



EXMOUTH COMMUNITY COLLEGE

FULL GOVERNORS MEETING

Meeting 3 – Part I Minutes			
Date/Time	Tuesday 22 nd March 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	
Miss C Babbage	CB	Parent	
Mrs S Collett	SC	Parent	
Mr R Davison	RD	Community	
Mrs V Duval-Steer	VDS	Community	
Dr A Gelling	APG	Teacher Governor	
Mrs P Graham	PG	Community	
Mrs A Grange	AG	Parent	
Mrs R Jones	RJ	Community	
Mr R Lawrence	RL	Community	
Mr Ian Macqueen	IM	Community	
Ms C McColl	CM	Parent	
Mr R Mitchell	RW	Support Staff Governor	
Mrs M Skinner	MS	Teacher Governor	
Mrs M Turgoose	MT	Parent	

Apologies	Initials
Mr K Johnson	KJ
Mrs L Miszewska	LM
Mrs L Boud	LB

Absent without Apology	Initials

In Attendance	Initials	
Michaela Savage	MS	Clerk

JE welcomed Lyn Edwardson as teacher governor to her first FGB meeting. LE will sit on the Admissions and Premises Committees and will be linked with Year 11, Gifted and Talented and Modern Foreign Languages.

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	
2952/6 Minutes	
(a) To confirm Part I Minutes of 08.12.16	
The minutes were signed as a true and accurate record of the meeting.	

<p>(b) To consider matters arising from the minutes</p> <p>Post 16 lanyards – AKA said this has not happened yet.</p>	
<p>2953/7 Business brought forward by the Chair</p> <p>a) To ratify the appointment of staff governor To confirm LE as teacher governor on the governing board as from 01.01.16.</p> <p>b) To confirm a reduction in MS hours To confirm MS (Clerk to GB) reductions in hours. This will be reviewed July 2016.</p> <p>c) To confirm 2016/17 Calendar MT asked if activity week was over 3 days as per the colour coding or 4 days, as the narrative says at the top. AKA said it varies some trips come back later.</p> <p>AGREED: VDS proposed acceptance of the 2016/2017 calendar, RM seconded and all governors were in agreement.</p> <p>d) Nursery Meals CB advised that meals are not provided to the children in the nursery. CB asked whether this is a possibility. AKA said the nursery is full and there is a waiting list so food not being provided is not putting parents off. RJ advised that she has come from the nursery and will talk to them about it and will report back to the Premises Committee.</p> <p>e) Community Governor Vacancy JE advised that PG will be leaving the GB on the 31.08.16. JE advised that PG has been a community governor for many years and will be missed. MT asked if the GB could think about what skills are needed when deciding about filling the vacancy. It was agreed that an advert/editorial would be placed in the Exmouth Journal via WMC and a notice would be put on ECC's website. CB asked if a process could be agreed prior to the advert/editorial going out.</p> <p>f) Vision Statement MT advised the Strategy Group had met and discussed whether ECC needed to look at putting together a formal written vision statement. Although one does exist it has not been looked at for some time. It was agreed that it would be a good exercise to undertake and as a result the Strategy group met. Ideas were inputted by all governors at the Strategy meeting and MT and KJ put a draft together. This was then discussed with AKA and JE and following their input went to SLT. Following feedback from SLT further changes were made and a final draft went to the strategy group for consideration. MT asked governors at the FGB for their input. RM commented on the second bullet point asking if "them" should be replaced with "students" and whether a third option that is not education or work could be included.</p> <p>It was agreed that MT/KJ would re draft the document incorporating the above changes.</p> <p>Once agreed MT advised the Vision Statement would be communicated to the staff at the staff meeting in September 2016.</p> <p>AGREED: SC proposed acceptance of the vision statements with the refinements outlined above, RJ seconded and all governors were in agreement.</p>	<p>To go on July FGB agenda</p> <p>MS to advise WMC</p> <p>MS to put on Premises agenda</p> <p>MS to arrange Exmouth Journal and ECC website via WMC</p>

g) Uniform Group

CM said the group met last week. One of the two suppliers, ShipShape, had closed their shop in Exmouth and it was agreed that ECC would like to maintain two outlets being available, preferably in Exmouth, for parents to purchase uniform from.

