



EXMOUTH COMMUNITY COLLEGE

FULL GOVERNORS MEETING

Meeting 3 – Part I Minutes			
Date/Time	Tuesday 6 th December 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	Community	
Mr R Davison	RD	Community	
Mrs V Duval-Steer	VDS	Community	
Ms L Edwardson	LE	Teacher	
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
None	

Absent without Apology	Initials
None	

In Attendance	Initials	
Michaela Savage	MS	Clerk

1. To agree between Part I and Part II of the meeting: This was agreed.	
2. To receive and approve apologies for absence: None.	
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	
3031/06 Present and approve Annual Accounts 01.09.15 – 31.08.16 CB advised that Bishop Fleming had attended the Finance meeting and presented the accounts to governors.	

<p>CB drew governors attention to page 13 relating to “Employee involvement and employment of the disabled”. Wording that had been inserted was circulated to governors for their approval.</p> <p>CB asked if there were any specific questions. There were none.</p> <p>AGREED: CB proposed approval of the accounts for 01.09.15 to 31.08.16, with the above amendment inserted, this was seconded by VDS and all governors were in agreement.</p> <p>CB thanked KD and her team for the work they had undertaken in producing the accounts.</p>	
<p>3032/07 Appointment of Auditors</p> <p>AGREED: CB proposed Bishop Fleming are appointed as the external auditors, for a period of two years, RM seconded and all governors were in agreement.</p>	
<p>3033/8 Minutes</p> <p>(a) To confirm Part I Minutes dated 18.10.16 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 None.</p>	
<p>3034/09 Business brought forward by the Chair</p> <p>(a) Code of Conduct for Governors Policy JE advised that Devon Audit have advised that in an inspection they would expect to see that all governors had signed this policy. LM has reservations as the document was not produced by a lawyer and may not include aspects of company law that affect academies. LM has spoken to Devon Audit (Ross Allen) who has advised that these do not need to be signed. LM said the law comes above anything else and the document needs to be correct before she is willing to sign it.</p> <p>RD does not like the idea of having his freedom restricted and would not be stopped from whistle blowing by a Code of Conduct Policy. PW said no Code of Conduct Policy would expect any Governor to operate in anything other than an ethical way.</p> <p>There are currently two documents, the ECC Policy and a document that LM has obtained from Browne Jacobson solicitors. PW offered to look at both documents and come back with a precise of the two for governors to consider.</p> <p>(b) Update on Governors Day JE advised that governors had a good day which was very enjoyable. AKA asked if there were any suggestions to make it even better. CB said it is one of the most useful days of the year and contextualises everything that happens in the College.</p> <p>AKA said if governors would like to come in twice a year, the offer is available. The staff enjoy the day as well.</p> <p>LE thanked MS for the work she put in, in arranging the day.</p>	<p>To go on next FGB agenda.</p>

(c) Appointment of new staff and parent governors

An application was received from a parent governor however she has subsequently not taken up the place due to a change in her work commitments. MS has sent a request for parent nominations out again and the closing date is Thursday 15th December 2016.

(d) Note resignation of Parent governor

JE advised that SC has formally resigned as parent governor as from 30.10.16. JE said SC will be missed by the Governing Board and wished her well in her career.

(e) Appointment of Vice Chair for Curriculum

Due to SC's resignation this meant there was a vacancy for the role of Vice Chair on the Curriculum Committee. KJ had discussed this position with CM who has offered to fill this role.

AGREED: KJ proposed CM as Vice Chair of Curriculum, this was seconded by CB and all governors were in agreement.

(f) Tendering Process

JE advised that the Solicitors contract was due to go out to tender and asked if this was necessary for £1350? JE advised that Browne Jacobson have won an award in the South West and ECC are delighted with the service they offer. LM asked is the £1350 for the Quick Call service, which AKA confirmed it was.

MT asked have ECC spent more than £1350 on solicitors, AKA said yes they had but he did not know the exact figure. The figure shown in the accounts was £34k however this would include a number of professional fees, not just the solicitors.

AS asked if there is a limit before ECC go out to tender, CB said there is and this is clearly stated in the Finance Policy (over £9,999).

AGREED: JE proposed that ECC do not go out to tender for the Solicitors contract, RL seconded and all governors were in agreement.

(g) Strategy Committee – Terms of Reference

JE advised that the strategy group had met and would recommend to the FGB that a proper structured committee for strategy is formed. It is proposed that this committee will have no delegative powers and terms of reference for it will be brought to the next FGB meeting.

AGREED: JE proposed a Strategy committee is formed, LM seconded and all governors were in agreement.

(h) Self Evaluation Working Party – CB advised that this group met and looked at areas that would be questioned by Ofsted from a governance point of view. CB said it scrutinised what the GB had looked at and helped structured her thinking.

KJ said a working group looking at how the GB is performing would be useful. MT is willing to lead on this initially. It will have no delegative powers and will be a working party and NOT a committee.

Agree ToR at the next meeting

3035/10 Report on Pupil Premium

AKA said the government are now looking at disadvantaged children rather than “pupil premium” children and ECC have noted there is a significant gap in attendance of disadvantaged and non disadvantaged children.

