

CAPA COLLEGE GOVERNING BODY

Minutes of the meeting held on Friday 5th April 2019 at 2.30pm

PRESENT	Lou O'Brien (Chair)	Claire Nicholson (Principal)
	Dr Joanne Butterworth	Janet Milne
	Pat Thomspson	Fiona McMahon
	Stephen Fealy	Adam Sheard

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

APOLOGIES John McLeod

1.00	APOLOGIES FOR ABSENCE, CONSENT & DECLARATION OF INTEREST	ACTION
1.01	John McLeod, apologies accepted.	
2.00	MEMBERSHIP MATTERS	
2.01	New Parent Governor, Stephen Fealy, introduced.	
3.00	DECLARATION OF INTERESTS	
3.01	All confirmed that Declarations of Interest remained the same.	
4.00	MINUTES OF THE LAST MEETING	
4.01	Minutes from the previous meeting were all agreed with no changes.	
5.00	MATTERS ARISING	
5.01	Policies discussed at the previous meeting, that required changes to be made, have now all been amended and are now ratified, as agreed at the previous meeting.	
5.02	The Educational Visits Policy will be re-discussed later on at this meeting.	
5.03	Regarding point 5.43 on the previous meeting minutes in respect to lanyards, this has now been completed by CN.	

- 5.04 Regarding point 5.47 on the previous meeting minutes in respect to meetings of the Safeguarding and Pastoral Team, PT is yet to attend a meeting but it will happen and dates of future meetings will be confirmed.
- 5.05 **Governor question**
Q - Regarding point 5.49 on the previous meeting minutes in respect to the Medical Conditions Policy, are all staff defibrillator trained?
- A** – All First Aiders are defibrillator trained. The kit belongs to Cathedral Academy, rather than CAPA College. All First Aiders have their training refreshed every 3 years.
- 5.06 **Governor question**
Q – With regards to Epipens, when the Cathedral Academy Nurse is absent, who is Epipen trained?
- A** – Annual training takes place for all staff. AS commented that he has begun a process of organising First Aid training linked with venues, to ensure adequate coverage.
- 5.07 **Governor question**
Q – You have 3 different First Aid Forms; Student, Staff, Visitor. Would it be more efficient to have 1 form with 3 tick boxes for Student, Staff, Visitor?
- A** – Yes, this will be arranged.
- 5.08 **Governor question**
Q – What will happen to students that do not pass their Maths and English GCSE's?
- A** – They will continue with their Maths and/or English course until they do pass. LOB commented that 2 will not pass Maths. 2 will pass, hopefully 3. The target is that 3 will leave the college with the GCSE passed. CN reminded the Governing Body that CAPA College students leave with the equivalent of 4 A Levels. If students do not pass their Maths GCSE at the end of Y1 we will discuss them reducing to 3 Alevels (which is the norm for most P16 students anyway) to ensure the students are not over stretched in Y2 and have the capacity to do the GCSE Maths as well.

5.09

5.10

A Sheard

5.11 Regarding point 9.01 on the previous meeting minutes in respect of all Governors receiving their NGA Login details from Emilie Miller, SF has received his login details but AS has not.

6.00 FINANCE UPDATE

6.01 Kevin Jones joined the meeting.

6.02 All Governors agreed that the format of CN's report was easy to understand.

6.03

6.04 The £500,000 for FF&E is nowhere near covering the costs incurred. EC reported that hire of removal and storage had had to be organised for donated equipment.

6.05 As discussed at the previous meeting, bringing forward the appointment of the Business Development Manager will help to raise funds. A potential loan, supplied by Enhance Academy Trust, will ensure that CAPA College will not have a deficit budget and the future year's budget will be a lot healthier due to higher student numbers.

6.06 CAPA College will be in a surplus of £1,065 at the end of the academic year without a loan from Enhance. Therefore, it is likely that CAPA College will not need to borrow as much from Enhance as originally thought.

6.07 Next academic year's budget will be presented to Governors at the June 2019 meeting.

6.08 Governor question

Q – In the original budget, some ledgers were at £0, but are not now, for example Other Income is now at £7,000?

