



# EXMOUTH COMMUNITY COLLEGE

## FULL GOVERNORS MEETING

Meeting 8 – Part I Minutes			
Date/Time	Tuesday 23 <sup>rd</sup> May 2017 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	
Mrs V Duval-Steer	VDS	Community	
Ms L Edwardson	LE	Teacher	
Dr A Gelling	APG	Teacher	
Mrs R Jones	RJ	Community	
Mr I Macqueen	IM	Community	
Ms C McColl	CM	Parent	
Mr M McDonough	MM	Parent	
Mrs L Miszewska	LM	Community	
Mr R Mitchell	RW	Support Staff	
Mrs V Raven	VR	Parent	
Mrs M Skinner	MS	Teacher	
Mrs A Stimson	AS	Parent	
Mrs M Turgoose	MT	Community	
Mr P Wales	PW	Parent	

Apologies	Initials
Mr R Davison	RD
Mr K Johnson	KJ
Mr R Lawrence	RL

Absent without Apology	Initials

In Attendance	Initials	
Michaela Savage	MS	Clerk
Mr G Allen	GA	Deputy Head
Mr D Turner	DT	Deputy Head

JE welcomed Miss Philip and students Jack Drury-Dixon and Ryan Langson to the meeting.

Mrs Marie Bate (MTA) and four students Megan Ruffle, Sophie Beacon, Tom Nicholas and Kerry Minty re deaf signing club.

JE letter to be sent to schools in Manchester

<b>1. To agree between Part I and Part II of the meeting:</b> This was agreed. JE advised that there are two additional items to be added to the agenda for item 7 and 15.	
<b>2. To receive and approve apologies for absence:</b> As above and accepted.	
<b>3. Notice:</b> Governors confirmed receipt of notice of the meeting.	
<b>4. Quorum:</b> The meeting was quorate.	

<p><b>5. Declarations of interest and any changes to Declarations of Interest:</b></p> <p>None</p>	
<p><b>3096/06 Minutes</b></p> <p>(a) <b>To confirm Part I Minutes dated 21.03.17</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><b>Item 3079/07c Post 16 Working Group Feedback</b> – This was covered at curriculum. The breakdown is:-</p> <p>9 students are going to Bicton College 16 students are doing apprenticeships 16 students are either going into the forces, have a job or are moving out of area 69 students are doing vocational courses such as plumbing, carpentry etc 26 students are doing A level of which 3 have selected Exeter College due to the Hockey Academy</p> <p><b>Item 3080/08</b> – There is a meeting with a prospective new community governor on 24.05.16 with LM, PW and KJ.</p> <p><b>Item 3081/9 Lead Governors</b> – This will go to the self evaluation meeting.</p> <p>GA and DT arrived at the meeting at 4.55pm.</p>	
<p><b>3097/07 Business brought forward by the Chair</b></p> <p>(a) <b>To confirm Term Dates for 2018/19</b></p> <p>These were noted. MT asked about twilight sessions. AKA advised that these are equivalent to 2 days.</p> <p><b>AGREED:</b> JE proposed acceptance of the 2018/2019 terms dates, MT seconded and all governors were in agreement.</p> <p>(b) <b>Update on Governor membership and positions</b></p> <p>JE advised that CB will be standing down as Chair of Finance as from September 2017, however CB will be staying on as a governor. JE advised a new Chair of Finance will need to be found. JE asked if there is anyone who wishes to take on this role.</p> <p>(c) <b>Appointment of external adviser</b></p> <p>JE advised that an external adviser needs to be appointed to assist with the PAPR process for the new Principal. Lyn Gaudreau was used for 2016/2017 and it proposed to use her for 2017/18, the cost is £365 plus VAT. MT would recommend her following Denis Johnson's retirement and recommendation.</p> <p><b>AGREED:</b> MT proposed ECC appoint Lyn Gaudreau as the external adviser for 2017/18 at a cost of £365.00, this was seconded by VDS and all governors were in agreement.</p>	

**3098/08 Update on Pupil Premium Working Group**

GA said it was encouraging to find that the students who did not have a positive score, that there was always a narrative behind those students and it did not always relate to the number of “buckets” they had selected.

