

CAPA COLLEGE GOVERNING BODY

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

PRESENT	Lou O'Brien (Chair)	Claire Nicholson (Principal)
	John McLeod	Janet Milne
	Pat Thompson	Adam Sheard
	Stephen Fealy	

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

APOLOGIES Dr Joanne Butterworth
Fiona McMahon

1.00 APOLOGIES FOR ABSENCE, CONSENT & DECLARATION OF INTEREST

1.01 Dr Joanne Butterworth and Fiona McMahon, apologies accepted.

2.00 MEMBERSHIP MATTERS

2.01 None.

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 Item 5.07 from the last meeting's minutes, the 3 different First Aid forms are to be condensed into 1 form in time for September and the Health & Safety Policy will be amended to reflect this.

5.02 Item 6.08 from the last meeting's minutes regarding the Gaia Reimbursement, EC very closing to finalising this. CAPA College are still chasing services outstanding. EC has spoken

E Copp

to the DFE Advisor regarding this, as we have no confidence in the company to provide services for the new build or the temporary accommodation.

5.03

5.04

EC reported that a structure of communication is now in place with Stuart Pinder at Cathedral and Katy James at CAPA College now being the first points of contact regarding any issues.

5.05

5.06

Item 7.18 from the last meeting's minutes regarding PAN will be discussed later on in the meeting.

5.07

Point 7.26 from the last meeting's minutes was clarified for LOB.

5.08

Point 8.00 from the last meeting's minutes regarding Policies. LOB reported that Lynn Watson and herself are in the process of ensuring all policies are formatted consistently. All key policies for staff and freelance staff have been published on the network and signed for and abided by. All other relevant policies are to be published on the website.

L O'Brien
L Watson

5.09

With regards to item 8.33 from the last meeting's minutes, SF is going to visit CAPA College to meet with staff regarding the Health & Safety Policy.

S Fealy

5.10

Item 14.00 on the last meeting's minutes regarding Patrons, did anybody have any further news. LOB reported that she had written to Stephen Jamieson at Mountview regarding Judy Dench patronage. It was decided that this idea was no longer tenable. Vicky McClure and Sheridan Smith were also considered. CN to try and make contact.

C Nicholson

5.11

Governors agreed that it would be ideal to have a Patron for each Pathway.

5.12

EC reported that there would be a tier of "Advisory Artists", below Patron level and the possibility of mentors hosting workshops was also discussed.

6.00**FINANCE UPDATE**

6.01

K Jones joined the meeting. CN reported that an increase in PAN equating to an additional class had been requested. KJ had contacted the EFSA for the extension. CN has contacted

the Wakefield Theatre to discuss the possibility of renting the Walker Studio from September 2019 to July 2020.

- 6.02 CN reported that as CAPA College is a Sixth Form College that the PAN is allowed to fluctuate. KJ was hopeful to have a decision regarding PAN this week.
- 6.03 CN presented the Finance Report with 3 scenarios of spend going forward. Scenario 1 was the DfE funding remaining the same and no increase in PAN. Scenario 2 is the most realistic at present, 141 places have been offered and accepted for September 2019. Applying the formula and taking into account the number of students will fall, CN anticipates that the second cohort will comprise 116 students, giving 219 students in total. Scenario 3 included an increase in funding due to an increase in PAN.
- 6.04 **Governors question**
Q: How strong is the assumption that any costs in relation to the additional temporary accommodation for the new Year 12 intake will be met by the DfE?
A: KJ reported 100%. The DfE pays the whole of the rental to Cathedral.
- 6.05 CN reported that we will need additional CIT for the temporary accommodation second site. Andrew Wilde of the DfE is looking to additional funding for this.
- 6.06 CN reported that Scenario 2 or Scenario 3 is the most likely outcome going forwards.
- 6.07 KJ reported that if we take on temporary accommodation that fee is going to be fixed, regardless of how many extra students CAPA College takes on and this is something to be considered. It was agreed that all 3 scenarios have a healthy 5 year surplus.
- 6.08 **Governor question**
Q: When will we find out about the increase in PAN?
A: KJ reported that he had emailed today. An answer is required by Monday as 3rd July as it is induction day for new students.
- 6.09 CN reported that induction day is a good indicator of which students will actually turn up in September.
- 6.10 **Governor question**

Q: Regarding Scenario 1, with 2 years of cohort, why was the Principal and Vice Principal on 0.9FTE when they are full time, and why have they been on 0.8FTE this year.

