



## **CAPA COLLEGE LOCAL GOVERNING BODY MEETING**

Minutes of the meeting held on Friday 5<sup>th</sup> February 2021 via video conference

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

**IN ATTENDANCE** Rachael Hughes - Clerk, Enhance Academy Trust  
 Mark Randall – Enhance Academy Trust  
 Eddie Copp – CAPA College

**APOLOGIES** Peter Bell

### **1.00 APOLOGIES FOR ABSENCE & CONSENT**

1.01 FMc will join the meeting later. P Bell has given his apologies, today is his last day working for Enhance Academy Trust. LOB commented what a fantastic help and support he has been to CAPA College with regards to Governance and Compliance. He has given lots of advice and support over the years. MR confirmed that a replacement is being recruited and support will continue but in a different way.

### **2.00 DECLARATION OF INTERESTS**

2.01 None.

### **3.00 MEMBERSHIP MATTERS**

3.01 RH informed the Governing Body at JM, PT, LOB and FMc Term of Office expires in September 2021.

3.02 SF has very sadly decided to resign immediately from his role as Vice Chair and will resign from his role as Co-opted Governor at Easter. LOB commented that SF has brought enormous support and worthwhile challenge to CAPA College as Governor and to her as Vice-Chair. This is SF's first position as a Governor, but he has been unafraid to challenge. SF thanked the Governing Body and will continue to support wherever he can.

- 3.03 PK joined the meeting.
- 3.04 Prior to the meeting, all Governors were notified that the role of Vice Chair would become available at this meeting. There is 1 candidate for the role of Vice Chair, PK. PK provided a short supporting statement and left the meeting.
- 3.05 All agreed that PK become Vice Chair immediately.
- 3.06 PK returned to the meeting and was informed of the Governing Body's decision.

#### **4.00 MINUTES OF THE LAST MEETING**

- 4.01 LOB clarified that point 4.02 should read February 2021 not January 2021.
- 4.02 Everyone agreed that the minutes of the meeting on 4<sup>th</sup> December 2020 were a true and accurate record of the meeting.
- 4.03 LOB is unable to physically sign minutes from previous meetings due to lockdown. In due course, all copies will be signed and copies left at CAPA College.

#### **5.00 MATTERS ARISING**

- 5.01 Point 5.01, RH has amended the minutes from 4 October 2020 meeting to establish Pauline Trusselle is referred to as PTr and Pat Thompson as PT.
- 5.02 **Governor Question:** Point 4.12, any more update on the meeting with Imran Khan and Gavin Williamson?  
**Answer:** No, nothing has come back yet with a resolution or any update. We have chased for an answer, but no answer yet.
- 5.03 **Governor Question:** Any word from Neil Stamp (DfE)?  
**Answer:** No, but MR has emailed Rachel Peterson, who is the Relationship Manager at the DfE for a follow up. If Neil does not come back to us any time soon, hopefully Rachel will.
- 5.04 Item 4.30, following the interviews regarding the Catering Tender, this is going back out to tender. CN reported that 3 strong applicants had been interviewed, but each applicant had not provided the total package that was being sought. Feedback has been given back to each applicant and they have been informed that the contract is going out to tender

again. 2 applicants are still keen to be involved, but additional interest has already come forwards.

5.05 **Governor Question** - Regarding the Open Days, how successful were they, how many admissions applications have we received now?

**Answer** –This was carried out as a Live Stream. There were approximately 150 logons to the event, but that could be a family of 4 watching, so the number of people actually watching could be a lot higher than 150. Live streaming could not be used for the second Open Day in January due to lockdown, so the stream from the pre-record was sent out to interested parties. Again approximately 150 logged on. Admission applications now stand at approximately 450, the same as last year. We have put together an audition process. This will be very different, as it will be a mixture of online, pre-recorded and live auditions.

5.06 LOB commented, CAPA College continues regardless of any lockdown, there are still huge numbers applying so staff should be congratulated.

5.07 LOB thanked the Core Team for the Governor link for the Christmas production.

## 6.00 PRODUCTION COMMITTEE UPDATE

6.01 The first meeting of the Production Committee will take place on 26<sup>th</sup> February 2021.

## 7.00 PERFORMANCE COMMITTEE UPDATE

7.01 All governors confirmed they had read the minutes of the Performance Committee meeting held on 22 January 2021.

7.02 JB briefly updated Governors on the meeting.

7.03 LOB said its useful for all Governors to have that information, so that the people on the Production Committee understand why these issues have been discussed.

