

CAPA COLLEGE GOVERNING BODY

Minutes of the meeting held on Friday 25th January 2019 at 2.00pm

PRESENT	Lou O'Brien (Chair)	Claire Nicholson (Principal)
	John McLeod	Janet Milne
	Dr Joanne Butterworth	Fiona McMahon
	Pat Thompson	Adam Sheard

IN ATTENDANCE: Rachael Hughes - Clerk, Enhance Academy Trust
Kevin Jones – Chief Executive, Enhance Academy Trust
Eddie Copp – Vice Principal

1.00	APOLOGIES FOR ABSENCE, CONSENT & DECLARATION OF INTEREST	ACTION
1.01	Full attendance, no apologies.	
2.00	MEMBERSHIP MATTERS	
2.01	Adam Sheard was proposed as Staff Governor and all Governors agreed and accepted his appointment.	
2.02	There have been 4 nominations for Parent Governor, 1 parent has met with The Chair. Result of the election will be Tuesday 29 th January 2019.	
3.00	DECLARATION OF INTERESTS	
3.01	No new Declaration of Interests. All governor details are now on Edubase.	
4.00	MINUTES OF THE LAST MEETING	
4.01	The minutes of the last meeting were agreed by all Governors.	
5.00	MATTERS ARISING	
5.01	ACTION 2.02 last minutes - Edubase now updated.	
5.02	ACTION 2.03 last minutes – All Skills Audit forms have been returned to the Chair. New Parent Governor's information will be included once election has been held	L O'Brien
5.03	ACTION 5.04 last minutes – The Clerk to inform on Panels required in Clerk's Business.	

5.04 The Chair thanked all Governors for the huge amount of work gone into reviewing all the policies that The College Office Manager had distributed to everyone. The Chair has been working with Peter Bell (Compliance & Governance Manager with Enhance) regarding policies and he has recommended that the Governing Body adopts and ratifies the DfE Policies and the Enhance standard policies and that further CAPA College policies should be discussed.

5.05 AGREED – All of the following DfE policies adopted and ratified:

Admissions Policy
 Behaviour Policy
 Preventing Bullying Policy
 SEND Policy
 Equal Opportunities Policy
 Complaints Procedure
 Health & Safety Policy
 Health & Safety – Policy for Practical Lessons
 Health & Safety – Policy for Public Performance
 Sex & Relationships Education Policy
 Accessibility Policy
 Charges & Remissions Policy
 Allegations of abuse against Staff Policy

5.06 AGREED – All of the following Enhance Academy Trust policies adopted and ratified:

Teachers Appraisal Policy
 Teachers Capability Policy
 Professional Skills Descriptors
 Disciplinary Procedures – Employees
 Disciplinary Guidance Notes – Employees
 Whistle Blowing Policy
 Code of Conduct for School Staff
 Health & Safety Policy Statement
 Pay Policy
 Finance Policy
 Grievance Procedure
 Loan of Equipment to Staff
 Medical & Dental Appointments
 Policy on Alcohol, Drug and Other Substance Misuse or Abuse
 PPA Policy
 Recruitment & Selection Policy
 Term-Time Holiday – Leave of Absence

