

**EXMOUTH COMMUNITY COLLEGE
FULL GOVERNORS MEETING MINUTES**

**Conference Room, The Grange
Tuesday 25th March 2014 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, Mrs M Turgoose, Mr R Lawrence, Miss J Elson, Ms V Duval-Steer (arrived 16.53), Mrs L Boud, Mr K Johnson, Miss C Babbage, Mr D Wright, Mrs B Mason and Mr R Rooksby</p> <p>In attendance: Mr G Allen, Miss H Miles, Mrs K Dearsly and Mrs M Savage (PA to the Governors)</p> <p><u>Safeguarding Training</u></p> <p>EL welcomed HM. A paper was circulated outlining the role of the Governing Board in Safeguarding at College. HM explained that the training is being delivered later than usual as ECC have been waiting for new guidelines, these have not arrived but HM will update Governors when they are available.</p> <p>HM went through the bullet points with the Governors and spoke about the issues of - Variability of support from Devon (at present 46% of support is delivered by agency staff); Rapidly changing guidance from Devon and; CAMHS (there are going to be two levels of help via CAMHS and schools will be expected to pay for the level 2 service in the future).</p> <p>An Early Help Coordination Centre has been set up alongside the MASH hub. A DAF form needs to be completed which is lengthy and will place an increased workload on staff. At present it is hard work to get support for children from DCC.</p> <p>HM praised the services of Y-SMART and also the school nurses.</p> <p>JE advised Dr Virginia Pearson made a presentation at Devon Education Forum and advised that DCC have received money from the Government for public health services which will be used to benefit schools. A contribution from the College will also be required.</p> <p>LB said the new SEN law coming in, in September, will have mental health as part of it. It will be interesting to see the criteria for level 3.</p> <p>HM left the meeting.</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: Mrs S Collett, Mrs A Wells and Mrs L Miszewska 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: RD and JE both declared an interest in 2772/19 – Part II</p>	

<p>2756/6 Changes in Academy funding</p> <p>VDS arrived at 16.53pm</p> <p>EL went through the Pre 16 funding implications for ECC.</p> <p>Governors noted the increased funding of £189 per pupil. It was agreed that EL and AKA would write and thank Nick Harvey for his campaign to get Devon fairer funding.</p> <p>EL said it is really important Governors are fully informed and aware of the funding situation.</p>	<p>EL/AKA to write to N Harvey</p>
<p>The meeting went into Part II</p>	
<p>2758/9a Minutes of the last meeting.</p> <p>a) To receive Value for Money sub-committee minutes dated 25th February 2014 (enclosed) Noted.</p> <p>b) To receive Finance committee minutes dated 25th February 2014. Noted</p> <p>c) To ratify Finance Policy</p> <p>AGREED: JE proposed and EL seconded ratification of the Finance Policy, all governors were in agreement.</p> <p>KD left the meeting.</p>	
<p>2759/7 To confirm Part I Minutes</p> <p>a) To confirm Part I Minutes dated 11th February 2014 The minutes dated the 11th February 2014 were agreed and signed as a true and accurate record of the meeting.</p> <p>b) Matters arising from the Minutes</p> <p>2737/7 – Discussion regarding meeting with MPs. JE advised the meeting with Hugo Swire will be 2nd May 2014 at 10am.</p> <p>2739/8 – Premises minutes – RJ advised that the lease for the “parcel of land” is going through Browne Jacobson Solicitors and DCC at present.</p> <p>2741/10 – “Free thinking” AKA advised looking at the progress compared with the national average it is good, however the proof will be the exam results. RJ asked if other subjects are involved, AKA said not at present, it will continue to be evaluated.</p>	
<p>2760/8 Business brought forward by the Chair (E Lee)</p> <p>EL congratulated RR on the grant of £75,000 to upgrade the astro turf which will create extra income for ECC. RR said thanks also need to go to RT for his input.</p>	

