

## CAPA COLLEGE GOVERNING BODY

Minutes of the meeting held on Friday 27<sup>th</sup> September 2019 at 2.00pm

<b>PRESENT</b>	Lou O'Brien (Chair)	Claire Nicholson (Principal)
	John McLeod	Janet Milne
	Pat Thompson	Adam Sheard
	Fiona McMahon	

**IN ATTENDANCE:** Rachael Hughes - Clerk, Enhance Academy Trust  
Kevin Jones – Chief Executive, Enhance Academy Trust

**APOLOGIES** Dr Joanne Butterworth  
Stephen Fealy

### 1.00 **APOLOGIES FOR ABSENCE, CONSENT & DECLARATION OF INTEREST**

1.01 Dr Joanne Butterworth and Stephen Fealy apologies accepted

### 2.00 **MEMBERSHIP MATTERS**

2.01 All agreed that LOB continues as Chairperson for the year. LOB nominated SF, after prior discussion with him, as Vice Chairperson. All Governors agreed, no other Governors declared a preference to be Vice Chairperson.

### 3.00 **DECLARATION OF INTERESTS**

3.01 All confirmed that Declarations of Interest remained the same apart from LOB's. LOB is now no longer on the Governing body of Cathedral Academy. LOB has checked with P Bell and all last year's Declarations of Interests to be counter-signed for this new academic year.

#### 3.02 **Governor question:**

**Q:** What will happen when SF is no longer a Parent Governor, as this is SF's son's final year at CAPA College?

**A:** SF could continue as a Governor for the College. His term of office would then remain at 4 years. Anyone eligible to stand for office (Chair or Vice-Chair) remain subject to the Local Governing Board approval vote for the term of 1 year. Anyone expressing an interest in joining the local Governing Board requires approval from Enhance Academy Trust.

3.03 LOB said that a second Parent Governor vote is to take place. KJ noted that September 2020 is the best time for this to

happen due to the timing of new students and parents joining CAPA College.

3.04

**Governor question:**

**Q:** Do we have an instrument of Governance yet?

**A:** An instrument of Governance is only required for an Authority Maintained School. KJ to check what we “require” on the Governing Body. Ideally need 6 Governors who are not staff, so that 2 panels of 3 Governors can be put together if necessary.

K Jones

4.00

**MINUTES OF THE LAST MEETING**

4.01

Minutes from the previous meeting were all agreed with no changes. Future minutes will be distributed 2 weeks following a Governing Body Meeting, in order for members to be aware of actions required to be completed prior to the next meeting. The minutes will then be distributed again a week before the next meeting, along with the agenda.

R Hughes

5.00

**MATTERS ARISING**

5.01

Item 5.02 from the last meeting’s minutes regarding Gaia, this will be discussed later when the budget is being discussed.

5.02

Item 5.08 regarding Policies, LOB reported that Policies will only be sent to Governors for approval once they are final, formatted correctly and grammatically correct. With regards to the Critical Incidence Policy that was submitted with other papers for this meeting, LOB recommended that it was not ratified at this meeting, as further changes are required. PT commented that the policy related to incidences of suicide, rather than accidental death and that this needed taking into account. It was agreed by all Governors that all policies will be sent to P Bell for compliance, before being sent to CAPA College Governors for ratification, to ensure that they are quality checked and fit for purpose.

P Bell

5.03

SF has visited CAPA College several times re Health and Safety particularly with regard to Unity House. His multiple visits will form 1 Governor Visit Report

5.04

**Governor Question:**

**Q:** Why are his multiple visits to be logged as 1 report, will it not look better to Ofsted if we have several reports from him rather than just 1.

**A:** Governor Visits can take many forms and the majority of Governors attended the Addams Family production and this was not logged. All Governors to email L Watson with any type of visit that a Governor has taken part in with relation to