RL said the problem is the attitude of students and some parents. Attendance of these pupils needs to be looked at as looking at the figures produced in the report the outcome of these students is not good.

MT asked if there are any schools that have been successful in lessening the gap. AKA advised that DT and GA had visited a school in Northampton who had been successful and they had come back with some ideas for ECC. AKA said ECC are keen to learn from others as they have demonstrated by bringing in Science and English specialists.

MT asked if there are any schools that have been successful in reducing absence that ECC could learn from. JE said there some schools who are looking at “inventive ways” of using pupil premium and asked whether ECC needs to think about this.

RL suggested pushing attendance and putting some serious funding into this.

CB said the attendance data gets worse as students go through the school. CB asked can ECC be very targeted and look at the years where there are particular problems.

AKA has been discussing the performance in this area in detail with DT. The work based curriculum has stopped in Year 9, however the discovery stream is proving successful but there are now concerns over funding of the REACH centre.

AKA wants to be very open with governors there is a concern regarding the gap of disadvantaged children not achieving against the non disadvantaged children.

KJ said what governors need to understand is “Is ECC doing particularly badly against other comparable schools?” KJ said there is no benchmarking to compare ECC and how it is doing. AKA said Raise Online has just come out which will help with benchmarking.

3036/11 Report on Attendance and Behaviour

CM asked is there any patterns or trends. PW did not understand the graphs that had been produced. It was agreed that PW and CM will contact DT, via MS, regarding how the data is presented.

MT asked, does AKA feel either of these areas are getting worse. AKA said it is about on par, although there is a concern with the behaviour of a group of students in year 9.

LE said there are many issues that are occurring outside of school as well as many issues for ECC to contend with where schools are expected to manage the risk.

AKA said a social worker is needed for ECC and the primary schools. JE said perhaps a family intervention officer would be useful. JE advised she is pushing for this at DCC.

<p>3037/12 Principal's Report</p> <p>AKA brought governors attention to the bold type on page 1. AKA advised there are some initiatives in place to alleviate some of the pressure on both staff and students. AKA is concerned that pressure will turn into stress. LE said CAHMS have said that Exmouth do have a high number of referrals.</p> <p>PW asked about the % stay on rate for Post 16 and where the figure of 68% had come from. AKA said historically this is what Post 16 retention had been, before it dropped to 57% this year. ECC are working towards achieving a similar retention rate to previously, for next year.</p> <p>KJ said about the Post 16 working group and at what point feedback will be available. AKA advised that March would be an appropriate time for feedback.</p> <p>MT asked for feedback since the open evening, AKA advised there continues to be an optimistic outlook regarding retention at Post 16 for 2017.</p> <p>JE said the staff should be thanked for the trips they undertake. JE said the governors do understand the pressure they are under. KJ and MT have both volunteered to attend staff meetings, to reinforce that care to staff. AKA said governors are welcome to "pop in" at anytime.</p>	<p>MS to put on FGB agenda</p>
<p>3038/13 To receive reports from Committees in Part I</p> <p>a) Value for Money Sub Committee minutes dated 01.11.16 The minutes were noted.</p> <p>b) Finance Committee minutes dated 01.11.16 and 29.11.16 The minutes were noted.</p> <p>c) Curriculum minutes dated 15.11.16 The minutes were noted.</p>	
<p>3039/14 Communications</p> <p>None.</p>	
<p>3040/15 Policies for ratification</p> <p><u>Finance Policy</u></p> <p>AGREED: JE proposed ratification of the Finance Policy, this was seconded by CM and all governors were in agreement.</p> <p><u>Emailing Policy</u></p> <p>AGREED: JE proposed ratification of the Emailing Policy, this was seconded by MT and all governors were in agreement.</p> <p><u>Medical Conditions Policy</u></p> <p>JE advised that this had come back to governors for discussion following two sets of advice that had been received from Browne Jacobson.</p>	

<p>The first set of advice from Victoria Hatton suggested that “in so far as is possible” is added into two paragraphs which are numbered 1 and 9.</p> <p>The second set of advice from Julia Green was that the Board would be changing the guidance from a “must” to a “may”.</p> <p>KJ does not agree with Julia Green’s view saying that “everything should be done that is reasonable”. MT said there was conflicting views with the solicitors. AS said the first set of wording does manage parent’s expectations.</p> <p>AGREED: JE proposed that the first set of advice “in so far as is possible” is added to the policy document, VDS seconded and 15 governors were in agreement with 3 abstentions.</p> <p><u>Pay Policy</u></p> <p>AGREED: MT proposed ratification of the Pay Policy, JE seconded and all governors were in agreement.</p> <p><u>Staff Code of Conduct Policy</u></p> <p>Msk asked if this change had gone through the Unions. The answer to this was not known so it was agreed that if it had, governors would ratify the policy at FGB, if it had not the policy would be referred back to the HR committee.</p> <p>AGREED: JE proposed ratification of the Staff Code of Conduct Policy, on the understanding it had gone to the trade unions, VDS seconded and all governors were in agreement</p>	<p>MS to check with GK in HR.</p>
<p>3041/16 Risk Register</p> <p>None.</p>	
<p>Meeting went into Part II</p>	