



EXMOUTH COMMUNITY COLLEGE

FULL GOVERNORS MEETING

Meeting 3 – Part I Minutes			
Date/Time	Tuesday 10 th February 2015 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	
Dr A Gelling	AG	Teacher Governor	
Mr D Wright	DW	Teacher Governor	
Mr I Purchase	IP	Teacher Governor	
Mr R Mitchell	RW	Support Staff Governor	
Mrs M Turgoose	MT	Parent	
Miss C Babbage	CB	Parent	
Mrs R Jones	RJ	Parent	
Mrs L Boud (arrived 17.42)	LB	Parent	
Mrs S Collett	SC	Parent	
Mrs A Wells	AW	Parent	
Mrs B Mason	BM	Community	
Mr K Johnson	KJ	Community	
Mrs P Graham	PG	Community	
Mrs L Miszewska	LM	Community	
Mr R Davison	RD	Community	
Mr R Lawrence	RL	Community	

Apologies	Initials
Mrs V Duval Steer	VDS

Absent without Apology	Initials

In Attendance	Initials	
Michaela Savage	MS	Clerk
Rob Hawes	RH	Social Science Teacher

JE congratulated KD and her team for the successful bid that was announced on 09.02.15 for the PSBP2 funding as it involved some very long days because of the timescale required by Education Funding Agency. AKA congratulated KD and the team.

1. To agree between Part I and Part II of the meeting: Agreed	
2. To receive and approve apologies for absence: As above.	
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	
2848/6 Update on AQA	
RH circulated a paper to Governors regarding the remark of the Sociology examination in Summer 2014.	

<p>AKA and RH met representatives of AQA regarding concerns on marking and AKA advised that initially he was very disappointed with their response.</p> <p>The outcome of the remark was that every student's mark increased with 11 unit grade changes and 4 overall A2 grade changes.</p> <p>Governors asked could this problem extend beyond Sociology. RH said it could, however, the more subjective the subject the greater the difficulty in marking.</p> <p>Governors asked if RH is confident it will be better for 2015, RH said AQA are introducing double blind marking which has shown to be very effective.</p> <p>RH advised that new online marking processes are being introduced which could cause a different set of difficulties. Scanning was given as an example, if a paper doesn't scan properly and 2 pages are omitted, this could affect a mark. RH said it will be important not only to look at trends but also individual student results.</p> <p>AW thanked RH for the effort that goes into looking at results and asked is this being shared with other schools? RH said it is in the public domain.</p> <p>AKA reminded Governors of the English examination results and the AQA problems with the difference of results between double and single award English taught by the same teachers.</p> <p>RD asked if this has been reported to Ofqual. AKA advised it has not and said he and ST will produce a letter for signing by JE. CB would like to see more publicity about this.</p> <p>AGREED: JE proposed and BM seconded that a letter is sent to Ofqual, signed by JE, and all governors were in agreement.</p> <p>RH left the meeting at 17.07</p>	<p>Letter to go to Ofqual</p>
<p>2849/7 Minutes</p> <p>(a) To confirm minutes of the meeting 02.12.14 The minutes were signed as a true and accurate record of the meeting.</p> <p>(b) To consider matters arising from the minutes</p> <p>2834/6 - ECC Accounts and VFM statement are on ECC's website.</p> <p>2836/8 – 2821/6 Deed of Variation this has been completed.</p> <p>2836/8 – 2823/8a LED a new agreement has been set up.</p> <p>2836/8 – 2826/11 Social Services, MASH, Social Worker update – AKA advised a social worker attends ECC each Tuesday, although the last two Tuesdays they have not arrived. At present it is too early to give accurate feedback. JE advised that at the last meeting of the Devon Education Forum she said the current system is unsatisfactory. RL said that Governors should write to the Chair of DCC saying how appalled ECC are. CB shared the meeting she had, had with DT regarding pupil premium and how it is spent on children in care. AKA advised he was sending a letter to Sue Clarke at DCC regarding the current situation and Governors should wait for the outcome from that before writing.</p>	

<p>2850/8 Business brought forward by the Chair</p> <p>(a) Confirmation of appointment of Staff Governor IP has been appointed as the new teacher governor to ECC's governing board from 01.01.15, he replaces Rob Rooksby.</p> <p>(b) Appointment of Community Governors RD, VDS, PG, RL, BM and LM offered themselves for re-election as community governors from 01.04.15. RJ offered herself for election as community governor from 01.04.15.</p> <p>AGREED: JE proposed re-election of RD, VDS, PG, RL, BM and LM and election of RJ, as from 01.04.15, MT seconded and all governors were in agreement.</p> <p>(c) Skills Matrix and Appointment of Parent Governors The Governors Handbook and National Governors Association recommend Governing Boards carry out a skills matrix when recruiting new governors. All governors were asked to complete a form circulated at the meeting and return it to MS.</p> <p>Letters inviting nominations for parent governors are going out via school post on 11.02.15. Letters to second parents are being sent in the post.</p> <p>(d) Appointment of SEN Governor to replace LB as from 01.04.15 JE asked for a Governor to take on the responsibility of SEN governor from LB. CB suggested waiting to see who the new parent governors are and whether they are interested in taking the role on. AG asked if a governor would take it on temporarily. On the 17th March governor training for SEND is taking place and JE asked if there were any volunteers to attend this alongside LB.</p> <p>(e) Public attending Part 1 meetings Discussion took place regarding the public attending Part I of full governing board and committee meetings.</p> <p>LB arrived at 17.42</p> <p>It was agreed that the position should remain unchanged.</p>	<p>Forms to be completed and returned to MS</p> <p>Governors to advise JE/MS if able to volunteer for SEN link role.</p>
<p>2851/9 To receive reports from Committees in Part I</p> <p>a) Strategy Minutes 09.12.14 The minutes were noted. AKA advised that he, KD and JE met with Jane Townsend, CEO Bicton College, looking at how ECC can work in partnership with Bicton.</p> <p>b) Curriculum Minutes 13.01.15 The minutes were noted. KJ advised that the KS4 Co-ordinator reports had been sent to governors. A music powerpoint slide was circulated at the meeting and KJ advised that the committee had congratulated the department. The next department to visit is PE. Governors were asked to let MS have any comments so these can be discussed with SMT prior to the curriculum meeting.</p> <p>c) Premises Minutes 20.01.15 The minutes were noted. RJ advised that the PSBP2 bid was successful and that the small astro was formally opened on 04.02.15.</p>	<p>Governors to send questions to MS prior to the meeting on 10.03.15.</p>