	CAPA College, so that they can be logged. For instance, all Governors have had a tour of the Unity House facilities today. The new Business Development Manager, K Smith will report on Patrons for CAPA College during her presentation later.	All
5.05	RH confirmed that she had researched the roles necessary for the Governing Body and that all were covered.	
5.06	With regards to the DofE requirement to sign of Chair CAPA College's Governing Body DBS certificate, it is just Peter Townley's (Chair of Enhance Academy Trust trustees) DBS that has to be signed by the DofE.	
5.07	With regards to point 9.01, LOB has contacted Vicky Maben for Governor Safeguarding Training. LOB recommended that at least herself, PT and SF are Safeguarding trained as they were the only Governors who had expressed an interest in the training offered previously. RH commented that it would be advisable that all Governors are Safeguarding trained.	
5.08	With regards to point 11.03, LOB will check with L Watson to see if the Equality objectives have been changed.	LOB
5.09	Point 11.06 has been discussed.	
5.10	Point 12.03 from the last meeting's minutes, Gaia have gone into administration over the summer. This means that the technology requirements for Unity House have not been set up properly. All Governors to meet from 1pm onwards on 29 <sup>th</sup> November to have CAPA College email addresses set up.	
<b>6.00</b>	<b>FINANCE UPDATE</b>	
6.01	KJ reported on the 2018-19 budget position. There is still work to do on assets acquired because of the free assets that CAPA College have received.	
6.02	The Audit is to take place in 2 weeks' time. At the moment CAPA College is reporting a £12,283 loss, a loss was forecasted in previous meetings. Part of this loss is equipment that has to be acquired due to Gaia's administration, we may be able to claim some of this back. Further to this, the DofE will not let us claim back any purchases that we do not have an invoice for, delivery notes alone do not suffice.	
6.03	<b>Governor question:</b> <b>Q:</b> How much money will be recouped, how much debit will this cover? <b>A:</b> A couple of thousand, it will still leave us with a £10,000 loss.	

- 6.04 KJ reported that the deficit will be within the limits discussed, the loan will have to be paid back to Enhance Academy Trust at some point. The Trustees will formalise the loan to CAPA College after the auditors have visited and this can then be approved by Governors at the November meeting.
- 6.05 CN reported that Gaia's administration had affected everything to do with the move to Unity House and that CAPA College staff have worked extremely hard to ensure we could still open in time.
- 6.06 **Governor question:**  
**Q:** Looking at the budget outturn and the £28,000 surplus, is this surplus before £12,283 to be paid back?  
**A:** It is what is left before the pay back
- 6.07 **Governor question:**  
**Q:** Over the next 5 years, there will be a surplus of over £100,000. What will that be spent on?  
**A:** We need to ensure that money will still be there before any plans are set to spend it.
- 6.08 KJ reported that the money available to us will rise as student numbers rise, this will be used though on venue changes. The budget will be in a much healthier and stable position once we are in permanent premises. Temporary accommodation for 3 years has added a level of unknowns.
- 6.09 **Governor question:**  
**Q:** What assurances can you give us that the 2018-19 budget overspend can be handled?  
**A:** The budget has contingency leeway, but we can spend more than the contingency.
- 6.10 CN reported that it was noted back at the very first Governing Body meeting that we may be in this position with the budget at this time.
- 6.11 **Governor question:**  
**Q:** Are the trustees happy with this overspend?  
**A:** Yes they are happy with it.
- 6.12 The trustees were aware of this potential eventuality as it had been reported at the start of last year. The trustees are aware that until CAPA College is in its own permanent building with full student numbers that budget would be very tight. They are also aware of the projected 5-year surplus ensuring financial viability.

- 6.13 KJ reported that a further pressure to the budget is the proposed Teacher Pay Grant and Pensions Grant. The Government may fund approximately 1% of this, but CAPA College will have to fund the further 1.75% out of its budget. The pay grant has yet to be agreed. It is unlikely to appear in the November pay, most likely in December pay.
- 6.14 **Governor question:**  
**Q:** Will the pay rise have an impact on CAPA College?  
**A:** We don't know yet how they will award the grant, we can bid for additional funding if the amount is higher than the grant provided as it will put pressure on the budget.
- 6.15 Further to this, the DofE may insist that the work on the new build will have to continue to be contracted to Gaia. CN stated that this would be very worrying given the problems CAPA College have experienced with them over the past two years.
- 6.16 **Governor question:**  
**Q:** Is the freelance artist rate in line with teacher pay?  
**A:** No. Therefore, Freelance staff will not be included in the proposed Teacher Pay Grant and Pensions Grant.
- 6.17 Item 2 on the Financial Report to Governors: The week before Unity Hall opened to students CAPA College were advised that cleaning was not included as part of the lease. CAPA College endeavoured to obtain three quotes but it was difficult to identify a company who could commit to undertake cleaning at such short notice and first thing in a morning. B&L Cleaning could begin work immediately.
- 6.18 **Governor question:**  
**Q:** Do you know if the cost compares well with other similar premises and other cleaning companies.  
**A:** Yes it does – measure against other cleaning services provided to schools in the trust. We didn't manage to complete a "3 company tender process" due to the short time scale.
- 6.19 **Governor question:**  
**Q:** Is this a breach in policy?  
**A:** No, because of the restrictions placed upon us of having to find a company in such a short time frame.
- 6.20 All Governors approved the contracting of B&L Cleaning to undertake 15 hours per week over a 12 month period. Governors praised the college for ensuring that provision was in place so quickly so that the opening was not delayed.

