

**EXMOUTH COMMUNITY COLLEGE  
FULL GOVERNORS MEETING MINUTES**

**Conference Room, The Grange  
Wednesday 16<sup>th</sup> October 2013 at 4.00pm**

**Part 1**

	<b>ACTION</b>
<p><b>Present:</b> Mrs E Lee, Mr A Alexander, Mrs P Graham, Dr A Gelling, Mrs B Mason, Mr R Mitchell, Mrs R Jones, Mr R Davison, Miss C Babbage, Mr K Johnson, Mrs M Turgoose, Mr R Rooksby, Mr D Wright, Mrs L Miszewska, Mr R Lawrence, Ms V Duval-Steer, Mrs S Collett and Mrs A Wells (arrived 17.14pm)</p> <p><b>In attendance:</b> Mr D Turner, Mrs K Dearsly, Ms H Miles and Mrs M Savage (PA to the Governors)</p>	
<p>Governors visited the REACH unit and thanks were passed to Julie Layzell and Jonathan Pearson</p> <p><b>The meeting started at 16.27pm</b></p>	
<p><b>1. To agree between Part I and Part II of the meeting:</b> Agreed</p>	
<p><b>2. To receive and approve apologies for absence:</b> Miss J Elson and Mrs L Boud these were accepted.</p>	
<p><b>3. Notice:</b> Governors confirmed receipt of notice of the meeting.</p>	
<p><b>4. Quorum:</b> The meeting was quorate.</p>	
<p><b>5. Declarations of interest and any changes to Declarations of Interest:</b> None</p>	
<p>EL asked for permission to bring item 9 to Part II and forward to after item 5 to enable HM and KD to leave following these items.</p> <p><b>The meeting went into Part II</b></p>	
<p>HM and KD left the meeting at 17.15pm</p>	
<p><b>2708/6 Minutes of the last meeting.</b></p> <p><b>(a) To confirm Part 1 Minutes of 10<sup>th</sup> July 2013 (enclosed)</b> The minutes of the meeting of the 10<sup>th</sup> July were signed as a true and accurate record.</p> <p><b>(b) To consider matters arising from the minutes.</b></p> <p><b>2690/10 – Facilities Fund</b> – EL confirmed she wrote to D Eynon and M Skinner regarding the decision about the facilities funds.</p> <p><b>2686/06 – Raiseonline Data</b> – EL confirmed training will be arranged for the Spring Term 2014.</p> <p><b>2695/15 – Sport England Grant</b> – RJ asked about this, RR gave the same verbal feedback given at the AGM.</p>	

**2709/7 Business brought forward by the Chair (E Lee)**

(a) **Annual Report for 2012-2013** – LM, BM and EL have advised MS of a couple of typos. EL asked for any comments.

(b) **Complaints Policy and Public Sector Equality Duty** –

**AGREED:** EL proposed governors ratify the **Complaints Policy**, this was seconded by BM and all governors were in agreement.

AKA suggested governors think about how to deal with social media and whether this needs to be incorporated in the complaints policy.

Discussion took place about the Public Sector Equality Duty and it was agreed to remove “all” from page 3 so it reads “continue to provide opportunities for students to take part in visits abroad” and “Ensure that these opportunities are available to students”.

**AGREED:** EL proposed acceptance of the **Public Sector Equality Duty** document with the amendment above this was seconded by RL and all governors were in agreement.

(c) **Deputies Responsibilities** – AKA brought to EL and LM attention that a first deputy will be appointed in AKA’s absence. It was agreed this will alternate each academic year and for 2013/2014 it will be DT as first deputy and next year, 2014/2015 GA will be first deputy. RL said this was an excellent idea.

**2710/8 To receive reports from committees**

(a) **Premises Meeting**

(i) To receive Premises Minutes of 1<sup>st</sup> October 2013 – noted

**Item 9/9** - 1<sup>st</sup> paragraph - RJ asked if the workshop had been arranged AKA advised it had for the 4<sup>th</sup> November.

**Item 9/9** – 2<sup>nd</sup> paragraph - Update with LB has not yet been arranged

**Item 9/9** – 4<sup>th</sup> paragraph – Nothing has been advised regarding the lease at present.

**Item 9/9** – 5<sup>th</sup> paragraph – The meeting with Mr Gilpin has been arranged for 21.10.13. The councillors meeting will be arranged after the meeting with Mr Gilpin.

**Item 10/10** – AKA advised a Premises Manger has been appointed and the appointment will commence on the 1<sup>st</sup> December 2013 which will give a 3 weeks handover period with Mr P Cousins.

(b) **Audit Meeting**

(ii) To receive Audit Minutes of 1<sup>st</sup> October 2013 – noted

(c) **Curriculum Meeting**

(iii) To receive Curriculum Minutes of 8<sup>th</sup> October 2013 – noted

KJ said an action from the meeting would be to agree what format the governors would like the information for each of the departments next year.

