

**EXMOUTH COMMUNITY COLLEGE
FULL GOVERNORS MEETING MINUTES**

**Conference Room, The Grange
Tuesday 8th July 2014 at 4.30pm**

Part 1

	ACTION
<p>Present: Mrs E Lee, Mr A Alexander, Dr A Gelling, Mr R Mitchell, Mrs R Jones, Mr R Davison, Mrs M Turgoose, Miss J Elson, Ms V Duval-Steer, Miss C Babbage (arrived at 16.45pm), Mrs B Mason, Mrs A Wells (arrived 17.38), Mrs L Miszewska, Mr K Johnson, Mrs S Collett (arrived at 16.55pm), Mrs P Graham and Mr R Rooksby.</p> <p>In attendance: Mr D Turner, Mrs S Walker 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 R Lawrence, Mr D Wright and Mrs L Boud 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>2791/6 Governor Update on Special Educational Needs</p> <p>SW advised there is a new code of practice for Special Educational Needs that governors will find useful.</p> <p>There are many changes and a 3 year plan is being put together by ECC in the Learning Support Department:-</p> <ul style="list-style-type: none"> • Statements are going to be called Education and Health Care Plan (EHCP) • Administration changes in paperwork such as DAF1, DAF2 and DAF3 • A new coding system will be needed for the SEN register <p>The code of practice emphasises the following:-</p> <ul style="list-style-type: none"> • Providing cost effect provision for statements students • Accounting for how funding is spent • Measuring the impact and effectiveness of the funding <p>An individual provision map will be produced for each student.</p> <p>A change in funding means any additional funding (above £10,000) needs to be applied for from the high needs block, making tracking essential.</p> <p>ECC will be finalising what its “core offer” and “additional offer” are and these will be published on the website.</p> <p>CB arrived at 16.45pm</p>	

SW said the changes offer an opportunity to look at a smarter way of working with teaching assistants. SW advised they are looking at building teams, such as a Post 16 TA team specialist, Maths, English and Science TA team specialists, as well as Discovery Team Specialists.

The changes ECC will be implementing will need to be explained to parents and it is anticipated that Parent Partnership will assist with this. The changes will both be procedural and cultural in how ECC work with students.

High quality teaching, differentiation and ensuring ALL students make progress is what comes through, tracking progress of learning is key and will be incorporated into teachers appraisal.

The SEN named governor (Louise Boud) should meet monthly with the SENCO and a broader involvement of the whole of the Governing Board should be worked towards.

Special educational provision should be matched to the child's identified SEN. Children's SEN are generally thought of in the following four broad areas of need and support –

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health
- Sensory and/or physical needs

SW will keep governors up to date. BM suggested this is done at both the HR and Curriculum committees.

Public Health Devon are working with schools to develop a new emotional, psychological and social wellbeing service for children and young people in Devon, commencing in September 2014 known as the "School Reference Group". JE has been nominated to represent Devon Association of Governors on this group.

SC arrived at 16.55pm
SW left the meeting at 16.55pm

2792/7 Minutes

(a) To confirm Part I Minutes of 20.05.14

The minutes were agreed and signed as a true and accurate record of the meeting.

(b) To consider matters arising from the minutes

2778/9 **Communications** – AKA sent a letter from College, EL sent a letter from the Governing Board to Mr Simmonds.

2776/7e **Update on Hugo Swire** – EL has sent a letter to M Gove covering Progress 8, English Results, Budgets, Careers and Playing field strategy.

