



CAPA COLLEGE GOVERNING BODY MEETING – COVID-19 UPDATE

Minutes of the meeting held on Thursday 25th June 2020 via video conference

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

IN ATTENDANCE Rachael Hughes - Clerk, Enhance Academy Trust
 Peter Bell - Enhance Academy Trust
 Kevin Jones – Enhance Academy Trust
 Lynn Watson – CAPA College

APOLOGIES Stephen Fealy

1.00 APOLOGIES FOR ABSENCE, CONSENT & DECLARATION OF INTEREST

1.01 Stephen Fealy absent. Apologies accepted.

2.00 DECLARATION OF INTERESTS

2.01 All confirmed that Declarations of Interest remained the same.

3.00 MEMBERSHIP MATTERS

3.01 John McLeod resigned with immediate effect on 4th June 2020. LOB has written to thank him for his support over the past 2 years and to wish him well in the future. Can all governors let LOB know by Friday 3rd July if they know anyone who would be interested in becoming a Co-opted Governor, that have procurement and property management skills. These skills were identified in the skills audit as gaps in the Governing Board.

All

3.02	LOB has already had interest from another potential Governor, if no one else expresses an interest LOB will pass all their information to the Trustees for approval.	LOB
4.00	FINANCE UPDATE	
4.01	It was agreed by all to change the order of the agenda, due to attendees needing to leave the meeting before its conclusion.	
4.02	LW presented the 2020-21 budget and the 5-year budget plan to Governors. This budget is based upon the assumption that the Teachers Pension Grant allocation remains at the same rate in future years.	
4.03	LW informed Governors that there will be no income from rates relief. Rates relief cannot be claimed back when you are occupying temporary accommodation. LW is querying this and will update Governors in due course. This is worth approximately £8,000.	LW
4.04	PK requested that LW add an additional column to the budget which indicates actual income and expenditure for the School Fund. The School Fund covers items such as trip income, uniform and merchandise. The income and expenditure in the School Fund are straight in and out items that do not cost CAPA College anything to provide.	
4.05	CAPA College currently subscribes to TES for recruitment. The renewal in March has been cancelled. LW intends to re-subscribe in March 2021 in time for recruitment needs for the new premises.	
4.06	With regards to 4150 – Co-Provider of Freelance Education, this cost has risen this year due to expected changes in staffing.	
4.07	LOB informed governors that herself and PK had met with LW to discuss the 2020-21 budget in detail. PK will summarise to Governors later the questions presented to LW at this previous meeting.	
4.08	With regards to 5000 – Catering, the costs will rise substantially over the years from £4,000 in 2020-21 to £40,000 the following year. This is inline with moving into the new premises and having our own catering provision. However at this stage the full costs/income are not fully known. ECO & KSM are researching	

- 4.09 different catering models for September 2021 so will have greater clarity in terms of financial implications by Autumn 2020.
- 4.10 LW informed Governors that the 2020-21 budget will have a surplus of £59,554, with an out-turn at the end of year 5 showing a cumulative surplus of £664,793.
- 4.11 With regards to staffing, LOB, CN, LW and KJ met to discuss CAPA College's requirements for 2020-21. This academic year 2 campus' will become 1 and the staffing structure needed to be reviewed and moved forwards. It was agreed that the following 3 posts would be advertised externally, so that staff would be in place for September 2020:
1. Dance Teacher – Full-Time Position – QTS/MPS
 2. Drama Teacher – Full-Time Position – QTS/MPS
 3. Digital Content Filmmaker/Technician – SCP 20
- 4.12 Internal vacancies include:
1. Associate Assistant Vice Principal – Pay Grade L1 – L6
 2. Middle Leader - Additional responsibility with focus on Student Support & Intervention – TLR2
 3. Middle Leader – Additional responsibility with focus on Outreach & Funding – TLR2
 4. 2 x Full-Time Dance Teachers – Unqualified teaching posts (Scale Point 4) Existing freelance staff are able to apply.
 5. 1 x Singing Teacher (Technique) 0.5 FTE- Unqualified teaching post (Scale Point 4) Existing freelance staff are able to apply
 6. 1 x Singing Teacher (Ensemble & Outreach) 0.6 FTE – Unqualified teaching post (Scale Point 4) Existing freelance staff are able to apply.
- 4.13 **Governor Question:** Are we ok to advertise for an Associate Assistant Vice Principal internally only and not externally?
Answer: CN commented that the CORE Team have both a Pathway Leader responsibility and whole school responsibilities. L Ganz (Middle Leader) resigned from his role on 31st May with effect from 31st August 2020, for personal reasons. The Dance Pathway Leader role needed to be filled so the new AAVP will combine this along with a whole school responsibility. There are strong members of staff suitable for this role, and it is

appropriate that they have the same job title, inline with other members of staff, and have whole school responsibility.