A – Gaia's ICT provision has not been what was expected. Post Safeguarding Training, we needed some staff to have mobile phones for a residential. Gaia will reimburse CAPA College for the purchase of the mobile phones.

6.09

6.10

6.11 Governor question

Q- Do Gaia tend to provide what they promise?

A – The service has been difficult. We have had to really chase to ensure all provision is in place – ongoing. However, they will have to eventually get the ICT provision in place as the DfE are heavily involved in Gaia’s provision of services.

6.12

6.13 **Governor question**

Q – Have you found alternate premises in time for Summer?

A – Yes, planning for temporary accommodation is moving forwards.

6.14

CN commented that the budget looks much more promising, even without the use of a loan from Enhance.

7.00 PRINCIPLE’S REPORT

7.01 ***Temporary Accommodation***

7.02 Fiona McMahon joined the meeting.

7.03 EC commented that LocatEd had been tasked with looking for accommodation:. 2 options; Balne Lane and Unity Hall.

7.04

7.05 Unity Hall is a 2-3 minute walk from the new CAPA College site. It is the Old Music Hall and previously was used by Bretton Hall. There are studios, an office space and a secure entrance. Unity Hall are keen for CAPA College to occupy the space.

7.06 **Governor question**

Q – What state are the properties in, will it be costly to make it usable and secure?

A – Balne Lane would need quite a lot of work – toilets, flooring, partitioning. Unity Hall very minimal work. The building has had £6m spent on it in recent years

7.07 **Governor question**

Q – Which is your preferred site?

A – Unity Hall, it has a Conservatoire feel with decent semi-sprung floor.

- 7.08 The DfE have hopefully secured £600,000 extra funding, so budget now stands at £1.1m for FF&E. FF&E costing for the whole building is £1.2m so new Business Development Manager is needed to secure extra £100,000 required.
- 7.09
- 7.10
- 7.11 CN reported that 140 students will be offered a place at CAPA College in September 2019. The PAN is 105, so 30+ are on a reserve list. The quality of all of these students is phenomenally high. Due to the high calibre of applicants, CAPA College could easily accept an additional 30 students but would need additional space. CNI asked the Governors to consider CAPA College trying to increase the PAN in 2019/20 and approach Wakefield Theatre to rent the Walker Studio for additional space.
- 7.12 **Governor question**
Q – What would be the impact on staffing if the PAN was increased?

A – Each student brings an income of £4,000, so an additional total income of £120,000 if the PAN was increased by 30. The Walker Studio would cost approximately £20,000 to rent their space plus the recruitment of 1 additional member of staff at £40,000.
- 7.13 **Governor question**
Q – Would this funding be lagged?

A – No because they are new students if we ask the ESFA to increase the PAN.
- 7.14 **Governor question**
Q – Would the increase in PAN support a bid for Unity House?

A – Possibly, as we would be offering 170 students places for 135 possible acceptances.
- 7.15 **Governor question**
Q – Who may oppose, because of depriving other colleges of student intake?

A – Hopefully it would be unlikely to be opposed due to drawing students from a greater geographical area, therefore

not impacting directly on Wakefield College. Students are coming to CAPA College from areas such as Bradford, Carlisle, Lincolnshire, Blackburn, Rotherham, Retford and Nottingham.

7.16 **Governor question**

Q – What will happen if planning permission is declined?

A – There is not much choice if planning permission is declined.

If we do get planning permission, then increasing our PAN should be looked at in a positive way by the DFE as to be oversubscribed in the first year of opening gives confidence. Plus it make the increase to 250 students the following year more manageable. we will try to approach the temporary accommodation idea to the DfE in a very positive light as we are very popular and are going to be oversubscribed this time. EC commented that George Lloyd (DfE Education Adviser) is very positive and supportive so it may be a good idea to approach him.

7.17 **AGREED** – Proposal to request increase in PAN to 135 if planning permission is approved next week.

7.18 LOB requested that information for increase in PAN is readily prepared for next Friday, the day after potential planning permission approval.

