



EXMOUTH COMMUNITY COLLEGE FULL GOVERNORS MEETING

Meeting 5 – Part I Minutes

Date/Time	Tuesday 22 nd May 2018 at 4.30pm	Location	Conference Room, The Grange, ECC
Attendees		Initials	Type of Governor
Mrs M Turgoose(Chair)		MT	Community
Mr A Davis (Principal)		AJD	Principal
Mr R Davison		RD	Community
Ms J Elson		JE	LA Appointed
Dr A Gelling		APG	Teacher
Mr K Johnson		KJ	Community
Ms C McColl		CM	Parent
Mr I Macqueen		IM	Community
Mrs L Miszewska		LM	Community
Mr R Mitchell		RM	Support Staff
Mrs V Raven		VR	Parent
Ms M Skinner		MSk	Teacher
Mrs A Streater		AStr	Community
Ms A Stimson		ASti	Parent
Mrs S Webster		SW	Community

Apologies	Initials
Miss C Babbage	CB
Mrs R Jones	RJ
Mr M McDonough	MM
Mr P Wales	PW

Absent without Apology	Initials

In Attendance	Initials	
Mr D Turner	DT	Deputy Head
Mr G Allen	GA	Deputy Head
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: 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	
Meeting went into Part II	
3206/13 Update on Building Programme - AIP KPT5 (4,5,7)	
a) New Maths Block – JE advised this is being discussed with DCC but funding at present is not forthcoming due to issues with EDDC and funding from the Community Infrastructure Levy (CIL). This is now being looked at by the Government.	

<p>b) Security of Site – The CIF bid was not successful. It was re-classified as condition funding and therefore did not score as high as it would have done. ECC are going to appeal the decision.</p> <p>c) New Build – Green Close – the DfE have suggested a two storey building on the tennis courts, due to planning issues, further discussion is taking place.</p>	
<p>3207/15 To receive reports from Committees in Part I</p> <p>(a) To receive Curriculum Minutes dated 08.05.18 The minutes were not circulated due to MS being off sick. The main item was the new PSHE co-ordinator which was a really interesting discussion. GA gave an update on CPD which was very informative and progress was also discussed at KS3, 4 and 5.</p> <p>(b) To receive VFM and Resources Minutes dated 27.03.18 and 15.05.18 Noted.</p>	
<p>3208/17 Communication Strategy</p> <p>Website and facebook – CM advised that the website is at the design stage and it is hoped the new website will be launched in September 2018. CM advised it is looking fantastic and professional photographers have been into ECC to take some great photographs.</p> <p>LM has looked at two schools who have alumini pages for ex students who wish to donate. These pages are run by a company such as “Just Giving”. LM will speak to AJD regarding this.</p> <p>Student / Parent / Staff forums – AJD has been working on these. AS<i>ti</i> advised students have been invited and encouraged to put applications forward to be on the student council.</p>	<p>LM to speak to AJD</p>
<p>3209/10 Update on SEND - AIP KPT 6(17)</p> <p>DT and KJ arrived.</p> <p>Predicted outcomes for KS4 – iDASH4 report</p> <p>DT referred to page 3 of the above report. DT confirmed that all SEN EHCP students have been categorised into areas of need. Currently DT and LE are work on mapping out an overall structure for the TA team which can be aligned to the areas of need.</p> <p>DT explained that the “Open bucket” is causing the main difficulty with a predicted score of -1.38. The curriculum model that was in place did not allow for all pupils to fill all the “buckets”, this situation will improve from Year 9 onwards.</p> <p>MT arrived.</p> <p>DT advised that there is a focus on SEN at KS3 and gave an example where in music improvement has been made with Y7 and Y8 students SEN and SEN K students.</p>	

3210/11 Update on Pupil Premium – predicted outcomes for KS4 and 5

DT referred to the report circulated called “Pupil Premium updated to Governors – April 2018”. DT advised that each action point has been given a RAG rating following the external review carried out by Maurice Hicks.

DT referred to the iDASH4report - page 2 and advised that the predictions are looking very pleasing for disadvantaged students with a Progress 8 score of -0.05, if this is achieved it would be excellent.

DT explained that once again the “open bucket” causes difficulty and the Progress 8 score drops to -0.50.

