



# EXMOUTH COMMUNITY COLLEGE

## FULL GOVERNORS MEETING

Meeting 5 – Part I Minutes			
Date/Time	Tuesday 12 <sup>th</sup> May 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
Dr A Gelling		APG	Teacher Governor
Mr D Wright		DW	Teacher Governor
Mr R Mitchell		RW	Support Staff Governor
Mrs L Boud (arrived 5.17pm)		LB	Parent
Mrs M Turgoose		MT	Parent
Miss C Babbage		CB	Parent
Mrs R Jones (arrived 5.31pm)		RJ	Parent
Mrs S Collett (arrived 5.17pm)		SC	Parent
Mrs L Miszewska		LM	Community
Mrs B Mason		BM	Community
Mr K Johnson		KJ	Community
Mrs P Graham		PG	Community
Mrs V Duval Steer		VDS	Community
Mr R Lawrence		RL	Community

Apologies	Initials
Mrs A Grange	AG
Mr R Davison	RD

Absent without Apology	Initials

In Attendance	Initials	
Michaela Savage	<b>MS</b>	Clerk

The governors stood for a minute's silence to remember Ian Purchase, teacher governor.

<b>1. To agree between Part I and Part II of the meeting:</b> Agreed	
<b>2. To receive and approve apologies for absence:</b> As above.	
<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>2879/6 Minutes</b>	
(a) <b>To confirm minutes of the meeting 24.03.15</b>	
The minutes were signed as a true and accurate record of the meeting.	

<p><b>(b) To consider matters arising from the minutes</b></p> <p><b>2864/6</b> – Ref 2853/11 Page 13 GA advised that Raise online did not rate Sociology as significantly positive. Page 20 – the grading is “Good”.</p> <p><b>2865/7</b> – Mr Brownbill was advised as requested.</p> <p><b>2865/7</b> – the Skills Matrix has been completed and will be discussed further at the next Strategy meeting on 18.05.15.</p> <p><b>2864/6</b> - JE advised she has met with AG (new parent governor) who works at the Stansfield Centre. AG said she would be interested in taking on the SEN link role. It was agreed that she will shadow LB.</p> <p>LM advised it is good practice to have two safeguarding governors. JE asked governors to give this some thought and it will be discussed at the next meeting.</p> <p><b>2868/12</b> – AKA advised that the College shop opened last year. At present the shop is running at a loss, due to the investment in stock. Advertising will take place at the Open Day when it is hoped sales will increase. AKA advised that at the moment it is a “wait and see” operation.</p> <p><b>Safeguarding Training - Page 2</b> AKA advised that legal highs are in ECC’s Drug Incident Management Policy. A permanent exclusion has taken place using this policy and the permanent exclusion was upheld by the Governors Disciplinary Panel.</p>	<p><b>MS to put on FGB agenda 07.07.15</b></p>
<p><b>2880/7 Business brought forward by the Chair</b></p> <p><b>(a) Update on Governing Board vacancies and review of skills matrix</b></p> <p><u>Parent Governors</u> - JE advised there is currently one vacancy (Ruth Jone’s position) with 2 more parent vacancies (Clare Babbage and Sam Collett) from 01.12.15. It was agreed that requests for 3 nominations will be sent out on 16.09.15.</p> <p><u>Community Governor</u> - A community governor vacancy will arise when Barbara Mason leaves on 31.08.15. JE suggested a representative from Exmouth Chamber of Trade. RL asked if a particular person should be asked, JE suggested a couple of names. MT and KJ both agreed in principle as long as the skills of the GB are met. RM suggested advertising. It was agreed that this will be discussed further at the strategy meeting on 18.05.15.</p> <p><u>Staff Governor</u> – JE advised there is currently one vacancy (Ian Purchase) it was agreed that requests for nominations will be sent out after half term to ensure expiry of terms are staggered.</p> <p><b>(b) Update on Link Governors</b></p> <p>JE confirmed that AG will shadow LB as nominated governor for SEN.</p> <p>DW offered to link with Year 11 (previously Alison Wells)</p> <p>Year 7 – link needed (was Ian Purchase) English – link needed (was Alison Wells)</p>	<p><b>MS to arrange parent nominations</b></p> <p><b>To be discussed at Strategy Meeting 18.05.15</b></p> <p><b>MS to arrange staff nominations</b></p>