KJ said he would find the DFE contact that we would need to approach to increase the PAN.

K Jones

7.19 **Governor question**

Q – What would happen if all 175 students offered a place accept?

A – Highly unlikely all will accept. Those that accept a place will not be turned down. We have some flexibility for slightly larger class sizes.

7.20 **Governor question**

Q – Are there any legal permissions needed for change of use at any of the proposed temporary accommodations?

A – There will be Health & Safety issues addressed, ie access to toilets, secure entrance regulations and an ability to make it separate to other users of the sites.

7.21 ***New Build Progress***

EC reported in the final stages, 1 or 2 minor details left to be finalised. Clugstons are ready to begin work as soon as planning permission is passed. LOB commented on the plans having amazing attention to detail.

7.22 LOB thanked KJ on behalf of the Governing Body for his phenomenal tenacity in this entire process.

KJ left the meeting.

7.23 ***Principal's Report – Data, Attendance, Attitude to Learning etc***

CN was pleased to report that the Spring Data collected predicted Value Added at 0.45 – significantly above National Average.

CN reported that the 1 FSM student that is not on or above 'aspirational' target is a young carer (not officially recognised as a Young Carer) and their attendance is poor.

7.24 **Governor question**

Q – Is this student been given extra support?

A – Yes.

7.25 Regarding the Vocational qualification, CAPA College's current RSL VA prediction is 0.42, which is significantly above the National Average. CN made Governors aware though that the Ready Reckoner Tool isn't as accurate for Vocational qualifications as the RSL qualification is not listed and nor is anything similar. The 'best fit' therefore, is Sports and Movement. This isn't ideal and we have to be mindful of this when looking at data.

LOB commented that it was safe to say that students were doing phenomenally well.

7.26 **Governor question**

Q – Production Art, how is this coming along?

A – All on track. There is a cohort of 4 students. Years 1 and 2 classes will be taught together. It is hard to compete with other colleges at the moment for Production Arts and Media due to the current site and equipment, which can't compete with other colleges' offerings. CN reported that we will always push for students of this type. The Production Arts for productions would not exist without Production Arts Students.

7.27 **Governor question**

Q – Is Move-It a good student recruitment tool for Production Arts students?

A – Mostly performers rather than production. AS reported that it is a harder process to get out and recruit this type of student. Have to choose carefully which schools to visit and be introduced to this type of course. More of a niche course. Media is an easier course to market and teach.

7.28 EC commented that 10 students next year would be a good target to aim for. This will increase once in specialist facilities. But Media is the real growth area for us to focus on.

CN reported that the new building will have a long window which will house a costume workshop permanently on display to passers-by, which will help to advertise this pathway.

7.29 Attendance has fallen slightly since January. Students are now used to the course, a little complacency has set in and we still only have Year 1 students. Attendance is above the National Average for Sixth Form Colleges.

7.30 Interventions are in place for students with attendance below 95%. Attendance was discussed with these students' parents on Review Day. Parents backed CAPA College on attendance and, on the whole, absences were confirmed by parents as being genuine, e.g. tonsillitis. CN reported that hand sanitiser dispensers are being researched, to stop the spread of bugs and infections.

7.31 Attitude to Learning has a student average of 1.2 which is extremely pleasing. 1 is Outstanding, 2 is Good.

LOB suggested emailing out the CAPA College Development Plan to everyone for the 7th June LGB meeting.

7.32 **Governor question**

Q – The SEF still show's 1's across the board, how is this measured?

A – Quality assurance questions.

LOB commented that the work of everyone involved was of a high quality. SF requested that CN feeds back to staff the Governors' appreciation of the work that goes on, it is also excellent to see the most able being pushed with extra provision.