- 5.07 The CAPA College specific policies are to have all grammar corrections, correct names and small details corrected by The Chair and College Office Manager, after ratification – all agreed. **L O'Brien**
- 5.08 **Bursary Awards Policy** – Page 1 “Young Carers” to be added as another vulnerable group. At the bottom of the last page the following should be added “Should your circumstances change you **must** notify CAPA College immediately”. All agreed that the policy is ratified after these changes made.
- 5.09 **Educational Visits Policy** – **Governor question** – Page 3, What constitutes a longer visit? Governors agreed this should be change from “longer” to “residential” visit.
- 5.10 **Governor question:** Do we have to approve every leave of visit as stipulated in the current policy? It was suggested that Governor approval should only be sought if the visit is near water – all agreed.
- 5.11 Page 5, regarding walking parties to remote areas. It was suggested to change to “overseas visits” or “residential” – all agreed.
- 5.12 Page 5 – regarding the minimum First Aid Provision, it was suggested to stipulate “qualified first aider” – all agreed this should be added. Majority of CAPA College staff are First Aid trained and the Evolve System asks which staff are First Aid trained. **Governor question:** Will the First Aiders be identified in the Risk Assessment? All agreed that identified First Aiders should be in the Risk Assessments.
- 5.13 Page 6 – “If the college is leading an adventure activity, such as canoeing” – change to “leading a CAPA College activity, eg working at height” – all agreed.
- 5.14 Page 6 – regarding qualifications checked with National Sporting Governing Body of each sporting activity – all agreed that this section will be removed.
- 5.15 Page 6 – “A college mobile phone should be taken, and the number issued to students” **Governor question:** Is this workable abroad? EC confirmed that if students phone contracts did not include being able to make calls abroad then they will be given college phones to use. All agreed that this statement is to remain in the policy.
- 5.16 Page 6 – “On residential visits the group leader should consider whether such students will return home early”. It was

suggested that the way in which this would be done if/when abroad would be added? **Governor question:** Would there be enough staff on a visit to enable a member of staff to bring a student home whilst leaving enough staff on the visit responsible for students? EC said that in this event parents would be contacted and that it would be parental responsibility should a student need to return home.

- 5.17 Fiona McMahon joined the meeting.
- 5.18 **Governor question:** What are the Emergency Procedures? CNI confirmed that Disaster Plans are put in place with a first point of contact at CAPA College. **Governor question:** Does this apply for all visits? CNI confirmed that it is. Disaster Plans need to include managing Social Media usage in these circumstances. Effective communication needs to be managed with Parents so that they are being fully informed and therefore do not feel the need to visit the College.
- 5.19 It was agreed by all that this Policy needs reviewing again, after all the changes, at the April Governing Body Meeting. **All**
- 5.20 **Exams and External Assessment Policy** – It was agreed by all that this policy needs to be reviewed by the Board of Governors, along with the CORE Leadership Teams and Exams Officer. The following aspects need to be included in the Policy: **All**
- 5.21 Regarding the cost of EAR's (Enquiries About Results) – the cost of these would be paid for by CAPA College in most cases. Each case for an EAR will be decided upon on an individual basis. CNI confirmed that if CAPA College did not support an EAR the cost would be attributed to parents. It was agreed by all that the wording should be changed to “the cost of an EAR would be at the discretion of the Principal”.
- 5.22 **Governor question:** Could there be clarification that any June exam failures will resit in November? This was confirmed.
- 5.23 **Governor question:** Why do students not pay for re-sits? CNI confirmed the College receives additional funding for students who join CAPA College without L4 or above in English and Maths. All post-16 students without this level must still continue to receive teaching and entry into GCSE exams.
- 5.24 All agreed that once these changes have been made that the Exams and External Assessment Policy is ratified.

- 5.25
- 5.26 **Governor question:** Are there any other sites at the College that require First Aid kits? EC and CNI confirmed that kits were available in the workshop and the PA space, as the Mac Room is away from the main space.
- 5.27 Page 4 – “Injuries where an employee” does this statement include visitors to the school? The wording is to be changed to include visitors. There should be 3 different First Aid forms to apply to Staff, Pupil and Visitor.
- 5.28 Page 4 – “Staff are encouraged to renew their first aid training when it is no longer valid”. It was recommended that it should be CNI’s responsibility to remind the Office Manager to renew training.
- 5.29 **Governor question:** Should any specific equipment, e.g. neck brace, be purchased, as the students take part in very physical lessons? The Clerk confirmed that specialist equipment should not be used by a First Aider, it is the First Aider’s responsibility to check that anybody injured is conscious, should be assessed for the type of injury and put in recovery position (if safe to do so) and contact the emergency services and monitor the injured party.
- 5.30 **Governor questions:** Are staff CPR and EpiPen trained? And will this happen regardless of whether there is a student with anaphylaxis in the College or not? CNI confirmed that CPR training was received by the staff who were First Aid trained in September 2018. KSC is EpiPen trained.
- 5.31 It was suggested that an Appendix is included in the Policy to include the names of trained First Aiders and their dates of training renewal.
- 5.32 All agreed that the First Aid Policy is ratified after these changes are made.
- 5.33 **RSL Diploma: Internal Verification, IV and Plagiarism & Appeals Policy** – CNI confirmed that the RSA Quality Leader had visited CAPA College that day and the College had passed the checks comfortably.
- 5.34 **Governor question:** Does CAPA College use “Turn It In” an online plagiarism checker? CNI confirmed that they do not but it will be looked into.
- 5.35 All agreed that this policy is ratified.

