



EXMOUTH COMMUNITY COLLEGE

FULL GOVERNORS MEETING

| Meeting 7 – Part I Minutes | | | |
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| Date/Time | Tuesday 21 st March 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 | Parent | |
| Mr R Davison | RD | Community | |
| Mrs V Duval-Steer | VDS | Community | |
| Ms L Edwardson | LE | Teacher | |
| Dr A Gelling | APG | Teacher | |
| Mr K Johnson | KJ | Community | |
| Mr R Lawrence | RL | Community | |
| Mr I Macqueen | IM | Community | |
| Mr M McDonough | MM | Parent | |
| Mr R Mitchell | RW | Support Staff | |
| Mrs M Skinner | MS | Teacher | |
| Mrs A Stimson | AS | Parent | |
| Mrs M Turgoose | MT | Community | |

| Apologies | Initials |
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| Mr P Wales | PW |
| Mrs L Miszewska | LM |
| Mrs V Raven | VR |
| Ms C McColl | CM |
| Mrs R Jones | RJ |

| Absent without Apology | Initials |
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| None | |
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| In Attendance | Initials | |
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| Michaela Savage | MS | Clerk |
| Mr G Allen | GA | Deputy Head |

JE welcomed MM to the meeting.

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| 1. To agree between Part I and Part II of the meeting: This was agreed. | |
| 2. To receive and approve apologies for absence: As above and accepted. | |
| 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 | |

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| <p>3078/6 Minutes</p> <p>(a) To confirm Part I Minutes dated 21.03.17</p> <p>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>3059/08a The Asset policy did go to the finance meeting and it was agreed that KD will write off all assets.</p> <p>3059/08b Terms of Reference Strategy Committee - MT advised that item 7 is covered by the HR committee and can therefore be removed from the Strategy terms of reference.</p> | <p>MS to update Strategy Terms of reference</p> |
| <p>3079/07 Business brought forward by the Chair</p> <p>(a) Update on Appointment of Principal (Part 2?)</p> <p>14 applications have been received and there appears to be a good field of candidates. The appointment panel are meeting on the 4th April to agree the shortlisting. 4 candidates were not longlisted and one applicant has withdrawn which means the panel will be shortlisting out of 9 with an anticipation of interviewing 6.</p> <p>(b) Update on Internal Audit 22.02.17</p> <p>VDS advised that the audit was carried out on ECC's Census and a high standard was awarded. VDS has written to Beck Beaumont to thank her and her team for their excellent work.</p> <p>(c) Post 16 Working Group Feedback</p> <p>AKA said there is concern about the stay on rate, which at present is looking about 63%.</p> <p>AKA did try and arrange a meeting with Bicton College, however that has not taken place. The working party paper was circulated and will report back again to the FGB. MT requested that in the report next term, Governors should be given a full analysis of where students are going and what they are going to do. AKA said this is available and students mainly leave to go to Exeter or Bicton College for vocational courses.</p> <p>KJ asked about the one year course for the less academic that was run in 2015/16 and whether this is going to run again.</p> <p>MSk arrived at 16.43pm.</p> <p>AKA said there is a lack of information about whether or not this course offers the right future opportunities for students. CB asked is there anything ECC could offer. AKA is not sure as there are other factors to take into account such as affordability when ECC are in containment. LE advised following the visit to Uffculme it would be interesting to do some analysis on the more vulnerable students who do not stay on at ECC to see if they remain on their chosen courses.</p> | <p>MS to diary for next FGB</p> |

