



EXMOUTH COMMUNITY COLLEGE

FULL GOVERNORS MEETING

Meeting 2 – Part I Minutes			
Date/Time	Tuesday 18 th October 2016 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	
Mr R Davison	RD	Community	
Mrs V Duval-Steer	VDS	Community	
Dr A Gelling	APG	Teacher Governor	
Mr K Johnson	KJ	Community	
Mrs R Jones	RJ	Community	
Mr R Lawrence	RL	Community	
Ms C McColl	CM	Parent	
Mr I Macqueen	IM	Community	
Mrs L Miszewska	LM	Community	
Mr R Mitchell	RW	Support Staff Governor	
Mrs M Skinner	MS	Teacher Governor	
Mrs M Turgoose	MT	Community	
Mrs A Stimson	AS	Parent	
Mr P Wales	PW	Parent	

Apologies	Initials
Miss C Babbage	CB
Mrs S Collett	SC
Ms L Edwardson	LE

Absent without Apology	Initials

In Attendance	Initials	
Michaela Savage	MS	Clerk
Emma Butt	EB	REACH Team Leader
Janet Garrow	JG	Head of Nursery
Graham Allen	GA	Deputy Head

1. REACH – Visit and presentation by Emma Butt

EB explained that the REACH building is split into three sections, a therapeutic area, an internal exclusion area for nine students and a time out area for students removed from their lessons for anything up to an hour. Last year nine full time and thirty six part time students attend the therapeutic area.

Over the whole of last year 450 logs over 168 days have been recorded for internal inclusion and 1100 logs for timeouts over 180 days.

EB, a full time TA and a teacher, who works on a part time basis, staff REACH. In addition various members of teaching staff also help out for approximately 12 to 18 periods a week.

EB advised governors there have been great successes, one Y9 student was referred to REACH due to anxiety and spent time in the nurture side of building. She

is now back in full time main stream lessons. Another student in Y9 who was not attending at all is now coming into REACH daily for an hour. A Y11 student who was not attending has now made it into the classroom and attends mainstream school on a part time basis.

In addition great feedback has also been received from both parents and students.

AKA advised that he has received several letters praising REACH and parents have said what a difference it has made to their children. AKA said he visits at lunchtime on a daily basis and quite often Mr Freestone, the part time teacher in REACH, is playing his guitar which builds a rapport with the students.

REACH also assists students who are at risk of being permanently excluded. MT asked about the mixing of students between the areas, HM advised that the students never mix, there is a separate entrance for the vulnerable students. The location of the building also helps the vulnerable students as they do not have to cross through the school site. KJ said it was great that REACH is so well integrated into the school system.

EB and HM left the meeting.

2. Nursery – Visit by Janet Garrow

JG explained to governors that the nursery opened up with the College and initially was linked to the Midland bank and was housed in two classrooms. It is now a standalone unit on the Gipsy Lane site. Some years ago it was threatened with closure but due to the amount of support from both parents, the College and the Community DCC agreed the nursery would come under its umbrella. Following ECC becoming an academy the nursery has now been officially registered as part of ECC with Ofsted from this September, 2016.

The nursery is fully inclusive and can take up to 30 children a day aged from 3 months to 5 years old. There are 8 staff, all of which are qualified, 3 are full time and the rest are part time which gives JG flexibility with staffing ratios. Within the building there are three rooms, the baby room, the toddler room and the nursery.

The nursery is self supported by the nursery fees. RD asked about the fees which JG advised are £18 per day. However, JR explained the nursery is only open term time only, nappies are not provided and neither is a meal. JG said in the past they have had outside caterers but for various reasons this did not work. MT asked if there is a waiting list, JG said there is and yet they have never advertised.

The nursery takes children from the community as well as children of the staff working at ECC alongside referrals from Social Services. Careful budgeting has enabled the refurbishment of the outside play area, a new bathroom and new flooring throughout the building this summer.

Much work takes place with external agencies and nurses in training attend placements, students from ECC and Exeter College alongside students on apprenticeships.

All the children who attend the nursery are developed using creative play and the outside area. They are all given the best opportunities possible with constant evaluation and assessment taking place. The last three Ofsted inspections have all been graded good. AKA said the nursery is an asset to ECC.

