



CAPA COLLEGE LOCAL GOVERNING BODY MEETING

Minutes of the meeting held on Friday 4th December 2020 via video conference

PRESENT	Lou O'Brien (Chair)	Claire Nicholson (Principal)
	Pat Thompson	Stephen Fealy
	Dr Joanne Butterworth	Adam Sheard
	Janet Milne	Poonam Kaur
	Jemma O'Neill	

IN ATTENDANCE Rachael Hughes - Clerk, Enhance Academy Trust
 Kevin Jones – Enhance Academy Trust
 Mark Randall – Enhance Academy Trust
 Lynn Watson – CAPA College
 Eddie Copp – CAPA College
 Nigel Cowell-Clark - Observer

APOLOGIES Fiona McMahon

1.00 APOLOGIES FOR ABSENCE & CONSENT

1.01 Fiona McMahon absent, apologies received.

2.00 DECLARATION OF INTERESTS

2.00 None.

3.00 MEMBERSHIP MATTERS

3.01 JON has been elected as Parent Governor.

3.02 NCC is attending the meeting as an Observer. NCC was a candidate for Parent Governor.

4.00 FINANCE UPDATE

4.01 The agenda has been re-ordered to accommodate KJ attending the meeting.

4.02 LW reported that she is waiting for the outturn from the 2019-20 budget. She hasn't received any feedback from the auditors yet. Therefore, she doesn't have confirmation of the final surplus from last academic year. It will be approximately £67,000. This information will be

updated and confirmed at the Production Committee Meeting in January 2021. KJ commented that the accounts had been agreed and would be sent to LW today.

- 4.03 LW reported that the 2020-2021 budget has been updated to include pay increases: 2.78% for teaching staff and 2% for support staff. All Governors approved the increases.
- 4.04 COVID and moving premises has also incurred several additional costs. Regarding the level of work involved, now that further premises have been opened at Unity House, and due to the importance of ensuring COVID hygiene and compliancy a Premises Officer role needs to be recruited. The role will take responsibility for health and safety, building maintenance, additional COVID cleaning etc. The cost for this role will be £17,790 and will be a temporary position. The cost of this can be mitigated by removing the cost of the Theatre Technical Support Post (£6,996) and additional income of £13,200 from Rates Relief. All Governors approved this appointment.
- 4.05 **Governor Question:** How healthy is the surplus?
Answer: It will be approximately £67,000.
- 4.06 LW has made a claim to the DfE for the reimbursement of fixtures, fittings and furniture for additional space now being used in Unity House. These costs are not accounted for in the budget. The amount being claimed is £31,509.66. LW asked Governors to approve that, if this grant is awarded, that it is used to cover the increase in the nominal ledger codes. All Governors approved.
- 4.07 **Governor Question:** Will the grant be allocated?
Answer: The claim was re-submitted by KJ, it is unlikely to be challenged.
- 4.08 **Governor Question:** This is not the Leadership Grant?
Answer: Correct.
- 4.09 CN commented that the fixtures and fittings costs is coming from the permanent build fixtures and fitting costs. Because we are remaining in temporary accommodation longer than anticipated, the case for this grant must be argued.
- 4.10 **Governor Question:** Do the Governors need to do anything?

Answer: This is just for your information and ratification if we receive the grant.