- 4.14 KJ commented that advertising the role externally involved a time issue and the role would not be able to be filled in time for September. There is an internal member of staff who is very capable and can do the role.
- 4.15 JM commented that recruitment should always be about recruiting the correct person for the job, rather than timing constraints. CN agreed and felt this strategy ensured this. FM commented that if the internal candidate is proven to be suitable for the role, advertising externally could leave CAPA College overstaffed.
- 4.16 With regards to the Freelance Budget, the expected expenditure will decrease next year due to the recruitment of 2 contracted Dance Teachers and 2 Singing Teachers. This will be advertised internally to current freelance staff.
- 4.17 **Governor Question:** Does the 2020-21 budget include the salaries of these 4 teacher posts?
Answer: Yes. KJ commented that all new posts have been included in the 5-year proposed budget.
- 4.18 All Governors agreed that the recruitment process for the 6 internal posts should go ahead.
- 4.19 LW commented that increases in salaries after performance and staffing reviews were also included in the budget.
- 4.20 Increases in pay scales were agreed by all Governors, in accordance with the Teacher Pay & Conditions Handbook. KJ commented that there had been an unusual contractual arrangement with CN and E Copp, and that this process had formalised things ready for the new permanent residence.
- 4.21 **Governor Question:** Does the Teacher Pay & Conditions Handbook come from the DfE?
Answer: Yes.
- 4.22 KJ commented that formalising contract agreements for the AVP's and moving from UPS 3 with TLR 1-3 to leadership pay, in real terms, meant no real difference

in how much the members of staff were being paid. It was really a formalisation of grade and pay on the leadership scale.

- 4.23 With regards to existing Admin Staff, the Receptionist recruited in January 2020 is very capable. Her role will be expanded to take on student welfare and event support. This is on a 12-month probationary period, increasing to SCP12 for 12 months, then SCP13.
- 4.24 LOB commented that she would become a first point of contact for student welfare, including First Aid etc. She would then triage out any further safeguarding concerns etc. She will support DSL's and send queries and referrals to the right member of staff. This will also increase her hours from 29.6 to 37 hours per week.
- 4.25 CN commented that she is to meet with PT to discuss the new safeguarding structure at CAPA College.
- 4.26 KJ reported that with regards to LW's role, she would change role from Office Manager to Business Manager of CAPA College. This is due to the changing needs of the role. LW will move up 2 SCP to SCP30, inline with other Business Managers in the Trust. CN commented that a term time only arrangement also wouldn't work for this role and LW's contract has been changed to a full-time contact.
- 4.27 **Governor Question:** Are all other staff aligned to this pay structure?
Answer: Yes, part of the staffing review is to look at the non-teaching staff and the fact that CAPA College's needs have evolved.
- 4.28 **Governor Question:** Is there a benchmark or ratio of how many teaching to non-teaching staff there should be to the number of students:
Answer: Yes, the type of teaching establishment CAPA College is, we get paid a premium from the DfE even though actual class numbers are not as high as other schools. The current structure works for the best interests of the students.
- 4.29 KJ commented that the staffing would have to be reviewed every year, as we have started as a relatively small 6th form college that will grow rapidly. This will be noticeable once we start to occupy the new premises. For instance, a Site Manager is to be recruited for the new build, along with cleaners and caterers. Students

CN/PT

are getting a good deal educationally and we are delivering a balanced budget, we are doing well.

- 4.30 JM commented that if we allowed ourselves to get wildly out of kilter staffing wise, compared to other institutions, alarm bells would sound before we got to that point.
- 4.31 PK commented that we can learn from other institutions, but they could also learn from us. There is always room for improvement.
- 4.32 All changes to staffing were agreed by all Governors.
- 4.33 KJ commented that the new Site Manager and Theatre Technical Support will be recruited in time for the handover of the new premises from the contractors. All agreed.
- 4.34 LW commented that even though teaching is being operated remotely, the outturn on the budget was healthier than anticipated at the start of the year. The savings have come from cancelled events, cancellation of the TES subscription and not needing to recruit for 2 staff vacancies.
- 4.35 Additional income has come from 4 successful grant bids by K Smith.
- 4.36 There could be additional funding and expenditure to come that hasn't been accounted for; for ICT equipment, CCTV link, rates refund, funding for the cost of kitting out the new space at Unity House.
- 4.37 PK informed Governors that the main questions presented to LW by herself and LOB, regarding the budget were:
1. There is a steep rise in catering expenses in 2021-22. More detailed research is required before any contracts are agreed. CN commented that the new premises would have its own catering staff inhouse and would be researched appropriately.
 2. Forecasts for K Smith's grants were not included. LW commented that they are not included but K Smith does have targets. These have been reviewed due to COVID-19. Any grant income goes straight in and out, as the

spending will be ring-fenced for certain expenditure.