<p>JG said governors are invited to have a look at the nursery, at anytime, if they wish.</p> <p>JE thanked JG for attending the meeting and sharing with the governors the work of the nursery.</p> <p>Graham Allen arrived and JG left the meeting.</p>	
<p>3. To agree between Part I and Part II of the meeting: JE requested permission to move item 12 forward to item 8 and item 11 into Part II. This was agreed.</p>	
<p>4. To receive and approve apologies for absence: As above and agreed.</p>	
<p>5. Notice: Governors confirmed receipt of notice of the meeting.</p>	
<p>6. Quorum: The meeting was quorate.</p>	
<p>7. Declarations of interest and any changes to Declarations of Interest:</p> <p>None</p>	
<p>3012/12 Review Self Evaluation</p> <p>GA explained that the current SEF is in its early stage of evaluation and therefore the information available is limited. GA explained that pages 2, 3 and 4 are the figures governors need to be aware of.</p> <p>Disadvantaged students on progress 8 scored -0.50. On analysis of this figure, using 4matrix, GA advised that this equates to 72 students, 34 having a positive score and 38 a negative score. If that is then analysed further GA advised looking at individual cases there were some students with many difficulties who were scoring -3.2 and -3.3 and other students scoring +1.8 and +1.5. GA explained the curriculum has been designed to support the students, which therefore affects the progress 8 score.</p> <p>GA was thanked for the paper and left the meeting.</p>	
<p>3013/08 Minutes</p> <p>(a) To confirm Part I Minutes dated 05.07.16 The minutes were agreed and signed as a true and accurate record of the meeting.</p> <p>(b) To consider matters arising from the minutes</p> <p>Item 2992/6 Page 2, 3rd paragraph down – MSk advised that as part of the sex education programme the Y9 students received an excellent presentation from a theatre company. In addition to this there were also three workshops. MSk said it was sponsored by the Police Force and was first class.</p> <p>Item 3002/16c Page 5 - Risk Register and Multi Academy Trusts – JE advised that Rob Haring from Ivybridge was due to be invited to ECC after half of term to talk to the FGB regarding Multi Academy Trusts.</p> <p>MT asked where the current thinking is. AKA suggested leaving it as it appears to be off the government agenda at the moment and he got the impression from a previous</p>	

<p>FGB meeting that governors did not have an appetite for MATs.</p> <p>AKA said he has spoken to Lymphstone about helping them in an informal way.</p> <p>It was agreed that nothing further will be pursued at the moment.</p>	
<p>3014/09 Business brought forward by the Chair</p> <p>(a) Code of Conduct for Governors Policy</p> <p>JE advised that LM has queried page 2, the second bullet point under Role and Responsibilities saying “We accept that we have no legal authority to act individually</p> <p>JE explained that governors had been asked to the sign the policy following a checklist MS had received at a Clerks Update training session advising:-</p> <ul style="list-style-type: none"> <i>The board should have a governor code of conduct in place; the adoption of this code will appear in the FGB minutes. In addition the auditor would like to see a signed record of governors agreeing to uphold this code. This could be through providing one sheet which governors sign individually to indicate their agreement and commitment to adhere to the code.</i> <p>LM has contacted Devon Audit Partnership and Browne Jacobson and the advice is to wait and ensure that the Code of Conduct that is signed is correct for the roles and responsibilities of directors of Academies and is in line with Companies House information.</p> <p>KJ suggested adding “it is <i>inadvisable</i> to act individually”.</p> <p>RD agreed with LM and said he would not be prepared to sign the Code of Conduct as it stands at present. RL suggested that advice is taken from Browne Jacobson and that the policy is brought back to the next FGB meeting. This was agreed and LM will liaise with both Browne Jacobson and Devon Audit Partnership.</p> <p>(b) Review and agree Pay and PAPR Committee terms of reference</p> <p>MT explained that the PAPR panel is meant to recommend any review of the Principals salary to the pay committee and the pay committee then make a decision based on their recommendation. Therefore both sets of terms of reference had to be amended and the membership of the pay committee adjusted so that at least one governor is different on the pay committee.</p> <p>AGREED: LM proposed the revised terms of reference for the PAPR panel and the pay committee is accepted, MT seconded and all governors were in agreement.</p> <p>(c) Update on High Needs Funding (added to agenda)</p> <p>JE advised that a letter has been sent to DCC regarding the proposed cut to schools high needs budget. JE advised that the DEF are going to vote on this tomorrow. DEF recommendations will go to the next DCC Cabinet.</p> <p>AKA explained that ECC set its budget and then a month later this significant cut has been proposed. AKA advised that if this cut goes through there will be implications for the budget.</p>	<p>To go on next FGB agenda</p>

