



## EXMOUTH COMMUNITY COLLEGE FULL GOVERNORS MEETING

### Meeting 4 – Part I Minutes

Date/Time	Tuesday 20 <sup>th</sup> March 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	
Mrs R Jones	RJ	Community	
Ms C McColl	CM	Parent	
Mrs L Miszewska	LM	Community	
Mr R Mitchell	RM	Support Staff	
Mrs V Raven	VR	Parent	
Mrs A Streather	AStr	Community	
Ms A Stimson	ASti	Parent	
Mr P Wales	PW	Parent	
Mrs S Webster	SW	Community	

Apologies	Initials
Miss C Babbage	CB
Mr M McDonough	MM
Mr I Macqueen	IM
Ms M Skinner	MSk

Absent without Apology	Initials

In Attendance	Initials	
Ms H Miles	HM	Assistant Principal
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	
<b>Meeting went into Part II</b>	
<b>3185/8 Minutes</b>	
<b>a) To confirm minutes of the meeting dated 06.02.18</b> These were agreed as a true and accurate record of the meeting.	

**b) To consider matters arising from the minutes**  
None

**3186/9 Progress against Academy Improvement Plan**

**AIP KPT2 (1,2,4,5)**

Update on implementation of the plan and impacts to date

- Year 9 options update

MT said it is noticeable that Geography numbers have increased considerably. AJD and L Bowles (LB) are looking at groupings and hoping that all students will be able to do their first, if not second, choices. LB is also checking if students have been coursed correctly.

Drama, Dance and Music numbers appear to be similar to last year.

**Question:** AStr asked about the Mat Tech Craft VCert course where numbers were down from last year.

GA advised that this course is aimed at discovery stream students and is a new technology course ECC are offering.

**Question:** Art numbers have dropped off

AJD said this has been discussed and was unexpected as it is usually a popular subject.

MT said some of subjects are going to reduce if students have a reduced number of options to select, MT comment that Business Studies has done really well.

**Question:** VR asked about the current number of students doing twilights and if there had been a drop off from the original 78.

HM said they have probably lost about 10 overall.

AJD said there is a concern about twilights both in terms of students and staff.

Twilights do impact on extra sessions that ECC put on for students which then clash making it difficult for students to attend.

MT said the History twilight, next year, will need to be monitored for drop off.

**Question:** VR asked if the split between the Ebacc, Exmouth Bacc and Discovery Bacc were what ECC were expecting.

AJD said yes it is. Ofsted are mounting pressure on the Ebacc.

AJD also advised that the percentage of entries for humanities is quite low for ECC compared to most other schools which is at 95% to 100%, however ECC's progress is lower than other schools and he said this is a challenge for ECC.

- Post 16 options update

AJD said ECC are cautiously optimistic regarding Post 16 retention, which is currently 201 with 60 students who are un-decided. ECC have used 218 students for budget purposes.

The viability of all courses looks good, except for German and a way of facilitating this is being looked into. French is low but AJD said it is important ECC run two language courses. Computing and ICT numbers are also low.

AJD said staff are visiting Ivybridge to look at the Criminology course they are running. AJD said there is probably not enough time to introduce it this year but they will be looking at the possibility for 2019/2020. KJ said he believes Criminology would be a very popular choice.

KJ advised he is the governor on the Social Science interviews this week.

**Question:** MT asked about whether subjects that have been previously offered and then removed due to numbers, are looked at again for future years  
AJD said they would be reviewed each year.

**Question:** Any there any trends from KS4 into Post 16.  
HM advised that the current Year 11 chose a very traditional curriculum which has transferred into Post 16.

AJD said over time the Ebacc subjects students increasingly choose to study will go onto increase the numbers in Post 16.

Level 2 courses are likely to increase in numbers if students do not get the grades they need for Level 3 courses.

AJD said ECC are going to pilot Health and Social care being studied alongside students doing a work placement, if this proves possible.

CM asked if it is too late to look at recruitment from other secondary schools.

AJD said SJT is visiting a Post 16 group to see which forum it would be useful for ECC to join. AJD is meeting with Honiton, Kings, Clyst Vale, Axe Vale and Sidmouth to look at Post 16 offers.

JE said there is an issue with travel for out of area students.

AJD said the new website and being more outward facing will help with recruitment but transport is always going to be an issue.

SW said it should be about retaining students rather than trying to get students from other schools.

98 students are going to Exeter College for courses ECC do not run.

- KS4 progress update

HM advised some colleagues have yet to complete their latest data drop. The Progress 8 score for Autumn 1 was at -0.36 and the Progress 8 score for Spring is -0.2.