There are a number of recommendations that have come out of the review including being very specific about target groups when exam analysis is being undertaken. The other main area was “aspiration” and GA advised that this will be fed into the development plan. GA advised that in light of all the changes with the curriculum ECC staff have not been as positive they could have been with the students. The range of interventions will be reduced and will be broader so that ECC can track and monitor their effectiveness more precisely. CB explained that packaging the support more creatively will help.

Attainment, attendance and aspiration will underpin everything.

Children in care have visited Exeter university which has been very aspirational. Uffculme had a very clear expectation of the tutor which ECC could learn from. Rewards were very cherished by the students at Uffculme. AKA said E-Praise has been very successful. DT said there is an inspirational wall in KS3 and AKA has the Penguin Club. Inter tutor group awards have also been introduced. CM asked if there any individual interventions as well as the larger programmes, DT said yes some students receive music lessons.

AKA advised that the marking of disadvantaged pupils books is going to be changed so that staff mark these first.

GA said a number of departments will be focussed on and how the disadvantaged students are performing. DT advised that attendance of disadvantaged students can sometimes be an issue and this is also being looked into. JE asked about young carers, LE said there are about 90 students.

MT asked about the recommendation of re-distributing disadvantaged students. AS said she would have concerns about aspirations with doing this. GA said this would need to be handled sensitively but would enable resources to be targeted specifically and efficiently.

JE asked about careers support. DT said he has met with Jenna Westcott regarding this and the disadvantaged students will be encouraged to attend the careers fair next year.

AKA said closer working with the primary schools will be advantageous, but would need to be handled sensitively.

CB said ECC need to be really clear on how funding is impacting on the pupil premium data.

**3099/11 Update on College Development Plan – Leadership and Management**

GA advised that the focus this year has been on appraisal, middle leaders and linked to the disadvantaged students. All the interim reviews and lessons observations have been redesigned to reflect this. Lesson observations have been tweaked with a focus on the learning that is taking place with the students.

<p>Any staff identified as needing informal or formal help has then been arranged.</p> <p>Much of the CPD budget has been spent on training and resourcing the changes within the curriculum. A new monitoring schedule has been introduced which has been linked to feed back of the College Development Plan at governors meetings.</p>	
<p><b>3100/12 Update on Self Evaluation Behaviour &amp; Safety / Leadership and Management</b></p> <p>MT asked what does ECC need to do to get even better. GA referred to the recommendations at the bottom of the paper circulated and advised that ECC need to ensure the steps are in place to effect change.</p>	
<p><b>3101/10 Draft College Development 2017/18</b></p> <p>GA said if the draft plan is agreed, it will be costed and will come back to the FGB for final approval. PW asked will the recommendations from the pupil premium plan be fed into the CDP, GA said they would be.</p> <p><b>AGREED:</b> VDS proposed acceptance of the draft College Development Plan for 2017/2018, this was seconded by CB and all governors were in agreement.</p> <p>GA left the meeting at 5.42pm</p>	
<p><b>3102/09 Update on Pupil Premium, Behaviour and Attendance</b></p> <p><b><u>Key Stage 3</u></b></p> <p>DT advised that service children are doing well and the key focus is disadvantaged students. French and ICT are showing as needing improvement as students generally come in at a lower level for those subjects, having not studied them at primary school. Students not achieving are being focussed at key stage co-ordinator meetings.</p> <p>LE advised that for SEND students, teaching assistants who have gained time, will be running KS3 focus groups, taking students underachieving in English and Maths on a programme to give them targeted support. These students will only miss lessons that they are not taking in KS4.</p> <p>CB asked does the gap increase over time. DT said it is interconnected with attendance. Discussion took place regarding the effectiveness of the discovery stream and perhaps introducing a further stream for students who need additional help but perhaps not as much as the discovery stream students. LM asked if conclusions can be drawn from the data? DT said he would endeavour to add conclusions to the report.</p> <p><b><u>Key Stage 4</u></b></p> <p>KS4 challenge is with English and Maths and how to predict with the new examination specification. The performance of the disadvantaged students is higher than last year but ECC are being conservative with their predictions. DT advised staff are becoming more confident with the specification and the predictions for Year 10 students.</p> <p>VDS left the meeting 6.05pm</p>	