<p>RL asked for thanks to be passed to JE for the letter she sent to DCC.</p>	
<p>3015/10 Safeguarding</p> <p>(a) Review and agree Terms of Reference for Safeguarding Governors</p> <p>The terms of reference were circulated with the agenda papers and the changes were agreed.</p> <p>AGREED: JE proposed acceptance of the terms of reference, LM seconded and all governors were in agreement.</p> <p>(b) Ratify updated Safeguarding Policy</p> <p>AGREED: JE proposed ratification of the Safeguarding Policy, LM seconded and all governors were in agreement.</p>	
<p>3016/13 Pupil Premium Report for 2015/2016</p> <p>The report was circulated with the papers. AKA advised that DT and AKA had met with a number of governors today to discuss the pupil premium as governors were keen to expand their knowledge in this area. All agreed the meeting was very useful.</p> <p>MT said the meeting was very reassuring and KJ said for those governors unable to attend they covered all the areas in the report circulated with the papers. KJ said it was interesting to compare the proposals for 16/17 and what has changed following evaluation of the 15/16 initiatives. AKA thanked the governors for attending the session.</p> <p>AGREED: JE proposed acceptance of the pupil premium report for 2015/2016, MT seconded and all governors were in agreement.</p>	
<p>3017/14 Update on Attendance and Behaviour</p> <p>AKA referred to the document circulated to governors. AKA said he feels he receives 100% support from staff on behaviour and this has made a big difference to the College.</p> <p>MT asked about persistent absence (PA) and is it getting worse. AKA advised that the PA target has been amended by the government from being 80% in 2011 to 90% in September 2015. AKA said he is not unduly concerned about it.</p>	
<p>3018/15 To receive reports from Committees in Part I</p> <p>a) Premises Committee minutes dated 20.09.16</p> <p>The minutes were noted. MT asked when a decision is anticipated regarding the new build, AKA said hopefully November 2016. MT also asked about the Humanities block and when ECC will know if it is to be a refurbishment or a new build. AKA advised a decision is anticipated next year.</p> <p>AKA advised that he attended a CDASH meeting regarding prevention of terrorism.</p> <p>b) Audit Committee minutes dated 11.10.16</p> <p>The minutes were noted. VDS advised that Devon Audit have been contacted regarding auditing ECCs pupil census and this is being put into place.</p>	

<p>c) Curriculum minutes dated 04.10.16 The minutes were noted. JE asked about P16, AKA advised it is Post 16 options evening tomorrow and a film by Dale Pendlebury, an ex ECC student, to promote Post 16 has been produced.</p> <p>d) Risk Register Management Group date 11.10.16 The minutes were noted. AKA advised that ECC will be asking the Fire Officer to undertake a site visit to support ECCs CIF bid. AKA advised that the lighting gantry in Hall 2 is being re-tested.</p>	
<p>3019/16 Communications</p> <p>None.</p>	
<p>3020/17 Policies for ratification</p> <p>Special Educational Needs Policy, the amendments were agreed.</p> <p>AGREED: MT proposed ratification of the Special Educational Needs Policy, LM seconded and all governors were in agreement.</p> <p>Public Sector Equality</p> <p>AGREED: VDS proposed ratification of the Public Sector Equality Policy, APG seconded and all governors were in agreement.</p> <p>Fire Safety Evacuation Policy Fire Safety and Evacuation Guidance for Lettings Fire Safety and Evacuation Guidance for Visitors</p> <p>AGREED: JE proposed ratification of the above Fire Policy and Guidance, MSK seconded and all governors were in agreement.</p> <p>Medical Conditions – KJ believes the policy is unsustainable and referred to Page 2 Item 1 the first bullet point:-</p> <p><i>This College is welcoming and supportive of students with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both College based and out-of-College) as other students.</i></p> <p>Discussion took place and RL suggested that advice is sought from Browne Jacobson. MT suggested that the policy needs to be checked whether or not it is a model policy.</p> <p>RJ left the meeting 18.12pm</p>	<p>MS to check with Browne Jacobson</p>
<p>3021/18 Risk Register</p> <p>None.</p>	
<p>Meeting went into Part II</p>	