



# EXMOUTH COMMUNITY COLLEGE

## FULL GOVERNORS MEETING

Meeting 6 – Part I Minutes			
Date/Time	Tuesday 7 <sup>th</sup> July 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	
Miss C Babbage	CB	Parent	
Mrs L Boud	LB	Parent	
Mrs S Collett	SC	Parent	
Mr R Davison	RD	Community	
Dr A Gelling	APG	Teacher Governor	
Mrs P Graham	PG	Community	
Mrs A Grange	AG	Parent	
Mr K Johnson	KJ	Community	
Mrs R Jones	RJ	Parent	
Mr R Lawrence	RL	Community	
Mrs B Mason	BM	Community	
Mrs L Miszewska	LM	Community	
Mr R Mitchell	RW	Support Staff Governor	
Mr D Wright	DW	Teacher Governor	

Apologies	Initials
Mrs V Duval Steer	VDS
Mrs M Turgoose	MT

Absent without Apology	Initials

In Attendance	Initials	
Michaela Savage	<b>MS</b>	Clerk

Mr Oxley and five students from the alternative curriculum, Callum Luxton, Jonathon Miles, Thomas Dawson, James Mansfield, Luke Wilson-Draper, explained the various courses they have undertaken at Bicton College for the past two years.

Governors were interested to get their views on the course, and how they feel it had benefitted them. AKA and Mr Oxley both said how proud the College are of what they have achieved, how immaculate they looked and how well they all presented themselves. JE thanked them for attending and giving the governors an insight into the alternative curriculum.

JE thanked all the governors for their support during her first year as Chair of the GB.

JE congratulated PG on being awarded the MBE.

JE advised this is BM's last meeting and thanked her for her service to the GB over the years. BM will be missed and has offered much to the Board and ECC.

<p><b>1. To agree between Part I and Part II of the meeting:</b> Agreed</p>	
<p><b>2. To receive and approve apologies for absence:</b> As above.</p>	
<p><b>3. Notice:</b> Governors confirmed receipt of notice of the meeting.</p>	
<p><b>4. Quorum:</b> The meeting was quorate.</p>	
<p><b>5. Declarations of interest and any changes to Declarations of Interest:</b> None</p>	
<p><b>2897/6 Minutes</b></p> <p>(a) <b>To confirm minutes of the meeting 12.05.15</b></p> <p>The minutes were signed as a true and accurate record of the meeting.</p> <p>(b) <b>To consider matters arising from the minutes</b></p> <p>Page 2 Item 2879/6 – 2864/6 – KJ advised that following discussion it has been agreed that AG will not be the SEN link as this is such a large role to learn as well as being new to governance and the GB.</p>	
<p><b>2898/7 Business brought forward by the Chair</b></p> <p><b>(a) Update on Governing Board Community and Staff Governor Vacancies</b></p> <p><b>Staff Governor</b> - JE advised that the staff governor will be Marianne Skinner, teacher of technology and CPSHE Co-ordinator.</p> <p><b>Community Governor</b> – JE advised that two people are interested in this role, Bruce de Saram and Ian McQueen. Discussion took place and KJ commented that Mr de Saram’s background of HR would be useful for the GB as this was a skill set they were losing with BM leaving.</p> <p>LM suggesting inviting both people in to talk to them with two other governors.</p> <p>Three proposals were put forward:-</p> <p><u>Proposal 1</u> - LM proposed meeting both parties, BM seconded and six governors were in favour and there were two abstentions.</p> <p><u>Proposal 2</u> - RL proposed IM as a full governor and BDS as an associate governor, RM seconded and three governors were in favour and there were two abstentions.</p> <p><u>Proposal 3</u> - RJ proposed BDS a full governor and IM as an associate governor, RD seconded and five governors in favour and there were two abstentions.</p> <p><b>AGREED:</b> Proposal 1 gained the majority vote and was agreed. LB and CB volunteered to meet with LM the two interested parties.</p>	<p><b>MS to arrange meeting</b></p>

**(b) Review Committee Structures and Link Governors**

JE advised that discussion had taken place at both Finance and Premises Committees on whether they should be merged or kept separate. Both committees decided due to the budgets and the amount of building work due to be undertaken in the next year the committees would remain separate.

