



EXMOUTH COMMUNITY COLLEGE

FULL GOVERNORS MEETING

| Meeting 3 – Part I Minutes | | | |
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| Date/Time | Tuesday 8 th December 2015 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 | Parent | |
| Mrs L Boud | LB | Parent | |
| Mrs V Duval-Steer | VDS | Community | |
| Dr A Gelling | APG | Teacher Governor | |
| Mrs P Graham | PG | Community | |
| Mrs A Grange | AG | Parent | |
| Mr K Johnson | KJ | Community | |
| Mrs R Jones | RJ | Community | |
| Mr R Lawrence | RL | Community | |
| Ms C McColl | CM | Parent | |
| Mrs L Miszewska | LM | Community | |
| Mr R Mitchell | RW | Support Staff Governor | |
| Mr D Wright | DW | Teacher Governor | |

| Apologies | Initials |
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| Mr I Macqueen | IM |
| Mr R Davison | RD |
| Mrs M Turgoose | MT |
| Mrs M Skinner | MSk |
| Mrs S Collett | SC |

| Absent without Apology | Initials |
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| In Attendance | Initials | |
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| Miss H Miles | HM | Assistant Principal |
| Mrs K Dearsly | KD | Director of Finance & Resources |
| Mr K Grainger | KG | Bishop Fleming |
| Mrs K Dearsly | KD | Company Secretary |
| Michaela Savage | MS | Clerk |

HM delivered an update on safeguarding training to governors which included an update on Prevent. HM suggested governors read the full 60 page guidance, part 2 of which advises the responsibilities governing boards have.

HM advised updated training has been given to staff and students in College and following this the students were surveyed with 100% of students saying they feel safe in College.

Post 16 students, in future, will wear lanyards which will mean any person seen on site, without a lanyard, will be challenged.

LM has received up to date training on safeguarding which other governors may like to consider.

ECC has a statutory responsibility with attendance and Children Missing Education (CME). This means any child in the College on a part time timetable ECC must complete a form for DCC. Currently there are 12 students on part time timetables.

Governors are responsible for ensuring College is a safe place. School security is an issue with an open site. CB asked about the open site, HM said statistically ECC have never had an incident but occasionally students do leave the College during the day. PG asked why the main gates cannot be closed, HM explained that at the moment, deliveries use the Gipsy Lane entrance, although once the new build is complete this will change. LM is concerned that if you have a "closed" site and there is a fire, how would staff and students get off site and fire crews etc on the site.

Safer recruitment is also an area covered by safeguarding. HM advised that all gaps in employment history are always followed up. DBS and barred list checks are also carried out. In addition checks for people who have worked abroad are done, but these can take time and during that time the person would not be employed. Qualification checks are carried out so assumptions are not made. Checks are also completed for volunteers, although this is not statutory. Clear procedures are in place for allegations against staff, governors are responsible if the Principal is involved.

JE thanked HM for the update.

JE welcomed Clair McColl, new parent governor, to her first meeting of the Full Governing Board. Clair will be on the Curriculum and Finance committees and will be linked to the Care Courses in Post 16.

JE also advised that this is the last meeting for DW and thanked him for his participation on the Governing Board.

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| 1. To agree between Part I and Part II of the meeting: Agreed | |
| 2. To receive and approve apologies for absence: As above and agreed. | |
| 3. Notice: Governors confirmed receipt of notice of the meeting. | |
| 4. Quorum: The meeting was quorate. | |
| 5. Declarations of interest and any changes to Declarations of Interest: None | |
| Meeting went into Part II | |
| 2935/7 Present and approve Annual Accounts 01.09.14 – 31.08.15 | |
| <p>JE advised that the wording in the Reserves paragraph needs to be amended as per the attached. KG advised this would be done. KG asked if there were any questions regarding the accounts following Tim Borton's presentation at the Finance Meeting on the 25.11.15, to which all governors were invited to. There were no questions.</p> <p>AGREED: JE proposed approval of the annual accounts 01.09.14 to 31.08.15 with the insertion of the amended paragraph, CB seconded and all governors were in agreement.</p> <p>AGREED: CB proposed acceptance of the letter of representation, JE seconded and all governors were in agreement.</p> <p>KG advised that there were no matters of irregularity.</p> | |