<p>2793/8 Business brought forward by the Chair</p> <p>(a) Update on Uniform Working Group. EL thanked the group for their input and advised two suppliers have been appointed. Both have local outlets and there will be a saving on the compulsory items (school jumper, tie and PE shirt). Contracts have been signed and returned to ECC.</p> <p>Gridlines will continue to supply ECC until 31.12.14.</p> <p>EL advised that AKA had a separate meeting with staff regarding skirts and trousers and the requirements of knee length skirts and tailored trousers. This has been communicated to the two new suppliers and HM has communicated to the existing supplier.</p> <p>BM asked how students requiring help with purchasing uniform will be accommodated. EL advised that ECC will give them a voucher, signed by a member of SMT, that they can use to purchase uniform.</p> <p>(b) Update on 10 Year Strategy Group. EL postponed the meeting. It will be re-arranged with chairs of committees and members of SMT for the autumn term.</p> <p>(c) Ratification of Admissions Policy EL advised that further amendments had been received from DCC Admissions and ask for GB approval of these. Discussion took place as to whether ratification could be delegated to the Admissions Committee</p> <p>AGREED: EL proposed delegating any future changes to the Admissions Policy to the Admissions Committee and ratification of the latest set of changes for 2015-2016, BM seconded and all governors were in agreement.</p> <p>d) Raise online training. EL advised this has been offered by DT for Wednesday 23.07.14 between 11.15 and 12.15pm. Governors to let MS know if they would like to attend and MS to set up</p>	<p>MS to arrange meeting.</p> <p>Admissions Terms of Reference to be updated.</p> <p>Updated Admissions policy to be sent to DCC and ECC website.</p> <p>MS to email governors.</p>
<p>2794/9 To receive Principal's Report</p> <p>EL congratulated the Principal on the report and the number of events that have taken place.</p> <p>AG asked about the location of the memorial garden. AKA advised Gipsy Lane, in the quad at the back of David Turner's office. A design has been received which AKA said is superb. It will cost c£5,000.</p> <p>CB asked how the Discovery Stream conference went. AKA circulated a feedback paper at the meeting.</p> <p>KJ said governors need to address the comment made on page 6 about letters of complaint. LM said the letter was written to governors and although "off the wall" governors had to know about it. EL advised a reply was sent to the complainant thanking them for the letter and a further letter has been received. EL summarised the latest letter and it was agreed a further letter would be sent thanking them for the letter.</p>	<p>EL/MS to send a letter</p>

<p>Discussion took place and it was agreed that the procedure needs to be clarified. It was agreed that a working group consisting of AKA, EL, BM and MT would meet to suggest a way forward.</p> <p>RJ said how lovely it was to see the Ten Tors team for ECC was back.</p>	<p>MS to set group and meeting date up</p>
<p>2795/10 To receive reports from Committees in Part I</p> <p>a) To receive Premises Minutes dated 03.06.14</p> <p>7/7c Planning Variation- AKA advised that a letter had been sent to residents regarding the planning application.</p> <p>7/7b Update on 100 year lease – This is ongoing</p> <p>b) To receive Risk Register Management Group Minutes dated 17.06.14 Item 3 – RM advised that door security cards need to be updated every 2 days not 14 days</p> <p>c) To receive Audit Minutes dated 25.06.14 In the letter to the Accounting Officer, it was agreed that the part “Fraud and Irregularity – Accountability for academies is substantially stronger and tougher than for maintained schools” should be put on ECC’s website.</p> <p>Alison Wells arrived at 17.38</p> <p>d) To receive Finance Minutes dated 24.06.14 CB asked if there has been any response on P16 travel expenses. AKA advised the advertising campaign was still to be finalised. Facebook was suggested a good medium for students.</p> <p>e) To receive the following Audit Reports</p> <p>i) Key Finance System – Review Visit Two – ECC received 3 high and 1 good standard</p> <p>ii) Risk Management Review – ECC received good standard</p>	<p>MS to advise GA.</p> <p>MS to arrange</p>
<p>Meeting went into Part II</p>	
<p>2798/13 Communications</p> <p>(a) In Touch EL read out a communication received from JE regarding free tablets. DT advised he will look at.</p> <p>Supporting Children with Medical Conditions in Schools – It was agreed this should be sent to GA.</p> <p>Core Pathways Programme – It was agreed this should be sent to DT</p> <p>Devon Libraries – Noted</p> <p>Raptors Programme – EL congratulated RR on the programme that will be starting in September 2014. The brochure was circulated to governors at the meeting.</p>	

EL and AKA left the meeting at 18.01 to attend Parents Welcome Evening. LM took the chair. RD also left the meeting at the sametime.

