



## CAPA COLLEGE LOCAL GOVERNING BODY MEETING – COVID-19 UPDATE

Minutes of the meeting held on Friday 2<sup>nd</sup> October 2020 via video conference

**PRESENT** Lou O'Brien (Chair) Claire Nicholson (Principal)  
Pat Thompson [PT] 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  
Pauline Truselle [PTr]– CAPA College  
Eddie Copp – CAPA College

**APOLOGIES** Stephen Fealy  
Janet Milne  
Fiona McMahon

### 1.00 APOLOGIES FOR ABSENCE & CONSENT

1.01 Stephen Fealy, Janet Milne and Fiona McMahon all absent. Apologies accepted.

### 2.00 DECLARATION OF INTERESTS

2.00 Awaiting Fiona McMahon's return, everyone else has returned their updated Register of Business Interests to RH. These have been forwarded to L Watson for her to update the website. LW

### 3.00 MEMBERSHIP MATTERS

3.01 A new Chairperson to be elected. PT and JB nominated LOB. All Governors voted in favour of LOB being Chairperson until September 2021. LOB

3.02 LOB proposed SF to be Vice Chairperson and informed the Local Governing Body that he was willing to take up the role if voted in. KJ is to attend a Trustees meeting on 23<sup>rd</sup> October, on the agenda is to approve SF as a CAPA College Co-opted Governor, KJ seconded SF's nomination as Vice Chairperson. All agreed that SF would take the role of Vice Chairperson once the

Trustees had voted SF in the role of CAPA College Co-opted Governor.

- 3.03 LOB is to meet LW on Tuesday to finalise the paperwork for election of a new Parent Governor. SF
- 3.04 LOB informed the Local Governing Body that the Working Party met over the summer and discussed a Committee Structure for the Local Governing Body.
- 3.05 There will be 2 Committees; The Production Committee will be responsible for finance, resources and HR. The Performance Committee will be responsible for student data, student welfare and safeguarding. SF
- 3.06 These committees will take on the bulk of the work of the Local Governing Body and report back at full LGB meetings. The committees will meet 2 weeks prior to full LGB meetings and share any decisions made or make recommendations to the full LGB regarding any decisions the full LGB need to approve. All agreed to the committee structure. LOB/LW
- 3.07 **Governor Question:** Can you expand on what each committee will do?  
**Answer:** Changes to the Enhance Terms of Reference had been requested by LOB. The Trust decide how they discharge duties to LGBs of each school. Once that responsibility is delegated to each Board, it is up to them how these discharge each duty.
- 3.08 L Watson joined the meeting.
- 3.09 **Governor Question:** Should the committees be called working party rather than committee?  
**Answer:** No, committees have delegated powers, a working party does not.
- 3.10 C Nicolson, E Copp and P Trusselle joined the meeting.
- 3.11 LOB nominated PK to be the chairperson for the Production Committee. All agreed.
- 3.12 A chairperson for the Performance Committee is to be decided upon at a later date and voted in at the next Production Committee Meeting.
- 3.13 The members of the Performance Committee are to be FM, LOB, PT, JB and JM. CN and P Trusselle will attend all meetings. The members of the Production

Committee are to be PK (Chairperson), LOB and SF. CN, AS and L Watson are to attend all meetings.

- 3.14 LOB will circulate the CAPA Terms of Reference to Governors after the meeting for agreement by Governors. LOB

