



# EXMOUTH COMMUNITY COLLEGE

## FULL GOVERNORS MEETING

Meeting 6 – Part I Minutes			
Date/Time	Tuesday 5 <sup>th</sup> July 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	
Mr R Davison	RD	Community	
Mrs V Duval-Steer	VDS	Community	
Ms L Edwardson	LE	Teacher Governor	
Dr A Gelling	APG	Teacher Governor	
Mrs P Graham	PG	Community	
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	
Mr P Wales	PW	Parent	

Apologies	Initials
Mrs A Grange	AG
Mrs M Turgoose	MT
Mrs A Stimson	AS

Absent without Apology	Initials
Mrs S Collett	SC

In Attendance	Initials	
Michaela Savage	MS	Clerk

<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 and agreed.	
<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> JE advised that JE is now on the Web Consortium board (local GP surgeries provision) This is as EDDC Cabinet Member for Sustainable Homes and Communities.	
<b>2992/6 Safeguarding</b> HM advised there are no categories of concern.  MASH referrals have been made in all four categories of abuse and more risks are being managed within the school environment. HM advised all meetings that ECC are invited to are attended by the College.	

No referrals for advice have been sought from the LADO.

HM advised that the Kirkland Rowell survey scored highly in pupil safety. From September 2016 there is a new 80 page document on Keeping Children Safe which has been given to LM, the safeguarding governor. There is a new requirement that "high level training" will need to be undertaken annually. HM advised that all staff will sign an individual sheet confirming they have received safeguarding training and an ICT agreement to ensure ICT is used safely, this will take place annually each September.

The PD programme will involve more information on child sexual exploitation, Devon has some of the highest figures in the country. In addition self harm, gender and sexuality bullying and healthy relationships will be covered in more depth. An emotional health drama workshop is taking place next week as part of the PD programme.

HM said a transgender policy will be put together as there are 7 transgender pupils in the College.

ECC continue to work with "Early Help 4 Mental Health" (EM4H) but this has not been as useful as it was hoped. SDW, SENCo is leaving and the new SENCo, LE, will need to be trained to level 3.

HM said that data on safeguarding will be available at the first governors meeting in the autumn term.

CB asked if staff are being supported as they are having to deal with more issues. HM said there is nothing in place as there is nothing available at the moment. HM said she thinks the staff would resent taking time out and advised that as there is a team approach all staff are being supported.

AKA advised mental health is an issue and something that is a growing problem. DT, GA and HM will all be on call over the summer holidays.

PG said there are issues with the "middle section" of students and the pressures they are under with pressure from revision and social media.

HM left the meeting.

### **2993/7 NPQH Report on Science Improvement**

DT explained that he is undertaking the NPQH qualification which involves five, four week online modules. DT has been working with Cullompton School on KS3 assessment as part of the course and chose "Improvement in Science" as his specialist project.

RL asked for it to be noted the amount of work DT has undertaken in gaining this qualification.

DT went through the report circulated to governors highlighting the following:-

- A strategic development plan was put together at the start of year and has been used as a guide throughout the year. AKA has met with all the Y11 teachers to formulate their action plan for the current GCSE students.

- DT explained an independent review by Dr Dorian Lewis had taken place and areas for development were identified as part of that.
- Schemes of work at KS3 have been scrutinised as has the differentiation of homework.
- Marking and feedback have been focussed on.
- Monitoring has taken place by the HoD on a regular basis.
- Roles and responsibilities have been reviewed to ensure these fitted with the College Development Plan
- The escalation process has been clarified to ensure that not everything is referred immediately to the HoD, this has also resulted in a reduction in the number of behaviour issues in the year offices.
- Level 3 intervention process involves students working outside DT's office for a week. This intervention has worked well and will be shared across all departments next year.

### Key Stage 3

DT explained testing took place at the beginning of the year for year 7. Analysis of the data was used to inform teaching for the Science Department and was also feedback to the primary schools. The data identified the students were slightly below the national average.

The same happened for year 8 students and once again the data showed the students were slightly below the national average.

DT was pleased to advise that the same tests were given to year 9 students and the data is really encouraging with them performing well and above the national average.

### Key Stage 4

New half termly tests were introduced, which are set by the HoD and not set on any particular topic. In future these are going to be carried out every 8 weeks, rather than 6 weeks. DT advised that results are improving but improvement is still needed.

There are concerns on the number of tests that the students are undertaking across all the subjects and the pressures this puts them under. JE said the students need to have a school life balance. AKA said this is a concern and from September no new initiatives will be introduced. PG said the pressure the students are under is enormous and she has concerns regarding the amount testing they are receiving.

### **2994/8 Update on Pupil Premium**

DT was congratulated on the thoroughness of the report sent to governors. RL advised that he and DT will meet again next term to discuss pupil premium. CB asked how successful is ECC at recognising students that are pupil premium. DT said ECC are successful in identifying these students and letters are sent out regularly to parents.