7.04 PK remarked that the update from JB had been really informative. Regarding the “Artist to Teacher” program for freelancers, could CAPA College have their students and teachers presenting at high schools or primary school level, so that they can understand what CAPA College does. This could be useful for those pupils who are interested in the arts rather than more academic subjects.

7.05 CN commented that CAPA College are “chomping at the bit” to get into high schools and primaries and where possible are undertaking outreach work remotely. Pledge is being developed by the students, which is their response to Black Lives Matter. This will be in the form of a digital workshop for

high schools. It is just the tip of the iceberg. If Lockdown hadn't happened, plans were in place to work with all the Enhance primary academies and to produce an Enhance Academy Trust Dance Festival. CAPA College teachers would go into the primary schools to teach the children and then they would be invited to perform in CAPA College's theatre. The use of the Sports Premium of the primary schools has been considered for such a venture. This could be carried out by CAPA College's dance artists and QA'd by the Pathway Leaders. This will be reconsidered after Lockdown.

- 7.06 PK remarked that she is a trustee on the Wakefield Trinity Football Club, who work in schools in the same way.
- 7.07 For the last 2 years CAPA College staff and students visited all the primaries in Enhance Academy Trust and a large number of high schools across Yorkshire with Performing Arts performances and workshops. There are already plans in place for the first 6-12 months out of lockdown and also work for 2, 3 and 4 years ahead. CN commented that CPD regarding teaching creativity and cross-curricular links has already been carried out in many previous years and will continue once we can get back into schools.
- 7.08 JM reminded Governors that Sports Premium funding is about facilitating teachers to deliver the work, not external providers teaching the children. It is to be used for teachers to gain skills. CN
- 7.09 CN said that they will begin getting those conversations going now, before lockdown is over.
- 7.10 MR remarked that conversations with CN have taken place with regards to the sustainability and improvement of teacher's skills and knowledge. When the Sports Premium funding ceases, the skills remain. Collaboration between our schools and sharing resources freely is the way forward and it is how CAPA College is incorporated into that. How can we all benefit from each other? What can CAPA College also gain from working with the primary schools?
- 7.11 **Governor Question:** Are there any previous students who could be brought back to feedback to CAPA College students about the routes that they went through to become an employed entertainer, such as an online seminar?  
**Answer:** CN commented that alumni visit CAPA College all the time. Currently this is virtually during the Masterclass sessions. The visits are extremely popular with students. On Open Day, one of the most successful parts was that there was a Q & A session by 3 ex-students, 2 based in London and 1 in Hong Kong, who had gone on to become professional artists.

- 7.12 JB agreed with everything said with regards to Alumni, and current ideas and practice. It will be a marvellous thing to work with primaries when the College is able to, the “Artist to Teacher” training programme could be a section of the training that is related to directly to the teaching of the primary teachers.
- 7.13 SF said it was vital to recognise the value of Social Media and the Alumni in terms of: ‘What you have done, what you are doing, what are you going to do?’ The additional value of what was being discussed when his son was at CAPA College was vital and he gained so much through working with the Enhance primary schools. It benefits the CAPA College pupils so much, not just the teachers. This is experience that can be put on an application form for universities or conservatoires.
- 7.14 PT provided Governors with information relating to an update in January in the Keeping Children Safe in Education document. The changes take into account changes to recruitment after the UK left the EU. Information about candidates’ previous experience and references are no longer available in quite the same way as it was when the UK was a member of the EU. This information is now included in the staffing information sent out to schools. Employers must use a different route to check a teacher’s past conduct. The Home Office have provided guidance, and strongly suggest that if an establishment is recruiting someone from the EU then a letter of Professional Standing should also be obtained to check the veracity of candidates’ qualifications.
- 7.15 CN clarified that 2 members of CAPA College’s freelance staff fell into this category. The appropriate checks have been carried out.
- 7.16 LOB informed Governors that P Trusselle had emailed her after the last Performance Committee Meeting asking if Governors had any recommendations of Careers Advisors for students who may not want to pursue a career in the Arts. CN informed Governors that CAPA College have since begun to work with Connections in order to provide this advice.
- 7.17 LOB reminded Governors that sixth form colleges must have Governors with responsibility for SEND and Safeguarding (as all other establishments) but that they must also have a Careers link Governor. LOB has asked JON to take on that role and she has accepted. LOB will introduce JON to P Trusselle. LOB
- 8.00 POLICIES**
- 8.01 LOB referred to the document ‘*Policies for the Full LGB on 5<sup>th</sup> February 2021*’ which had been circulated previously with the policy due for review at this meeting. The document clearly

states which policies are ENHANCE owned (and therefore for information only) and which are CAPA College owned and need adoption and / or ratification at this meeting.