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| <p>KJ said it would be useful to have data that could be used to give feedback to future year 11 students and parents when making choices about Post 16. KJ asked about funding, AKA said that if there is no qualification at the end of a course there is no funding and also if students do not complete their course ECC lose their funding. AKA said ECC are successful at retaining students who re-take English and Maths.</p> <p>Devon Education Forum – JE circulated a paper to governors. The forum selected option 2 and DCC will now have to ask the Secretary of State to adjudicate. AKA thanked JE for being on the DEF and for updating the FGB.</p> | |
| <p>3080/08 Succession Planning for Community Governor</p> <p>RL has spoken to Malcolm Elliott to see if he is interested in becoming a governor at ECC. RL advised that ME is currently a governor at another school and is considering whether he has sufficient time to join the ECC Governing Board.</p> <p>MT advised that an ex-primary headteacher from Worcester, who now lives locally, had contacted her about becoming a Governor. She has also been a governor in a Primary MAT and would be very interested in joining ECC's governing board. MT felt that she might be very effective as a Governor and suggested that both are invited in to meet a small group of Governors, as was done when Kim Johnson joined. MT volunteered to organise this.</p> | <p>MT will take this action forward.</p> |
| <p>3081/09 Review of Governors Roles</p> <p>(a) <u>Update on Lead Governors</u></p> <p>Following discussion it has been agreed that there will be lead governors for Health and Safety and Buildings, from September, when the Premises and Finance committees amalgamate. In addition there will be a lead governor for Admissions who will report back to the FGB and lead governors for SEND, Pupil Premium and Safeguarding. RL suggested that there should be two lead governors for pupil premium as it is such a crucial area.</p> <p>MT advised that the HR committee have discussed Lead Governors and it was decided that they were not needed on this committee at present. KD said the Curriculum committee also discussed this and that the vice chair of this committee is link with Post 16 which covers a lead governor type role.</p> <p>(b) <u>Update on Link Governor Roles</u></p> <p>CB advised that the letter circulated provides a little more structure of the link governor role and CB invited comments from governors. MT said the letter does add clarity to the role. AS agreed and said the letter and form would be very helpful.</p> <p>It was agreed that the letter and form would be sent to each governor and Head of Department / Year, in September 2017, after the link roles have been finalised at the FGB AGM.</p> | <p>To be ratified at FGB AGM</p> <p>MS to arrange</p> |
| <p>3082/10 Update on Pupil Premium Working Group</p> <p>CB advised the pupil premium working group visited Uffculme School on 17th March 2017. GA, LE, KD, BB and CB have met a couple of times to look at how effectively pupil premium money is being spent and if anything can be learnt going forward to improve attainment.</p> | |

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| <p>On the visit the group met with the Headteacher, two deputies and did a learning walk around the school. CB said it was a very honest visit and very interesting to see another school in action, however, Uffculme is very different to ECC. AKA advised that Uffculme were selected as the school to visit as they have been very successful in closing the gap.</p> <p>The group are meeting again, assessing the data and will advised what has been learnt, which will be reported to the FGB in May 2017.</p> <p>KJ said it would be useful to hear about the reliability of the data when the report comes out and if statistical analysis could be done. AS said there is often a correlation between disadvantaged and SEND students and it would be interesting to hear about them.</p> <p>AKA said this area is extremely important for Ofsted.</p> | <p>To go on the May FGB agenda</p> |
| <p>308311 Principal's Report</p> <p>AKA went through the report with governors. There is concern about the predictions, particularly in English and Maths. AKA said he has been very reassured with all the steps that have been put in place having met with both departments, however there is a concern that the anxieties felt by staff have been transferred to the children, which is disappointing. CB commented on the Uffculme visit saying they deliberately do not make the children aware of the pressure. AKA said there is going to be a staff meeting to address this area.</p> <p>KJ said his understanding is that the grade boundaries will be adjusted. MT said there is no reason to believe ECCs teaching is any less good than before.</p> <p>Discussion took place regarding handwriting. AS said it is tackled by some primary schools, CB said there does not seem to be a consistent approach. MT said generally children do write less than they use to.</p> <p>The trips and visits were noted and governors appreciated the time staff take to take the students on these.</p> | |
| <p>3084/12 To receive reports from Committees in Part I</p> <p>a) Curriculum Committee minutes dated 28.02.17 The minutes were noted. KJ said 5 members of staff attended that meeting which really assists with understanding what goes on within the College. AKA said the meeting was excellent and showed staff with all different styles.</p> <p>b) Finance Committee minutes and executive summary dated 07.03.17 The minutes were noted.</p> | |
| <p>3085/13 Communications</p> <p>None</p> | |
| <p>3086/14 Policies for ratification</p> <p>Safeguarding Policy Medical Conditions Policy</p> | |

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| <p>AGREED: JE proposed ratification of the above policies, RL seconded and all governors were in agreement.</p> | |
| <p>3087/15 Risk Register</p> <p>None.</p> | |
| <p>Meeting went into Part II</p> | |

Final - Part I