<p><b>2995/9 Update on Behaviour and Attendance</b></p> <p>DT was thanked for such a detailed report and the details were noted.</p> <p>DT left the meeting.</p>	
<p><b>2996/10 To approve ECC's Budget for 2016/17</b></p> <p>CB advised that all governors had received the papers and hoped they had read the risk sheet that KD produced. CB advised that KD keeps CB up to date with schools that are receiving FNtl.</p> <p>CB commented the budget is very tight. SLT will be reporting back on the budget containment cuts to governors in December 2016 and how these will be achieved.</p> <p><b>AGREED:</b> CB proposed acceptance of the 2016/17 budget, VDS seconded and all governors were in agreement.</p>	
<p><b>2997/11 Minutes</b></p> <p><b>(a) To confirm Part I Minutes dated 17.05.16</b> The minutes were agreed and signed as a true and accurate record of the meeting.</p> <p><b>(b) To consider matters arising from the minutes</b></p> <p>Page 2 – 2972/6a The pupil premium report was circulated.  Page 2 – 2973/7b Richard Childs was advised the calendar accepted  Page 2 – 2973/7c MS advised Paritor ECC would not be using their software system.  Page 3 – 2973/7d MS will contact Governor Services advising the governor changes.  Page 3 – 2975/11 Production of a film. RD advised that AKA was going to speak to Mr Panton, and will check on progress  Page 4 - 2976/12 Letter to Secretary of State, JE advised she has not yet written to the Secretary of State. RL suggested linking the letter with the discussion today regarding ECCs budget.  Page 4 – 2977/9 Attendance and Behaviour will be covered at FGB, the reports were circulated following the last meeting  Page 6 - 2979/13 Accounts were advised of the governors decision</p>	<p><b>AKA to speak to Mr Panton</b></p>
<p><b>2998/12 Business brought forward by the Chair</b></p> <p><b>a) To review Clerks hours</b> – all governors were in agreement with MS continuing not to work on a Friday and it was agreed this would become permanent.</p> <p><b>b) To agree meeting dates for 2016/17</b> – Agreed</p> <p><b>c) Agree Terms of Reference for FGB for 2016/17</b> – JE advised that there were two further amendments as follows:-</p> <p>Under Staffing the 6<sup>th</sup> item down add “Redundancy Policy” as this has to be ratified by FGB.</p> <p>Back page, last item add “To review and agree Medical Conditions Policy” as this has to be ratified by FGB.</p> <p>Governors agreed to the above and these being ratified at the AGM in Sept 2016.</p>	<p><b>MS to advise HR</b></p>

<p><b>2999/13 Update on Website</b></p> <p>CB advised that MT, GA and CB met with Nigel Wilkinson. A quote was received and MT has met with AKA. Initially there will be an outlay of £5k with an ongoing saving of £1k a year. AKA advised that it is on SMT's agenda for September 2016.</p>	
<p><b>3000/14 To receive Principal's Report</b></p> <p>Governors noted the report.</p> <p>KJ advised that the improvement in Science in year 9 is probably partly reflected in the improvement in English and Maths which has a positive effect on the new style Science questions. AKA agreed that was a very good point.</p> <p>AKA gave feedback on the handwriting course that is taking place for 68 students and the importance of this.</p>	
<p><b>3001/15 To consider draft College Development Plan for 2016/2017</b></p> <p>This was circulated to governors and it was agreed that it should be adopted.</p> <p><b>AGREED:</b> VDS proposed acceptance of the College Development Plan and the Strategic Development Plan for 2016/17, RM seconded and all governors were in agreement.</p> <p>AKA acknowledged GA's effort for an excellent report.</p>	
<p><b>3002/16 To receive reports from Committees in Part I</b></p> <p><b>a) Audit Committee minutes dated 07.06.16</b> The minutes were noted.</p> <p><b>b) VFM Sub Committee minutes dated 07.06.16</b> The minutes were noted.</p> <p><b>c) Risk Register Group minutes dated 14.06.16</b> The minutes were noted.</p> <p>Item 19 – KJ advised that information gathering for MATs is taking place and suggested this might be a risk register matter and something that may want to be considered by the College. It was agreed that it would be added to the next Risk Register agenda.</p> <p><b>d) Premises Committee minutes dated 14.06.16</b> The minutes were noted. AKA confirmed that the National Audit Office have visited.</p> <p><b>e) Finance Committee minutes dated 21.06.16 and the Executive Summary</b> The minutes and Executive Summary were noted. CB advised that the VFM need to be formally approved for the ICT rolling programme</p> <p><b>AGREED:</b> CB proposed acceptance of the Novatech tender for the ICT rolling programme discussed as discussed at the VFM meeting on 07.06.16. This was seconded by RD and all governors were in agreement.</p>	<p><b>To go on the next Risk Register agenda</b></p>

<p><b>3003/17 Ratify the following policies</b></p> <p>Code of Practice Policy Pay Policy</p> <p>JE advised that the Redundancy Policy and Medical Conditions Policy also need to be ratified by the FGB. Both these policies can be reviewed by the HR committee, but ratification needs to take place at FGB level.</p> <p><b>AGREED:</b> JE proposed ratification of the above four policies, VDS seconded and all governors were in agreement.</p>	
<p><b>3004/10 Communications</b></p> <p>JE advised there she had received a letter from the NUT advising of the strike today.</p>	
<p><b>3005/14 Risk Register</b></p> <p>(a) Items to be considered for inclusion in Risk Register</p> <p>This was covered under the risk register minutes. There were no further items for consideration.</p>	
<p><b>Meeting went into Part II</b></p>	

Final - Part I