English and Maths are making good progress. HM said there is a concern around the ability for some departments to predict results such as Child Development, Resistant Materials, Drama, Food and History and more moderation needs to be done.

ASti arrived at 17.14

HM advised that Year 11 are working well and there are a number of Easter classes planned. There will be a charge of £2.50 per session rather than £2.50 for the whole morning.

HM said there are a group of students who were mentored and their progress data moved up about a third of a grade for 30 students which is really pleasing. Disadvantaged are being mentored by tutors and a group of disadvantaged students are being focussed on for attendance.

Year 10 progress data is about the same as it was at this time last year. AJD said the Year 10 are a very able year group but there are a small proportion that are particularly immature and causing problems with behaviour.

**Question:** RJ asked if there is any peer mentoring happening. SJT and HM have discussed using Post 16 students, however there are concerns regarding Post 16 students and the time they have available to do this.

RJ said it is beneficial skill for a Post 16 student to have and can be used on their CV.

HM said the Saturday revision classes so far have been successful. She explained that if students are not signed up the revision class will not run. A half term session in May is being planned.

HM advised that ECC will apply for a number of students with mental health and attendance issues to be disallowed from the DfE figures which will impact positively on the Progress 8 score.

HM left the meeting at 17.25pm and LE arrived.

**3187/10 Update on SEND - AIP KPT 6(17)**

**Background overview** – DT advised that the areas of need have been re-aligned using the Devon Graduated Response Tool which makes analysis very clear.

DT explained how SEND funding works.

SEND E = up to £6,000 per student + additional funding from high needs block, also known as element 3 funding. Funding for SEN K students is not ring fenced but a notional amount is included in GAG

Up until Christmas students who were SEND K could apply for element 3 funding however this now been stopped. As a result if ECC want to receive more funding for an SEND K student an EHCP application has to be completed to access the element 3 funding.

DT advised that EHCPs should be a 20 week process and ECC are currently waiting for 40 weeks. There are 800 applications waiting at DCC.

The College has a total c£350k which is made up of:-

£252,000 Element 2 Funding which is ring fenced.

£103,114 Element 3 Funding which is ring fenced.

In addition to the above c£493k comes in via the GAG and is not ring fenced:-

£282,847 based on prior attainment.

£211,971 based on deprivation.

MT said the cost of TAs alone must be c£800k.

DT is working towards SEND being reported in a similar way to pupil premium funding.

DT advised that staff CPD will be taking place after Easter and training toolkits are being put together.

**Question:** ASti asked whether there is an overlap in the different types of level of need.

DT explained that he has ranked each student by their primary need whereas in LE's paper all their needs have been identified, so some students will appear in all four areas.

### **Progress against action plan**

LE said the qualification is taking a considerable amount of time and focus. She is really enjoying it and learning a considerable amount.

LE advised that she has not done as much as she would have expected in the SEN Action Plan. Significant progress has been made with the "Record of Need Register" which is now up to date. This has taken many hours to put together and LE is liaising with Beck Beaumont about how best to keep this up to date.

LE said there are some students who are under-achieving, not necessarily because they have a SEND need, it could purely be due to under-achievement. LE explained that in the past this has sometimes been automatically associated with a SEND need.

LE is working with the TA team which is currently staffed at 27.3 full time equivalent TAs. One area being focussed on in her course is TA deployment and looking at how TAs are used effectively.

LE said it is important to stop, look at the vision and plan effective change. Next term LE will be looking at the effectiveness of TAs particularly in terms of questioning. Research shows that sometimes TAs can have a negative effect on students. LE will work with a small group of six TAs, following this she will put a paper together and come up with a strategic vision.

**Question:** VR asked what TAs think about the plan she has described

LE said she is talking to them tomorrow during the TAs briefing. LE has sent the TAs questionnaires and the information that has come back from those has been very useful.

LE said it is hoped that changes to the TA structure will be put in place in September 2018 and this time next year it will be rolled out across the whole school.

JE said she is glad LE has not lost her passion and it is great to see what LE is proposing.