- a) **In-Touch** - DT advised ECC are looking at making SIMs more efficient. Communication has been by telephone and texting, however texting cannot be logged onto the SIMs system.

ECC have purchased "In Touch" which enables emails and texts to be sent and logged on the communication log of any student on the SIMs system.

From September ECC will be using "In Touch" which will enable exam timetables and reports to be sent via email and will reduce administration time and postage.

The system has been uploaded and training has taken place. All parents have been written to requesting an email address. DT thanked the SIMs for the work they have done and 85% of email addresses have been obtained.

BM asked those who are unable to use technology, does the system accommodate for them, DT said it does and postal, telephone, text communication will continue.

VDS asked about online bookings for parents evening – DT said this will be looked at in the future.

AW asked about SOE forms, DT advised that GA is looking into.

2799/14 Review of REACH Unit

Following the set up of the REACH unit a year ago, a review has been completed. DT advised that all staff have played an active role and went through the report with governors.

LM asked about the c£10k shortfall on page 9. DT said he is confident the year end will be within the funding stream and the shortfall will not occur.

BM said it comes across that REACH is working well, but it does seem a large sum of money for 49 students. DT advised he sees the use of the REACH unit expanding particularly with the changes that are occurring at the Stansfield Centre. JE advised that Exmouth has 66 troubled families and she is keen to get a social worker onsite in ECC. Evaluation is not only on the students in the REACH unit, it also has an impact on the students in the lessons that those students are now not disrupting. In addition DT is looking at joining internal and timeout together.

MT congratulated DT on the excellent report.

MT left the meeting at 18.24pm

Much praise was given to Paul Freestone and Polly Cross.

KJ cannot see anything but good in developing the REACH unit particularly with the increased numbers of students experiencing difficulties. Sue Clarke, Head of Education and Learning at DCC has been very clear that schools are going to have to manage these difficult situations.

<p>Discussion took place about whether a “named” governor should be allocated to REACH, it was agreed this would be discussed at the AGM in September.</p>	
<p>2800/15 Re-election of Governors in 2015</p> <p>LM explained that 13 governors are due for reappointment in March 2015. It would be helpful for administration purposes if governors could give an indication nearer the time whether or not they would like put themselves forward for nomination.</p> <p>Discussion took place about “social media” canvassing and it was agreed advice would be sort from the solicitors.</p> <p>RR advised that having been on the Governing Board for 7 years, he anticipates resigning December 2014.</p>	<p>MS to email Browne Jacobson</p>
<p>2801/16 Ratification of the following policies</p> <p>Special Educational Needs Policy Code of Practice Policy Whole School Assessment Policy LGPS Pension Employer Discretions Policy</p> <p>DT advised that there have been a number of amendments to the Whole School Assessment Policy to reflect the changes in national policy.</p> <p>AGREED: JE proposed ratification of the above policies, RJ seconded and all governors were in agreement.</p>	
<p>2802/17 Risk Register</p> <p>(a) Items to be considered for inclusion in the Risk Register - None</p> <p>(b) Terms of Reference for the Risk Management Group</p> <p>AGREED: LM proposed ratification of the Terms of Reference for the Risk Management Group, CB seconded and all governors were in agreement.</p>	
<p>2803/18 Agree Terms of Reference for Full Governing Board</p> <p>BM advised at the HR meeting on 9th June, the following was agreed:-</p> <p>Staff Hearings will be delegated to The Principal Appeal Hearings will be heard by a Governors’ Appeal Committee.</p> <p>As a result the FGB Delegation planner will need to be updated, as follows:-</p> <p>Ending suspension (except head) should be amended to a 3. Suspending staff (except head) should be amended to a 3.</p>	<p>MS to update the FGB Terms of Reference</p>
<p>Meeting went into Part II</p>	