As a result it was agreed that Baileys would be awarded the contract on receipt of satisfactory samples and the agreement will be forwarded to them for signing.

AGREED: JE proposed acceptance of the recommendation from the Uniform Group to offer Baileys the contract, on receipt of satisfactory samples and a signed agreement, MT seconded and all governors were in agreement.

2955/8 Update on Pupil Premium

AKA confirmed that RL has met with DT regarding the pupil premium and the meeting was minuted by MS. AKA said it is important that governors know not only how the money is spent but how effective the interventions are.

AKA said in Science a specialist non-teacher is used who works with specialist groups and this intervention has been very successful. AKA also advised that pupil premium is discussed at SMT each half term.

RL confirmed that he has met with DT on several occasions and DT updates him on how the pupil premium money is being used. At present the core subjects are being targeted and the funding has enabled smaller classes. Underachieving boys are being addressed. RL did have some concerns about the Service children and DT confirmed that these are identified in the registers.

RL is satisfied that DT is doing an excellent job in the monitoring and tracking of pupil premium children.

LE said 4matrix is particularly useful for tracking students and Head of Years are working with SIMs regarding progress checks. LE informed governors that a number of Children in Care students had a trip to Exeter University which was really successful.

2954/9 Update on Special Educational Needs

JE welcomed Sharon Walker (SENCo) to the meeting.

All governors had received the paper on SEN and SDW invited questions.

CB asked about Read & Write Gold. SDW explained that this is a software package that will read text to the students. It is networked and is accessible to all students. SDW said it is a useful tool for students with literacy issues. It can also be used in exam access arrangements so it can alleviate the requirement for a reader. Attached to it is a mechanism that can download pages from a text book which will be used in the future.

Sounds-write is the main phonics literacy intervention scheme ECC use. It is a proven intervention nationally, at improving reading ages. ECC use it as an intervention in Year 7 for 6 week blocks. Students are then monitored and if further intervention is required this is given.

CB asked if only SEN children would be involved, SDW said not necessarily, students requiring a literacy boost would also use this system.

MT referred to the areas of concern regarding recruitment of TA's. SDW said there has been a decline in the last year. SDW explained at the last set of interviews applications were disappointing and the quality of candidates at interview resulted in non-appointment. SDW said a second round of interviews were arranged with two good candidates but unfortunately both candidates withdrew. The minimum living wage should help with this in the future.

Governors asked about staffing and SDW advised that the department is under-staffed by 2 or 3 members at the moment. SDW said staffing will be looked at, at the end of the academic year.

MT asked if students that need help are getting help as she is aware the system of referral is very complex. SDW said she hoped all students that need help receive it and advised that staff are good at referring students to the SEN department.

CB advised that with electronic registration all teachers can see who the SEN children are within their class which helps with targeting these students.

APG and SDW left the meeting at 17.25pm

2956/10 Principal's Report

AKA highlighted the bottom paragraph of the "Behaviour" article circulated with the agenda papers saying how important behaviour is within a school and the impact it has on learning.

AKA spoke about the homework detention policy on "Friday" nights and the consequences of students not turning up to detentions or not doing homework.

AKA advised that 8 students had been excluded for persistently not doing homework. MT asked how long the students had been excluded for, AKA said 2 days. CB asked if the parents have been supportive, AKA advised that one parent has rung up and GA will be speaking to her tomorrow and he has not heard from the others.

JE and AKA discussed the Welcome Evening and getting an outside person in to give a talk on mobile phone and internet issues for the upcoming Year 6 students.

AKA said the Easter revision groups have had a huge uptake with 308 students signed up compared with just over 200 last year.

AKA explained the incident that took place on Y11 parents evening which resulted in a solicitors letter being sent to one parent and a letter from AKA to the other parent banning both of them from site. In future any meetings they wish to have with the school will be with AKA with his secretary present.

Governors noted and congratulated the College on the number of sporting events, trips and visits that have taken place at ECC.

JE advised that today AKA, JE, Simon Niles had the EFA had met to try and persuade them to bring forward the 8 extra classrooms, an outcome is awaited.