<p><b>Question:</b> JE asked how parents will be communicated with. LE said it is important parents are communicated with and that they also understand that secondary settings work differently to primary settings. LE said ECC are working with primary schools and she is networking in the school community.</p> <p>PW said the passion from LE is great and SEND is part of a whole academy plan. He said it is good to step back and look at what the core priority areas are. CM agreed.</p> <p>JE said some resources may be needed for this.</p> <p>MT thanked LE for her contribution and LE left the meeting at 5.56pm</p> <p><b>Question:</b> SW asked if there is support for parents who apply for EHCPs. DT said there is and ECC usually take charge of the process.</p>	
<p><b>3188/11 Update on Pupil Premium – progress against action highlighted in the review</b></p> <p><b>AIP KPT2(1), KPT3(11) and KPT6(10a)</b></p> <p>DT advised governors there is a cross over between pupil premium, SEND and disadvantaged students.</p> <p><b>Question:</b> AS<i>ti</i> asked about the “Ready to Learn initiative” referred to in the paper saying she would want to know how this is being looked at particularly in relation to SEND students as she has concerns. DT said ECC will be visiting local secondary schools to look at how this initiative works. DT said there will be pros and cons with the system and it is one of many being considered alongside all behaviour management strategies.</p> <p>AJD said staff need to take behaviour management responsibility in the classroom as part of a whole school culture and Ready to Learn is part of looking at this.</p> <p><b>Question:</b> What are Core Group Meetings? AJD said core group meetings include the Head of English, Maths, Science, HM, HOY 11 and AJD. At these meetings students progress is looked at across the three core subjects, taking into account any pastoral issues there may be. These meetings, in future, will be planned at the start of the year to coincide with key data collection points.</p> <p>DT said barriers to learning are being looked at throughout ECC and students are being worked with who are identified in this process. DT is liaising with LE regarding students who have been identified with four barriers or more to check there is not an SEND need.</p> <p>AJD and DT are meeting regularly to look at pupil premium and what is working well, what is working not so well. AJD would like to appoint a person at a senior level to monitor pupil premium and SEND. MT asked when this will happen, AJD said HR and FGB meetings will be required. DT said the infrastructure is in place and the appointments would make a big difference.</p> <p>VR said the pupil premium tracker DT is using is really good and shows where focus is needed.</p>	<p><b>MS to liaise with MT/AJD</b></p>

<p><b>Question:</b> SW asked whether money from the pupil premium would pay for Easter revision sessions for these students DT said it would.</p>	
<p><b>3189/12 Report identifying issues and actions being taken - AIP KPT6(9), KPT1(5) and KPT3(4)</b></p> <p><b>Behaviour and Exclusions</b></p> <p>DT advised that Year 8 and 9 are being focussed on and timeouts have started to come down in Year 8. DT and GA are looking at trends and focussing on these.</p> <p>Consequence detentions are being given out on a Friday for students to reflect on why they are in detention.</p> <p>RM said there is a belief that there are fewer short term exclusions which is leading to more behaviour problems. DT said the numbers are similar he is still doing a number of re-admission meetings.</p> <p>RM said there has been low level behaviour problems for some time and the students do not respect time out or fear it in the way they might a FTE.</p> <p>MT said there have been six permanent exclusions since September and that the data does not show a significant reduction in FTE.</p> <p>AJD said that for some students FTE is what they want because they can simply be at home doing no work and often without a parent present. He believes that for these students being in the REACH centre or having to work outside his office is the option they want least. AJD said he would like to reduce the number of fixed term exclusions and have a culture where there is a graduated response. Having the students out of College, doing no school work should only be an option where others have failed. Where a graduated response has not worked it should be escalated and only then, if necessary, go to exclusion.</p> <p><b>Comment:</b> RM said he is the link to Year 8 and staff do not seem to understand the new culture and are not feeling supported. AJD said he has repeated the message several times and is happy to talk to staff directly about this once more.</p> <p><b>Attendance</b></p> <p>DT said ECC are struggling with attendance. He has met with the EWO today and much is in place to address this. There is a gradual improvement. Mental health is having an impact and Schools Company are working with ECC. DT said most secondary schools are experiencing similar problems.</p> <p><b>Question:</b> ASti asked whether there is absence due to Domestic Violence DT said there are not very many, maybe 1 or 2 incidents and ECC do work closely with the Police.</p>	
<p><b>3190/13 Update on Building Programme - AIP KPT5(4,5,7)</b></p> <p><b>a) New Maths Block</b></p> <p>AJD, MT and KD met with Simon Niles (DCC) and Vernon Gibbins (DfE) to see if there was an option on DCC, ECC and the DfE working together. Unfortunately VG said this was not an option.</p>	

MT said there continues to be an issue between DCC and EDDC. MT has written to her local Councillors about the fact that EDDC are blocking the spend and will continue to push on this given that DCC have money they are prepared to spend on the College and EDDC are only being asked to give an agreement to provide money when it becomes available. JE said that as a Councillor herself the problem was partly created by the poor bid that DCC submitted. MT said that her only concern was to secure the build for ECC and it seems a pity that no money will be spent in East Devon whilst EDDC continue to take this approach. She asked if other Governors could contact their local Councillors also on this issue. She knows that JE is doing what she can to secure the money for the College.

