



## EXMOUTH COMMUNITY COLLEGE FULL GOVERNORS MEETING

### Meeting 3 – Part I Minutes

Date/Time	Tuesday 6 <sup>th</sup> February 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	
Miss C Babbage	CB	Parent	
Ms J Elson	JE	LA Appointed	
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	RM	Support Staff	
Mrs V Raven	VR	Parent	
Mrs M Skinner	MSk	Teacher	
Mr P Wales	PW	Parent	

Apologies	Initials
Mrs S Webster	SW
Mr R Davison	RD
Mr K Johnson	KJ
Mrs A Streather	AStr
Ms A Stimson	ASti
Ms H Miles	HM

Absent without Apology	Initials

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

<b>1. To agree between Part I and Part II of the meeting:</b> This was agreed.	
<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.	
<b>5. Declarations of interest and any changes to Declarations of Interest:</b> None	
<b>3164/6 Governor Safeguarding Training</b>  GA went through the safeguarding update with Governors. GA said governors should be familiar with the document “Keeping Children Safe in Education 2016” the summary part.	MS to circulate link to document via email to governors

<p>GA encouraged governors to report any incident, however small it appears and said governors can also contact MASH or the Police direct if they become aware of an issue outside of school or during the holidays. All governors will sign the update which will then be passed to the designated safeguarding lead (Henri Miles).</p>	
<p><b>3165/7 Minutes</b></p> <p><b>a) To confirm minutes of the meeting dated 05.12.17</b> These were agreed as a true and accurate record of the meeting.</p> <p><b>b) To consider matters arising from the minutes</b></p> <p>RM queried that there was no quantitative data on behaviour at the last FGB meeting. MT said that behaviour and attendance and pupil premium had, in the past, both been on all FGB agendas. When reviewing the agendas she had been concerned that having too long an agenda meant that each issue was not being discussed in enough detail, so she wanted to move to alternating behaviour and attendance with pupil premium at FGB meetings (The curriculum Committee also discusses pupil premium to a significant level of detail. MT said behaviour will be reported on at the next FGB meeting. This will be reviewed in the summer term to see whether the Board feel that this is the right approach.</p>	
<p><b>3166/8 Curriculum Update – Information on Curriculum Options for KS4</b></p> <p><b>AIP KPT 6.27</b></p> <p>MT advised that Options Evening is on 07.02.18 and the booklet has been issued to students. The revised option was discussed at the last FGB and at the Curriculum meeting, but she had included it on the agenda so that all Governors are aware of the final version. AJD advised that changes had been made following consultation with the staff and feedback received. AJD confirmed that no students will be forced down the English Baccalaureate route. AJD is having ongoing discussions regarding RE and AJD, LB and LL are meeting again after half term.</p> <p><b>The meeting went into Part II.</b></p> <p><b>AGREED:</b> RM proposed accepting the proposed curriculum model, MT seconded and 12 governors were in agreement with 1 abstention.</p>	
<p><b>3167/9 Progress against Academy Improvement Plan</b></p> <p><b>The meeting went into Part II</b></p> <p>CM arrived at 5.50pm</p>	
<p><b>3168/10 Pupil Premium Report</b></p> <p><b>AIP KPT 1.2, AIP KPT 2.2 and AIP KPT 6.10a</b></p> <p>DT circulated a document to governors which summarised Y11 pupil premium students and where they are at present.</p> <p>DT advised that much work has taken place regarding attendance and the EWO is working with Y11 one day a week which has seen a positive impact. AJD said this been very effective and an easy intervention to measure.</p>	

DT advised that students who are not making expected progress have been focussed on. AJD said a meeting had taken place with the HoY, HM, DT, AJD, Head of English, Head of Maths and Head of Science on how to target each of these students.

**Question:** MT asked about revision classes and whether they were taking place in the same way this year, given that there had been previous concerns about how effective these were in terms of disadvantaged students. AJD said ECC are looking at a reduced programme of revision classes this year as £7k has been spend on GCSE Pod. Individual students would be targeted for these classes.

**Question:** MT asked whether disadvantaged students are using the GCSE pod DT advised this will be evaluated.

**Question:** MT asked about how the CVL group for English Literature and English Language were progressing  
AJD said CVL students will be having some literature time to help them with this subject.

**Question:** CB asked whether ECC are also looking at the higher ability pupil premium students, since this was raised as an issue previously.  
AJD said there will be another core group meeting to look at this. AJD said he has met with Head of English, Maths and Science and looking at the data it is clear that the bigger area for concern at the moment is progress of the lower ability students.

