

**EXMOUTH COMMUNITY COLLEGE
FULL GOVERNORS MEETING MINUTES**

**Conference Room, The Grange
Tuesday 2nd December 2014 at 4.30pm**

Part I

| | ACTION |
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| <p>Present: Miss J Elson (Chair), Mr A Alexander, Dr A Gelling, Mr R Mitchell, Mrs M Turgoose, Miss C Babbage, Mrs B Mason, Mrs Duval Steer, Mrs A Wells, Mr K Johnson, Mrs P Graham, Mrs L Miszewska, Mr D Wright, Mrs S Collett, Mr R Lawrence and Mr R Rooksby.</p> <p>In attendance: Mr T Borton (Bishop Fleming), Mrs K Dearsly and Mrs M Savage (PA to the Governors)</p> | |
| <p>1. To agree between Part I and Part II of the meeting: Agreed</p> | |
| <p>2. To receive and approve apologies for absence: Mr R Davison, Mrs R Jones and Mrs L Boud and these were accepted.</p> | |
| <p>3. Notice: Governors confirmed receipt of notice of the meeting.</p> | |
| <p>4. Quorum: The meeting was quorate.</p> | |
| <p>5. Declarations of interest and any changes to Declarations of Interest: None</p> | |
| <p>2834/6 Present and approve Annual Accounts 01.09.13 – 31.08.14</p> <p><u>ANNUAL ACCOUNTS</u></p> <p>TB advised the accounts have been before the Finance Committee and are recommended for approval by the FGB.</p> <p>Page 20 – summary of income and expenditure for ECC across 2013/2014. TB went through note 22 with governors. It was noted that £1,964,237 is the carry forward of GAG income with £1,241,444 carry forward of unrestricted funds.</p> <p>TB advised that if the pensions deficit continues to increase it is likely that employer contributions will have to increase. Governors were directed to note 27 on page 41.</p> <p>There were minor amendments to page 8 the incorrect figure was noted and all governors are registered as members as well as trustees.</p> <p>CB asked about the pension deficit and how ECC predict future actuarial reviews and consequently plan for them. TB said this is difficult. The rate is reviewed every 3 years. TB suggested lobbying government so that increases by government are funded by government. TB said it is important for Academies to have carry forwards.</p> <p>MT asked did ECC spend more or less than the income received. TB said depreciation distorts the figures it is a “book deficit” rather than a “cash deficit”. Page 22 reinforces this as cash flow is shown as a surplus.</p> <p>AGREED: JE proposed ratification of the 2013/2014 accounts, as recommended by the Finance Committee, VDS seconded and all governors were in agreement.</p> | |

JE and AKA signed the accounts at the meeting which TB took away.

LETTERS OF REPRESENTATION:

It was **AGREED** that the draft letters of representation to the auditors/independent reporting accountants are approved and that Mr Alexander (Accounting Officer) is authorised to sign them. Mr Alexander signed them.

Future Budgets

CB said I would like to ask a question about future budgets and the setting of salaries above the EFA preferred ceiling of 80%. There is a degree of concern that the combination of setting in year deficit budgets alongside exceeding this ceiling may raise issues with the EFA and ECC are keen to retain its autonomy. CB explained that whilst the governors have total confidence in SMT and the robust future plans, it would be prudent for the governors to have sought the view of the accountants should ECC come under further scrutiny.

TB said 80% is a benchmark. Above 85% the EFA are likely to ask questions. This has proved to be true in academies Bishop Fleming has worked with. TB said what is important is over a period of time a not for profit organisation would expect to break even or reinvest into its assets. TB said the purpose of building reserves is so that in some years a deficit can run as long as the long term projections are to be in balance. To run a deficit for 2 or 3 years is ok but the Academy ought to be looking at breaking even again at the end of that and planning for future reserves as income and expenditure fluctuate.

2835/7 Appointment of Auditors

Governors were pleased with the accounts and would like Bishop Fleming Accountants to continue auditing ECC's accounts.

AGREED: JE proposed Bishop Fleming to continue as auditors, CB seconded and all governors were in agreement.

JE gave thanks to both KD and TB for their work in putting the accounts together.

TB and KD left the meeting at 17.01pm

2836/8 Minutes

(a) To confirm minutes of the meeting 21.10.14

These minutes were confirmed as a true and accurate record of the meeting.

(b) To consider matters arising from the minutes

It was agreed that item 10 was moved to Part II of the 21.10.14 minutes.