- 4.11 **Governor Question:** Will the new fixtures and fittings be moved to the new build?
Answer: The majority of them but not all. For example flooring will not be able to be reused.
- 4.12 KJ commented that our local MP, Imran Khan, is to meet with Gavin Williamson (Secretary of State for Education) to discuss our funding tomorrow. He also raised the issue in the House of Commons.
- 4.13 LW reported that a large value purchase has had to be made since the start of the academic year. Tricaster equipment, costing £8,975, has had to be purchased for CAPA College to make live broadcasts. This purchase is due to COVID-19. Purchasing the equipment has enabled Student Recruitment Events to take place and enabled the college to continue with performance and assessments. The purchase was made in line with the Trust's Finance Management Policy and 3 quotes were obtained. The equipment was purchased from Pro-AV, who were the only company who could provide the equipment in the timescale necessary.
- 4.14 Taking into consideration everything discussed above, the in-year surplus will be £48,878 plus £58,400 from 19/20. The cumulative surplus of £621,427 at the end of Year 5 will reduce considerably in the coming years as there are still many "unknowns", due to the new build.
- 4.15 There have been some additional costs incurred due to enhanced health and safety measures in relation to COVID-19, such as increased hours of cleaners and the extra classroom space rented to accommodate smaller bubbles of classes. Further analysis of this impact will be presented to the Production Committee at their next meeting.
- 4.16 KJ has spoken to the Regional Schools Commissioner regarding the Leadership Grant. Neil Stamp is our DfE / ESFA contact and is working with us. KJ and Neil Stamp are preparing additional statements for this, regarding loss of pupil numbers due to the delay of the new build. The loss of an increase in pupil numbers means a loss of £2.8 million in income to CAPA College. KJ is prepared to battle for the extra funding.

- 4.17 PK requested, for the Production Meeting, that for the 5 year budget, the 2019/20 information be added as a benchmark, once the final accounts are signed off. PK commented that it will be good to see where we were last year in relation to this.
- 4.18 PK will be working on the catering tendering process with LW.
- 4.19 **Governor Question:** The KPI's on the forecast, where have they come from?
Answer: They are generated by the accounts package. The package accounts for whether staff are full time or part time, national insurance and pensions contributions.
- 4.20 **Governor Question:** Is this benchmarked against the national average?
Answer: Standard percentage salary cost is around 75-80% for a school.
- 4.21 KJ reported that several factors are used for the report. There is an option to use the DfE Benchmarking Tool, but it isn't very good. Also, the submission of our original bid to the DfE was completed on a spreadsheet which highlighted every area differently. It looked at costs in different areas; good, bad or on point.
- 4.22 **Governor Question:** On the spreadsheet, is the surplus added to the brought forward figures?
Answer: Yes, but we don't know the final number yet.
- 4.23 KJ Retirement: LOB commented on behalf of all CAPA College Governors that they would never have got this far without KJ's input. Thank you on behalf of all CAPA College Governors and Staff. We wish you good health and happiness in your retirement. KJ commented that CAPA College was a case worth fighting for. KJ left the meeting.
- 4.24 Staffing: 2 members of staff are utilising the apprenticeship levy. Tom Tindall (Dancer) has moved from freelance to permanent member of staff. He is doing an apprenticeship through Bradford College for QTS status, a year long post. His 5 week placement will not necessarily be at another 6th form college, it could take place at one of our primary schools within the Trust. Eddie Copp is completing an MBA apprenticeship in business admin, marketing and finance. This is a 2 year programme. 1 more apprentice will be required this year

for the Kickstart Scheme. This will be at a lower skills level, possibly TA level, and to include SEND. JM commented that if she can help in anyway with Kickstart she will.

- 4.25 LW left the meeting.
- 4.26 **New Build:** EC reported that he had met with the new contractors for the new build, Morgan Sindall. Plans were presented again in November and they were reviewed. At present, the plans are not fit for purpose. The ongoing battle is for FFE funding and/or ensuring that the funding is being spent in the right way. We are fighting to be able to have more input into the equipment that the DfE are purchasing as some of it is not fit for our curriculum purpose. The space needs to be right. Meeting with the DfE regularly to push forwards what we need for the build. Completion date is scheduled for late 2021, if lucky we will be open January/February 2022.
- 4.27 **Governor Question:** Is MR meeting with the DfE?
Answer: MR will try to attend.
- 4.28 **Observer Question:** Have the contractors supplied a full project plan based on the new requirements?
Answer: All changes proposed are again in the process of being signed off. It is a very fragmented process. There are no changes to the structure. All materials required to begin the build were procured by Morgan Sindall prior to the tender process.
- 4.29 CN reported that the student recruitment auditions and interviews take place in February, we can only recruit for 130 students due to still being in temporary accommodation. This is frustrating when we are so heavily oversubscribed and could easily fill the 250 PAN that the new building will have space for.
- 4.30 Interviews for the Catering Tender will take place next Friday, there are 3 applications. We hope to be able to make a decision on the day and appoint by Christmas.
- 4.31 **Governor Question:** Who has applied?
Answer: Create, Lexington and RKSM.
- 4.32 EC and AS left the meeting for a short period due to the Fire Alarm.