#### 4.00 PRINCIPAL'S REPORT

- 4.01 The running order of the agenda has been amended slightly due to members of staff attending the meeting.
- 4.02 LOB reminded Governors that we are living in different times and Governors need to appreciate how flexible CAPA College staff are being to accommodate new working practices and keep things as normal as possible for students. LOB passed on that she was extremely impressed by the efforts of the SLT over the summer. LOB thanked all staff at CAPA College on behalf of the Local Governing Body and relayed a message from SF congratulating staff on their efforts.
- 4.03 **Finance Update** L Watson highlighted brief details relating to Finance. LOB had agreed an exceptional purchase of lighting rigging over the summer period. The purchase costing £19,350 is to come out of the 2019-20 budget, the budget will still remain in surplus.
- 4.04 The staffing budget has been amended to reflect the approval of staffing changes approved by Governors at the June 2020 meeting. This increases the staffing budget by £7,678.
- 4.05 There have been additional, exceptional COVID-19 related costs. A detailed report will be submitted to the Production Committee at the November meeting.
- 4.06 Subject to audit, there will be a surplus of approximately £67k on the 2019-20 budget.
- 4.07 Due to new COVID-19 restrictions, certain recruitments will be brought forward. The Facilities Manager was due to be recruited in Summer 2021, but due to new Health & Safety measures this recruitment will now take place in the near future.
- 4.08 CN reported that some of the Core Team were getting involved with putting into practice some of the Health & Safety measures that a Facilities Manager could deal with. LOB commented that further discussion regarding

this is required and PK needed to review the budget. The priority is to do what is right for CAPA College.

- 4.09 **Governor Question:** What is the actual difference to the budget if the Facilities Manager is recruited in November 2020 instead of June 2021?  
**Answer:** This will be looked into. It is not currently in the budget and will include an extra 5 months salary. The figures will be circulated to the Production Committee.
- 4.10 CN remarked that the Production Committee are not meeting until 20<sup>th</sup> November so LW to provide this information by email. CN confirmed this information will be circulated to the relevant Governors next week. LOB commented that staff and Governors need to be flexible in situations like these, and that some decisions will need to be made prior to committee meetings. LW
- 4.11 KJ asked all Governors if they were happy for this decision to be made via email? All agreed.
- 4.12 CN reported that EC is working with the new contractors on the new build. The completion date is now likely to be January 2022 and not October 2021. This has a knock on effect of another accounting year in Temporary Accommodation in Unity House.
- 4.13 A further impact is that student numbers cannot be increased for the 2021-2022 academic year, as it will start at the smaller Unity House and not in the new premises.
- 4.14 From September 2018-August 2020 we received a Leadership Grant from the DfE. This is in place for Free Schools prior to being able to achieve full students numbers. So far, this year, the Leadership Grant has not been granted to us. KJ is liaising with the Regional Schools Commissioner to rectify this. Neil Stamp is also taking this case forward to the DfE.
- 4.15 **Governor Question:** Will this have an impact on recruitment?  
**Answer:** Yes.
- 4.16 KJ reminded LW and CN that the RFD numbers need submitting as soon as possible, as they are higher than forecast. This will enable CAPA College to receive more funding. The DfE website is not working very well at the CN

moment. CN said she would attend this this after the meeting.

- 4.17 ***Principal's Update*** CN presented a powerpoint presentation that was presented to staff in September. The focus was primarily on:
- COVID
  - AOL8
  - New build and Unity House
  - Respect; equality, diversity, safeguarding
- 4.18 PTR presented the exam results, they were phenomenal. Even though teacher predictions were used, the process used gave results that the national examining board algorithm should have done.
- 4.19 The comparisons prior to results and the Value Added score were very accurate, and quite possibly the most accurate results CAPA College have received. The results put us in the 1% of results nationwide grade: A Levels/RSL/BTEC were 100% A\*-C and the top 1% progress in the country with the GCSE English/Maths Resits attaining 100% progress
- 4.20 LOB, on behalf of the Local Governing Body, commented how incredibly proud they were with regards to the results, but also the work that the staff at CAPA College are doing currently.
- 4.21 P Trusselle reported that the CAPA College A Level results had a Value Added score of 0.78 and 0.58 for vocational qualifications which is significantly above the national average of 0.00. CAPA College is way above what other like for like colleges are achieving. The ethos at CAPA College regarding accessibility is reflected in the grades.
- 4.22 Further analysis of the results has taken place, digging deeper into certain groups. Females are slightly outperforming males. BME students are outperforming white students. Overall there are no significant gaps between the groups.
- 4.23 CAPA College students are converting more A grades at GCSE to A\* at A Level than the national average. 70% of students from other places in the UK that are involved in the arts are scoring significantly below average.
- 4.24 Polar 4 – the likelihood of students from certain post codes going into the arts at university is very low. ½ of

CAPA College's intake are from those particular postcodes and are achieving above the national average.