- 5.36 **Safeguarding Policy – Governor question:** Who is responsible for ensuring that the Principal’s Safer Recruitment Training is up to date. It was confirmed that this information is part of the Single Central Record.
- 5.37 **Governor question:** – do we have a Child Protection Policy. It was confirmed that we adopt the Enhance Policy.
- 5.38 It was agreed by all that Pat Thompson is the nominated Governor for Safeguarding.
- 5.39 Point 4.3 (from the previous Minutes)– who constitutes the HR Team at CAPA College? The College Office Manager constitutes HR.
- 5.40 All agreed that the Principal and at least 1 Governor are Safer Recruitment Trained. It was confirmed that this is a sufficient number of Governors. **C Nicholson**
- 5.41 It was commented that there is nothing in the Policy about Governors having to have DBS checks. It was confirmed that this is part of the Single Central Record. All agreed that this information is to be put into the Policy.
- 5.42 **Governor question:** Does the Policy say that all Governors will be Safeguarding trained? It was confirmed that this information should be included.
- 5.43 **Governor question:** Where is the information shown in school that certain colour lanyards indicate a “visitor” rather than “staff/student”? The Office Team will put together a sign showing what the different colour lanyards mean. Governors reminded College staff that two signs will be required if CAPA College moves to a split site. **C Nicholson**
- 5.44 It was suggested that appendices be included in the Policy regarding illustrating the concerns that staff must report immediately.
- 5.45 It was also suggested that the inclusion of the West Yorkshire Consortium Safeguarding Children Procedures be considered.
- 5.46 All agreed that the Safeguarding Policy is ratified after these changes.
- 5.47 **Governor question:** Has the Pastoral and Safeguarding Team been put together? CNI confirmed it had. There have been several internal meetings to which Governors are welcome. CNI confirmed that there will be a rolling programme of meetings that PT will attend. **P Thompson**

- 5.48 It was suggested that it was good to read a policy that had been put together specifically for CAPA College's usage, rather than an adopted LEA Policy. This would show a clear commitment by the College to Safeguarding students.
- 5.49
- 5.50 **Register of Business Interests** - no comments, all agreed that this is ratified.
- 5.51 **Home/College Agreement** – **Governor question:** In the behaviour matrix, is there anywhere to mention rewards too? CNI confirmed that this will be reviewed and included before next academic year. **Governor question:** Will sanctions on smoking will be included? CNI confirmed that they would.
- 5.52 All agreed that the Home/College Agreement is ratified.
- 5.53 **ICT User – Student Policy** – It was agreed that the wording 'I will not share my password(s) with anyone else' will be included in the Policy.
- 5.54 **Governor questions:** Are USB sticks allowed? EC confirmed that they are trying to phase them out. It was agreed that "USB sticks are not to be used" should be included. Staff are also not to use own USB sticks and must only use electronic devices supplied by the College. EC confirmed that the ICT policy for staff is the DfE model.
- 5.55 All agreed that the ICT User – Student Policy is ratified after this change.
- 5.56 It was noted that, whilst reading through all the policies, the Governing Body has the ultimate responsibility through the Scheme of Delegation. Have we checked that this is correct, and not the Trust's responsibility? Enhance Academy Trust are to check. In some instances, responsibility is with the Governing Body and some are the responsibility of the Trust.
- 5.57
- 5.58 JM has looked at information on the Sixth Form College Association Website. There is a lot of policy information and support that is relevant to Sixth Form Colleges, whereas the NGA website covers information for all types of educational facility. The Sixth Form College Association information is specifically for this type of establishment and perhaps more relevant. It may be worth joining for resource information and training. CNI also noted that the College are members of The Key.