<p>2957/11 Update on Progress 8</p> <p>It was noted this is currently at 0.03.</p>	
<p>2958/12 Tennis Academy</p> <p>AKA advised that Mr Thompson is looking at opening a Tennis Academy which would attract 5 extra students who would not normally attend this school.</p> <p>AKA advised that ECC will pay their travelling, as they are outside of the catchment area, but the extra funding ECC would receive would more than compensate for this.</p> <p>CB said that the Tennis Academy is an attraction for ECC and did influence her choice of school.</p> <p>JE suggested that the Lawn Tennis Association may assist with the bus fares for these students.</p>	<p>JP to follow up with RT</p>
<p>2959/13 Self Evaluation and School Development Plan</p> <p>There were no questions.</p>	
<p>2960/14 ECC Website</p> <p>AKA has spoken to WMC regarding the concerns about the website. Following the meeting WMC advised he has "slimmed it down". AKA said that to change the platform would be expensive.</p> <p>CM asked if some simple, aesthetic changes could take place without the need for expensive costs. AKA said he understood that is what has happened. RD said websites are not getting simpler, SC said they do not need to be complex. CB said all the content can be there but the front page and navigation needs to be simple.</p> <p>SC said Exeter College have an easy to use website which is very easy to navigate around. ECC's is not as appealing to young people as Exeter College's. RL suggested a meeting with WMC and SR may be helpful. MT said she can comment on why the website is difficult to use but she does not have the knowledge to understand why it may be difficult to achieve the desired outcome.</p> <p>CM suggested a working party is set up. IM asked if an outside web designer could look at the website, without charge, and give feedback to ECC. JE and RJ were in agreement with this. IM will contact the company and will then report back to JE.</p>	<p>IM to liaise with JE and report back to the next FGB meeting.</p>
<p>2961/15 Safeguarding Update</p> <p>JE advised she had attended the Part II part of the Safeguarding Meeting that had met today.</p> <p>Referrals to MASH have gone down, however this is because their thresholds are higher. The numbers of issues has increased but these are having to be dealt with in-house.</p> <p>JE advised that more help is required for ECC and its feeder primary schools. JE has discussed this with AKA and a paper is being put together at looking at getting a social worker for ECC and the feeder primary schools.</p>	

<p>JE advised that this will be put together over the Easter holidays.</p> <p>AKA advised there is a major problem with mobile phones, sexting and social media such as facebook. MSk said the dangers of sexting is included in all the schemes for PD. LE said the issues are changing as society is changing.</p> <p>APG returned to the meeting at 6.20pm</p>	
<p>2962/16 Parental Engagement</p> <p>MT said as communication governor she is leading on this. MT explained that the Kirkland Rowell survey was sent to all parents. AKA explained that Kirkland Rowell were chosen as they are a national organisation and the statistics can be compared nationally.</p> <p>A summary document was circulated with the agenda papers and MT advised she has looked through the full report. There was a 25.6% return rate which is very pleasing and the results were excellent, there was really good feedback and it was extremely positive.</p> <p>Discussion took place about it being a survey via “student post” and whether an online option could be considered for next time as parents are reliant on their child giving them the survey in the first place, and then handing it in once completed. It was agreed that this would be considered next time.</p> <p>MT drew governors’ attention to Parent view, which is linked to Ofsted and advised that the same questions had been used within the Kirkland Rowell survey as Parent View.</p> <p>MT did point out to governors that on “Careers advice” 20% of parents thought it was poor or very poor, which is an area that can be focussed on.</p> <p>JE advised that she had attended a Local Enterprise Partnership launch at Flybe who have set up a new careers advice centre which was very interesting. A leaflet was circulated to all at the meeting.</p> <p>It was agreed that ECC should be congratulated on the results and RD said something should go on the website and in the press, promoting the outcome.</p> <p>IM left the meeting at 6.30pm.</p> <p>AKA advised that the Careers Fair is on the 27th April in the main hall from 4.30 to 7.00pm and it would be lovely if any governors were able to attend.</p> <p>RL left the meeting at 6.30pm.</p> <p>SC said their school had recently taken on an apprentice Teaching Assistant and this may be something that ECC may wish to consider.</p> <p>PG left the meeting at 6.34pm</p>	<p>AKA to send to the press and liaise with WMC regarding the website</p> <p>AKA advise he will ask JW and GK to look into</p>

2963/17 To receive reports from Committees in Part I

(a) Curriculum Committee

(i) To receive Curriculum Minutes 12.01.16 & 08.03.16
Noted and agreed.