- 6.21 Item 3 on the Financial Report to Governors: A request has been submitted for CAPA College to cover the cost of car parking for staff who teach at Unity Hall. For staff permanently based at Unity Hall, it is felt that, as with any individual working in a City Centre, this should be a personal cost. However, some members of staff are timetabled to work at the 2 campuses, making it difficult to manage using public transport. It is anticipated that the annual cost incurred will be in the region of £2,205 per annum.
- 6.22 It was suggested that this could be for a fixed term of 1 year or until we are on one site. KJ recommended that this be for 1 year, fixed time period.
- 6.23 It was commented that freelance staff will be able to claim back taxes and national insurances for such costs to them.
- 6.24 Could the cost of using taxis between the two sites, rather than paying for parking be researched? It may work out cheaper, although not an effective use of time.
- 6.25 All agreed that there is a time limit placed on this arrangement of reimbursing parking or taxi costs and that it will be discussed at the next AGM of Governors. LOB commented that this arrangement may also affect office staff. KJ commented that different car parks within Wakefield City Centre are at different rates, so there needs to be a cap at what amount will be reimbursed.
- 6.26 Item 4 on the Finance Report regarding the Business Development Manager.
- 6.27 **Governor question:**  
**Q:** Does CAPA College have charitable status?  
**A:** CAPA College is not a free school as it is part of Enhance Academy Trust. We are an exempt charity, we are not controlled by the Charities Commission. We do not register as a charitable company but we are a charity.
- 6.28 Item 5 on the Finance Report regarding Maths and English Tuition.
- 6.29 **Governor question:**  
**Q:** Are these Year 1 students?  
**A:** 2 Year 2 students and 11 Year 2 students.
- 6.30 **Governor question:**  
**Q:** Is it on LOB's Declaration of Interests that she teaches GCSE Maths at CAPA College?  
**A:** Yes.

- 6.31 All Governors agreed the re-appointment of a part-time teacher of maths 2 afternoons per week. CN reported that CAPA College receives an additional £500 per student for those who do not have Maths or English GCSE.
- 6.32 With regard to item 5.2 ii on the Finance Report, Amy Redaway is to teach 4 students GCSE English. She has taught English GCSE previously at Leeds City Academy. All agreed that a TLR3 payment of £1,500 is to be paid to the Drama teacher who will teach English 1 afternoon per week.
- 6.33 With regard to item 6 on the Finance Report; point i, it was agreed by all that a full-time Receptionist is recruited for Unity Hall. This position will follow across to the permanent premises and is required there. However, due to the need for a member of staff to be permanently available to allow access at Unity Hall, this position is required as soon as possible.
- 6.34 With regards to point ii; it was agreed by all that the Maternity Cover for the Marketing & Communications Officer is to be converted into a permanent post and that this post would go out to advert as soon as possible.
- 6.35 **Governor question:**  
**Q:** With all the unbudgeted items, such as Teacher Pay rising, are we OK to adopt the 2019-20 budget?  
**A:** Yes, the budget is a plan which can be revised, it is a continuous work in progress.
- 6.36 JM remarked that he wished to pass on his congratulations to all CAPA College staff on the hard work and transformation of Unity Hall into a quality, working space for students to use.
- 6.37 JMc left the meeting. FM joined the meeting.

## 7.00 PRINCIPAL'S REPORT

- 7.01 LOB wanted to congratulate all staff on the Addams Family production.
- 7.02 CN reported that she wishes to "spotlight" different staff at each meeting. Shawn Selby, Talent Development Leader is to come to the next meeting.
- 7.03 With regards to Data, GCSE Maths was the only formal exam taken this summer. Out of 5 students, 4 moved up 1 grade and 2 reached level 4. 1 student has now left CAPA College.

