



# EXMOUTH COMMUNITY COLLEGE

## FULL GOVERNORS MEETING

Meeting 6 – Part I Minutes			
Date/Time	Tuesday 7 <sup>th</sup> February 2017 at 4.30pm	Location	Conference Room, The Grange, ECC
Attendees	Initials	Type of Governor	
Miss J Elson (Chair)	JE	LA Appointed	
Mr A Alexander (Principal)	AKA	Ex-officio	
Miss C Babbage	CB	Community	
Mrs V Duval-Steer	VDS	Community	
Ms L Edwardson	LE	Teacher	
Dr A Gelling	APG	Teacher Governor	
Mr K Johnson	KJ	Community	
Mrs R Jones	RJ	Community	
Ms C McColl	CM	Parent	
Mrs L Miszewska	LM	Community	
Mr R Mitchell	RW	Support Staff Governor	
Mrs M Turgoose	MT	Community	
Mrs A Stimson	AS	Parent	
Mr P Wales	PW	Parent	

Apologies	Initials
Mr R Davison	RD
Mr R Lawrence	RL
Mr I Macqueen	IM
Mrs M Skinner	MS

Absent without Apology	Initials
None	

In Attendance	Initials	
Michaela Savage	MS	Clerk
Mr G Allen	GA	Deputy Head
Mr D Turner	DT	Deputy Head

<b>1. To agree between Part I and Part II of the meeting:</b> This was agreed.	
<b>2. To receive and approve apologies for absence:</b> None.	
<b>3. Notice:</b> Governors confirmed receipt of notice of the meeting.	
<b>4. Quorum:</b> The meeting was quorate.	
<b>5. Declarations of interest and any changes to Declarations of Interest:</b>  None	
<b>3057/6 Minutes</b>  (a) <b>To confirm Part I Minutes dated 06.12.17</b>  The minutes were agreed and signed as a true and accurate record of the meeting.	

<p><b>(b) To consider matters arising from the minutes</b></p> <p><b>Item 3037/12</b> - Page 5 Post 16 - MT asked if there is a feel for the stay on rate for Post 16 next year. AKA said there is more of a positive atmosphere but a figure is unlikely to be known until after Easter. AKA has banned some students from joining Post 16 which has also meant that other students will stay because of this.</p>	
<p><b>3058/07 Determine 2018/2019 Admission Arrangements</b></p> <p>These were noted.</p> <p><b>AGREED:</b> JE proposed determining the admission arrangements for 2018/19, RJ seconded and all governors were in agreement.</p>	<p><b>MS to send to DCC</b></p>
<p><b>3059/08 Business brought forward by the Chair</b></p> <p><b>(a) Agree Internal Audit December 2016</b></p> <p>Governance, Accounting and Financial Control – High Standard  Accounting and Financial Control - Anti Fraud – High Standard  Internal Financial Control - Salaries, Wages and Expenses – High Standard  Internal Financial Control – Assets – High Standard</p> <p>Governors referred to page 10 and the observations and recommendations made about asset write offs, it was agreed that the Assets policy will be brought to the finance committee for clarity at its next meeting.</p> <p><b>AGREED:</b> JE proposed acceptance of the internal audit report dated December 2016, CB seconded and all governors were in agreement.</p> <p><b>(b) Terms of reference for the Strategy Committee</b></p> <p>JE asked for governors input into the draft terms of reference. The following amendments were agreed:-</p> <ul style="list-style-type: none"> <li>• The Principal will be added to the composition of the membership panel.</li> <li>• Item 7 – MT will check if this is covered by the HR committee, if it is it will be removed, if not it will remain with the strategy committee.</li> <li>• The decisions will be changed to recommendations.</li> </ul> <p><b>AGREED:</b> JE proposed acceptance of the strategy terms of reference taking the above amendments into account, MT seconded and all governors were in agreement.</p> <p><b>(c) Appointment of new Parent Governors</b></p> <p>JE advised that the parent elections had resulted in three candidates. Malcolm McDonough and Vicky Raven were successful and will be joining the Governing Board from 01.03.17.</p> <p><b>(d) Change of Deputy Safeguarding Officer</b></p> <p>JE has spoken to Phil Wales who is qualified in mental health and suggested PW takes over as deputy safeguarding governor. All governors were in agreement.</p>	<p><b>Asset Policy to go on Finance Agenda</b></p> <p><b>MS to send final copy to Devon Audit</b></p> <p><b>MS to update terms of reference</b></p> <p><b>MS to notify HM</b></p>

**3060/09 School Funding**

JE advised that at Devon Education Forum the deduction to top slice £55 was unanimously refused for DCC’s high needs block funding shortfall. The decision went to cabinet and a top slice of £33 was agreed. This decision went back to Devon Education Forum and there was concern that they are not being listened to. JE advised that a Westminster debate has taken place in the House of Commons and all the Devon MPs attended. The consultation ends on the 22.03.17.