<p>d) Finance Minutes and Executive Summary 27.01.15 The minutes were noted. AKA advised that concerns regarding the security of the site have been shared with the Police following a meeting last week. AKA reported the Police are not concerned.</p>	
<p>2852/10 Safeguarding Annual Report</p> <p>The report was noted.</p> <p>JE advised a meeting of the DEF Task Reference Group was held on 09.02.15. Funding is currently being sought to address mental health and self harming issues.</p> <p>It was agreed it would be beneficial for LM and HM to meet termly to discuss safeguarding.</p>	<p>LM / HM to meet termly</p>
<p>2853/11 Self Evaluation</p> <p>The paper was noted.</p> <p>Page 13/14/15 KS5 – Sociology – should it be added to the significantly positive column?</p> <p>Page 16 – KS3 data – at least 2 levels of progress – it was noted there was a drop from 2013. AKA advised the current Year 10 cohort is significantly weaker.</p> <p>Page 20 – Area 1e - no grading was given – MS to check with GA.</p> <p>Page 22 – CiC 7 students achieved one A* to G – Governors asked are they not turning up to exams? AKA advised that some are on alternative curriculum and do not take 5 exams.</p> <p>MT said it is an excellent report but it would be useful to have access to RaiseOnline. AKA advised that MT to meet up with GA.</p> <p>Page 23 - underachievement of science in core and additional (but not triple science) for boys was noted.</p> <p>AKA circulated ECC's KS4 results "The percentage of students achieving 5A*-C GCSE's (or equivalent) including English and Maths" ECC achieved 64% against Devon Local Authority Schools at 57% and All England Schools at 53%.</p>	<p>GA to advise.</p> <p>GA to advise.</p> <p>GA/MS to arrange</p>
<p>2854/12 Monitor School Development Plan 2014/2015</p> <p>KJ said it was noted at the last curriculum meeting how successful auditory processing has been. It is believed there is a correlation between auditory processing having a good effect on behaviour and learning resulting in a reduction in time outs and exclusions.</p> <p>Science is the main area of weakness. Governors were advised that the SEN Information report is now on the website.</p> <p>A letter has been sent by some DASH members to Sue Clarke at DCC regarding difficulties with implementing the new SEN procedures.</p> <p>Ruth Jones left the meeting at 18.21pm</p>	

<p>LB explained the difficulties to governors of the new system, particularly with Devon operating the Devon Assessment Framework (DAF) and other LA's not.</p> <p>KJ asked if LB would agree to stay a little longer to enable some succession planning. LB said she would and then a governor could work alongside her who will be taking on the SEN governor responsibilities. JE thanked LB saying her input was invaluable.</p> <p>AKA advised a new system of grading of lesson observations is currently being developed by ECC following the change in the Ofsted grading system.</p>	
<p>2855/13 Communications</p> <p>Ryan Lewis has contacted ECC saying he is interested in becoming a community governor. JE advised a letter was sent to Mr Lewis explaining that ECC has no vacancies at the moment but would hold his name on file.</p>	
<p>2856/14 Ratification of Policies</p> <p>a) Complaints Policy – This is a new policy put together by Browne Jacobson. BM advised it is not hugely different to ECC's previous version just a little more formal. Following discussion it was agreed to amend 3.8 to 10 school days and that under "Record of Complaints" the following wording will be added "The Chair of Governors will inform the full Governing Board committee when a complaint has been received, and the nature of the complaint. An update will be provided at the next meeting."</p> <p>AGREED: JE proposed acceptance of the new Complaints Policy, this was seconded by BM and all governors were in agreement.</p> <p>b) Special Educational Needs Policy– no changes</p> <p>AGREED: JE proposed acceptance of the Special Educational Needs Policy, this was seconded by SC and all governors were in agreement.</p> <p>c) Governors Visiting School – no changes</p> <p>AGREED: JE proposed acceptance of the Governors Visiting School Policy, this was seconded by LM and all governors were in agreement.</p>	
<p>2857/15 Risk Register</p> <p>JE advised the following had come through from the committee meetings:</p> <p>Curriculum – Security of site, change to SEND funding, change of government. Premises – Security of site. Finance – Security of site, change of government, fraud (including cyber fraud).</p> <p>It was agreed to put all the above on the Risk Register agenda.</p>	<p>MS to arrange</p>
<p>Meeting went into Part II</p>	

Meeting finished at 6.50pm

<p>Next Meeting Date and Time</p>	<p>Tuesday 24th March 2015 at 4.30pm</p>
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