- 8.02 **Safeguarding** – The ratification of this policy was brought forward from the last Full Governing Body meeting for approval. One of the points raised previously was that the terms used throughout the Policy need to be consistent. PT remarked that the Policy is very robust in content, but it is the combination of a number of policies brought together to form this one. As discussed in the Performance Committee Meeting, the formatting needs to be in the standard CAPA College format. The Safeguarding COVID-19 Addendum Policy sits alongside this policy and does not replace it. PT commented that that they work extremely well together.
- All agreed that the policy is to be ratified, subject to formatting made consistent with other CAPA College Policies and terms (e.g. student / pupils etc) are made consistent. AE
- 8.03 **Alcohol, Drug & Other Substance Misuse or Abuse Policy** - This Policy was ratified previously in January 2019. There have been no amendments since it was last ratified. MR commented that he had checked the Policy and there needed to be an amendment: *that if a concern is raised about CN then it is to be reported to the Chair of CAPA College Governing Body*
- All agreed that the policy is to be ratified subject to this one change. AE
- 8.04 **Communications Protocol** – The protocol outlines how CAPA College communicates with various stakeholders.
- All agreed to accept the Communications Protocol.
- 8.05 **Critical Incident Flowchart & Management Policy** – SF reported that this was put together in September 2020. Since then, lots of things have happened nationally due to COVID-19 and this has had an impact on CAPA College. The Policy and Flowchart have been modernised to replace CAPA College’s current situation of virtual learning and utilising Unity House. It is relevant and bespoke to the current premises. What needs to be discussed now is the ownership and accountability of each section of the Policy. Following those discussions, this Policy is to be reviewed with a view to ratification at the Production Meeting later in the month. SF/AS
- 8.06 **Death of a Student / Staff Member** – CN is yet to review this Policy. It was agreed that it will be reviewed with a view to ratification at the next Production Committee Meeting later in the month. CN
- 8.07 **First Aid Policy** – This Policy remains unchanged. All agreed to ratify.

- 8.08 With regards to the ***GDPR, Race Equality and the Staff Mental Health and Wellbeing Policies*** adopted from Enhance Academy Trust, Governors agreed unanimously that they had read the policies and understood them.
- 8.09 JON joined the meeting
- 9.00 RISK REGISTER**
- 9.01 LOB had raised at the previous meeting that she had attended a training course for Governors on Risk Management. It is vitally important that Governors are aware of any potential risk that could damage the working and existence of CAPA College. It is necessary to have a way in which risks can be assessed. L Watson has liaised with Enhance Academy Trust, who have a Risk Register which will be integrated onto new software over time.
- 9.02 LOB presented Governors with this Risk Register. She explained that both the Core Team and Governors should be aware of the risks described in this document. Most of the items on the Register are discussed as items on agendas over an academic year. However, there may be some items that need discussing separately to ensure they are covered at some point during the year. A column has been added showing which committee will discuss these items over the year. The aim is for each risk to be shaded green (using RAG rating). All items relating to the New Build, are currently rated red as this is the greatest risk to the College.
- 9.03 LOB asked all Governors to take time to review the document. The Chair of each committee needs to be aware of which items will be discussed at their committee. All
- 9.04 **Governor Question** – Does the College review the content? Are risks and hazards reviewed and added to the Risk Register regularly?  
**Answer** – Yes, this is a work in progress document. It will be entered onto compliance software which will also detail which policies are ratified and which health and safety checks take place etc. This is so that MR and the Trust have an overview of compliance across the trust.
- 9.05 **Governor Question** – Can we add to this document?  
**Answer** – It is not only a document for Governors. It is the Core Team’s responsibility to lead on this. We will keep updating it and your regular overview of the document will be useful for constructive challenge.
- 9.06 **Governor Question** - Who has ownership of it?  
**Answer** – The responsibility for the Risk Register sits with the Core Team. We update this as we update any policies for ratification and comment.