<p>ST will be meeting with KJ and LM to explain 4matrix and L3VA data assessment.</p> <p><b>(d) Admissions Meeting</b>  (iv) To receive Admission Minutes 9<sup>th</sup> October 2013 – noted</p> <p>CB explained about possibly bringing the admissions process in-house.</p> <p>AKA advised language schools are using LA schools and Academies to teach foreign students without the LA schools or Academies receiving any funding. Currently ECC have 4 of these types of students. DW said can the language school apply - should it not be parents? Discussion took place and CB suggested ECC do not adopt the admission policy until this area has been checked out.</p> <p>RL and LM suggested adding a definition regarding “residency” in the policy. It was agreed to look into this and bring the policy back to governors in December.</p> <p><b>(e) Value for Money Meeting</b>  (v) To receive Value for Money Minutes 10<sup>th</sup> July 2013 – noted</p>	<p><b>To be ratified at the next meeting following Information</b></p>
<p><b>2711/10 Governors communication with the Press</b></p> <p>EL reminded governors of agreements at the AGM stating communication with the press must go through the Chair of the GB or in her absence the Vice Chair.</p> <p>An article appeared in the Express and Echo which quoted RD as a governor at ECC. RD said he was invited to a conference by the NUT and was not speaking as a governor when interviewed by the Express and Echo, but as himself.</p> <p>LM said she was concerned that the statement in the Express and Echo does not support the Academy and RD should put his duties as a director first.</p> <p>VDS left the meeting at 18.02pm</p> <p>LM sees RD’s comments as a conflict of interest but DW did not agree.</p> <p>KJ suggested if governors were speaking to press it should be prefaced with “I am speaking as a private individual” however it was agreed whether or not that gets printed is another thing!</p> <p>RL said he was sure RD had the best interests of ECC at heart. AKA said he never responds to the press.</p>	
<p><b>2712/11 Internal Audit Report</b></p> <p>Circulated to the governors.</p> <p>AKA said what an excellent report it is, and governors should be pleased.</p> <p>PG asked if the FGB could write to the Finance Department congratulating them.</p>	<p><b>EL/MS to write to Finance Dept</b></p>

**2713/12 School Development Plan**

**(a) Monitor School Development Plan 2013/2014 - noted**

8.1 – BM asked how 4matrix can raise standards of leadership. AKA said this system has taken data analysis to a higher level and it alters how middle leaders develop.

MT asked about the OFSTED data dashboard – DT advised this will be available once the data has been validated.

**(b) Self Evaluation (Achievement)**

1b and 1c has no grading – DT advised ECC are waiting for data to be validated and then a grade will be added.

RD left the meeting at 18.19

1c KS5 data – governors asked if 4 matrix can do Post 16 analysis – DT said it can but not until May 2014. KS3 is coming in at the moment.

DT is currently talking to SCOMIS to see if 4matrix can become part of SIMs.

AW commented on the AS and A2 levels being opposite to the 2013 results. DT said statistics can be manipulated in various ways but ECC are concentrating on 7 areas in Post 16.

**2714/13 Communications**

Union Communication

04.10 – email from Mr Eynon and Mrs Skinner regarding industrial action

09.10 - a letter went to parents informing them of the strike action from EL

13.10 – email from Mr Eynon and Mrs Skinner saying how disappointed they were not to receive a reply to their email on the 4<sup>th</sup> October. EL sent an email on 14.10 apologising to them and read the email out to the GB.

EL explained the unions had asked if the “unpaid wages” could be donated to a charity or used in school for activities week. EL has spoken to KD and as it is public funded money it would go back into the education budget.

MT asked if will be any costs incurred by ECC due to the strike, AKA advised none.

DW asked if there was any reason why the funding cannot be used for the activities week. AKA suggested asking the solicitors and getting legal advice. AW said governors need to be accountable for the money although CB explained it is not income but non-expenditure.

RL felt EL was being hard on herself and should correspondence be taking place between GB and the unions? KJ feels there is a difficulty with the unions proposal and responding to one suggestion. BM said it was a positive gesture from the unions and that should be recognised and noted.

Year 10 letter – A letter was sent to parents regarding ECC moving to the iGCSE.

Parent Letter EL read a letter from a parent returning £309.00 from a South African trip to be used for disadvantaged students in the future.

<p><b>2715/14 Risk Register</b></p> <p>No items were asked to be included in the risk register.</p>	
<p><b>2716/15 Development of future strategy</b></p> <p>EL would welcome a meeting with SMT and the governors regarding future strategy of the College.</p> <p>KJ advised the changes with the curriculum which will have an impact into the future are already being discussed. Premises and Finance both have 3, 5 and 10 year strategies.</p> <p>Discussion took place about whether any other strategy planning needs to take place. RJ suggested a strategy regarding succession planning and RR suggested a sports development strategy.</p> <p>It was agreed not to discuss these at Governor day but development of them will be taken forward in the future.</p>	
<p><b>2717/16 OFSTED</b></p> <p>EL said what an excellent report it is and would like to congratulate all staff both teaching and non-teaching and the students.</p> <p>AKA said although the grading was “good” it reads as an “outstanding” report.</p> <p>RL acknowledged the comment about the principal “provides the college with inspirational leadership.”</p> <p>EL also advised that as an Academy if there is a change of head there is an automatic OFSTED inspection.</p> <p>Thanks were also given to MS, PA to Governors, for her work with the GB.</p> <p>EL commented that following on from the last item (2712/15) perhaps development of future strategy could include the points raised in the OFSTED report where it says ECC is not an outstanding school because:-</p> <ul style="list-style-type: none"> <li>• Not enough teaching is outstanding. Consequently, not all students make better than expected progress.</li> <li>• Not all lesson activities challenge students to think deeply or work independently.</li> <li>• Leadership of the sixth form does not always make sure that the best practice is shared for the benefit of all students.</li> </ul>	
<p><b>2718/17 Governor Day</b></p> <p>19<sup>th</sup> November was agreed as Governors Day, RL gave his apologies.</p> <p>Discussion took place about the format following that similar to last year with governors meeting their link departments.</p> <p>SC left the meeting at 18.54</p>	

CB suggested following a pupil premium student and said lunch with students was good last year. A plenary between 2 and 3pm was also suggested.	<b>EL/MS to arrange</b>
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Meeting closed at 18.56pm

Part 1