<p>Year 10 )  Computing / ICT ) currently Barbara Mason who is finishing 31.08.15  Gifted and Talented )</p> <p>Governors agreed that some of the new parent, staff or community governors may be able to take on the above links.</p> <p><b>(c) Dates for 2015/16</b></p> <p>Following discussion option 1 was agreed.</p>	<p><b>MS to circulate dates</b></p>
<p><b>2881/8 Monitor College Development Plan (CDP) 2014/2015</b></p> <p>GA went through the CDP and gave governors an update. The main monitoring and impact of the CDP will follow the examination results in the Autumn term.</p> <p>BM asked GA to expand on <i>vulnerable groups, discovery stream introduced into year 9</i>. GA advised that this is the first time the discovery stream has been introduced into year 9 alongside the work based curriculum students. Some students who have made good progress in Year 8 and 9, stay in discovery stream for literacy but moved up a set in History, Geography and RE.</p> <p>LM asked how success is measured. GA advised success is measured in a variety of ways including improvement in reading ages, handwriting, concentration, self esteem and behaviour.</p> <p>AKA advised that following a KS3 meeting it is clear that staff are working very hard to help students achieve in a variety of ways although despite these efforts some students are not achieving. As a result a system is going to be brought in that students who do not do their homework or perform as they are expected in tests, will receive harsh sanctions, if no improvement occurs these sanctions will be escalated over time.</p> <p>LB and SC arrived t 5.17pm</p> <p>KJ asked about Show my Homework – GA advised this is an online tool which students and parents have log in details for. It is easy to operate and the company have been very good to work with. Adjustments have occurred following feedback and generally speaking this initiative has been a success.</p> <p>Discussion took place regarding primary schools and handwriting, spelling and reading. AKA said he is very concerned at the standards children are coming into ECC with are lower than previously. SC and LB, both primary school teachers, advised that handwriting is done on a daily basis and although spelling is not taught in a traditional way, as research has shown this is not the most effective, it is still taught.</p> <p>RJ arrived at 5.31pm.</p>	
<p><b>2882/9 Self Evaluation (Behaviour &amp; Safety and Leadership &amp; Management)</b></p> <p><u>Behaviour and Safety</u></p> <p>GA advised this is the last two sections for Governors to look at. Updates were identified in purple. GA said it was pleasing to see the work on attendance and behaviour have resulted in both improving.</p>	