C Nicholson

K Jones

- 5.59 **SMSC Policy – Governor question:** Is there a student council? CNI agreed that a student council needed to be adopted and would mention it to PTR as the SMSC lead. All agreed that this policy is ratified.
- 5.60 **Internal Assessment Policy** – no comments, all agreed that this policy is ratified.
- 5.61 **Free School Meals Policy** – no comments, all agreed that this policy is ratified.
- 6.00 FINANCE UPDATE**
- 6.01 CNI presented 3 key documents; **5 year budget plan**, (analysis of variations between 2018/2019 budget plan approved by the DfE), **the reworked 2018/2019 budget** and an **analysis of the actual spend to date 2018/2019**.
- 6.02 **Governor question:** Could the “Co-providers of Education/Freelance” figure be further explained? CNI reported that this figure was high as this is payment for Freelance Specialist teacher/artists that deliver certain aspects of the CAPA College curriculum. CNI explained that this specialist teaching (eg. Acting for Cameras, Urban) delivered by industry specialist was a strength of the college. CNI explained how it was important to get a balance between ‘employed’ teaching staff who have one set of skills and then freelance specialists. KJ reported that the DfE model spreadsheet required us to put in a staff figure, but as there are so many freelance staff, this is included into “co-providers”.
- 6.03 A comment was made that in the Current Budget, the spend on Publicity is already at 41% and we are not yet half way through the academic year. CNI responded that this is frontloaded spending due to future exhibition space paid for in advance for new admissions, which closes today. KJ also informed the LGB that the College is yet to acquire a Bank Card. KJ has been using his own, personal credit card, for CAPA College expenditure, with the consent of the Board of Trustees, and is claiming it back at a later date. This is to help with CAPA College’s cash flow until a Bank Card is issued.
- 6.04 KJ reported that there is a variance between the DfE Budget and the FFE Budget. The £500,000 provided will not cover the costs of all the furniture and specialist equipment needed in the new site. EC, via the ESFA, still has access to other equipment from the same school that CAPA College received other equipment from during the Summer holidays. They are

currently researching the collection of more equipment (college staff will not be required to do this again) and storing it ready for the new premises to cut costs. The cost of all this equipment (including full technology workshop equipment, classroom and office furniture, kitchen equipment and ICT equipment) that CAPA College have negotiated to have from the school in Hereford is nearly £100,000 (when new). CAPA College have only had to pay for the removals and storage (approximately £10,000) this then allows the DFE £500,000 to be spent on other items. ESFA are looking into whether they will allow further funds to store equipment. Enhance could underwrite this outlay and take the money back the year after, should CAPA College go into a deficit budget. The budget is tight this year, due to there being only one cohort of 105 pupils being on role. This will change in future years as the college grows.

6.05

6.06

6.07

6.08

6.09

6.10 CNI reported that, from September 2019, the budget includes costing for a Business Development Manager. As the College is evolving, the College Office Manager's role is changing from Office Manager to Business Manager (Operational). A Business Development Manager is required to generate income through fund sponsorship. CNI recommended that this appointment is brought forward to May. The rationale for this recommendation was in order to ensure that we could fundraise to pay for the specialist equipment needed in the new build that the DFE FF&E budget would not come closer to funding. KJ confirmed that Enhance could loan CAPA College the money for the early appointment of a Business Development Manager and the removal and storage of the additional furniture and recoup it from Year 2's significant surplus.