- 4.25 Sixth Dimension – how many students go onto Russell Group Universities or specialist colleges. 40% of CAPA College students go on to specialist colleges, such as the Arts Educational School.
- 4.26 CN remarked that CAPA College is having a huge impact on the national arts sector. 98% of our current intake come from state schools. This is changing the make up of arts nationally.
- 4.27 PTR commented that this type of analysis is a good illustrator of the progress made by CAPA College students.
- 4.28 LOB commented that this kind of analysis is perfect and will we be welcome at the Performance Committee meetings.
- 4.29 CN commented that all this ties into the Vision for 2020-2021 “the same but even better”. Staff and students are embracing the new normal. The Digital Arts Festival, which took place during the summer was an example of this. CAPA College was able to showcase a number of high quality performances via digital media.
- 4.30 CAPA College's work includes preparing our students for the new normal world. Mock audition week for Year 2 students highlights this. Auditions are to be filmed, preparing students for other auditions in the future, whilst keeping staff and students as safe as possible.
- 4.31 New and improved systems have evolved for staff. At the moment, how teaching in January will commence is unknown. The current term is to be taught online and in class.
- 4.32 The Christmas production will be digital. Plans are being put together for the rest of the year.
- 4.33 CN reported that staff are coming into college, but students are learning from home remotely on the days in which they cannot be in College. This is helpful if students need to isolate, they can still learn. CN reported that planning has had to be flexible.

- 4.34 JB commented that holding lessons in this way has given everyone new skills. LOB commented that barriers to learning imposed by COVID-19 had gone and this was due to the “can do” attitude of staff.
- 4.35 **New Build** EC reported that he is working with the new contractors, Morgan Sindall. The second design is in process and there are some slight changes. Some concerns about how the ICT and FF&E were signed off by Clugstons however are incorrect and are having to be revisited and rectified.
- 4.36 Neil Stamp is on board to push the DfE. Completion is due between October 2020 and January 2021. Morgan Sindall have already procured all the materials as part of their tender process. Everything is on site ready to go.
- 4.37 Being in temporary accommodation longer has financial implications. Fortunately, we have a good marketing team. S Williamson and the Marketing Team have been able to produce virtual open days for students.
- 4.38 The proposed build and infrastructure is how we want it, technical equipment and furniture are required. There is currently a £800,000 shortfall. K Smith is working on a fundraising campaign. We have already won £100,000 funding from the Garfield & Weston national charity.
- 4.39 EC is confident that the fundraising plan in place will provide funds needed. K Smith has contacted and met Imran Khan MP with regards to helping push the DfE with further funding. Tom Stannard at Wakefield Council has also been contacted.
- 4.40 A tender is going out next week for catering. This should be in place by January.
- 4.42 **Governor Question:** The £800,000, is it included in our budget or do we need to raise it?  
**Answer:** Not in terms of the CAPA College Budget. The deficit is in terms of the £1.1. million provided by the DfE for the new build.
- 4.43 **Governor Question:** The 5 year budget that LW presented, does this sit outside that budget?  
**Answer:** Yes.
- 4.44 LOB commented that not only do staff teach and deal with COVID, but they also have to deal with the new

build. CN thanked Governors for their support and space to get on with the tasks at hand.

4.45 RH requested that a member of staff contacted S Fealy to explain data acronyms. CN reported that this has already been taken care of.

4.46 **Governor Question:** How is attendance during the COVID situation?

**Answer:** Attendance stands at approximately 94%. Students are attending remotely as well as at Unity House. The same procedures are in place as they would be normally in terms of chasing students who are not attending.

4.47 LOB commented that 94% is not much different from last year.

## 5.00 GOVERNOR SAR & ACTION PLAN

5.01 With so many things going on, LOB commented that the Governor Action Plan will follow a similar plan to CAPA College's development plan. There will be 4 main Key Priorities, rather than 10-15.