A: Personal reasons, prefer to be on 0.9 and have the flexibility of ½ day out of College. This does not impact on the leadership. The strength of leadership will be improved with changes in recruitment going forwards.

6.11 **Governor question**

Q: Why has there been a rise in exam fees?

A: Just because the cost of fees have risen.

6.12 CN reported that staff increments have increased due to recruitment taking place. Top quality staff have been recruited. Three Pathway Leaders have been recruited in Middle Manager positions. This model of staffing has been extremely successful with regards to strengthening the Senior Management Team and there is a wish to continue with this format. All Governors agreed that the Core Team be comprised of posts from TLR 2c to TLR 1a.

6.13 EC and CN are to move from 0.8FTE to 0.9FTE.

6.14

6.15 CN reported that, at 71.77%, spending will be on track to finish on budget without a loan from Enhance Academy Trust.

6.16 A Responsible Officer Check had taken place and there are only 3 points of Action. 1) Developing a business contingency plan 2) Regarding keeping cash on site and having sufficient insurance in place for this cash and a limit to how much cash is kept on site. 3) HMRC Guidance to check that Freelance Artists are to take care of their own National Insurance. There is a website to check all Freelance Staff HMRC submissions.

6.17 A Business Development Manager is to be appointed to help generate income. Longer term - a Finance Assistant will be appointed to work alongside L Watson.

6.18 LOB thanked CN and L Watson for all their work on setting up the new systems. CN reported that the Auditors would be visiting CAPA College shortly.

6.19 **Governor question**

Q: There is 1 outstanding debtor showing, what is this for?

A: This is Gaia for equipment purchased on their behalf - this was agreed with DFE & Gaia. We continue to chase Gaia and the DFE are supporting us.

7.00 PRINCIPAL'S REPORT

7.01 Data Collection due next week, nothing new to report.

7.02

7.03 Attendance remains the same and above national expectations.

7.04 PT thanked CN for the detailed Self Evaluation, it shows real, clear development. The Self Evaluation was completed against the old framework, the new framework for self evaluation is now available. LOB reported that P Bell is working on a new Governor's Framework.

7.05 Work continues to raise CAPA College's profile. The new building will allow us to lead evening classes and after school classes for secondary schools at CAPA College.

7.06 The National Theatre in London run a national script writing competition and CAPA College had entrants. For the second year running a CAPA College student has won this prestigious competition. Isobel Hague's play will now be staged at the National Theatre with professional director and actors..

7.07 PT commented that the national reviews were superb. Agents had asked if Isobel had representation. It was agreed that Governors are to personally congratulate Isobel.

7.08 CN invited all Governors to CAPA College's Adams Family performance at Unity Hall. This is where our temporary accommodation is to be next year.

7.09 Elections have been held and 8 Student Leaders have been elected, 2 for each Pathway.

7.10 Dance Pathway students have been involved with James Strudwich, MA Sports Science Student at Leeds Beckett University on a fitness programme focusing on development dancers' 'jete', flexibility, height and power.

7.11 Students performed at the Wakefield Children's Conference organised by Wakefield Council.

7.12 BTEC officers had visited and have given their approval.

7.13

7.14 CN reported on all recent recruitment. Unfortunately, a Business Development Manager is yet to be recruited, an advertisement is to be placed in the Guardian. New recruitment to take place includes a Health & Wellbeing Officer, Admissions and a General Administrator. Governor support will be required for future recruitment.

7.15

7.16 Planning permission for the new CAPA College building was approved unanimously on 11th April by Wakefield City Planning Department. There is a slight delay to building work starting due to a Section 106 agreement being required. This is an agreement that the DfE will pay a £10,000 contribution towards running the Wakefield Free City Bus for 5 years. JM commented that this will be a useful service for students.

