

**EXMOUTH COMMUNITY COLLEGE
FULL GOVERNORS MEETING MINUTES**

**Conference Room, The Grange
Tuesday 3rd December 2013 at 4.30pm**

Part 1

	ACTION
<p>Present: Mrs E Lee, Mr A Alexander, Mrs P Graham, Dr A Gelling, Mr R Mitchell, Mrs R Jones, Mr R Davison, Miss C Babbage, Mr K Johnson, Mrs M Turgoose (arrived 17.55pm), Mr R Rooksby, Mr D Wright, Mrs L Miszewska, Mr R Lawrence, Ms V Duval-Steer, Mrs S Collett, Miss J Elson, Mrs L Boud and Mrs A Wells</p> <p>In attendance: Mr T Bourton (Bishop Fleming), Mrs K Dearsly and Mrs M Savage (PA to the Governors)</p>	
<p>1. To agree between Part I and Part II of the meeting: Agreed</p>	
<p>2. To receive and approve apologies for absence: Mr D Turner and Mrs B Mason and these were accepted.</p>	
<p>3. Notice: Governors confirmed receipt of notice of the meeting.</p>	
<p>4. Quorum: The meeting was quorate.</p>	
<p>5. Declarations of interest and any changes to Declarations of Interest: None</p>	
<p>2719/6 Approve Annual Accounts for 01.09.12 – 31.08.13</p> <p>ANNUAL ACCOUNTS:</p> <p>TB, from Bishop Fleming explained the accounts had been presented and discussed at the Finance committee meeting on the 26th November who are recommending them to the full Governing Board for approval. Once approved the accounts will be filed with Companies House and the EFA by Bishop Fleming.</p> <p>TB summarised the accounts with the governors. There were no questions.</p> <p>Note 21 (P30) summarises fund by fund the income and expenditure for 2012/2013.</p> <p>All SEN, pupil premium and grants have been fully spent in year. .</p> <p>RESOLVED: EL proposed and VDS seconded acceptance of the accounts for the period 01.09.12 to 31.08.13 as recommended by the Finance Committee. All governors were in agreement.</p> <p>LETTERS OF REPRESENTATION:</p> <p>It was RESOLVED that the draft letters of representation to the auditors/independent reporting accountants are approved and that Mr Alexander (Accounting Officer) is authorised to sign them. Mr Alexander signed them.</p>	

ANNUAL REPORT:

It was **RESOLVED** that the Financial Statements, Governors' Report and Governance Statement for the period ended 31 August 2013 are approved and Elizabeth Lee (Chair of Governing Board) be authorised to sign the Governors' Report and that Elizabeth Lee and Mr Alexander (Accounting Officer) are authorised to sign the Governance Statement and the Balance Sheet. Both signed the documents.

TB advised the accounting system is working well and there are no matters of concern.

TB and KD left the meeting.

2720/7 Minutes of the last meeting.

(a) To confirm Part 1 Minutes of 16th October 2013 (enclosed)

The minutes of the meeting of the 16th October were signed as a true and accurate record.

(b) To consider matters arising from the minutes.

2716/15 Development of Future Strategy – EL advised that RR had asked for the following to be considered:-

1) That the Governing Board authorises the creation of 'a sports development and maintenance fund' derived from a % of the income generated by existing and future lettings (the exact % to be determined by the Finance Officer, Principal, Head of PE and LED).

This is a requirement for the SE bid to the Inspired Facilities Fund currently being finalised (SE refer to this as a 'sink fund' for maintenance and future replacement).

2) The Governing Board supports the development of sporting facilities at the College in an initial three phase strategy: Phase 1 - Small astro upgrade on Gipsy Lane: Phase 2 - Large astro upgrade and changing rooms on Gipsy Lane: Phase 3 - Covered multi-sports area on Green Close.

It was agreed that item 1 needs to go through SMT.

JE has emailed AKA saying the sports strategy should be linked with other partnerships.