AKA advised that the decision will cost the school c£63k pa. In addition £22k pa will be lost due to the capping of high needs SEN budget.

AS arrived at 4.55pm

**3061/10 Review of Governors Roles and Succession Planning**

Succession Planning

JE advised that RL will be leaving the Governing Board at the end of the summer term 2017 (21.07.17). JE has spoken to Malcolm Elliott, who was previously the head at Withycombe Primary School and then head at St Peter’s in Budleigh Salterton, to see if he would be interested in being a governor at ECC. ME advised he is interested and as RL is a former primary head JE believes ME would be a good replacement.

LM said usually ECC puts an editorial in the local newspaper to see if anybody from the wider community is interested in being a community governor.

Further thought to be given to this at the next FGB meeting.

Review of Governor Roles

CB referred to the paper “Review Governor Roles”. MT liked the idea of keeping the committee structure and having lead governors and to build more clarity around the link governor role would be good.

CB explained that Lead governors would each have terms of reference and would report back to the committee they are attached to. MT said governors are increasingly expected to be able to say “how they know this” and having lead governors would help. JE said all governors should be involved and the lead governor model would mean the experience and knowledge of all governors would be used.

RM is worried this is getting close to the day to day management and is now the time to bring in a new idea with the appointment of a new head. MT said it is not to do day to day management and clear terms of reference would be needed. LE would welcome the opportunity of lead governors and having a dialogue. CM would welcome the guidance and framework regarding the link governor role and having a slightly less formal approach.

CB suggested testing the water with the finance and premises committee which will become the “Resources Committee” from September and using lead governors as part of this committee.

**To go on the next FGB agenda**

**Committee Chairs to suggest lead governor roles as part of their committee.**

<p>MT suggested each committee looks at whether lead governors are needed.</p> <p>It was agreed that MS and CB will look at formalising the link governor role.</p>	<p><b>To go on next FGB agenda</b></p> <p><b>Report back at next FGB agenda</b></p>
<p><b>3062/11 Report on Pupil Premium</b></p> <p>DT advised that pupil premium funding is received by children who are on free school meals, free school meals + 6, children in care and service children. For measuring attainment the pupil premium students are measured in two groups “Disadvantaged Students” and “Service Children”.</p> <p>DT explained that the paper circulated contained the autumn term data. DT said that attendance is being looked in relation to the disadvantaged children as there is a gap.</p> <p>JE asked is the attendance down because the curriculum is becoming more academic which does not suit all students. DT said there are students that are finding the curriculum difficult and the content has increased significantly. To assist with this some departments are starting their GCSEs in year 9. AKA said attendance is definitely an issue.</p> <p>GA has looked at the performance tables of local schools and ECC is holding its own.</p> <p>AKA advised a working party has been formed to analyse the effectiveness of pupil premium funding and ECCs efficacy of the interventions. AKA is not surprised that the gap has not reduced due to the number of changes within the curriculum. AKA said there is much more pressure on students at a younger age.</p> <p>AKA advised that the review panel will report back to the GB.</p> <p>AKA advised that the panel will be visiting Uffculme school as part of the review. MT said she is pleased ECC are visiting another school and looking at the interventions they are using and how effective they are. MT said the gap seems to grow in the later years. DT said this is a trend probably because the pressure increases.</p> <p>GA explained that the review will tease out information to ensure that all students are making the progress they should be.</p> <p>CB asked is there a case to spend pupil premium funding on the work based curriculum in year 9 as this budget cut was due to containment. AKA said this is something that will be looked into.</p> <p>AKA praised the work of DT and GA and the amount of work that has taken place. CB said ECC have come a long way from where it was and congratulated staff on the amount of effort that goes into ensuring pupil premium funding is spent effectively.</p>	
<p><b>306312 Report on Attendance and Behaviour</b></p> <p>DT advised a weekly report is sent out to the tutors. Targets are set throughout the College and these have been ambitious.</p>	