7.33	Marking scrutiny and learning walks are continuing. LIPA Sixth Form are to visit CAPA College. They received Outstanding on their first Ofsted visit. It would be good to get their insight into CAPA College.	
7.34	The Student Review Survey received an incredibly positive response.	
7.35	Governor input will be required for the 5 days of recruitment taking place in early May. Sufficient Governors are Safer Recruitment trained to attend. Drama Teacher, Media Teacher, Pathway Leader, Business Development Manager and Communications & Marketing Manager all to be recruited. Governors are to take part in tasks along with the actual interview and shortlisting process.	C Nicholson
7.36	Governor question Q – Does SF need to be Safer Recruitment trained? A – PT is to be updated on Safer Recruitment training as part of her Safeguarding Governor role.	
8.00	POLICIES	
8.01	<u>Data Protection Policy</u> Governor question – What do the highlighted areas represent? A - Initial amendments, no other real reason.	
8.02	Governor question – sharing personal data, noted on page 4 SF requested that this is an important point to note as not often followed through in the public sector.	
8.03	Governor question – Page 5 Subject Access Requests, is there a form for this, is it easy to access and complete? CN will find out and arrange.	C Nicholson
8.04	Page 7: CCTV, suggest “a safe environment”.	
8.05	Page 8: Data security and storage of records first bullet point, add a clean desk policy. Add this to the new Staff Code of Conduct.	C Nicholson
8.06	PT requested that any reference to pupil or child should be changed to student.	L O'Brien.

8.07	All agreed that once these changes have been made that the Data Protection Policy is ratified.	
8.08	<u>Freelance Staff – Service Agreement</u> Not a policy, it is a contract to Freelance Staff. With regards to hourly/daily rates, add an addition to the section on point 7 rather than an actual number (rate).	C Nicholson
8.09	Both parties, Freelance Staff and CAPA College to give 1 month's notice. This is to be added.	C Nicholson
8.10	In the introduction add that within this Agreement Freelance Staff adhere to the Data Protection Policy.	
8.11	All agreed that once these changes have been made that the Freelance Staff – Service Agreement is ratified.	C Nicholson
8.12	<u>ICT Acceptable User Agreement</u> All statements to have numbers rather than bullet points.	C Nicholson
8.13	Clarify statement regarding disclosing information to appropriate authority.	
8.14	Change Alphateach Softward to Alphateach Software.	
8.15	Governor question – What is Alphateach? A - Smartboard equipment software.	
8.16	All agreed that once these changes have been made that the ICT Acceptable User Agreement is ratified.	C Nicholson
8.17	<u>Governor Allowances</u> In part 2 of page 1, last line should be changed from School Fund to College Fund.	C Nicholson
8.18	All agreed that once these changes have been made that the Governor Allowances policy is ratified.	E Copp
8.19	<u>Privacy Notice for Alumni</u> The Parents Privacy Notice is to be circulated to parents. Same for Staff and Freelance Staff.	E.Copp
8.20	My Day to be set up for Governors with folders for Policies on an area on One Drive.	
8.21	All Governors to have CAPA College email addresses.	

8.22	CAPA College has a Complaints Policy, this should be referred to in the Complaints Section.	
8.23	<u>Safeguarding Audit</u> CN attended Safeguarding Training by Vicky Mabey, held by Wakefield Council. Best training course that CN has attended with regards to Safeguarding, very rigorous. RH suggested that any training for Governors could be held prior to a Governing Body meeting, when all Governors are together. PT to look into this and liaise with KJ.	P Thompson
8.24	Governor question: Section 2, question 2 contradicts itself that a DSL has to be onsite at all times, then notes how to contact a DSL if off the premises. Clarified that a DSL does not always need to be on site but has to be easily contactable. EC and new Health & Wellbeing Manager to be DSL trained and the wording to be amended.	C Nicholson
8.25	With regards to the Prevent Risk Assessment, this and other policies will need to be updated if CAPA College moves to 2 sites.	C Nicholson
8.26	With regards to the Safeguarding Audit – excellent information, could dates be added to additional actions so that it can be monitored whether it an action has taken too long to complete.	C Nicholson
8.27	The Staff Code of Conduct needs to reviewed and sharpened with regards to using “reasonable force” when restraining students using Team teach.	
8.28	PT is to visit CAPA College and look at the Code of Conduct Policy and Risk Assess this in the event of Team Teach being used.	P Thompson
8.29	A Safeguarding Checklist is to be drawn up with dates.	C Nicholson
8.30	<u>Gifts & Hospitality Policy</u> Page 2: leave the value of gift at £25. Take out that all gifts are to be reported. Add that only report if a gift has been offered and turned down. The rules of the Gifts and Hospitality should be laid out to staff at induction.	C Nicholson
8.31	All agreed that once these changes have been made that the Gifts & Hospitality policy is ratified.	
8.32	<u>Risk Register</u> Governor question: Could the document be dated and RAG rated so that it is easier to identify medium/high risks. CN	L O'Brien