6.11 JM left the meeting.

6.12 Subject to Trustees agreeing to a loan, the loan could be paid back from next year's budget.

- 6.13 **Governor question:** How much loan would be required? Would the intake at CAPA College rise significantly enough to secure funding to pay back the loan? CNI confirmed that there had been 300 audition submissions for September 2019 admission figures are looking good.
- 6.14 **Governor question:** What would the DfE do if we go into a deficit budget? KJ was unsure, but there was enough scope for that not to happen. Something dramatic would have to make us go into a deficit budget in Year 2. The first year for any school is always tricky. It was commented that the spend on a Business Development Manager would equate to £4000 a month and this could be reached with a bridging loan by Enhance. All agreed that CAPA College should request a loan from Enhance Academy Trust.
- 6.15 CNI presented the **Staffing Model**. This year and next year's staffing costs have been costed into the 5 year budget. There are a lot of appointments to be made. There has to be a careful balance between the freelance staff and employed staff and the impact this has on accountability and flexibility with budget and appointing high quality staff. Also, specific types of teacher, such as a Singing Teacher, are rare and difficult to employ full time. Some roles may end up being freelance only.
- 6.16 **Governor question:** Why would the new Business Development Manager be in the Core Team? CNI responded that this role will be key to CAPA College's future. **Governor question:** How would this role work alongside the Office Manager. CNI reported that the Office Manager's role name may change in September to become Business Manager (operations). KJ reported that the current Office Manager has stepped up to meet the needs of CAPA College as it has evolved, taking on several responsibilities that other Business Managers have across the Trust. As a result of this her role needs to be brought into line with them.
- 6.17 Staffing Plan – Student applications to CAPA College were 293 to date. Auditions will be held in February 2019. Vacancies in the Staff Model are to be advertised Easter 2019. Governors all agreed the Staffing Plan.

7.00 PRINCIPAL'S REPORT

- 7.01 It was agreed by all that 'New Build/Premises' should be a standing item on the Principle's Report. This would cover all aspects of the temporary accommodation and the new build.

C Nicholson

- 7.02 **Data** – CNI has used the Vocational Qualification Ready Reckoner Tool for target setting and value added. The qualifications that CAPA College provide are not included in this, so using the Ready Reckoner has been difficult. The newly appointed Data and Exams Officer is looking into a solution for the next round of data collection. All students are on target to attain a Merit, Distinction or Distinction*.
- 7.03 Students who are not on target are receiving interventions. The reason for the majority of those not reaching target is due to the written part of the course. These students are being provided with extra sessions with a Theory Teacher twice a week. Some students on the Musical Theatre course are not on target due to their lack of experience in dance.
- 7.04
- 7.05 Attendance is currently at 95.8%. **Governor question:** Why has this dropped since the last meeting, were there any Persistent Absentees and how was this being dealt with? CNI responded that there are some Persistent Absentees including students who have long term medical issues. EC has carried out research on some alternative technology and it will be possible for a student to be able to conduct some of their work at home, or at a different building as appropriate.
- 7.06 EC also reported that TEAMS is a Microsoft suite of tools that students can use to collaborate with teachers. All resources will be on there and the type of collaborations that can take place is enhanced by its use. This can also be used from home and could have a positive effect on attendance.
- 7.07 All CAPA College's Persistent Absentees have a valid reason for their attendance, rather than it just being a case of students not attending lessons sporadically. Further to this, telephone conversations with parents have been taking place to help to improve attendance.
- 7.08 CNI reported that the student average score for Attitude to Learning was at 1.2, with 1 being Outstanding and 2 being Good. 1.2 is a very good score.
- 7.09 Governors commented that they appreciated the detail on the Development Plan. They requested that, once a term, the impact from changes made from The DfE's Education Advisor's (DfE EA) recommendation be shared with the LGB. CNI reported that the DfE EA left them lots of objectives to work upon and all these development points have been incorporated into the Development Plan. It was suggested that they be named "Other Priorities" in the plan.