- 9.07 **Governor Question** – Are you happy for us to overview it and comment upon?  
**Answer** - Absolutely!
- 9.08 PT was concerned that the rating of the risk with regards to IT and day to day operation was not high enough. She explained that CAPA College is so dependent on IT for so much of the work that is done that there are various factors that could go wrong such as loss of data; malfunction of servers; carrying out online lessons etc. She felt that the College had identified and rated operational incidents, but that it should be more than that especially as the College is extremely dependent on 1 or 2 individuals with all the expertise. CN / LW
- 9.09 MR remarked that PT made a valid point around business continuity and the Business Support Plan. What would happen at CAPA College if the IT system failed, what plans would be in place to continue education?
- 9.10 CN added that there is a Business Continuity Plan that sits alongside this that would ensure that CAPA College kept going.
- 9.11 **Governor Question** - Part of the review of this would be the review of the control measures also? Is it finished or still being developed, or will the impact be higher? CN  
**Answer** – CN to review.
- 9.12 LOB reminded Governors that it is important that we know that the Risk Register is in college and that we ask those pertinent questions.
- 10.00 Governance Business**
- 10.01 LOB thanked everyone who has contributed to the Governor Development Plan. JB has added to the succession planning element of this. JB's and LOB's comments are highlighted in red so that Governors can read the updated elements of the document in Dropbox.
- 10.02 Please email LOB any further comments or add them to the document yourself (but please let LOB know that this has been carried out.) All
- 10.03 **Governor Visits** – JM has been working on the **Staff Health and Wellbeing** agenda. This is very pertinent with regards to working practices at the moment. Governors are very aware that many staff members have not had a break since this time last year.
- 10.04 JM met with CN before Christmas and looked at a range of issues regarding wellbeing and about what makes a healthy college in terms of mental health and wellbeing.



The answer came down to the ethos of the school or the college. CAPA College has an open ethos that is accepting of mental health conditions. People feel confident to speak up if they know others are having problems. Anybody will be listened to and supported. It is what underpins wellbeing in college. During the visit it was discussed how Governors would know that this is so. Another discussion point was whether what applies to students also applies to staff. The Safeguarding Policy references wellbeing for students. There is also a staff wellbeing document from Enhance Academy Trust that K Jones approved in December.

- 10.05 **Governor Question** - Do we need a designated Wellbeing Policy?  
**Answer** - Yes, we have adopted the Enhance Policy
- 10.06 **Governor Question** - Are Governors happy with those arrangements? Do you feel that this adequately addresses the wellbeing agenda?  
**Answer** - As long as what is happening on the ground is the right support for all stakeholders. It is about what actually goes on, despite how it is written up in one or several policies.
- 10.07 CN commented that K James' task this next half term is to pull together a CAPA College Wellbeing Charter for staff and students to encapsulate what is meant by wellbeing and how it is supported at CAPA College. This will be shared in tutorials, shared on My Day and shared around the building. CN will bring a draft of it to the next meeting. CN
- 10.08 **Governor Question** - How do we know current measures are meeting need? JM/CN  
**Answer** – We have to test whether the ethos and strategies are having impact. Consultations with staff and students are planned. These need to be succinct. Sometimes people are wary of how to answer Wellbeing Questionnaires. JM and CN to discuss and progress further.
- 10.09 CN commented that there are various factors that can be looked at with regards to staff wellbeing, such as staff attendance, sickness, staff retention.
- 10.10 PT add that the staff voice questionnaire Governors had received in October was very powerful. The types of questions asked were not just ticks in a box but an opinion. This gave a clear picture of those who were content and those who thought things were going well but wanted to make suggestions. It also showed those that were struggling, that a tick box alone would not have shown.
- 10.11 FMC joined the meeting.