MT noted the improvement compared with last year.

VR said the benchmark ECC are using is lower than those of other schools, however she appreciates the figures are a significant improvement based on last year. DT said the predictions are promising.

VR and AS*t*i advised that they have met with DT on a half termly basis.

3211/12 Report identifying issues and actions being taken - AIP KPT6 (9), KPT1(5) and KPT3 (4)

Behaviour and Exclusions

DT advised ECC are looking at KS3 time outs and using a new consequences detention which involves students completing a reflection form. The new system appears to be successful and time outs are reducing.

Year 8 is being focussed on and intervention work is taking place.

The number of exclusions for Y8 and Y9 has gone down. Exclusions are high for Y10 and work is being done with this year group. Students have been advised that physical assaults will always result in an exclusion and this has been communicated to students via assemblies.

JE and LM both attended a case conference to try and avert a permanent exclusion. Marc Kastner attended both of these and much multi agency work is taking place.

Question: JE asked if any improvement has been seen following the case conferences?

GA said on one there have been no further fixed term exclusions however the student has had attendance issues. **An Annex R has been achieved which is positive.**

DT said if it is not successful these students may well end up being permanently excluded but at least every option available to ECC has been explored.

Question: SW asked about year groups and their behaviour. SW said is it to do with a year group or is it to do with the age of the students?

DT said each year group varies, often it is the same few students who have difficulties.

<p>Attendance</p> <p>DT said attendance levels have not moved since March 2018. Year 7/8/9/10 has improved which has seen the reverse of a trend. A number of letters have been sent out regarding attendance and much focus work is being done. Lists of students absent are shorter than before but there are still requests for absence and a firm line is being taken on this.</p> <p>Question: MT asked how many requests are refused? DT said at KS3 approximately two thirds are rejected. DT advised that greater consistency in the Exmouth Learning Community is being worked on to ensure all the schools in the local area are in alignment. DT said he does talk to primary schools so a consistent approach is taken.</p> <p>The education welfare office (EWO) has received extra time and this is having an impact. Difficult conversations have taken place with parents.</p> <p>DT advised that last year DCC were not enforcing fixed penalty notices, however that has now changed and a number of legal meetings are taking place.</p> <p>Question: VR asked if a parent takes a student out for an absence that is unauthorised, what happens? DT said for 10 sessions (5 days) or more a fine of £120 is imposed on the parents.</p> <p>JE said there are a rising number of parents who are educating their students at home. DT said ECC do follow the procedures in place. Marc Kastner has touched on this. Some parents have home educated for a while and then these students have returned to ECC. DT also advised that school hopping has increased.</p>	
<p>3212/8 Minutes</p> <p>a) To confirm minutes of the meeting dated 20.03.18 RM asked for the following to be added to the minutes:-</p> <p>Page 7 Item 3189/12 - "That is not what it said in the behaviour report"</p> <p>The minutes were agreed as a true and accurate record of the meeting with the above amendment inserted.</p> <p>b) To consider matters arising from the minutes</p> <p>Page 9 Item 3194/17 – MT advised that she has liaised with the current staff governors and a letter will be sent out, after half term, to all staff. This will be sent by email with a copy of the letter on the staff notice board in both staff rooms and it will also be given out at staff briefing during the period nominations are open.</p>	
<p>3213/9 Progress against Academy Improvement Plan</p> <p>AIP KPT2 (1,2,4,5)</p> <ul style="list-style-type: none"> GCSE latest predictions <p>DT referred to the iDASHreport, page 1 and the Progress 8 score on predicted results of +0.16 which if achieved would be very pleasing. English and Maths are both predicting good results.</p>	

The Ebacc Progress 8 school is also looking good at +0.38, but once again the “open bucket” is what is causing concern.

DT explained that these are the best, most optimistic predictions which if achieved, would be excellent.

Question: CM asked, in terms of predictions, do you think they are over positive? DT said the trends are a little bit up and down and governors need to remember a number of subjects are on new specifications this year.

MT said it would be surprising if staff were overly optimistic, given what had happened a couple of years ago. DT said staff have been asked to give the best predicted outcome.

