

## CAPA COLLEGE GOVERNING BODY

Minutes of the meeting held on Friday 29<sup>th</sup> November 2019 at 2.00pm

<b>PRESENT</b>	Lou O'Brien (Chair)	Claire Nicholson (Principal)
	Pat Thompson	Janet Milne
	Fiona McMahon	Adam Sheard
	Dr Joanne Butterworth	Stephen Fealy

**IN ATTENDANCE:** Rachael Hughes - Clerk, Enhance Academy Trust  
Eddie Copp – CAPA College  
Sean Selby – CAPA College

**APOLOGIES** John McLeod

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

1.01 John McLeod apologies accepted

### 2.00 DECLARATION OF INTERESTS

2.01 All confirmed that Declarations of Interest remained the same.

### 3.00 MEMBERSHIP MATTERS

3.01 A new Co-opted Governor has been approved by Enhance Academy Trust, Poonam Kaur. She will attend the next meeting in January 2020.

3.02 Kelly Smith (CAPA College Business Development Manager) wanted to remind all Governors to reply to her with a completed Governor Network form.

All

### 4.00 MINUTES OF THE LAST MEETING

4.01 All agreed the minutes from the last meeting.

### 5.00 MATTERS ARISING

5.01 Item 3.04, the Instrument of Governance is to be presented to Enhance Academy Trust by Kevin Jones. This matter has

- been deferred to the next meeting. Peter Bell is also to research items that may differ for post 16 education.
- 5.02
- Item 4.01, LOB thanked RH for returning the completed Minutes within 2 weeks. This arrangement will continue.
- 5.03
- Item 5.02, all policies are now being forward to Peter Bell for compliance.
- 5.04
- Item 5.04, LOB reminded all governors to complete a Governor Visit form and email to Lynn Watson. LOB also distributed a form for all governors to note down any visits they have made to CAPA College including any productions. The form also includes any training governors have undertaken or training needs they have identified.
- 5.05
- Item 5.07, LOB reported that there is a Safeguarding module on the NGA website. LOB has already completed the first part. There is an abundance of governor training on the NGA website and LOB encouraged governors to carry out the training at their convenience.
- 5.06
- Item 6.13, the Teacher pay increase is likely to appear in the December salary.
- 5.07
- Item 7.14, regarding the peer review, LOB will discuss later on in the meeting with regards to the recent DfE visit.
- 5.08
- Item 7.19, the new build will be discussed later on in the meeting.
- 5.09
- Item 7.23, thanks have been passed onto Unity House for their co-operation on the rental.
- 5.10
- Item 10.01, LOB and SF attended the NGA Conference on 5<sup>th</sup> October and found the day very useful.
- 6.00            BRIEF FINANCE UPDATE**
- 6.01
- CN said that there was nothing new to report since the last meeting.
- 6.02
- The Auditors had visited CAPA College and the feedback received was very positive. There were no major concerns. A big thank you to Lynn Watson for this.
- 6.03
- CN reported that the budget will be in much more stable position once everyone is based at one site.

All

- 6.04 An additional rates charge has been incurred by being in residence at Unity House. This has been built into the budget.
- 6.05 On the Finance Report to Governors, Lynn Watson has noted that it has been difficult to grant ledger codes to some expenditure. This has been due to having “3 pots” of income and expenditure to deal with. As this is still a brand-new establishment, the ledger codes will be fluid for a while, but will settle over time. Governors agreed that this was acceptable currently. LOB commented that despite this fluidity, all budgets were still in the black.
- 6.06 **Governor Question:** Some expenditure is recorded as being at “100%”, what does this mean?  
**Answer:** It means that the total budget amount allocated for this item of expenditure has been spent.
- 6.07 The Auditors are aware of all budgeted areas and praised the transparency of Lynn Watson’s reporting.
- 6.08 The new build is in budget. The Principal’s Pay Spine needs to be addressed. LOB will liaise with Lynn Watson to discuss with Kevin Jones and add this to the budget.
- 6.09 LOB has been researching membership to the 6<sup>th</sup> Form College Association. The annual cost is £5,400. LOB is to liaise with the association regarding a reduced cost.
- 6.10 **Governor Question:** What are the benefits of membership?  
**Answer:** Governance support, policy support, potential to link with other similar organisations.
- 6.11 LOB noted that she had received the handbook of services for the association and it doesn’t detail governance.
- 6.12 PT commented that The Key for Governors has a separate section regarding policies. CN reported that she has used The Key as a source of some of CAPA College’s policies.
- 7.00 PRINCIPAL’S REPORT**
- 7.01 Sean Selby [SS] (CAPA College Talent Development Leader) joined the meeting. SS is responsible for finding new students for CAPA College and developing our current students.
- 7.02 The role of Talent Development Leader has been created this academic year. This role focuses on Arts development for both current students and future students.