said that it could be colour coded. All Governors agreed with the level of risk. Green – keep a check on, Amber – have a look at, Red – consider.

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| 8.33 | LOB recommended that SF visit CAPA College and bring back any recommendations to the next Governor meeting. At the same time review HAS Policies. All Staff to be made aware that Health & Safety is their responsibility, this to be referred to and linked with the Staff Code of Conduct. | S Fealy |
| 8.34 | <p><u>Code of Conduct</u>
 This document was ratified at January Governors meeting but has been updated as a result of training. All policies to have marked on the front cover when the policy is updated and which version it is. Additions were highlighted in yellow.</p> | |
| 8.35 | All agreed that Code of Conduct is now ratified. | |
| 8.36 | <p><u>Attendance</u>
 Attendance below 95% triggers parental involvement. This statement to be included in the policy.</p> | C.Nicholson |
| 8.37 | All agreed that once this change has been made that the Attendance Policy is ratified. | |
| 8.38 | <p><u>Educational Visits Policy</u>
 Several updates have now taken place since the last meeting. CIAG stands for Careers Information Advice & Guidance.</p> | |
| 8.39 | All agreed that the Educational Visits Policy is now ratified. | |
| 8.40 | <p><u>Communication Protocols</u>
 Parents involved in Staff/Parent communication protocols. Now a Parent Governor is part of the Governing Body, RH recommended that a notice be put on the website that if a parent wishes to ask questions to a Governor that they contact the Chair of Governors in the first instance and not to approach any Governors individually.</p> | L O'Brien |
| 9.00 | GOVERNOR VISITS | |
| 9.01 | JB visited CAPA College on 8 th March 2019. LOB reminded all Governors that when visiting and writing a report that the objectives of the visit are taken from the College's Development Plan, ensuring that all Governor visits have a purpose. 1 a term needs to be carried out so that Governors | All |

are visible to students and staff. Thank you to JB and SF for their visits.

10.00 GOVERNOR INDUCTION, TRAINING & DEVELOPMENT

10.01 A training log is now in place. Please let LOB know of any training undertaken so that the log can be kept up to date.

11.00 GOVERNOR SEF & ACTION PLAN

11.01 LOB updating after meeting. Section in red on the SEF now, this is covered due to appointment of SF.

L O'Brien

12.00 CHAIR'S BUSINESS

12.01 Skills Audit has been completed and we have a very skilled Governing Body. Governor Handbook to be distributed to all electronically before the next meeting.

L O'Brien

13.00 CLERK'S BUSINESS

13.01 RH recommended that SF undertake Governor Induction training.

13.02 RH collected SF's signature for reading Keeping Children Safe in Education document.

14.00 ANY OTHER BUSINESS

14.01 Discussed recruiting various patrons from across the arts for CAPA College. Ideas were discussed and potential candidates will be approached. Successful patronages to be discussed at the next meeting.

15.00 NEXT MEETING DATE

15.01 2.00pm Friday 7th June 2019.

16.00 DBS & CHANGES IN CIRCUMSTANCES

16.01 None.

AGENDA, MINUTES & RELATED PAPERS – SCHOOL COPY

Resolved: That Minutes 5.09, 5.10, 6.03, 6.09, 6.10, 6.12, 7.01, 7.04, 7.09, 7.10 be excluded from the copy to be made available at the school in accordance with the Freedom of Information Act.