7.17 Banners have now been displayed all around the wood fencing on the site. The 4 course pathways are being promoted.

7.18 The first dig will commence mid-June.

7.19

7.20 **Governor question**

Q: Is 5th September 2020 the handover or move in date.

A: This is the handover date.

7.21 **Governor question**

Q: Who is the CAPA College Project Manager?

A: Eddie Copp.

7.22 **Governor question**

Q: Can a time lapse video be prepared for the build?

A: EC to look into the possibility.

7.23 **Governor question**

Q: What is the date the students will move in to Unity?

A: We are working towards opening doors to students on 9th September.

E Copp

7.24 CN reported that a clearer date for the new building opening will be available at the next Governors meeting. We are well over our Guided Learning hours so the timetable could alter to open on a date later than September if really needed.

8.00 POLICIES

8.01 Behaviour Policy

LOB asked, regardless of any grammatical corrections, does anybody have any further questions regarding the Behaviour Policy?

8.02 **Governor Question:** Section 8, paragraph 2, should we include something in the policy with regards to parents and CAPA College's expectations of them to including informing us of any significant events in a student's life?

Answer: The enrolment forms ask parents/carers for this information and if there is anything CAPA College needs to know. CN commented that the College promotes an open dialogue between themselves and parents / carers.

8.03 JM commented that this reference to parent/carer obligations would be better being on the Home Contract.

8.04 **Governor Question:** What is CPOMS?

Answer: A secure, transfer tool to send information between agencies regarding Safeguarding.

8.05 **Governor Question:** With regard to the use of restraint, is there a need to record every incident in writing?

Answer: PT commented that with regards to any use of restraint that the DFE quote summarised this quite neatly and that it should only be recorded if there are a great number of incidents of restraint with one particular student. Students are older and not putting staff at risk and are learning to deal with different situations than younger students.

8.06 SF commented that this could be cross referenced to the policy discussed at the last meeting with regards to restraint and Health & Safety.

All agreed that this policy can be ratified.

- 8.07 **Finance Policy**
LOB commented that this is a new version with additional points.
- 8.08 **Governor Question:** Orders can only be signed by the Principal, Vice Principal or Course Pathway Leader/Budget Holder. In the case of an emergency order the Business Manager may approve orders up to the value of £500. What constitutes an emergency?

Answer: Urgent need to facilitate staff and students if the building became unsecure, such as if there was a broken window or if a vital piece of equipment was needed for an exam.
- 8.09 It was agreed by all that examples of emergencies did not need to be included in the Finance Policy.
- 8.10 **Governor Question:** P.15 Where Governing Body is mentioned, should it be LGB / Local Governing Board? And are we sure this is the right level of responsibility re the Trust?

Answer: LOB to check with P Bell regarding this matter.
- 8.11 **Governor Question:** With regards to the Asset Register, is every item worth under the value of £500 left off?

Answer: Every physical asset bought new is added on the Asset Register and logged.
- 8.12 All agreed that the Finance Policy is ratified.
- 8.13 **Financial Procedures: Appendix to Finance Policy**
- 8.14 **Governor Question:** Page 1, **Course Pathway Leaders** - may place orders directly so long as they remain within budget and do not exceed a single item limit of £x.xx. What value should be added here?
- 8.15 EC commented that a lot of the items purchased by the Course Pathway Leaders will be expensive and exceed £500. It was agreed that they will be consulting with CN and EC to check that they would have to first check they weren't exceeding their budget before they purchased any item, so consent to spend over £500 could be granted at the same time if approved.

Answer: It was agreed that the Course Pathway Leaders limit of spending is £500, consistent with the Finance Policy, and that it should be the same value for the Business Manager.

All agreed that the Financial Procedures Appendix is ratified.

8.16 **Safeguarding Policy**

PT has checked the Safeguarding Policy as there have been a number of changes since CN's training.