L O’Brien

- 7.03 SSE is in charge of the “Charge” out-reach programme. The main aim of the programme is to nurture and develop students of the future and to give young people (pre-16) access to the arts.
- 7.04 “Momentum” are additional opportunities to stretch and challenge the Most Able students at CAPA College in the form of performance companies. “Momentum Youth Boys” is the first company developed this year. 25 male CAPA College students from across all pathways were auditioned in September and 13 recruited with 3 apprentice dancers. The company rehearse every Wednesday evening with SSE. Renowned choreographer Anthony Matsena spent a week working with the company during Intensive Week and has created a new choreography on the company. This will be toured to national venues in 2020. “Charge” have been invited to perform for the Leeds Arts Council.
- 7.06 SSE is also working with Wakefield Council on a programme to work with looked after children in the region for 2 nights a week with CAPA College’s musical theatre students. The musical theatre students have been invited to perform at the Looked after Children Awards.
- 7.07 “Charge” workshops have been offered to secondary schools around Yorkshire. SSE & KLG/TTI will be providing dance workshops specifically targeting KS3/4 boys in schools throughout November and December. This is to advertise and recruit boys aged 12-16 years to the “Charge” boys programme. This will be a weekly Saturday dance training programme leading to performance opportunities. “Charge Boys” already have a performance date set in March in Leeds City Centre.
- 7.08 “Charge” will then develop into other programmes and companies based at CAPA College.
- 7.09 SSE is also developing current students’ creativity; mentoring students to move into choreography, rather than taking the traditional route of becoming a dancer and moving into choreographer afterwards.
- 7.10 A summer school for secondary schools is to be researched, 12-16 year olds, 1 week intensive programme.
- 7.11 A You Tube channel is to be launched, showcasing inhouse talent called the “Red Brick Studio Sessions”.

7.12	Further proposals are being researched to hold an inhouse dance provision for the primary schools within Enhance Academy Trust. SSE left the meeting.	
7.13	CN's Principal Report was discussed.	
7.14		
7.15	CN noted that Ofsted will not ask for our own data, they will require only external, validated data, but that she will continue to provide internal data for Governors as they will need to know and understand it.	
7.16	All subjects, apart from 2, have scored significantly well on their Value Added Score, well above the National Average.	
7.17	A level dance is 84% on target, Drama 97%, Musical Theatre is 97.9%.	
7.18	FM has been liaising regarding the data set as further QA reviews are to take place.	F McMahon
7.19	<b><u>Update on Development Plan</u></b> – change to last year's Development Plan. There are now 10 aspects.	
7.20	LOB has asked all Governors to review their own skills, LOB would like each Governor to take responsibility for all of the 10 aspects between them, including visiting CAPA College for periodic reviews.	All
7.21	Self Assessment Report – CN has attended an Ofsted Review held by Kevin Jones. After the DfE visit, bespoke training is required for all staff and Governors regarding the new framework. CN is to organise.	C Nicholson
7.23		
7.24	An Ofsted Inspection will be four days with 3 or 4 inspectors. There are now new rules in place for first inspections. It is likely that all 4 pathways will be subject to a "deep dive".	
7.25		

7.26

7.27 **Governor Question:** Can the budget afford a maths teacher?  
**Answer:** The budget is to be reviewed.

7.28 PT commented that the maths teacher is something that CAPA College cannot afford to be without.

7.29

7.30 Fiona McMahon joined the meeting.

7.31

7.33 FM is to supply data analysis at a future meeting.

F McMahon

7.34 With regards to the **Student, Staff and Parent voice**, responses were incredibly positive. LOB commented on the strong feedback in the written responses.

7.35 With regards to **staffing**, Hannah Kilburn has been recruited as a second Marketing & Communications Officer.

7.36 Other important information for consideration on the Principal's report is:

7.37 **Point 1:** Additional staffing will be required to support the move out of Cathedral Academy in July/August 2020, mainly manpower.

7.38 **Governor Question:** Are you the project manager for the move over the summer holidays?

