



EXMOUTH COMMUNITY COLLEGE FULL GOVERNORS MEETING

Meeting 8 – Part I Minutes			
Date/Time	Tuesday 11 th July 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	
Mr R Davison	RD	Community	
Ms L Edwardson	LE	Teacher	
Dr A Gelling	APG	Teacher	
Mr K Johnson	KJ	Community	
Mrs R Jones	RJ	Community	
Mr R Lawrence	RL	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	
Mr P Wales	PW	Parent	

Apologies	Initials
Mrs M Turgoose	MT
Mr I Macqueen	IM
Ms V Duval Steer	VDS

Absent without Apology	Initials

In Attendance	Initials	
Michaela Savage	MS	Clerk

JE announced that she is retiring as from September 2017 and has been asked if she will take on being Chair of Resources, following CB leaving this role.

JE said that this is RL's last meeting and thanked him for all his work at ECC. RL was presented with a card and present from the Governing Board.

JE advised that VDS is retiring and thanked her for her work on ECC's Governing Board. JE advised that she will give VDS a card and present on behalf of the Governors.

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.	

<p>5. Declarations of interest and any changes to Declarations of Interest:</p> <p>None</p>	
<p>The meeting went into Part II</p>	
<p>3120/12 Minutes</p> <p>(a) To confirm Part I Minutes dated 23.05.17 The minutes were agreed and signed as a true and accurate record of the meeting.</p> <p>(b) To consider matters arising from the minutes None.</p>	
<p>3121/13 Business brought forward by the Chair</p> <p>(a) Update on Governor membership and positions JE advised that RL and VDS are both leaving 31.08.17 leaving two community governor vacancies. KJ, PW and LM have met Anna Streater, who has previously expressed an interest. Anna has been head of two primary schools and is also currently a governor of a MAT.</p> <p>AGREED: JE proposed that Anna Streater is appointed as community governor from 01.09.17, LM seconded and all governors were in agreement.</p> <p>Another person has approached ECC who is interested in being a community governor. Discussion took place regarding whether ECC should advertise using an advertorial. CB asked if the skills matrix should be considered to ensure ECC obtain the right skills mix. RJ would suggest getting an expression of interest. CB said a parent may be interested but not wish to go through a parent election process. KJ would suggest waiting for the skills audit to be completed.</p> <p>JE advised that ECC will not advertise until the skills audit has been completed. MS advised that MT is currently looking at this and all governors will be asked to complete a questionnaire in September. This course of action was agreed and following analysis of the skills audit advertising for a new community governor will take place.</p> <p>KJ said the implications of JE retiring need to be considered. JE has offered to be the new Resources Chair. KJ advised that he will be nominating MT as Chair of the GB and if this were successful there would be a vacancy for the HR Chair. Governors were asked to give this thought.</p> <p>(b) Dates for 2017/18 Governor Meetings These were noted.</p> <p>(c) Appointment of Solicitors The decision was delegated to JE and CB and Browne Jacobson have been appointed.</p> <p>(d) Terms of Reference for 2017/18 These were noted.</p> <p>(e) General Data Protection Regulation (GDPR) RJ, GA and GK are attending a course in September.</p>	<p>MT and MS to complete skills audit questionnaire and send out.</p>

<p>3122/14 To approve College Development Plan 2017/18</p> <p>JE advised that GA is off sick and therefore this cannot progress until his return in September. CB advised it has been costed and approved by the Finance Committee in its draft format.</p>	
<p>3123/15 To receive reports from Committees in Part I</p> <p>a) Curriculum Committee minutes dated 16.05.17 The minutes were noted. KJ thanked AKA for allowing different Heads of Department to visit the curriculum meeting which has given governors a really good insight into how other departments work. KJ drew governors attention to the pressure staff are under.</p> <p>b) Audit Committee minutes dated 06.06.17 These were noted. KJ drew governors attention to the high standards that ECC are receiving from the external auditor.</p> <p>c) Risk Register Group dated 11.07.17 LM advised that GA and KD were unable to attend so a number of items have been carried forward to the next meeting.</p> <p>d) Premises Committee minutes dated 13.06.17 These were noted. CB said there is a role for governors in making sure that all the school community understand recent money received for building work is capital revenue and the rest of the budget is very tight.</p> <p>e) Finance Committee and VFM Sub Committee minutes and executive summary dated 20.06.17</p> <p>(i) To receive Finance and VFM minutes dated 20.06.17 – These were noted.</p> <p>(ii) To approve budgets for the next 5 years.</p> <p>AGREED: CB proposed acceptance of the proposed budgets for the next five years, as outlined in the Executive summary, this was seconded by JE and all governors were in agreement.</p> <p>(iii) To consider amendments to the Finance Policy – None, there are changes to the procurement and tendering policy which do not have to be agreed by FGB.</p>	
<p>3124/16 To ratify the Audit Annual Report</p> <p>AGREED: JE proposed acceptance of the report, LM seconded and all governors were in agreement.</p>	
<p>3125/17 Communications</p> <p>None</p>	
<p>3126/18 Policies for ratification</p> <p>Pay Policy – agreed by HR but policy has to be ratified by FGB Disability Equality Scheme – minor changes SEND – minor changes</p>	

<p>AGREED: CB proposed the above three policies are ratified, JE seconded and all governors were in agreement.</p> <p>Code of Conduct Policy for Governors – LM advised that she VR and MM have formed a working party and will be going through the Code of Conduct Policy for governors. Following review, this will be brought back to Governors in September.</p>	<p>MS to put on ECC AGM</p>
<p>3127/19 Risk Register</p> <p>None.</p>	
<p>3128/20 To receive Principal's Report</p> <p>AKA read and circulated his report to the Governors. KJ, RL, RJ, CB and LM all commented on the report and thanked him for the work he has put into the College over the last 15 years. Governors gave AKA a round of applause.</p>	

The meeting finished at 6.15pm

Final - Part