<p>DT explained that the Children in Care are vigorously tracked against PEP plans and ECC are currently working with four different authorities.</p> <p>LE advised that the instructions on the front of the English paper today were incorrect and the students had to re-write the instructions before the examination could start.</p> <p><b><u>Attendance</u></b></p> <p>DT said that ECC are working very hard at the moment and it is currently standing at 93.9%. The EWO's time has been increased by a day a week which is already having a significant positive impact. The new EWO has taken time to get up to speed with cases.</p> <p><b><u>Behaviour</u></b></p> <p>MT asked about the Year 9s. DT advised there are a number of repeat offenders and DT is speaking to HoDs and HoYs to address these students. Post options does have an effect on time outs. AKA advised that two letters have been introduced which AKA sends out to parents for repeat offenders. The majority are working very hard; the number of students in time out is a very low percentage.</p> <p>AKA said governors must realise that generally speaking the behaviour in the College is good and the students talked about above are the minority.</p> <p>DT left the meeting at 18.25</p>	
<p><b>3103/13 To receive reports from Committees in Part I</b></p> <p><b>a) VFM Sub-Committee minutes dated 09.05.17</b> The minutes were noted.</p> <p><b>b) Finance Committee minutes and executive summary dated 09.05.17</b> The minutes were noted.</p>	
<p><b>3104/14 Communications</b></p> <p>Two students have represented ECC on the web consortium board. Dr Forrer has written to ECC congratulating the students. AKA is going to meet with Dr Forrer to discuss taking their work forward. JE advised that the students are going to be given a special award from the governors at the Premier Awards evening.</p> <p>IM left the meeting at 18.27pm</p> <p>JE advised the DfE have circulated a document "Clerking Competency Framework" dated April 2017. MT advised she has read the document and said ECC's clerk is meeting the criteria. It was agreed the document would be used at MS's appraisal.</p>	
<p><b>3105/15 Policies for ratification</b></p> <p>Complaints Policy Redundancy Policy</p> <p><b>AGREED:</b> MT proposed ratification of the above policies, CM seconded and all governors were in agreement.</p>	

<p><u>Finance Policy and Tender and Procurement Policy</u> (addition to the agenda)</p> <p>CB is suggesting a change to the above policies. Currently orders and services above £500 up to £1000 require two written quotations, the suggestion is to amend this to orders and services above £500 up to £2000 with no requirement for two written quotations.</p> <p>LM asked why? CB said it is very time consuming to put a tender together and there are a number of services, such as the accountants and solicitors, which ECC are satisfied with and would not wish to change. CB said value for money is not just about how much something costs.</p> <p>CB said she is concerned that if ECC divert from the policy then the policy needs to be reviewed. CB believes the finance team are always seeking value for money and that it is reasonable to expect them to make decisions at this level.</p> <p>RM said the time taken by the staff to get quotations is wasted sometimes.</p> <p>AS asked if ECC are talking about new contracts or renewal of contracts, CB said both.</p> <p>RJ suggested asking Bishop Fleming for their opinion. MT said she is in agreement in principle with the suggested change but with some added wording that a tender would not be renewed more than twice without going out to tender.</p> <p>PW asked why does a decision need to be taken tonight, particularly as this item was not on the original agenda. CB advised the timing is driven by the Browne Jacobson contract being due for review, which falls into this category. CB said due to financial probity she was not happy to over-ride the policy and hence brought it to the FGB meeting. MT suggested the finance committee review the change in a year's time to see how it is working.</p> <p><b>AGREED:</b> CB proposed the wording is amended to "orders and services above £500 up to £2000 with no requirement for two written quotations" JE seconded, 12 governors were in agreement, 2 governors were against and there was one abstention.</p>	<p><b>MS to agenda</b></p> <p><b>Policies to be updated.</b></p>
<p><b>3106/16 Risk Register</b></p> <p>None.</p>	
<p><b>Meeting went into Part II</b></p>	