- 7.04 CN reported that the Value Added score for A levels had risen. CAPA College students are at 0.5, ½ grade higher than they should be. CN commented that as the Lower Confidence figures is a positive number, this means that all the figures are significantly above the National Average. CN also reported that the vocational subjects are not available on the ready reckoner so the accuracy of the Vocational Value Added Scores has to be considered.
- 7.05 **Governor question:**  
**Q:** The A Levels for summer 2020, are they the same specification as 2 years ago.  
**A:** Yes, they are not brand new for this year.
- 7.06 With regards to target setting, the targets were 91% at the Autumn term, but down to 84% in the Spring, due to a review and update.
- 7.07 **Governor question:**  
**Q:** Who quality assures the target reviews? Who is checking the change to targets?  
**A:** Targets are created using the DFE L3VA ready reckoner, the students' GCSE scores are inputted and their targets are a result of those GCSE scores. The targets are set externally.
- 7.08 FM commented that FFT does Key Stage 5 now and it may be worth using the FFT.
- 7.09 CN commented that RSL Drama was missing, she will forward information to Governors as soon as possible.
- 7.10 PT commented that the data is looking very positive, especially A Level Drama. CN commented that there are only 500 students nationwide studying A Level Dance, and 70 of those are at CAPA College. If CAPA College achieve expected grades, this will raise the benchmark for future A Level Dance grades and this needs to be considered.
- 7.11 With regards to Attendance, 2 figures were presented; 95% attendance including students who withdrew and attendance stands at 95.6% for current students. Governors agreed that CN should continue to present both figures.
- 7.12 CN reported that students are now starting to apply for University positions and mock audition week is to take place shortly.
- 7.13 The boys applying for CAPA College recently have all been to dance school as a result of Dance being cut from most Secondary Schools' curricula. To address this, CAPA College

C Nicholson



has created a 'talent spotting/developing boys in dance' element within its core work. 26 students from across different pathways will be going on a nationwide theatre and secondary school tour to perform and hold workshops for boys interested in dance. In addition to this, CAPA College are hoping to put together a Youth Dance Company of 13 to 18 year old boys.

- 7.14 LOB asked CN to report when the peer review is.
- 7.15 CN reported that the learning walks that had already been carried out were brilliant, there were no weak links within the college and the teaching and learning that is taking place.
- 7.16 CN reported that SF has visited Unity Hall many times over the summer and has offered excellent health and safety guidance. This process is still ongoing with AS. Lock down procedures at Unity Hall are still to be finalised.
- 7.17 With regards to staffing, CN reported that following staff positions have now been filled:
- Rachel Morley – Health, Safeguarding & Wellbeing Officer  
Anita Elsdon – Admissions & Student Administrator  
Kelly Smith – Business Development Manager
- 7.18 Student Numbers total 228; Year 1 at 133, Year 2 at 95.
- 7.19 With regards to the new build, the first official dig has taken place. The official date of completion is 16 October 2020. Temporary accommodation contingency plans need to be considered for potentially 7 weeks in the 2020/21 academic year. Cathedral Academy will not support facilities past August 2020. We are able to stay at Unity Hall. It was suggested that we work to an extended completion date of November 2020, to consider moving equipment, not just receiving the keys. Also consider additional storage costs.
- 7.20 **Governor question:**  
**Q:** Could the building be completed before the deadline date?  
**A:** Yes.
- 7.21 It was commented that the contractors may not let us move any equipment into the building, before the official handover date, due to Health & Safety regulations.
- 7.22 **Governor question:**  
**Q:** Does Unity Hall offer enough space to house the performance elements?

**A:** No, only for 128 students, we will have 210 students. We are considering a number of different Wakefield venues. The DofE will continue to support us looking for temporary accommodation.