**b) Security of Site**

The CIF bid decision is due in April 2018.

**c) New Build – Green Close**

AJD said this is moving forward and ECC are looking at the project being completed in 2020, with contractors on site from March 2019. Discussion has taken place on the positioning of the new build and this has yet to be agreed. JE said planning will be needed to be consulted to see what would be acceptable. A further meeting is planned. MT said that it was a relief to know that this Build was definitely going ahead.

**3191/14 Principal’s Report**

**Question:** JE asked whether trips are paid for pupil premium students out of pupil premium money

DT said yes they are paid for using the ring fenced pupil premium money.

**Question:** KJ asked if there any emerging trends following the exit questionnaires that are being sent out to students who are opting to leave

AJD said there are too few to say at the moment, but there don’t appear to be any worrying trends yet.

**Question: MT asked whether ECC have joined a Teaching School Alliance**

AJD said ECC are part of the Dartmoor Teaching School Alliance which is the most active one. In addition ECC have joint Uffculme, which is free but is not as active.

AJD said TSAs offer CPD opportunities as well as data from other schools which ECC can use. This enables good practice to be shared which has been really valuable.

**Question:** How are the parents forums going?

AJD said parents have been invited but to date there have been only two responses.

RD would like to congratulate the head of dance for the superb Blend performance.

**3192/15 Business brought forward by the Chair**

**a) Appointment of External Adviser for PAPR**

AStr advised that it has been agreed ECC will appoint a new external adviser. Two people have been approached and the PAPR panel will be interviewing them. A recommendation will be brought back to the FGB on 22.05.18.

**AStr/LM/JE**

<p>MT advised that ECC had been contacted by a former pupil of ECC to hire facilities at the College for a "Reunion". They asked if they could sell alcohol, which requires governors' permission as the Lettings and Changing Policy. AJD has reservations regarding this. It was agreed that AJD, DT and GA will discuss this further and liaise with Accounts.</p> <p><b>AGREED:</b> VR proposed the decision is delegated to the Principal, KJ seconded and all governors were in agreement.</p> <p>MT asked any governors who have attended training if they could do a short write up sharing any information with other governors.</p>	<p><b>AJD</b></p> <p><b>All Govs</b></p>
<p><b>3193/16 To receive reports from Committees in Part I</b></p> <p><b>(a) Curriculum Committee</b> (i) To receive Curriculum Minutes dated 27.02.18 - Noted.</p> <p><b>(b) VFM and Resources Committee</b> (ii) To receive VFM and Resources Minutes dated 06.03.18 - Noted</p> <p><b>(c) Audit Committee</b> (iii) To receive Audit Minutes dated 13.03.18 - Noted</p> <p><b>(d) Risk Register Group</b> (iv) To receive Risk Register Minutes dated 13.03.18 - Noted</p>	
<p><b>3194/17 Complaints Log, Correspondence, General Issues Update</b></p> <p>APG asked what was happening regarding the vacancy for a staff governor. MT said no reply had been received when we had requested nominations but she will be following this up.</p>	<p><b>MT to action</b></p>
<p><b>3195/18 Communication Strategy Update</b></p> <p>Progress on the website continues to be made. LM asked if SR could be involved, AJD said they were in the early stages of design but he would liaise with SR at a later date.</p> <p>AJD advised that the facebook page will start when the new website is launched.</p> <p>AJD said there has been a move to email letters to parents instead of using student post. MT said that this should be the norm and also that Texts should be used sparingly since they cost money too. She also congratulated the College on the excellence of the communication regarding the Snow Days</p>	<p><b>AJD to liaise with SR</b></p>
<p><b>3196/19 Policies for ratification</b></p> <p><b>Redundancy Policy</b> <b>Governors Visiting School Policy</b></p> <p><b>AGREED:</b> MT proposed ratification of the above policies, RD seconded and all governors were in agreement.</p>	
<p><b>3197/20 Clerks Update</b></p> <p>Noted. MT said that this was a useful summary of all the activities. She reminded Governors that it saves a great deal of MS's time if they respond to her requests –</p>	<p><b>All Govs</b></p>

even if it is just a simple reply saying “no”.

AJD said he attended CDASH last week. There is an increase in the number of permanent exclusions throughout schools in Devon as well as the number that have gone to appeal.

Discussion took place regarding review meetings which ensure everything has been put into place to support students who may be heading for permanent exclusions.

SW left the meeting 19.12.

**Meeting went into Part II**

Final - Part I