5.02 LOB asked all Governors if they agreed with that plan. All agreed.

5.03 LOB requires everyone's Skills Audit to be completed, so that it can be part of the plan. LOB to distribute the updated SAR. PB commented that Ofsted will ask how Governors keep informed with regards to COVID. Action Plan can follow this point also. LOB

PB is to organise a 360 appraisal of LOB.

PB

## 6.00 MINUTES OF THE LAST MEETING

6.01 No changes.

## 7.00 MATTERS ARISING

7.01 With regard to item 3.02 in the previous minutes, LOB has not been in touch with the potential governor.

7.02 With regard to item 6.02 and the Behaviour Matrix, RH relayed PB's response, which had been circulated to Governors prior to the meeting.



- 7.03 With regard to item 4.25, PT is yet to meeting with CN regarding Safeguarding. A meeting will be arranged. PT/CN
- 7.04 With regard to item 12.01 a Working Party met over the summer. LOB is to work on the SAR and Action Plan. RH will add to this as she commences her NGA Clerking Training. PB commented that he had produced a Local Governing Body Action Plan and would forward this to LOB. PB
- 7.05 With regard to item 12.04 and CAPA College email addresses. A platform is to be set up that all Governors can access with their own email account, and will not require a CAPA College email address.
- 7.06 The Working Party devised a plan for the Production and Performance Committees. The dates are:
- Production - 29<sup>th</sup> November 2020, 26<sup>th</sup> February 2021, 11<sup>th</sup> June 2021.
  - Performance – 22<sup>nd</sup> January 2021, 30<sup>th</sup> April 2021.

All meetings will be at 2.00pm and continue to take place remotely. Full LGB meeting dates will remain the same, be shorter and more purposeful.

## **8.00 POLICIES**

- 8.01 The Health & Safety Policy and Complaints Policy will be the responsibility of the Production Committee. The Safeguarding Policy will be responsibility of the Performance Committee. All 3 policies will be ratified at committee meetings.

## **9.00 GOVERNOR VISITS**

- 9.01 LOB asked that all Governors be creative in how they “visit” CAPA College. We need to show our support in this challenging climate.
- 9.02 LOB attended the NGA Regional Conference last Tuesday. The overall focus was that Governors are to support schools and colleges in these trying times.
- 9.03 JB requested that she could attend classes virtually and have a discussion with teachers afterwards. This was agreed and will be organised.

- 9.04 **Governor Question:** Is it appropriate to comment on social media regarding CAPA College.  
**Answer:** Yes, please comment on Twitter.

**10.00 CHAIR'S BUSINESS**

- 10.01 LOB has distributed the Governor Roles and Responsibilities. Did everyone agree? All agreed.
- 10.02 There is 1 more role to be filled regarding Diversity. LOB requested that Governors read the paper that had been sent out with other papers for this meeting on this subject.
- 10.03 PT had sent all Governors bullet points on the updates in section 1 of Keeping Children Safe in Education. LOB requested that all Governors read section 1 and email her to confirm they had done so.
- 10.04 LOB requested that all Governors mark all emails regarding CAPA College as "Confidential". LOB
- 10.05 LOB received 6 documents from the NGA at the conference about the various workings of the Local Governing Body. LOB to distribute accordingly.

**11.00 CLERK'S BUSINESS**

- 11.01 Just AS and FM to sign and return Code of Conduct and FM to sign and return Register of Business Interests.
- 11.02 NGA's Clerking Training will begin again this month.

**12.00 ANY OTHER BUSINESS**

- 12.01 The next meeting to be held is the Production Committee on 20<sup>th</sup> November 2020. RH is to circulate a draft agenda to the committee. RH

**13.00 NEXT MEETING DATES**

- 13.03 Friday 4<sup>th</sup> December 2020  
Friday 5<sup>th</sup> February 2021  
Friday 12<sup>th</sup> March 2021  
Friday 14<sup>th</sup> May 2021  
Friday 25<sup>th</sup> June 2021

**14.00 DBS & CHANGES IN CIRCUMSTANCES**

14.01 None.

**15.00 AGENDA, MINUTES AND RELATED PAPERS –  
SCHOOL COPY**

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