p>Q: Is there a leadership responsibility for literacy and numeracy across the academy?</p> <p>A: Not at the moment but Mark Masters, from OAT, has been working on literacy across the school. SH advised that in a student voice feedback, sport had a lot more academic work included now.</p> <p>Q: Could there be a method of showing the trend of progress since the beginning of year so governors can track back?</p> <p>A: The table could include arrows showing upward or downward trend.</p> <p>Q: When does the annual Safeguarding audit need to be presented to governors?</p> <p>A: JW will investigate</p>	<p>2. JW will investigate when safeguarding audit needs to be presented and report back.</p>
5.4	<p>Teaching, Learning and Assessment.</p> <p>A heatmap estimating the quantity and spread of teaching was discussed. Green showed good or better, amber showed below good, grey denoted teacher not in school e.g. part time and white was when a teacher was free.</p> <p>Q: Could the information be displayed by department and groups and include teachers on MPS and UPS.</p> <p>A: It can be created anyway governors would like.</p> <p>This model identifies where support is needed and helps to focus on behaviour in class.</p>	
5.5	<p>Personal Development, Behaviour and Welfare.</p> <p>Governors acknowledged that in February comparisons, PP students attendance had improved compared to the whole academy. Exclusions are up and there is a real problem with some Yr 8 students. JP is going to write to parents of these students to invite them in to meet with JP and police. JP had also asked Pat Walters to look at these youngsters and invited primary heads where these students attended to identify any strategies they had used to support these students when they attended their schools.</p> <p>Q: Does PP funding need to be reallocated to support disadvantaged students to improve their behaviour?</p> <p>A: Support is needed to empower and encourage staff to tackle poor behaviour.</p> <p>Q: What time of day is poor behaviour seen?</p> <p>A: Generally it is during break and lunchtime and not so much in class.</p> <p>Q: Why have exclusions increased for PP and SEND students?</p> <p>A: The figures may be repeat offenders.</p>	

	<p>Q: 90 incidents were recorded as physical/verbal abuse against adults – is there proper provision/supervision for the adults? A: Yes, there is but it may be an idea for governors to do a staff surgery so staff can express their views.</p>	<p>3. Governor pictures with names to be displayed in the staff room.</p>
5.6	<p>Outcomes of Pupils. KS3 outcomes are broadly in line with expectations, some subjects stand out as above and some below but the summary was helpful. Q: Does the academy have the attendance data for the LAC student who attends the Island Learning Centre (ILC)? A: Yes, the academy would have that along with information about the progress of the student. Q: Is it deliberate that the SEF section has a lot of empty boxes for reasons and actions? A: The intention is not to duplicate the academy’s main SEF. Q: Would it be useful for governors to visit the academy between May and July to look at students’ books for half a day and evaluate the progress of students? A: This would give governors a broader view of expectations. Q: Does the academy undertake moderation of work with others? A: Yes, this has been done with OAT and some local institutions particularly in KS3.</p>	<p>4. DS, JP and JW to meet to set a governor’s workplan for the rest of this year and draft one for next year.</p>
5.7	<p>16-19 study programmes. The SEF is largely good and the best teaching tends to be at A level. DS thanked the SLT for all the reports presented.</p>	
6	<p>Governor business including:</p>	
6.1	<p>Visit reports monitoring Academy Improvement Plan</p> <ul style="list-style-type: none"> • One visit had been to the options evening and a suggested outcome would be to have older students as ambassadors to show parents around if necessary. • Graham Ivey is taking over the lead responsibility of SEND from Sean Harrison and will meet with Lisa Pitman, the SENCo, shortly. • Two governors had met with RM and one action was to investigate the biomass boiler • The vice-chair, in his work capacity, had been invited in to talk at five assemblies about fire as the fire bell had been set off accidentally and maliciously on three occasions recently. It was noted how polite students were when arriving in the morning and how staff were consistent in picking up issues about uniform. A student voice activity was very positive; students felt safe, they were pleased with what goes on in class but there was some confusion about children being sent out, and students claimed that catering costs have escalated astronomically, for example smaller portions costing more. RM advised that VAT is charged for hot food for staff. 	<p>5. RM to review the catering contract in regard to costs.</p>
6.2	<p>Establish visit schedule for governor. The clerk suggested that governors could join Pat Walters to do, for example, book scrutiny or learning walk, when she was in the academy.</p>	
6.3	<p>Training including governor attendance at staff training. OAT employees could come to Cowes to do training, there is online training available through GEL and Educare. Training to be reviewed after next skills audit.</p>	
6.4	<p>Review of Academy website. Sarah Bloomer from OAT had undertaken a website review recently and advised that it most mostly compliant but did not have a Visitor’s Policy on there.</p>	
6.5	<p>Update on Principal appointment DS advised there were three candidates and interviews were to take place on 4th and 5th April. One of the panels will be governors starting at 12.45 to about 3.30pm. DS will be involved in second day.</p>	
7	<p>Policies for approval:</p>	

7.1	Complaints Policy was approved by governors with the change of clerk's name Equality Policy was approved by governors Looked After Children Policy was approved by governors Safeguarding Policy was approved with the addition of CSE February 2017 amendments	
8	Next meeting:	
8.1	An extra LGB meeting on 4 th May to review budget. LGB 18 th May 2017 at 3pm with a Development Session at 2pm	

Signed as a true and accurate record:

Date