<p>DT advised that illness over the past two weeks has been difficult and has inevitably affected the data.</p> <p>DT explained the steps that the College are taking to promote improved attendance. and advised that REACH has been invaluable in helping with attendance figures.</p> <p>MT said the report is very thorough. There is definitely a trend that absence does go up as students go through the College. DT said ECC do carry out truancy sweeps but these are less often than before due to the reduction in Police resources.</p> <p>CM asked about an increase in EWO time. AKA said it is difficult as ECC cannot employ its own.</p>	
<p><b>3064/13 Discuss Governors Working Party re Mental Health in the College</b></p> <p>JE asked if a governors mental health working party would be beneficial for the College. LE said she believes SMT need to look at this and perhaps something working at a lower level would be more effective. JE advised that both PW and AS have experience in this area and may be able to help. LE said she will liaise with them.</p>	
<p><b>3065/14 Self Evaluation – Teaching and Learning</b></p> <p>GA advised a different style of self evaluation is being used this year with a move away from statistical evidence to a more prose based evaluation.</p> <p>CB asked about marking and assessment guidance and how frustrating this must be for SMT. GA said it is about ensuring that marking is effective. GA said it is important that staff feel supported and that in cases where it is not as it should be, staff are challenged. GA said Ofsted are looking at consistency of marking. LE added that staff are under considerable pressure and there are occasions where marking cannot be done immediately.</p>	
<p><b>3066/15 Monitor College Development Plan – Quality of Teaching</b></p> <p>PW asked about the new homework coordinator and the “pizza” sessions. GA advised that this is a new role and the member of staff running it has introduced a very methodical approach. Parents are being emailed regularly and the role has been very effective in encouraging students to do their homework particularly for the SEN and disadvantaged children. Each Wednesday a small group of re-offenders are invited for “pizza and homework sessions” which has gone down very well.</p>	
<p><b>3067/16 To receive reports from Committees in Part I</b></p> <p><b>a) Curriculum Committee minutes dated 10.01.17</b> The minutes were noted. KJ said the Head of RE was really impressive which is difficult to get from the minutes.</p> <p><b>b) Premises Committee minutes dated 17.01.17</b> The minutes were noted. VDS re-iterated that £4.5m has been received in grants by ECC. VDS would like to re-iterate the amount of work that KD and her team put into the bids. MT asked if there is an update on the second phase of the Maths block, AKA said it is hoped that this will start next year.</p> <p>VDS left the meeting at 18.26pm</p>	

<p><b>c) Admission Committee minutes dated 24.01.17</b> The minutes were noted.</p> <p><b>d) Self Evaluation Working Party minutes dated 24.01.17</b> The minutes were noted.</p>	
<p><b>306817 Communications</b></p> <p>None</p>	
<p><b>3069/18 Policies for ratification</b></p> <p><u>ICT and E-Safety Policy</u></p> <p>GA advised that there is a new appendix 9 – Guidance on Use of Emails which now forms part of this policy.</p> <p><b>AGREED:</b> JE proposed ratification of the ICT and E-Safety Policy, CB seconded and all governors were in agreement.</p> <p><u>Staff Code of Conduct</u></p> <p>GA said there is new clear guidance in this policy relating to the use of emails.</p> <p><b>AGREED:</b> JE proposed ratification of the Staff Code of Conduct Policy, this was seconded by CB and all governors were in agreement.</p> <p>GA and DT left the meeting.</p> <p><u>Code of Conduct Policy</u></p> <p>JE thanked PW for the work he has done in relation to this. PW went through the paper and said two recommendations have been made on the question of “Is the governing body required to have a code?”</p> <ol style="list-style-type: none"> <li>1. Governors should adhere to a code of conduct, this code should be the one currently in force.</li> <li>2. When the code is due for review (Summer 2017) proper account should be taken of all relevant guidance.</li> </ol> <p>Secondly, “Should governors be expected to sign a declaration of adherence to a code of conduct?” PW’s recommendations were:-</p> <ol style="list-style-type: none"> <li>1. Both as a matter of good practice and as an indication of public accountability and leadership, all governors should formally declare their adherence to the code of conduct.</li> <li>2. Governors should make a signed declaration that they have read and agree to adhere to the code of conduct and when any major amendments to the code are made to it.</li> </ol> <p>LM said she agrees that there should be code of conduct her concern is that the Babcock one is written for a maintained school rather than an academy.</p>	<p><b>MS to arrange signing of code of conduct</b></p>

<p><b>AGREED:</b> PW proposed governors adhere to the current code of conduct currently in force and that governors should make a signed declaration that they have read and agree to adhere to it. CB seconded and thirteen governors were in agreement. There was one abstention.</p> <p><u>Governors Visiting School</u></p> <p><b>AGREED:</b> JE proposed ratification of the Governors Visiting School Policy, CB seconded and all governors were in agreement.</p>	
<p><b>3070/19 Risk Register</b></p> <p>None.</p>	
<p><b>Meeting went into Part II</b></p>	

Final - Part I