Question: JE asked about concern around how effective Saturday and extra revision were? DT said there have been very targeted revision sessions offered and these are being led by the data to ensure the right students are targeted for extra support.

Question: ASti asked are teachers surprised with the current GCSEs and the new specifications? HM advised that the GCSEs are fitting the specifications, how students have found the examinations is variable.

DT advised that the “walking talking mocks” have been successful.

- A level latest predictions

No further update since the curriculum meeting. The predicted results are for a positive CVA.

3214/14 Business brought forward by the Chair

b) Update to membership of the Audit Committee – IM advised that as the membership is very small it has been difficult to be quorate. JE has offered to join the audit committee.

AGREED: IM proposed JE joining the Audit Committee, MT seconded and all governors were in agreement.

a) Appointment of External Adviser for PAPER

JE, LM and AStr have met with two advisors Caroline McKee and Maurice Hicks. Following these meetings, they would like to recommend Maurice Hicks as ECC’s external adviser.

AGREED: AStr proposed Maurice Hicks, VR seconded and all governors were in agreement.

c) Regional Schools Commissioner and HMI

MT advised that ECC are expecting an HMI visit next term.

MT advised that at the next FGB meeting, the last one of the year, she would like to invite the following staff who are leaving, Janet Garrow (Nursery), Linda Binks (Head

of Maths), Adam Drake (Head of ICT) and Sarah Rogers (ICT). All these staff had led departments and had been with the College for many years and she wanted to mark that, but wanted to be sure that Governors would be able to arrive for the start of the meeting. All governors were in agreement.

MT advised that she has managed to find five Members who are all previous governors of ECC. The members would like the opportunity to meet the FGB after the FGB meeting on 03.07.18 and it was agreed a social evening would be arranged.

The five members are:-

Elizabeth Lee
Alison Maddaford
Linda Brown
Barbara Mason
Bob Worrell

MT said they all cared very much about the College and had been well respected as Governors in the past and so she was pleased that they had all agreed to be Members.

3215/16 Policies for ratification

Safeguarding Policy (due to be updated in September 2018)

Data Protection Policy – GA advised that this is an updated version of ECC's previous one which was been checked with Browne Jacobson.

Data Breach Policy – this is a new policy and is a requirement of GDPR.

Retention Policy – this is a very complex area and GA will come back to governors once this has been completed.

Disability Policy (Exams)
Access Arrangements (Exams)
Word Processing (Exams)

AGREED: MT proposed ratification of the above policies, JE seconded and all governors were in agreement.

Designated Protection Officer (DPO) - GA advised that he is the most appropriate person to undertake this role. A toolkit, costing £700, has been purchased from Browne Jacobson and the templates that came with it have been used.

AGREED: MT proposed the above policies and that Graham Allen is appointed as the Designated Protection Office, LM seconded and all governors were in agreement.

MT thanked GA for all the work that has been undertaken regarding the GDPR legislation that is coming in on Friday 25 May 2018. She also asked that thanks be passed onto Sarah Rogers and Gill Keddie who have also done a lot of the work in this area.

GA said training has been given to staff. Staff have been advised that they need to know who the DPO is, not to ignore subject access requests and staff need to be

<p>aware that if there is a data breach it needs to be reported.</p> <p>Consent – staff have received a pack with a workforce privacy notice and a consent form for staff for them to sign. Governors will need to complete a consent form for photographs on lanyards. GA advised that governors need to note that at the age 13, Year 9, students give their own consent, unless they are considered vulnerable and not able to do so. GA is liaising with the SENCo regarding this.</p> <p>GA said a database tool has been purchased to check software that ECC use. Staff need to be aware when purchasing new software to check that it will be GDPR compliant via this tool.</p> <p>Governors suggested that ECC look at reducing the number of policies it currently has and possibly having just mandatory and recommended policies. It was suggested this could be done at the time a policy comes for review. VR asked whether some policies are just guidance. MSk said policies should contain job titles rather than staff names.</p> <p>IM left the meeting at 18.30pm</p>	
<p>3216/18 Complaints Log, Correspondence, General Issues Update</p> <p>None.</p>	
<p>3217/19 Clerks Update</p> <p>None.</p>	
<p>Meeting went into Part II</p>	