8.17 It was agreed that students would be referred to as "students" throughout the Policy, rather than "child".

8.18 **Governor Question:** Does everyone have CAPA College email addresses now?

8.19 **Answer:** AS will set up CAPA College email addresses for all Governors. The next meeting in September 2019 will start an hour earlier, 1.00pm, so AS can assist Governors in setting up their passwords. It was also agreed that the next meeting will be held at Unity House.

PT commented that all changes to the Safeguarding Policy directly relate to CAPA College. Technically, the document is sound and does have all the separate elements required.

8.20 **Governor Question:** Does anyone know of any Safeguarding documents that relate directly to the educational institutions that deal directly with the Arts for help with items such as acceptable touch during dance performances etc?

Answer: There is reference to "touch" within the Staff Code of Conduct.

8.21 **Governor Question:** What is Hazing?

Answer: Hazing is any action taken or any situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person's willingness to participate.

It was agreed that on page 13 with regards to peer on peer abuse and that girls tend to be the victims and boys the perpetrators, that this should be changed to "All peer on peer abuse will be taken seriously" and references to gender removed.

8.22 **Governor Question:** With regards to page 24 that the Chair will have their DBS signed by the Chair of State, is this LOB's DBS or the Chair of the Board of Trustees of Enhance Academy Trust?

Answer: Agreed that LOB will contact P Bell to clarify this matter.

It was agreed that with the above changes being made the Safeguarding Policy is ratified.

L O'Brien

9.00 GOVERNOR VISITS

9.01 PT reported that she had visited Claire and Katie and discussed the steps in place for issues regarding Safeguarding issues relevant to the use of two sites. Actions arising from this meeting are that Governors need to take part in Safeguarding Training. LOB to contact P Bell with regards to this.

L O'Brien

9.02 SF is to visit AH with regards to Health and Safety.

10.00 GOVERNOR INDUCTION, TRAINING & DEVELOPMENT

10.01 None reported.

S Fealy

11.00 GOVERNOR SEF & ACTION PLAN

11.01 LOB reported that changes are highlighted in yellow. Page 2 shows Governor Roles required; Safeguarding, Health & Safety, Website, SEND and Finance. RH to research and see if any roles are missing.

R Hughes

11.02 SF discussed students producing videos for the website showing what the Governing Body actually does. A consultation is to take place on parents' views on the effectiveness of the Governing Body.

11.03 With regards to Website Compliance, SF audited the website from the DFE framework. SF has liaised with L Watson, Sarah W and CN. The CAPA College website is for use by CAPA families but Ofsted will also view it. The Equality Objectives were missing but L Watson is dealing with this. Ofsted Report and Examination Results are also missing, this is due to not being inspected and no results to publish yet.

L Watson

11.04 LOB is to ask P Bell for an Instrument of Governance.

L O'Brien

11.05 The possibility of Chair's for sub-committees being elected annually. It was agreed that this would develop as the LGB develops.

11.06 LOB is to check with P Bell how many Co-opted, Staff and Parent Governors are required to be compliant. L O'Brien

12.00 CHAIR'S BUSINESS

12.01 Dates of future meetings are to be circulated and agreed upon for 2019/20. There is to be a meeting once per half term now and the focus is to revert to the structure required by the DfE.

12.02 Premises Update is to remain in the Standards & Effectiveness meetings.

12.03 CAPA College email addresses are to be set up for all Governors to communicate through for all relevant governance matters. A Sheard

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 27th September 2019
 2.00pm Friday 29th November 2019
 2.00pm Friday 31st January 2020
 2.00pm Friday 20th March 2020
 2.00pm Friday 22nd May 2020
 2.00pm Friday 26th June 2020

16.00 DBS & CHANGES IN CIRCUMSTANCES

16.01 None.

AGENDA, MINUTES & RELATED PAPERS – SCHOOL COPY

Resolved: That Minutes 5.03, 5.05, 6.14, 7.02, 7.13, 7.15 and 7.19 be excluded from the copy to be made available at the school in accordance with the Freedom of Information Act.

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