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| <p>2936/8 Appointment of Auditors</p> <p>JE proposed, in principle*, Bishop Fleming as ECC's auditors for next year. JE advised Bishop Fleming have an excellent reputation and represent several academies in the South West, regularly attending EFA meetings in London.</p> <p>AGREED: JE proposed, in principle, the appointment of Bishop Fleming, CB seconded and all governors were in agreement.</p> <p>KG and KD left the meeting at 16.55pm</p> | <p>* This will go to the Finance Committee on 01.03.16</p> |
| <p>2937/9 Minutes</p> <p>(a) To confirm Part I Minutes of 20.10.15</p> <p>The minutes were agreed as a true and accurate record of the meeting.</p> <p>(b) To consider matters arising from the minutes</p> <p>2921/10 – Pupil Premium Report - Page 3, paragraph 2 – CB asked if the targeting of service children had been looked into. RL advised that he has met with DT regarding pupil premium and this may be useful to discuss further with DT at their next meeting.</p> | <p>RL to discuss with DT at next pupil premium meeting.</p> |
| <p>2938/10 Business brought forward by the Chair</p> <p>a) Update on Governors Day JE asked if everybody enjoyed the day, which they did. This is an opportunity for governors to "see the College in action" and staff and students made the governors most welcome.</p> <p>b) To ratify appointments of the Parent Governors</p> <p>AGREED: JE proposed the appointment of Clare Babbage, Sam Collett and Clair McColl as Parent Governors, following the recent parent election. LM seconded and all governors were in agreement.</p> <p>c) To ratify amendments to Terms of Reference for Finance and Premises Committees</p> <p>AGREED: CB proposed updating the terms of reference as outlined in red, VDS seconded and all governors were in agreement.</p> <p>d) Update on training attended by Governors JE advised governors have attended the following training:-</p> <p>30.09.15 Ruth Jones Health and Safety 12.10.15 Andrew Gelling Prevent Online Training 04.11.15 Clare Babbage SEN(D) Training 10.11.15 Michaela Savage Clerk as Facilitator / Adviser 12.11.15 Ian Macqueen New Governor Training 01.12.15 Jill Elson Effective Parental Engagement</p> | |

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| <p>e) Website</p> <p>JE said concern was expressed at the Strategy Meeting regarding ECC’s website being “very busy” and “difficult to navigate”.</p> <p>AKA said the College is busy which is reflected on the website. In order for the website to be changed an update of the software would be required and there would be a cost implication. AKA said the remarks are in direct contrast to what has been feedback to him.</p> <p>CB advised that the website is ECC’s window and the impression it creates is important. For many, including Ofsted, it is their first impression of the College. RJ agreed saying the website is the main brochure for the College and will be Ofsted’s first stop. KJ said it is very small print and the home page is not the most welcoming. Governors acknowledged that website design has improved dramatically in recent years. An independent website designer has looked at ECC’s website and commented that the navigation could be better. DW said its current style is “old fashioned”.</p> <p>JE advised that many schools have updated their websites. APG asked would there be a significant cost involved in updating the website. AKA advised that there would be. JE said the costs need to be advised before this can be taken forward.</p> <p>f) Assessment</p> <p>MT raised at the Strategy Meeting is a governor link required to Assessment with all the changes regarding Progress 8. KJ explained the assessment governor would operate in the say way as governors linked to SEN and Pupil Premium etc. Discussion took place and KJ said, on reflection, governors are kept well informed by ECC, through the curriculum committee, on the constantly changing parameters under which ECC are working and appointing a link governor is probably not required. RL agreed with KJ’s comment and it was agreed a link governor to assessment is not required.</p> | <p>JE will contact the IT dept. MS to put on the next FGB agenda</p> |
| <p>2939/11 Principals Report</p> <p>KJ referred to page 3, paragraph 2 of the Teaching and Learning section. AKA advised he carries out lesson observations and whilst carrying out these he looks at the marking of books. AKA said he had noticed marking of some students books has not been what it should be. As a result, the marking of these members of staff has been scrutinised and an improvement has been seen.</p> <p>KJ said it was pleasing to hear that when things are picked up, which are not as they should be, these are rectified. KJ asked if HoD’s are picking marking up as well, AKA advised that this point has been made at an SMT meeting.</p> <p>CB referred to page 4, top line, asking about the Paris trip that was cancelled and was there a cost implication to parents. AKA advised that there has been no cost implication to anyone although did advise governors that the Foreign Office were most unhelpful when he contacted them. RL said this should be noted and the Principal congratulated on the action that was taken. JE advised she will contact the local MP advising him how unhelpful the Foreign Office were.</p> <p>AKA brought governors attention to the school visits and trips and said how proud he is of his staff, the governors, and being a Principal of a school that offers so many opportunities to the students.</p> | |