<p>JE advised that George Downs, a Post 16 student and a member of Youth Parliament, has made a couple of presentations to Exmouth Town Council and a Think Tank on the Youth Service Review. All councillors thought George did an excellent job.</p> <p>(a) Adopt revised Admissions Policy - A further amendment has been received which states "Education, Health and Care Plan" throughout the document.</p> <p>AGREED: EL proposed acceptance of the revised 2016/2017 Admissions Policy, this was seconded by BM and all governors were in agreement.</p> <p>(b) Update on union action –This will take place on the 26th March. EL read out a letter sent to parents. AKA said he is not sure on the number of staff involved and all KS3 and KS4 students will be in.</p> <p>(c) Update on uniform working group - EL advised the group met 11.03.14 and shortlisted to 4 companies. References and samples have been requested. Testing will commence, washing and drying each sample 10 times. The group meets on 29.04.14 to make their final decision which will then go to VFM/Finance.</p> <p>(d) Update on meeting with Withycombe RFC 05.03.14 –Overall bid is c£1m to upgrade Withycombe’s pitch to a 4G pitch with floodlighting and create girls changing rooms which they do not have. A service level agreement will be set up so ECC can use in collaboration with Withycombe RFC. The next meeting is the 29th April.</p> <p>(e) Update on 10 year Strategy Meeting 10.03.14 EL said the group had met and agreed that</p> <p><i>“any STRATEGY decision of the governing board not to follow a trend, which may affect ECC’s position in “league tables” MUST be communicated well to make sure that ALL parents, including those who do not yet have children at the school, understand and know that ECC is a good school and believes in education for all.”</i></p> <p>The group will meet again next term to pursue the opportunities and threats for ECC in the future.</p> <p>(f) Update on Councillors Visit 11.03.14 – EL advised the visit went well and many councillors stayed for lunch. Letters and emails of thanks have been received and ECC are looking at making this an annual event. JE said she had also heard some nice comments and the councillors were thankful of having the opportunity of walking around the College whilst it is “in action”.</p>	<p>MS to set up meeting.</p>
<p>2761/9 To receive reports from Committees in Part I</p> <p>(b) To receive Audit Minutes dated 04.03.14 Noted.</p> <p>(c) To receive Risk Register Management Group 11.03.14 Noted.</p> <p>(d) To receive Curriculum Minutes dated 11.03.14 KJ advised that extensive discussion about Progress 8 subjects had taken place and that these have now been agreed. Assessment is still a problem as there is no nationally recognised benchmark for 11 year olds.</p>	

<p>ECC have decided to follow a path providing an appropriate course of study for each individual student, which may not be all the Progress 8 subjects. This does mean that as a College, we may go down in the “league tables”. This was explained fully the Curriculum Committee and to parents at the Year 9 Options evening by GA.</p> <p>KJ explained that this is a huge change and asked if it would be useful for all Governors to see the presentation given at the curriculum meeting. It was agreed it would be and arranged that GA will show it at the next meeting on 20.05.14.</p> <p>JE spoke about communication and how important it is this is managed. CB agreed and asked if the information and data produced by ECC can be presented in a way that is positive.</p> <p>Finally KJ asked if any governors had any suggestions of ways Post 16 numbers could be increased, to put these forward to SLT.</p>	<p>To go on the agenda at the next FGB meeting 20.05.14</p>
<p>2762/10 Communications</p> <p>EL explained that JE is involved in a couple of projects that may require her to communicate with the press. JE has asked for permission to do this, as usual protocol is only the Chair, or in her absence the Vice Chair of GB. The GB gave their permission.</p> <p>University of Bath Survey – EL asked if the GB want to participate, it was agreed MS to look into what was required.</p> <p>EL advised that the Careers Fair will take place on Wednesday 7th May from 4.30pm to 7.00pm in the Main Hall and Music Corridor, all governors are invited to attend.</p>	
<p>2763/11 Principal’s Report</p> <p>EL thanked the Principal for his excellent report. The letter from the parent about options evening was noted. Congratulations to Matthew and Chloe on their musical achievements and also to Holly on her achievement with the Sutton Trust.</p> <p>RD asked why progression to Post 16 is disappointing. AKA said two members of staff reported back to SMT why some students were leaving. For a majority it was to follow a vocational course which ECC cannot offer, for others they were looking for a change. SMT are looking at courses for work based students in Post 16 following a paper produced by Mr Bishop.</p> <p>AKA asked about the style of the report. A number of governors commented on liking the style of the report which gives a flavour of life at the college from the Principal’s perspective. RJ said she would also like a bulleted summary at the front.</p>	
<p>2764/12 Strategic Development Plan</p> <p>The plan will be costed once Governors approve the draft plan. MT asked if on page 4 – number 3 - the destinations of the students are known – GA and DW advised this information is available.</p> <p>AGREED: EL proposed approval of the draft strategic development plan, VDS seconded and all governors were in agreement.</p>	

<p>The plan will now be costed and presented to the Finance Committee.</p> <p>RL and RJ left the meeting at 18.41pm</p>	
<p>2765/13 Draft College Development Pan 2015/2016</p> <p>GA explained the plan to Governors which will be costed if the draft is approved.</p> <p>KJ asked if it would be useful to have a list of actual interventions at Post 16 – AKA advised this can be provided by GA and ST.</p> <p>MT said it would useful to know the number of students that would have been eligible for the Ebac as well.</p> <p>AGREED: EL proposed approval of the draft college development plan, VDS seconded and all governors were in agreement.</p> <p>The plan will now be costed and presented to the Finance Committee.</p>	<p>MS to send information to KJ</p>
<p>2767/15 Risk Register</p> <p>(a) Items to be considered for inclusion in the Risk Register - None</p> <p>(b) Risk Register Annual Review – Governors are pleased with how the group is running.</p> <p>(c) Debrief on Risk Register Audit Meeting – the audit did not take place due to illness and will now be carried out on the 6th May 2014.</p> <p>GA left the meeting.</p>	
<p>2768/14 College Printing Review</p> <p>JE is pleased with the report and that paper costs have been reduced.</p> <p>RM asked if leases still had to be 3 years, as he understood the EFA have lifted this restriction. AKA advised that MS will check with KD and advise.</p>	<p>MS to contact KD</p>