(b) Premises Committee

(ii) To receive Premises Minutes 19.01.16
The minutes were noted and agreed.

VDS advised a site visit, by governors, of the new build had taken place today. MT asked about funding of the REACH centre if the funding is withdrawn. AKA advised that if the funding of c£30k is withdrawn the finance committee had agreed to fund the REACH centre from its own budget.

(c) Self Evaluation

(iii) To receive Self Evaluation Minutes 02.02.16 & 15.03.16
Noted and agreed.

(d) Strategy Committee

(iv) To receive Strategy Minutes 09.02.16 & 15.03.16
Noted and agreed. AKA advised that SLT were impressed with the succinct wording of the Vision Statement and it had received universal support.

(e) VFM & Finance Committee

(vi) To receive VFM Minutes 01.03.16
Noted and agreed. CB said the description of the new ICT equipment sounds really impressive for the new build.

(vii) Finance Minutes and Executive Summary

Noted and agreed.

Item 6/6 – MT asked what the advertisement was for, CB advised to put advertising hoardings around the sports pitches.

Item 13/13 – income generation – JE advised that 28 car boot sales a year can take place without planning permission being required. CB asked if there were any further questions before a vote is taken, there were none. MT asked the location of the boot sales, CB advised in the coach park on Green Close site.

AGREED: RD proposed that the car boot sale takes place on the Green Close site, subject to review at Finance and Premises meetings in the Summer term 2016, CB seconded, and 12 governors were in agreement. One governor was against.

CB said ECC are under extreme pressure financially, as all schools are. There have been no increases in income however costs have gone up. AKA advised that he will refer to this when the containment plan is discussed in Part II.

(viii) To approve appointment of auditors

AGREED: CB proposed approval of the appointment of the auditors, VDS seconded and all governors were in agreement.

**To go on
Finance and
Premises
agendas
Summer 2016**

<p>(ix) To approve the auditors report</p> <p>Governors were reassured by the report and congratulations to the Finance Team were noted. The tendering comment and the management response were noted. CB advised that they were very complimentary about the Clerk and input the Governing Board receive from her.</p> <p>(f) Risk Register (x) To receive Risk Register Minutes 08.03.16 Noted and agreed.</p> <p>(g) Audit Committee (xi) To receive Audit Minutes 15.03.16 VDS advised that letters of thanks will be sent to all concerned in the audit.</p>	
<p>2964/18 Communications</p> <p>JE advised that a letter has been received from Hope Church asking if they can hire the Telfer Centre. They have requested an area for a shed, permission to display flags on the flag poles whilst they are here and occasionally taking communion.</p> <p>AGREED: MT proposed the decision is delegated to JE, VDS and CB, this was seconded by SC and all governors were in agreement.</p>	<p>JE, VDS and CB to progress</p>
<p>2965/19 Policies for ratification</p> <p>Governors Visiting School.</p> <p>AGREED: JE proposed acceptance of the above policy, CB seconded and all governors were in agreement.</p> <p>Freedom of Information Policy – JE advised that this was not ratified at the last HR meeting due to some queries. WMC has since advised that further amendments were necessary and sent the updated policy to MS for the GB to consider. As the policy was due for review Spring 2 2016, it was agreed to ratify the policy now and that it would be reviewed at the next HR meeting.</p> <p>AGREED: MT proposed that the policy is ratified but will be reviewed at the next HR meeting, CB seconded and all governors were in agreement.</p>	<p>To go on next HR agenda.</p>
<p>2966/20 Risk Register</p> <p>(a) Items to be considered for inclusion in Risk Register</p> <p>None.</p>	
<p>Meeting went into Part II</p>	