C Nicholson

- 7.10 The Chair reported that DfE EA's report gave a glowing report of CAPA College. CNI said that his meeting with them had been rigorous.
- 7.11 With regards to Performances/Productions, governors commented that there were lots of quality events taking place. CNI commented that the first term the student's events involved "seeing" whereas this term will involve them "doing". Many of the performances are at external venues but families/governors can obtain tickets to attend. These events provide enrichment and stretch our more able students.
- 7.12 The Students will be taking part in Move It! This is a big, performing arts exhibition in London. This a good opportunity for the students to network and raise aspirations.
- 7.13 With regards to QA Visits – all staff have completed term 1 of the QA programme, which includes lesson observations. This is particularly important with regards to our Freelance Staff. It was commented that the quality of teaching from our Freelance Staff has to match that of our employed teaching staff. CNI reported that teaching across the college was strong. The quality of written work was high, not just practical work.
- 7.14 CNI reported that our SEN provision was strong. Teaching staff have lots of information on our SEN students to ensure that they are fully supported.
- 7.15 There may be training needs for some of our Freelance Staff, CNI is to monitor this.
- 7.16 Governors commented that it was wonderful to see the students work together on their Christmas production. The venue was not the easiest facility for them to work with, but it was good to see their excellent communication skills and the way they worked together. Further to this, it was commented that on a recent governor visit to CAPA College it was good to see the students critiquing each other's work constructively.
- 7.17 A Student Review Day was held on 29 November 2018 with students/parents and a survey was circulated to parents. Attendance was 98%. The reviews were hugely positive and beneficial for all. CNI asked Governors to read the comments that parents had submitted and was pleased to report that 100% of parents would recommend CAPA College to others.

7.18

C Nicholson

8.00	GOVERNOR VISITS	
8.01	Two visit reports had been circulated to governors prior to the meeting. The Chair reminded governors that the focus of visits is to see how the College Development Plan is reflected in the Principal's Report and other items presented by Senior Leaders at the College.	All
9.00	GOVERNOR INDUCTION, TRAINING & DEVELOPMENT	
9.01	The Chair asked if all Governors had received their login for the NGA from Emilie Miller (Enhance). Not all Governors had received their login details yet. The Chair will chase this up.	L O'Brien
9.02	Governors may consider attending future training hosted by the Sixth Form Association.	
9.03	The Chair is taking part in Compliance Training and will email any relevant information to other Governors.	L O'Brien
10.0	GOVERNANCE SEF & ACTION PLAN	
10.01	The Chair reported that the Action Plan reflected where we are currently as a Governing Board. It will need to be re-evaluated at the end of the next meeting. The Skills Audit will be amended to reflect the skills that the new Staff and Parent Governors bring. When a Parent Governor is voted in The Chair will inform them of the responsibilities of their particular role as part of their induction.	L O'Brien
10.02	The Governing Body will need to consider succession planning in the near future.	
11.0	CHAIR'S BUSINESS	
11.01	The Chair mentioned that the DfE EA had recommended that the Governing Board strengthen and develop its effectiveness over time.	
11.02	It was agreed by all that a Governing Board Expenses Policy should be written and ratified. This is largely due the expenses that Governors are incurring by travelling long distances for a voluntary position.	
12.00	CLERK'S BUSINESS	
12.01	With regards to Panels, The Clerk has sought the advice of Peter Bell (Enhance Governance & Compliance Manager) who has recommended that the Pay Panel acts as the Resources Committee. If there are Governors on the	

Standards Committee who are not on the Resources Committee, they could be called upon to form an appeals panel if the staff member is unhappy with the decision made by the Pay Panel, as they will be impartial Governors and will not have been involved in the decision made by the Pay Panel. All Governors agreed to this.

- 12.02 With regards to other panels e.g., Disciplinary, Appeals, Complaints etc, PB suggested that we do not appoint individual Governors and that three Governors are chosen on the basis of alphabetical rotation, subject to eligibility and availability. Anyone employed to work at CAPA College cannot be selected. Three Governors should be the quorum for a meeting. All Governors agreed to this.

13.0 ANY OTHER BUSINESS

- 13.01 None.

14.0 NEXT MEETING DATE

- 14.01 5 April 2019
7 June 2019

It was agreed that 2019/2020 dates need to be decided upon at the next meeting.

14.02 AGENDA, MINUTES & RELATED PAPERS – SCHOOL COPY

- 15.0 Resolved:** That Minutes 5.25, 5.49, 6.05, 6.06, 6.07, 6.08, 6.09, 7.04 and 7.18 be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.