3. That the additional column on the budget spreadsheet for the School Fund should be updated to show actual figures.

4.38 It was agreed by all Governors that there is a surplus budget in 2019-2020 of £59,544, an additional forecasted surplus of £53,000 in 2020-21, leading to a cumulative surplus of £112,554.

4.39 PK commented that she was uncomfortable with a surplus of £664,793 at the end of year 5. KJ assured her that the Governing Body is only actually agreeing a 1-year budget plan. The 5-year plan shows where the college is going. We do not know enough yet about the new build implications and student numbers to formally agree a 5-year budget plan. The budget will stabilise as the years go on.

4.40 LOB expressed a huge thanks on behalf of the Governing Body to LW, CN, KJ and PJ for all their work on the budget.

4.41 LW left the meeting.

5.00 PRINCIPAL'S REPORT

5.01 CN reported that it has yet to be formally announced, but the DfE have agreed a replacement contractor for the new premises. Completion date is 10 August 2021. LOB commented that, as shown at the end of the Principal's Report circulated to Governors, that there have been many unknowns due to COVID-19. Guidance from the Government changes very quickly, LOB asked if the SLT could communicate any notable changes to the Governing Body over the summer, so that Governors are informed ready for the next meeting on 2nd October.

CN

5.02 **Governor Question:** Is all the infrastructure and IT ready for September in the extra space taken in Unity House?
Answer: Still a work in process. The basis of the system already in place at Unity House works. It's just

moving the system from the Cathedral site, the system there is still yet to be closed.

- 5.03 KJ left the meeting.
- 5.04 FM presented information regarding data and how it is used to hold the core team and staff at CAPA College to account.
- 5.05 The Value Added score at CAPA College is above National Average. The Value Added score is the main indicator at Key Stage 5 nationally and is published every January by the DfE. This year information will not be published due to COVID-19. The Value Added score calculates progress from Key Stage 4, not what results students actually achieve at A Level etc.
- 5.06 It is difficult for schools to predict Value Added for the following year, they look at previous year's information. The Ready Reckoner tool can also calculate this. Unfortunately, a lot of vocational qualifications are not recognised on it, such as the performing arts qualifications that CAPA College does.
- 5.07 Zero is the National Average Value Added Score, therefore we want to see a positive score. If a student makes more progress than the National Average, that gives a positive Value Added score.
- 5.08 FM has compared other schools on the DfE's comparison website, filtered by Value Added. Based upon last year's results, CAPA College ranks 15th in the country (out of 4,347 schools and colleges) with a Value Added score of 0.73. FM removed institutions of very small cohorts and independent schools from the ranking and this placed CAPA College 6th in the country. Schools that appeared higher up the table had smaller cohorts than CAPA College.
- 5.09 FM looked at the scores of other performing arts colleges; Tring with just 7 students is -0.08 (below National Average), Brit School with 105 students is -0.44, the Hammond School with 16 students is -1.05. It is difficult to compare CAPA College nationally.

- 5.10 To compare to FM's own school, there are 91 students with a Value Added score of 0.29. They have an ALPS Score (another school scoring system) of 2, which puts them in the top 10% nationally. They achieved a SSAT Education Award for exceptional student progress, which can help put CAPA College's Value Added score of 0.73 into context.
- 5.11 All students taking maths at CAPA College are all at least making 1 grade progress.
- 5.12 Centre Assessed Grades, due to the COVID-19 pandemic has presented a huge challenge for schools.
- 5.13 The grades submitted by schools are extremely confidential and cannot be shared. The process for grading also considers the previous attainment of the student, the previous attainment of the cohort and the national bell curve for each subject, to ensure that a similar proportion of grades are awarded nationally.
- 5.14 Initial reports suggest that there will be at least a 0.3 gain earned on last year. The outcomes have to be fair to students.
- 5.15 FM said factors to be aware of is that there could be a huge number of appeals after the grades are given out. These appeals will go straight to schools and not the exam board. There also could be a huge number of students "re-sitting" in the autumn.
- 5.16 FM said, as Governors we need to know that the information given to us by CAPA College is accurate. She suggested the following questions as starters for Governors to pose: Has it been externally moderated, as the teaching at CAPA College is very specialised? Are there appropriate intervention processes in place for those students not doing as well? Are FSM students outperforming non-FSM?
- 5.17 LOB thanked FM for her presentation and asked CN to provide any national context available in her future Principal's Report.
- 5.18 **Governor Question:** How many students are attending Charge Boys?

Answer: Approximately 15, the catchment area mirrors CAPA College. There is a new website available.