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| <p>AKA also commented on his meeting with new staff and how positive that had been.</p> <p>A short discussion took place regarding the introduction of CPOMs to ECC. LB advised how effective it has been within the local Primary Schools. AKA advised it was as a result of his meetings at the Academic Council that the decision was taken to introduce it at ECC.</p> | | | |
| <p>2940/12 Self Evaluation and School Development Plan</p> <p>AKA said in the Spring Term the key issue will be looking at possibly altering the KS3 curriculum to enable further time to be given to core subjects. AKA advised that once discussed at SMT this will come to governors of the Curriculum Committee and subsequently to the FGB.</p> <p>The College's Self Evaluation will be considered in line with the RAISE Online data that has been released and any recommendations will then be brought to the FGB.</p> | <p>To go on next FGB agenda</p> | | |
| <p>2941/13 Proposed Admission Arrangements for 2017-18</p> <p>RJ advised that the DCC model policy was considered at the admissions meeting. The model has been amended, as necessary, to become ECC's policy. This Admissions policy is now out to consultation from 01.12.15 to 31.01.16 on ECC's website.</p> <p>If there are comments arising from the consultation an additional meeting has been arranged of the Admission Committee for the 9th February 2016.</p> <p>LB referred to page 2, box 9</p> <table border="1" data-bbox="113 1128 1220 1200"> <tr> <td data-bbox="113 1128 571 1200">Education, Health and Care Plan</td> <td data-bbox="571 1128 1220 1200">Any child whose Education, Health and Care Plan names this school will be admitted.</td> </tr> </table> <p>LB advised that EHC Plans will not available until February and the deadline for applications for admissions is the 31st October of the previous year.</p> <p>Discussion took place and it was agreed that as ECC is not at full capacity, this will not be an issue.</p> <p>AGREED: RL proposed acceptance of the admission arrangements for 2017-18 subject to there being no changes from the current consultation, CB seconded and all governors were in agreement.</p> <p>Governors were advised that if changes were received from the consultation these will be considered by the Admissions Committee on 02.02.16. An extraordinary FGB meeting will be held on 09.02.15 to approve any amendments, if required.</p> | Education, Health and Care Plan | Any child whose Education, Health and Care Plan names this school will be admitted. | <p>JE will write to the 0-25 team</p> |
| Education, Health and Care Plan | Any child whose Education, Health and Care Plan names this school will be admitted. | | |
| <p>2942/14 Reports on Exclusions, Behaviour and Attendance</p> <p>AKA advised governors that attendance is above target which is pleasing.</p> <p>Persistent absence is at 10.5%, with the target being 5.6%. The increase is due to a change by the government which has now set persistent absence at 90% from 85%, and prior to that it was 80%.</p> <p>Overall the trends for attendance, time outs and fixed term exclusions are pleasing.</p> | | | |

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| <p>AKA advised that ECC are in dispute with RAISE Online figures regarding the number of permanent exclusions and this is being looked into.</p> <p>LB asked about attendance for Y12/13 in light of a future inspection.</p> | |
| <p>2943/15 To receive reports from Committees in Part I</p> <p>(a) Finance Minutes 30.11.15 and 25.11.15 – Noted.</p> <p>(b) Admissions Minutes 17.11.15 – Noted.</p> <p>(c) Curriculum Minutes 06.10.15 – Noted</p> <p>KJ advised that the Curriculum Committee are seeing a series of departments over time and at the last meeting it was Technology. KJ said that what didn't come over in the minutes was that the Head of Department said that no matter how difficult or how many changes are presented to them, they will remain positive and will make the best of "what is thrown at them". AKA was pleased that curriculum governors had got that message and advised that this is representative of departments throughout ECC.</p> | |
| <p>2944/16 Communications</p> <p>Early Help 4 Mental Health - JE advised she had attended a meeting with Virgin Care and Young Devon who had both said they thought the work the REACH Centre at ECC was undertaking was excellent and that this should be a flagship for Devon.</p> <p>Heart of the South West forming a group for Devolution. JE advised that in this document there is no mention of liaison with secondary schools which is very disappointing. RL asked if JE has written regarding this, JE advised she has and will pass the document to AKA.</p> | |
| <p>2945/17 Policies for ratification</p> <p>Preventing Radicalisation Policy Page 3 - Internet Safety – 4th paragraph, removed duplication "and staff" Page 3 – Visitors – 2nd paragraph, 2nd to last line amend to "to speak to children with out a member of staff being present,"</p> <p>Safeguarding Policy Governors were advised this is a new policy based on DCC's new model policy.</p> <p>Emailing Policy for Governors - Noted</p> <p>AGREED: JE proposed acceptance of the above policies, with the changes noted above, this was seconded by VDS and all governors were in agreement.</p> | |
| <p>294618 Risk Register</p> <p>(a) Items to be considered for inclusion in Risk Register - None.</p> | |
| <p>Meeting went into Part II</p> | |