RJ asked for RR's email to be forwarded to her. JE, RT, KD and PG are meeting on Monday 9th December to discuss working in partnership.

EL advised that in the premises minutes dated 15.01.13 discussed a new build on the Gipsy Lane site and at full Governing Board on 10.07.13 2698/18 it was agreed a 10 year building strategy is being put together and a working party will be formed next term - EL advised that this will be set up next term. AKA attended a council meeting but was not aware the press were at the meeting. RL would support a working party being set up next term.

JP to put on SMT agenda

MS to forward RJ email from RR

EL to set up working party for 10 year Strategy Plan

<p>2721/8 Business brought forward by the Chair (E Lee)</p> <p>PAPR Committee Update – EL advised the PAPR committee have met and BM reported that Principal's Appraisal and Pay Review process for 2012-13 is now complete, with the final panel meeting having been held on November 26th. As part of the discussions, the panel congratulated the Principal on the successful Ofsted inspection which took place in July. New objectives have been agreed and the panel will meet with the Principal in 2014 to review progress.</p> <p>As required by the regulations governors were advised of the Principal's current salary and that there has been no increase.</p> <p>(a) Adopt Admissions Policy – Advice was sought from Browne Jacobson regarding amendment of ECC's admission policy and the admission of students from language schools. Browne Jacobson have said that amending the admissions policy to explicitly state that the students from Language Schools cannot be admitted is likely to be deemed unlawful. Discussion took place and it was agreed the admissions policy should remain unchanged.</p> <p>AGREED: VDS proposed acceptance of 2016/2017 Admissions Policy, this was seconded by CB and all governors were in agreement.</p> <p>RL asked AKA if he could take the above issue to DASH as it would interesting to get a report back on other schools views regarding this matter.</p> <p>(b) Browne Jacobson Contract Renewal – Contract due for renewal in June 2014. EL advised that ECC have two options, either to remain with them or go out to tender. RJ asked the value of the contract, this was unknown but JE will find out and report back. Discussion took place and the following was agreed:-</p> <p>AGREED: RL proposed ECC remain with Browne Jacobson for a further 12 months and Governors review the contract at the first meeting of the academic year, VDS seconded and all governors were in agreement.</p> <p>(c) Communication Plan – MT late arriving, to be reported later.</p>	<p>AKA to report feedback from DASH</p> <p>JE to find out the value of the contract</p> <p>MS to agenda for FGB September 2014</p>
<p>2722/9 Principals Report</p> <p>EL advised the report reads very well. EL passed her thanks to the principal and the staff. EL commented on the increase in child protection issues. AKA advised there have been more this term than the whole of last year, which is very concerning. It is taking more time from staff and is upsetting for all concerned. RR commented that on Governor day the Head of Year 7 said they have seen an increase in issues, many of which are due to parenting. LB explained the problems are also in the primary schools and that there is a back log of over a 1000 cases with MASH (Multi-Agency Safeguarding Hub).</p> <p>JE has been working with DT to try and get a social worker to work with the REACH centre. CB would like to support this and said a school of this size should have a social worker.</p> <p>RL said he is appalled what he is hearing and as a Governing Board we should communicate our views to both Devon County Council and the DfE regarding the issues surrounding English.</p>	<p>AKA/EL and JE to produce a letter outlining the issues.</p>