**Question:** JE advised that REACH has said they have very few English teachers who cover in REACH and asked why this was the case.  
AJD said cover in REACH is by staff who are light on their timetable or have gained time, teachers are not timetabled for REACH. Therefore, it would appear that currently there are fewer English teachers available for this.

### 3169/11 Update on Building Programme

**(a) New Maths Block** – AJD has had a number of meetings and there are still issues between EDDC and DCC about releasing the money. EDDC need to write a letter of comfort so that DCC can go ahead with the build, but so far they are refusing to do this. JE advised she is doing as much as she can from an EDDC perspective. Governors said that this should be a major concern for EDDC if they are, in effect, blocking building work across East Devon, especially in schools. EDDC are not having to provide the money, simply to write to say that if it becomes available through the Community Infrastructure Levy then they will release the funds at that point.

**(b) Security of Site** – AJD advised that a CIF bid has been put in and ECC are awaiting the outcome which will be known in March 2018.

**(c) New Build (GC)** – AJD said slow, steady progress is being made. The DfE have met on site at ECC. The library had been missed off the initial plan, but that has been resolved and the rooms are almost ready for sign off. There are issues around the drama spaces and there are discussions about pupil numbers and what these will be in the future. A further meeting is planned for March when it is hoped the large areas will be signed off. The DfE have confirmed that it will be a rebuild and not a refurbishment and there are talks about using the DCC £2m assigned for the Maths block on the new build.

<p><b>3170/12 Business brought forward by the Chair</b></p> <p><b>(a) 2019/220 Term Dates</b>  <b>AGREED:</b> APG proposed ratification of the above term dates. CB seconded and all governors were in agreement</p> <p><b>(b) GDPR update (enforceable from 25.05.18)</b>  GA advised that he, SR and GK have met on a regular basis. Each area has been looked at and a spreadsheet has been created to ensure ECC meet the new requirements.</p> <p>ECC have purchased an online resource to manage third party data which is GDPR compliant.</p> <p>GA said of the 9 steps to be ready for GDPR ECC are currently at number 5. A number of policies will need to be re-written and a number of new policies will also be required. A data protection officer will be required and this is being looked into at present.</p> <p>MT asked if the staff could be thanked for the work they have undertaken. AJD said some work may be done with the primaries around GDPR and helping them.</p>	
<p><b>3171/13 To receive reports from Committees in Part I</b></p> <p><b>(a) Admissions Committees</b>  (i) To receive Admissions Minutes dated 09.01.18 - Noted.</p> <p><b>(b) Curriculum Committee</b>  (ii) To receive Curriculum Minutes dated 09.01.18 - Noted</p> <p>IM left the meeting at 18.30pm</p>	
<p><b>3172/14 Complaints Log, Correspondence, General Issues Update</b></p> <p>MT advised that an email had been received regarding the Ofsted report and the parent was responded to and she did then attend one of the parents' evenings.</p> <p>MT advised that 3 parent evenings have been held regarding Ofsted with one more to follow this week and these have been well received by those who attended. Whilst there haven't been huge numbers of parents attending, this was not unexpected, but those who did were able to raise their concerns and receive answers. MT said that she felt that holding the meetings was a very positive step. AJD said the follow on from these meetings will be to write to all parents in the feeder schools and use this opportunity for parent forums to be launched asking for volunteers.</p>	
<p><b>3173/15 Communication Strategy Update</b></p> <p>AJD advised that CM has been linked to discussions around ECC's new website. Four companies were interviewed and following an extensive process E4Education were appointed. The first design meeting is after half term and the aim is to have the website completed by September 2018.</p> <p>AJD has spoken to the administration team about sending communications to parents out via email rather than by student post in the future.</p>	

<p>AJD advised that printing has been reduced to help save costs and that there will be facebook and media feeds into the new website.</p> <p>Governors said that they were delighted to see this area progressing and felt that it would be a significant improvement for the College.</p>	
<p><b>3174/16 Policies for ratification</b></p> <p><b>Freedom of Information Policy</b>  <b>Complaints Policy</b>  <b>Admissions Policy for 2019/2020 Year 7 to Year 11</b>  <b>Admissions Policy for 2019/2020 Post 16</b></p> <p><b>AGREED:</b> JE proposed ratification of the above policies, APG seconded and all governors will be in agreement.</p> <p>RJ left the meeting at 6.50pm</p>	
<p><b>3175/17 Clerks Update</b></p> <p>Noted.</p>	
<p><b>Meeting went into Part II</b></p>	

Final - Part I