**11.00 CHAIR'S BUSINESS**

- 11.00 With regards to the Sixth Form College Association's newsletter that RH distributed earlier on in the week, there were lots of items that CN will be updating us with in terms of funding and qualifications over time. The SFCA awards are upon us again and LOB asked whether Governors would be interested in nominating CAPA College staff again this year. All agreed. LOB to review. LOB
- 11.01 CN attended a virtual Trustees meeting with LOB last Friday. LOB had met the Trustees previously 3 years ago. During the meeting CN had given a précis of the current work at CAPA College and LOB gave the same update with regards to Governance. They have both been invited with K Smith to give a presentation on 26<sup>th</sup> February to Trustees about the financial funding campaign.
- 11.02 **Governor Question** – It is good that you met with trustees. We have Trustees on CAPA College's Governing Body, do they feedback to the other Trustees?  
**Answer** – JM replied that the Trustees meet monthly and CAPA College is usually an agenda item. This has usually been about the build or lack of it and what is happening with the DfE. Agendas are usually lengthy and deal with a broad range of subjects.  
 The Trust's CEO and Finance Officer make a report for the Trustees about what is happening in every establishment. Trustees rely on the CEO to bring to our attention whatever needs bringing to our attention, that includes CAPA College. When CAPA College is raised, I can represent what has been going on. The CEO is usually at the LGB meetings too and is able to contribute. If something is raised and the CEO is not there, I can make Trustees aware of the current position. The Trust are well informed about most things, but there are details that we won't always get. I hope that between me [JM] and the CEO the headlines are presented and discussed.
- 11.03 JM reminded Governors that if there is ever a headline that LOB or CN ever need to bring to the Trust, to please flag it up to JM or MR. LOB was surprised that Trustees didn't know about the £800k shortfall as it has been discussed at previous Full LGB Meetings with trustees present, including the involvement of Imran Khan MP.
- 11.04 JM commented that the Trustees are aware that there are some issues over funding regarding the new build. CN is pleased that fundraising can be discussed at the next Trustees meeting as this has been requested for the past year. It is important for Trustees to be fully aware of the needs of the College and CN further hopes that they may be able to provide K Smith with appropriate contacts as a result of the meeting. K Smith and CNI had met with K Jones who had input into the CAPA College fundraising strategy and L

Hutton had supported with the financial management systems of dealing with donations.

- 11.05 JM reminded Governors that she has worked with K Smith with regards to her fundraising endeavours, as she has experience with regards to community fundraising. It has been mentioned in Trustees' meetings.
- 11.06 **Governor Question** – It has been 3 years since you met with the Trustees, are there no procedures in place for you, as the Chair of our LGB to speak to the Trust regularly, or does that go through MR, the CEO?  
**Answer** – Certainly, before MR joined Enhance it was through K Jones. We also had J McLeod who was a Trustee and a member of our Governing Body, and we currently have FMc and JM who are both Trustees and Governors on our LGB.  
 MC commented that everything is dependent upon the Scheme of Delegation, and the delegation of power and responsibility by the Trustees to all Local Governing Bodies. As Governors of a LGB, you are “sub-committees” of the trustees. MR is the key conduit of that. Trustees have had a full understanding of CAPA College and the challenges that you face. Sometimes the focus can be just be about the build and the relationship with the Department for Education. We will look at the Scheme of Delegation for all our Local Governing Bodies. We are in a different position now that CAPA College is an established college. The Trustees are strategists, and they need the headline data, not just the challenges but the successes also.
- 11.07 JM reminded Governors that the CEO is the gatekeeper of how much the Trustees need to know.
- 11.08 LOB remarked that CAPA College is the only non-Primary school in the Trust. One of the Trustees had been disappointed that CAPA College had not worked in the Primary Schools very much. It was also commented that there should be a more cohesive approach to working together. EC commented that CAPA College had only been opened for 2.5 years (with the last year of that in lockdown). In that time CAPA College has delivered performances and workshops in all the Enhance Primary Schools and is ready to implement a programme of activities (including CPD, workshops and performances) as soon as lockdown is over.
- 11.09 JM commented that the communication between LGBs and Trustees depended on MR being at meetings between himself and stakeholders.
- 11.10 MR commented that CAPA College is a unique Governing Body, that has Trustees as Governors. No other Trustees are on other Local Governing Bodies around the Trust.

**12.00 CLERK'S BUSINESS**

12.01 RH thanked all Governors for the seamless transition into having Committee Meetings.

**13.00 ANY OTHER BUSINESS**

13.01 None.

**14.00 MEETING DATES**

14.01 LOB notified Governors that the Production Committee Meeting on 11<sup>th</sup> June 2021 may need to change date, depending on budget approval and work with Enhance Academy Trust.

Meeting	Date
Production	Friday 26 <sup>th</sup> February 2021
Full LGB	Friday 12 <sup>th</sup> March 2021
Performance	Friday 30 <sup>th</sup> April 2021
Full LGB	Friday 14 <sup>th</sup> May 2021
Production	Friday 11 <sup>th</sup> June 2021?
Full LGB	Friday 25 <sup>th</sup> 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.