<p>AGREED: RL proposed a letter should be sent from the Governing Board regarding the above issues, this was seconded by EL and all governors were in agreement.</p> <p><u>Page 3 – Sites and Building</u> AW advised in Year 10 students are taught 3 periods of English, 4 periods of Mathematics and 5 periods of Science. AKA advised this is currently being looked at in conjunction with changes to the curriculum and will be presented to governors in due course. As a result of still awaiting decision from the DfE options evening has had to be postponed.</p> <p><u>Page 4 – Concerts</u> RD said he understands the video by Dale Pendelbury is excellent and it was agreed it would be shown at the next FGB meeting.</p> <p><u>Page 5 – Curriculum</u> it was agreed that the students who visited Hawkerland would be invited to the next curriculum meeting in January 2014. At the January meeting KJ advised a discussion will take place regarding the inter-relationship between Governors and heads of department other than the core, English, Maths and Science departments.</p> <p><u>Page 5 – Issues</u> AW asked about work experience, AKA explained it has been cancelled as part of the containment plan.</p> <p>Governors congratulated AKA on the report.</p>	<p>MS to arrange projector</p>
<p>2723/10 Pupil Premium Update</p> <p>CB advised DT has produced a report on the pupil premium and the work has been tremendous. The English has brought some of the results down however the tracking system in place allows a “relentless focus” on this.</p> <p>AGREED: EL proposed acceptance of the report, CB seconded and all governors were in agreement.</p>	<p>MS to circulate report to governors</p>
<p>2724/11 To receive reports from Committees in Part I</p> <p>(a) Finance Minutes</p> <p>(i) To receive the Finance minutes dated 22nd October 2013 These were noted.</p> <p>(ii) To receive the Finance minutes dated 26th November 2013 These were noted.</p> <p>JE advised an SEN Funding meeting had taken place explaining the new system. From that meeting it was agreed that the Finance and SEN Department would cross check the list of students receiving funding to ensure there are no errors.</p> <p>JE advised that a tracking system will need to be put in place for SEN students as ECC have done for the pupil premium.</p> <p>(iii) To ratify the Finance Policy.</p> <p>AGREED: EL proposed ratification of the Finance Policy, RL seconded and all governors were in agreement.</p>	

<p>(b) Risk Register Management Group Minutes These were noted.</p> <p>(c) To receive the Value for Money Minutes dated 26th November 2013 These were agreed.</p> <p>Margaret Turgoose arrived at 17.55pm</p>	
<p>2725/8 Business brought forward by the Chair (E Lee)</p> <p>Communication Plan – MT advised the key communications are putting information on the website which is updated termly. A letter has also been sent to staff and governors attend all parents evenings.</p>	
<p>2725/12 Communications</p> <p><u>Email from George Down</u> EL read out an email from George Down regarding his concern of work experience being cut by ECC. AKA has sent a response to George Down and advised that it will be reviewed again.</p> <p>DW advised that in year 12 students have the opportunity to do work experience which they organise themselves. EL will write back and advise a review will take place.</p> <p><u>EFA Letter</u> The EFA have written to ECC following a complaint they had received from Mrs B. They have advised the case is closed.</p>	<p>EL to write to G Down</p>
<p>2726/13 Risk Register</p> <p>The following are to be considered at the next risk register meeting:-</p> <p>1) Increase in child protection issues 2) IT breakdown and associated implications.</p>	<p>MS to put on risk register agenda.</p>
<p>2727/14 Governor Day</p> <p>Governors day went well and was enjoyed by all who attended. The behaviour and politeness of the students was really pleasing. AKA advised both the students and staff enjoyed it. EL written and thanked Lloyd and the students for their time. Those who attended were asked to send their notes in to MS by the end of term.</p>	<p>Governors to send MS notes of the day</p>
<p>2728/15 Governors Self Evaluation Group – Moving Forward</p> <p>EL mentioned the 10 year strategy and Governors working with SMT, it was agreed this would be set up next term.</p>	<p>EL will set up next term.</p>
<p>Meeting went into Part II</p>	
<p>2732/9 Uniform Working Group Update</p> <p>Following a discussion in Part II, RJ suggested the Governing Board take a vote and the decision be put in Part 1 of the minutes.</p>	

AGREED: JE proposed the recommendation of the working group, option 3.3 to give the current supplier 12 months notice and undertake a full tendering exercise, allowing suppliers to propose costs on the basis of being sole or multiple suppliers (including the current supplier) as the chosen option, this was seconded by SC.

13 governors voted in favour, 4 against and there were 2 abstentions. **The proposal was accepted.**

Meeting closed at 7.15pm

Part 1