- 4.33 Fundraising efforts are still continuing, despite COVID-19 restrictions, but it has slowed the process down. The Public Fundraising Campaign is now live and £2,000 has already been raised via a Brick Star and a Patronage.
- 4.34 **Governor Question:** Are the risk assessments and plans for COVID-19 any different from our last meeting? The plans are incredibly detailed, are they working ok?
Answer: There was a “hot spot” of positive cases after half term, but it has calmed down since then. There have not been many cases. 1 student tested positive but didn’t report their early symptoms, which meant that other students were infected. PHE were liaised with, who were very complimentary about the actions taken by CAPA College. The plans were tweaked and bubbles were made smaller. Attendance is at 98%.
- 4.35 **Governor Question:** The 6th Form Association sent an email informing of ‘inspection’ phone calls from the Health & Safety Executive. Have you received any such call yet?
Answer: No, but we have everything in place.
- 4.36 MR left the meeting.
- 4.37 New Parent Governor JON joined the meeting and LOB introduced her and her background re her role as Parent Governor.

5.00 MINUTES OF THE LAST MEETING

- 5.01 Regarding the minutes from the 4 October 2020 Meeting, Pat Thompson and Pauline Trusselle are both referred to as “PT”. This is to be changed and Pauline Trusselle will be referred to as PTr. RH

6.00 MATTERS ARISING

- 6.01 Regarding item 2.01, all Declarations of Business Interests have now been received and have been posted on CAPA College’s website.
- 6.02 Regarding item 3.02, SF’s role as a Co-opted Governor was approved by the Trustees.
- 6.03 Regarding item 3.03, JON’s role as Parent Governor was approved by the Trustees.

- 6.04 Regarding item 3.05, PK is to become the Chair of the Production Committee.
- 6.05 Regarding item 3.12 and a Performance Committee Chair, JB was proposed and seconded. All Governors agreed JB was to be Chair of the Performance Committee.
- 6.06 Regarding item 7.06, all dates for both Committee meetings are to be displayed on the FGB minutes. RH
- 7.00 PRINCIPAL'S REPORT**
- 7.01 PT has circulated a Safeguarding Audit to all Governors. It was agreed by all Governors that proposals from PT's report are to be discussed in detail at the next Performance meeting in January 2021.
- 7.01 With regards to the College DP, it was decided to keep the plan simple with 3, targeted objectives:
1. Continue to provide high quality education for every student
 2. To ensure that the health and wellbeing of students and staff is given high priority in all areas of the College's work
 3. Ensure that the preparation for the move into the purpose-build premises on Mulberry Way continues notwithstanding COVID/DfE restrictions.
- 7.02 NCC left the meeting.
- 7.03 COVID: CN reported that CAPA College will be the same, but different. The quality of teaching and learning will be the same but carried out in a different way for Mock audition week took place, and the vast majority of auditions were pre-recorded. The number of applications year on year continues to rise.
- 7.04 Open Day will be on Sunday and live streamed, with a further one in January 2021.
- 7.05 Next Thursday the Christmas Production of "Home for Christmas" will take place virtually. The link for Governors and Trustees to view the performance will be distributed by CN. CN