**Answer:** We are, we are also doing the physical work of furniture removal. This is why we need more manpower.

7.39 PT recommended that a removal services be procured.

7.40 **Point 2:** May require a contingency plan of 7 weeks additional accommodation for the move into the new build.

7.41 **Governor Question:** Could a delay to the start of the new academic year help, or an extension to the October half term holiday? With an extension to school days to fulfil teaching time.

**Answer:** We need to be careful regarding that, as a delay to the start of the academic year may tempt students to attend other colleges.

- 7.42 All agreed that the rental of a third setting of accommodation should be avoided. Parental satisfaction also needs to be considered. Governors recommended researching accommodation at Unity House extended until Christmas. The adhoc rental of other spaces around Wakefield were discussed. Governors discussed the potential of recruiting a Site Manager to project manage the move and other potential lettings from May 2020.
- 7.43 Governors asked CN to present a plan at the January 2020 regarding a delayed move in date to the new site.
- 7.44 **Point 3:** FF&E – Fundraising. The funding supplied by the DfE for the new build has fluctuated. The £1.1.m budget supplied did not include items such as a sound desk or lighting desk. Further research needs to be conducted, so that any shortfall in funding can be passed to the Business Development Manager so that she has as accurate a target as possible to work towards.
- 7.45 Extra funding achieved by the Business Development Manager will also be to enable CAPA College’s vision for the building to be a cultural arts hub for the community.
- 7.46 It was agreed that extra premises are required for June to December 2020, to take the pressure off of a delayed new build move.
- 7.47 **Governor Question:** Have you had a schedule of works from the DfE?  
**Answer:** That hasn’t been received yet by CAPA College.
- 7.48 LOB recommended that CN contact the LGB straight away if she or EC needed any further support.
- 7.49 AS reported on the **Health & Safety update**. Everything is currently on track. AS has conducted a fire risk assessment with SF. Work has almost been completed and will be ready by Christmas.
- 7.50 CPOMS is installed. This enables staff to electronically log any safeguarding and medical incidents.
- 7.51 Staff training has taken place internally on medical needs, diabetes etc.

C Nicholson

7.52 A review has taken place with regards to the policies involved during productions such as evacuation procedures and backstage safety. An extra layer of complexity is involved due to being based on 2 sites, but it was reported that everything was in place and that new staff were being trained appropriately.

7.53 Performance Management for all staff has taken place and all targets are set for the forthcoming year. All staff passed their performance management.

## **8.00 POLICIES**

8.01 Regarding the Action Plan for Critical Incidents, it was agreed that the CEO of Enhance Academy Trust should be added as a point of contact for the media in the event of a critical incident. All agreed that once this change has been made the policy be ratified.

8.02 The Safeguarding Policy was ratified.

## **9.00 GOVERNOR VISITS**

9.01 As discussed previously, Governors agreed to take responsibility for each of the 10 areas on the development plan and undertake appropriate visits.

9.02 Pat Thompson – Safeguarding  
 Stephen Fealy – Health & Safety  
 Fiona McMahon – Data  
 Lou O'Brien – Further Development for External QA  
 Pat Thompson – Planning and Implementing Development Plan for English and Maths

9.03 LOB submitted a Governor Visit form for the 16<sup>th</sup> November 2020, the focus being a link to strategy and the school development plan.

All

## **10.00 GOVERNOR INDUCTION, TRAINING & DEVELOPMENT**

10.01 Thank you to PT for the update on Keeping Children Safe in Education modifications from September 2019.

## **11.00 GOVERNOR SEF & ACTION PLAN**

11.01 Now less items marked in red. No further comment from the DfE.



**12.00 CHAIR'S BUSINESS**

- 12.01 Kevin Jones and LOB have carried out the Principal's Performance Management, set targets and reviewed them for the last year. A mid-year review has been set for March 2020
- 12.02 LOB emailed all Governors regarding the structure of the Governing Body meetings, dates and times. LOB received 5 responses, with 4 wanting to keep the frequency, dates and times the same, with the focus swapping between Finance and Curriculum & Standards. All agreed that future meetings will remain as previously agreed.
- 12.03 The School Business Manager will be invited to the meeting to present on Finance.
- 12.04 Poonam Kaur, a newly appointed Governor will join the next meeting.

**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 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 Minutes 7.14, 7.23, 7.25, 7.26, 7.29 and 7.31 be excluded from the copy to be made available at the school in accordance with the Freedom of Information Act.