2821/6 – 2795/10 7/7c Update on Deed of Variation – Dominic Buckley of Browne Jacobson has advised that DCC have signed the Deed of Variation and they hope to complete this week, sending the paperwork to Land Registry next week.

2823/8a Update on LED – a new agreement is being negotiated that is fit for purpose.

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| <p>2823/8b Update on DEF – JE advised that this year money will go direct to the Exmouth Academic Learning Council (EALC), next year it will go direct to the schools.</p> <p>Alison Wells arrived at 17.09pm</p> <p>JE advised that Dr Emily Youngman visited ECC last week and praised the work being undertaken in the REACH centre.</p> <p>2823/8 Curriculum Minutes (Page 3) KJ advised that HM is very close to completing the KS4 Coordinator sheets which should be with him next week.</p> <p>2826/11 Communications (Page 3) – AKA wrote to Social Services regarding ECC’s concerns regarding lack of support. AKA and HM have had a meeting with Social Services and are concerned regarding responses received. They have agreed to one social worker visiting ECC one day a week as opposed to their request for a full time social worker (which ECC offered to fund). AKA continues to be unhappy with the MASH arrangements. JE said she has raised this at the Devon Education Forum.</p> <p>RL believes a letter should be written saying how appalled ECC are. JE suggested writing it to Cllr James McInnes, county councillor cabinet member for Children, Schools and Skills.</p> <p>AKA would like to give the current arrangement a trial and then report back to the FGB next half term. A way forward can then be discussed.</p> <p>2826/11 Communications (Page 3) JE thanked governors for their input into the auction, which with gift aid made approx £3,900. JE advised that there is much work going on behind the scenes regarding the development of Withycombe RFC.</p> | <p>AKA to feedback at the next meeting.</p> |
| <p>2837/9 Business Brought Forward by the Chair</p> <p>(a) Update on Governors Day (see attached)</p> <p>JE asked for an update on AQA. AKA advised that a call has finally been booked with AQA and this is due to take place tomorrow. Following that call a letter will be put together.</p> <p>(b) Review of Community and Parent Governor Vacancies (see attached)</p> <p>JE referred to the paper circulated with the agenda. Discussion took place about the number of parent and community governors, currently ECC have 6 parent governors and 7 community governors.</p> <p>Governors whose terms are coming to end, may possibly considering remaining on the GB, if they did not have to commit to full 4 years. This would enable leaving dates to be staggered.</p> <p>MS advised that no staff governors came forward for the teacher governor vacancy. There was one nomination for the support staff governor vacancy, Mr R Mitchell.</p> <p>SC arrived at 02.12.14.</p> <p>It was agreed this will be an agenda item at the next strategy meeting.</p> | <p>AKA will draft a letter following the call with AQA</p> <p>MS to add to Strategy meeting agenda</p> |

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| <p>2838/10 Principals Report</p> <p>AKA went through the report with governors.</p> | |
| <p>2839/11 To receive reports from Committees in Part I</p> <p>a) Finance Minutes and Pupil Premium Update 04.11.14 and 25.11.1 The minutes were noted.</p> <p>b) Admissions Minutes dated 11.11.14 The minutes were noted.</p> <p>c) Curriculum Minutes dated 11.11.14. The minutes were noted. Page 2 7/7 KJ said the committee were really pleased with the processes in place in the College particularly with examination analysis. RL attended the meeting and said what a fascinating meeting it had been.</p> | |
| <p>Meeting went into Part II</p> | |
| <p>2842/12 Communications</p> <p>No Governor for Data and Assessment Administrator interviews. RM said he may be able to assist and will confirm with MS tomorrow.</p> | |
| <p>2843/13 Ratification of the following policies</p> <p>(a) Emailing Policy for Governors</p> <p>There were no changes.</p> <p>(b) Complaints Policy</p> <p>Complaints Policy – AKA advised that 5 working days is too short a timescale to respond to parents and suggested increasing it to 10 working days, not including the date of receipt.</p> <p>AGREED: JE proposed ratification of both the above policies, incorporating the suggested changes for the Complaints Policy above and as circulated. CB seconded and all governors were in agreement.</p> <p>AKA advised that Browne Jacobson have suggested the policy is redrafted to ensure it is fit for purpose. All governors were in agreement with this being carried out.</p> | <p>Browne Jacobson redrafting policy</p> |
| <p>2844/14 Risk Register</p> <p>No items were noted for inclusion in the Risk Register.</p> | |
| <p>Meeting went into Part II</p> | |

Meeting finished at 6.40pm and was followed by a Members meeting.