- 5.19 With regards to enrichment, it was encouraging to see the destination of where students were going after CAPA College. The college has a presence on Twitter and Instagram for Governors to follow.
- 5.20 CN reported that this cohort are very socially and globally aware. The Black Lives Matter movement had been a challenging week. Students were moved to comment on CAPA College's reaction to the events. A statement was put together by students and staff regarding the events. Diversity and equality is a very big part of CAPA College's culture and is reflected in the curriculum, but this needs to be more overtly signposted in the future.
- 5.21 LOB asked if Governors should also put their names to this statement. CN requested that there be a Governor responsible for equality and diversity.
- 5.22 **Governor Question:** Has there been any response to your statement?
Answer: Only a positive reaction. The SLT were keen not to present a knee jerk reaction. This situation has given CAPA College a heightened awareness of the issue.
- 5.23 **Governor Question:** Will this be reflected in CAPA College's Vision?
Answer: Yes. The ethos will now include the letter R in the acronym ACER in relation to respect in relationships.
- 5.24 LOB acknowledged the students input on the statement and was proud that the students had an insight into what was going on in the wider world.
- 5.25 PB commented that, as a Trust, this is something that needs to be considered for its own vision and ethos.
- 5.26 LOB commented that the Governing Body were extremely proud of how the students and staff have addressed global issues.

- 5.27 With regards to QA, CN commented that this had been hit by COVID-19. Some external standardisation had taken place, but not all of it. It will need revisiting in the future.
- 5.28 LOB commented that the feedback from parent and pupil voice had been positive. Any comments made were regarding constructive and positive change.
- 5.29 CN reported that online induction would take place on Thursday (3rd July 2020) with new students and parents. A small amount of parents from our current cohort will also take part and pass on their experiences.
- 5.30 **Governor Question:** Would Governor attendance help?
Answer: Yes.
- 5.31 LOB commented that she knew of very few schools who were holding video lessons. The majority were all conducting learning via email and that it was amazing what CAPA College was providing for its students.
- 5.32 With regards to Health & Safety, LOB reported that SF was working with CAPA College and everything is fine.
- 5.33 There have been some heightened Safeguarding incidences, but CAPA College has coped well with this and has been able to support students remotely.

6.00 MATTERS ARISING

- 6.01 From 1st January minutes – item 7.10 QA visit, report from Principal at LIPA yet to be circulated to Governors. CN
- 6.02 Item 8.03, PB to follow up. PB
- 6.03 From 15th May minutes – item 6.38 LOB was pleased to report that at the SFSCA Awards, in the 4 categories CAPA College was nominated for, we achieved a top 3 place in 2 awards.

7.00	MINUTES OF THE LAST MEETING	
7.01	All Governors agreed the minutes from the meeting on 15 th May 2020.	
8.00	POLICIES	
8.01	No new policies.	
9.00	GOVERNOR VISITS & UPDATES WITH REFERENCE TO ROLES AND RESPONSIBILITIES	
9.01	Governors had returned their updated visit log to LOB. LOB requested that if anyone had anything else to add to inform her.	All
10.00	GOVERNOR INDUCTION, TRAINING & DEVELOPMENT	
10.01	LOB will be attending a webinar by the NGA with regards to planning for the autumn term.	
11.00	GOVERNOR SEF AND ACTION PLAN	
11.01	See 12.00 Chair's Business.	
12.00	CHAIR'S BUSINESS	
12.01	The CAPA College Governing Board has been in place now for 2 years. A Working Party now needs to re-evaluate and amend as appropriate the work of the Local Governing Board.	
12.02	Other areas to be considered are: Governor SAR corresponding with the Governance Action Plan and an Annual Business Plan	
12.03	LOB is to bring together the working party over the summer, via video conference. The following agreed to attend the working party; PK, SF, RH, PB and JM.	
12.04	As a matter of urgency, LOB asked that all attendees attend CAPA College so that their email's address and access to Teams can be organised. Documents can	All

be easily shared on there, ready for use next academic year.

12.05 Can all Governors email LOB when their CAPA College email address is set up? All

13.00 CLERK'S BUSINESS

13.01 RH asked all Governors if they would like papers circulating to them with 14 days prior to a meeting or 7 days. All Governors agreed 7 days.

14.00 ANY OTHER BUSINESS

14.01 Staff Governors left the meeting for this item. The remaining Governors were asked to approve salary changes for two members of staff and received information detailing the current and proposed salaries for both members of staff. The Chair gave her rationale for the changes and Governors were invited to ask questions in relation to the proposals. All Governors agreed to the proposed changes of the two salaries.

15.00 NEXT MEETING DATES

15.01 Friday 2nd October 2020 (Standards)
 Friday 4th December 2020 (Finance)
 Friday 5th February 2021 (Standards)
 Friday 12th March 2021 (Finance)
 Friday 14th May 2021 (Standards)
 Friday 25th June 2021 (Finance – Budget)

16.00 AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

Resolved: That no minutes be excluded from the copy to be made available at the school in accordance with the Freedom of Information Act.