- 7.06 3 CAPA College students have earned a place at the National Youth Dance Company. This is a tremendous achievement.
- 7.07 JB commented that everyone is learning new skills because of COVID, these will be useful to apply to new situations in the future.
- 8.00 POLICIES**
- 8.01 LW has been working on several policies since the start of the academic year. She has produced a spreadsheet detailing all of the policies, when they need to be reviewed and by whom. P Bell has been involved. RH has also produced a "Policy Process" document, which details the process for CAPA College owned Policies and Enhance Academy Trust owned policies. Both the Policies Spreadsheet and Policy Process documents are available for all Governors to view in Dropbox.
- 8.02 3 policies have been reviewed. The Financial Management Policy and Pay Policy are Trust owned policies. They have been adopted by CAPA College and circulated to Governors for their information. The Safeguarding Policy has been reviewed and will be discussed at the January Performance Committee meeting, along with the Safeguarding COVID Addendum Policy. PT/CN
- 8.03 All Governors agreed to the above.
- 8.04 The Complaints Policy has not changed. The Policy, following a review with no changes, has been adopted by CAPA College. CAPA College's own branding has been added to the Trust wide Policy.
- 8.05 The Preventing Bullying Policy is a Trust wide Policy and has been adopted by CAPA College.
- 8.06 All relevant policies will be added to CAPA College's website. LW
- 9.00 GOVERNOR VISITS, INDUCTION, TRAINING & DEVELOPMENT, SAR & ACTION PLAN**
- 9.01 LOB reported that the Governor Development Plan is still a work in progress. Everything to do with Governance will be included within 1 document. This All

can be given to Ofsted, during a visit for them to peruse. The document will be available in Dropbox, all Governors are to add information to the document where their name is mentioned. Can all Governors please complete the training section?

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| 9.02 | Please look at page 16. LOB has gone through the Skills Audit and feels that these items are missing. These are the items that we, as a Governing Body, need to work on. Our Governor roles are to continue, despite COVID-19. Leadership and succession planning are areas to be developed. | All |
| 9.02 | PT congratulated LOB on pulling the document together and that it is an excellent idea. | |
| 9.03 | One of the key areas is succession planning and this area need to be expanded upon. JB commented that we need to detail how this can be developed beyond the here and now and to talk about what to do in the coming years. | All |
| 9.04 | LOB commented that the previous 2 years Governor training would be included, as evidence. She asked for Governors to update this information for themselves in Dropbox | All |
| 10.00 | CHAIR'S BUSINESS | |
| 10.01 | JM has reviewed Mental Health & Wellbeing with regards to staff and students. JM is to meet with CN and JM will report at the next LGB. | |
| 10.02 | LOB has attended an NGA Webinar regarding Equality and Diversity. The Governing Body needs to be aware of how it is portrayed to the college, which is very diverse. Diversity needs to be considered when recruiting Governors, but ultimately skills have to come first. PK commented that a more diverse board will lead to different decisions and outcomes, skills-based needs are to come first. | |
| 10.03 | JON needs to add her skills to the Governor Development Plan, now that she has been approved as a Governor. | JON |
| 10.04 | LOB commented that, as a Governing Body, our background is very "education heavy". Other expertise would be good on the Production Committee. Governors could be co-opted in the short term for | |

specific projects. Working Parties could also be arranged for other projects. With regards to the new build in 2022, Governors with marketing and strategy backgrounds would be beneficial.

10.05 CN, EC and AS left the meeting. LOB reported that CN's performance management had taken place.

10.06 Governor documentation is to be built up over time Dropbox. This will include an induction folder for new Governors.

11.00 CLERK'S BUSINESS

11.01 RH notified all Governors that the DfE had updated the Governance Handbook and encouraged all Governors to familiarise themselves with the new document. All

11.02 RH thanked all Governors who gave feedback into her 360 Appraisal for her NGA Clerking Course.

12.00 ANY OTHER BUSINESS

12.01 The Production Meeting in the last term, this date will be dependent upon the Trust approving the budget. This date may need to be changed.

13.00 NEXT MEETING DATES

Meeting	Date
Performance	Friday 22 nd January 2021
Full LGB	Friday 5 th February 2021
Production	Friday 26 th February 2021
Full LGB	Friday 12 th March 2021
Performance	Friday 30 th April 2021
Full LGB	Friday 14 th May 2021
Production	Friday 11 th June 2021?
Full LGB	Friday 25 th June 2021

14.00 DBS & CHANGES IN CIRCUMSTANCES

14.01 None.

15.00 AGENDA, MINUTES & 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.