- |      |  |         |
|------|--|---------|
| 7.23 | LOB wanted to thank the staff at Unity House for accommodating CAPA College and for all their support. She is to communicate thanks on behalf of the LGB and the College.  |         |
| 7.24 | K Smith (Business Development Manager) [KS] joined the meeting, presenting the work she has carried out over her first 3 weeks at CAPA College.  |         |
| 7.25 | KS identified the 3 key areas for fundraising; Trusts and Foundations, Corporate Support, Individual Giving.   |         |
| 7.26 | KS has met with the Core Team and Pathway Leaders to identify Key Projects which require funding. KS explained how she has scored each project for importance / time constraints / funds generated. She presented a project timeline for all future projects taking place over the next 18 months. |         |
| 7.27 | KS presented different, additional sources of incomes such as: sponsorship for the big screen at the front of the new build which would screen performances of CAPA College across to the train station; a named walkway; sponsored pebble brickwork and trees for the greenwall.                  |         |
| 7.28 | Future patrons and sponsors of CAPA College will be noted on the website, in prospectus' and future event programmes.  |         |
| 7.29 | Future plans also include Oxfam style advertising (£3 funds a student being able to . . . . etc. )   |         |
| 7.30 | JM left the meeting. JM to meeting with KS with regards to bidding for potential funds.  | J Milne |
| 7.31 | There is also the commercial potential to rent space for events in the new build.  |         |
| 7.32 | KS attended the Wakefield Business Awards the previous night and further networking will take place. There will be the potential to have "Friends of CAPA College" type sponsorship.   |         |
| 7.33 | KS has requested that all Governors take part in a Network Mapping exercise to identify future sponsors of CAPA College. This will be communicated to Governors as soon as possible  | All     |

7.34	<p><b>Governor question:</b>  <b>Q:</b> When will the money start to come in?  <b>A:</b> Currently going through a period of intensive bid writing. Some of those funds take 3-6 months to process. Would hope to start trickling in from January 2020 onwards.</p>	
7.35	CN commented that KS' work highlights the importance of recruiting a permanent Marketing & Communications Officer.	
7.36	LOB requested that KS send her presentation to all Governors as many are now not present at the meeting. LOB also requested that the Network Mapping document is sent separately, so it isn't over looked.	K Smith LOB
<b>8.00</b>	<b>POLICIES</b>	
8.01	<p><b>Critical Incidence Policy</b>  LOB commented, as already discussed, this will be re-presented to the Governing Board for ratification at the November meeting. Agreed by all that PB will oversee all future policies before they are sent to Governors.</p>	P Bell
<b>9.00</b>	<b>GOVERNOR VISITS</b>	
9.01	As discussed previously, all Governors to email LOB with every visit they have attended at CAPA College.	All
<b>10.00</b>	<b>GOVERNOR INDUCTION, TRAINING &amp; DEVELOPMENT</b>	
10.01	SF has booked to attend the NGA Regional Meeting on 5 <sup>th</sup> October 2019. LOB is also on the waiting list.	
<b>11.00</b>	<b>GOVERNOR SEF &amp; ACTION PLAN</b>	
11.01	On the document, LOB has included the action plan from last year, so that we have historical evidence of what we have done.	
11.02	On page 9, point 1, we need to ensure that what CN is reporting to us is correct, that we have the evidence to support this.	
11.03	<p><b>Governor question:</b>  <b>Q:</b> When parents are invited into CAPA College for Induction Day, are governors present?  <b>A:</b> No, but they can be and become part of the welcome to parents.</p>	All

11.04 PT commented that Governors can attend events to support CAPA College, not just inspect it.

**12.00 CHAIR'S BUSINESS**

12.01 LOB would like specific Governors names next to the Key Development points on the Action Plan, so that particular Governors are responsible for ensuring action is taken. At the next meeting, roles will be confirmed.

12.02 LOB requested that, at the November meeting, CN reports on the changes to the Ofsted framework and offer Governors a crib sheet. This could be part of the Principal's report section

C Nicholson

**13.00 CLERK'S BUSINESS**

13.01 None.

**14.00 ANY OTHER BUSINESS**

14.01 None.

**15.00 NEXT MEETING DATE**

15.01 2.00pm Friday 29<sup>th</sup> November 2019  
 2.00pm Friday 31<sup>st</sup> January 2020  
 2.00pm Friday 20<sup>th</sup> March 2020  
 2.00pm Friday 22<sup>nd</sup> May 2020  
 2.00pm Friday 26<sup>th</sup> June 2020

**16.00 DBS & CHANGES IN CIRCUMSTANCES**

16.01 None.

**AGENDA, MINUTES & RELATED PAPERS – SCHOOL COPY**

**Resolved:** That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.