<p>RM asked if REACH has helped with attendance, GA said he believes it has had impact alongside the many other initiatives that ECC have in place.</p> <p><u>Leadership and Management</u> is scored as a 1 / 2. GA said he believes some sustainability in results is needed before it can score a solid 1.</p>	
<p><b>2883/10 Consider draft College Development Plan 2015/2016</b></p> <p>GA said the draft CDP produced, if agreed today, will be costed up and sent to the Finance committee for approval. If approved it will go back to the FGB for ratification.</p> <p>4.3 is new and is a large area for the College to focus on.</p> <p>MT asked about 7.1 <i>To reduce further the number of exclusions by developing inclusion unit (REACH)</i>. GA explained the REACH unit will be reviewed and it will be agreed how it needs to be developed to move forward.</p> <p>Governors were in agreements with the draft CDP going to finance to be costed.</p> <p>GA left the meeting at 17.39pm</p>	<p><b>MS to add to Finance agenda</b></p>
<p><b>2884/11 To receive reports from Committees in Part I</b></p> <p><b>(a) Finance Minutes dated 28.04.15 and Executive Summary</b></p> <p>JE asked about the “meal of the day” price not being increased. CB explained that “the meal of the day” will be benchmarked in other schools in September 2015. JE asked if costs are being covered, CB said salaries have impacted on the bottom line but it is making a small profit.</p> <p>CB clarified ECC is currently showing an in-year under spend.</p> <p>AKA advised c£4.3million has been awarded to ECC. JE asked if the surveyors have been in, AKA advised a date is still awaited.</p> <p>AKA advised that the plans are being revised with TFQ architects to look at the best way of refurbishing or rebuilding the Humanities block. AKA explained the complications of how to continue teaching whilst work is being undertaken however it is hope that with a joined up approach this can be accommodated. Once the surveyors visit has taken place decisions can be taken.</p> <p><b>(b) Curriculum Minutes dated 05.05.15</b></p> <p>KJ advised that GA represented the Geography Department as SLT link as the Head of Department felt unable to attend the meeting. KJ advised that the Curriculum Committee will continue to invite Heads of Departments to the meeting. DW said that DE (Head of Department) was in two minds as to whether to attend the meeting but following an email had decided not to. KJ was surprised by DW’s comment and advised that he will be sent a copy of the email and reply and would welcome feedback from DW. AKA commented that twilight time is already planned and therefore it would be impractical to use that time.</p> <p>KJ advised the terms of reference have been completed for the Curriculum Committee.</p>	<p><b>MS to send email and reply to DW</b></p>

<p>JE advised she will be attending a meeting of the Young People and Employment Task Group on Tuesday 19<sup>th</sup> May. JE, on behalf of ECC will make a presentation about careers advice offered by the College. AKA advised that Jenna Westcott will prepare a briefing paper for JE.</p>	<p><b>AKA to talk to JW regarding briefing paper.</b></p>
<p><b>2885/12 Audit Report from 25.03.15</b></p> <p>CB said the report demonstrated how well the systems are working and that governors should be reassured with the report.</p> <p>Income – Good  Purchases and Payments – High  Contracts and Tendering – High  Investments – High</p> <p>VDS advised that an audit had taken place today and the feedback meeting was really pleasing. The areas looked at were:-</p> <p>Mandatory policies, documents and publications  Single central DBS record and Safeguarding  Offsite activities including costings, risk assessments  Minibuses including approved drivers, lists, vehicle checks etc  Pupil data and census returns</p> <p>A Risk Register Audit is taking place on 19.05.15.</p> <p>CB said all the areas above are above and beyond the financial handbook.</p>	
<p><b>2886/13 Ratification of Premises Policies</b></p> <p>Whole School Policy for Premises Management - new policy (see attached)</p> <p><u>No or minor amendments</u>  Fire Safety and Evacuation Manual  CCTV Policy  School Security Policy  Lone Working Policy  Manual Handling Generic Risk Assessment for Caretaking Staff  Working at Height Generic Risk Assessment for Caretaking Staff  Asbestos Policy &amp; Management Plan  Annual Fire Safety Inspection  Health and Safety Policy</p> <p><b>AGREED:</b> JE proposed ratification of all the above policies, RM seconded and all governors were in agreement.</p>	
<p><b>2887/14 Communications</b></p> <p>None.</p>	
<p><b>2888/15 Risk Register</b></p> <p>None.</p>	

<p><b>2889/16 Review term dates and school sessions for 2016/17</b></p> <p>It was noted that “Activities week” will be 3 days instead of 4. AKA advised there are advantages and disadvantages to all the options discussed, however SLT believe this option is the best.</p> <p><b>AGREED:</b> JE proposed ratification of the term dates and school sessions, VDS seconded and all governors were in agreement.</p>	
<p><b>Meeting went into Part II</b></p>	

<p><b>Next Meeting Date and Time</b></p>	<p>Tuesday 7<sup>th</sup> July 2015 at 4.30pm</p>
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Final - Part 1