Discussion took place regarding Link Governors and the following was agreed:-

- CB to be the link SEN Governor
- RL to be the link for Pupil Premium
- JE to be the second Safeguarding Governor alongside LM
- APG to be the link for Year 10
- AG to be the link for Year 7
- DW to be the link for Gifted and Talented

JE asked governor to consider links for English and Computing / ICT. It was suggested that the new governors may wish to take these roles on.

- SC is willing to stand as Vice Chair for Curriculum
- LM is willing to stand as Vice Chair for HR
- RJ is willing to stand as Chair of Admissions
- SC is prepared to go on the First Committee

As the student absence panel has not met for at least 6 years, it was decided this committee will cease.

**(c) Review of focussed Departments for 2014/2015**

AKA advised that five departments have been focussed on this year and SLT links were moved around as a result. Some increased staffing occurred in Science which was within the containment plan and specialist TA's ran boost classes which has been effective.

A new head of department for Business Studies will be joining ECC although a start date still has to be confirmed. An improvement in History results is expected following a new Head of Department. Geography has settled down with the new exam requirements. ECC want to continue with German but it is a difficult subject as students do not start it until year 9 however an improvement in results in expected.

LB asked if the new Business Studies teacher cannot start until January is there a plan for September to January for teaching. AKA said a plan is in place.

**Meeting went into Part II**

**2899/8 Approve College Development Plans (CDP) 2015/201**

**AGREED:** JE proposed approval of the College Development and Strategic Plans, this was seconded by RM and all governors were in agreement.

**2900/9 Receive Principal's Report**

AKA went through the report with governors. AKA advised that ECC are undertaking a feasibility study for automatic gates and an intercom system. This will be presented to governors when completed. The CCTV system is being updated.

<p>AKA advised that the trip to Athens has been changed to Rome for one night followed by 3 nights in Sorrento. An extra cost has been incurred, however this is less than it would have been to cancel the trip altogether.</p> <p>AKA advised that the build of 8 new classrooms will start in July 2015. It is hoped DCC will agree to a further 8 new classrooms being done at the same time which will delay the completion date but overall will give a significant cost reduction and benefit ECC.</p>	<p><b>AKA will update governors in the Autumn Term</b></p>
<p><b>2901/10 Charging for Examination Entries</b></p> <p>AKA would like a policy put in place for Post 16 so that if students do not attend sufficient lessons, complete sufficient coursework or have not done the best they can to achieve success, they will be charged for examination entries.</p> <p>AKA advised that a paper/policy will be given to the Curriculum Committee at their next meeting.</p>	<p><b>MS to put on next curriculum agenda</b></p>
<p><b>2902/11 Review FGB Terms of Reference 2015/2016</b></p> <p><b>AGREED:</b> JE proposed acceptance to the changes of the Terms of Reference, CB seconded and all governors were in agreement.</p>	
<p><b>2903/12 To receive reports from Committees in Part I</b></p> <p>(a) <b>Self Evaluation Working Party 02.06.15</b> - Noted</p> <p>(b) <b>Audit Minutes dated 09.06.15</b> - Noted</p> <p>(c) <b>Risk Register Management Group Minutes 16.06.15</b> - Noted</p> <p>(d) <b>Premises Committee Minutes 16.06.15</b> - Noted</p> <p>(e) <b>Finance and VFM Minutes 23.06.15</b> - Noted.</p>	
<p><b>2904/13 Ratification of Audit Reports</b></p> <p><b>AGREED:</b> JE proposed acceptance of the audit reports dated the 12<sup>th</sup> and 19<sup>th</sup> May 2015, CB seconded and all governors were in agreement.</p>	
<p><b>2905/14 Communications</b></p> <p>None.</p>	
<p><b>2906/15 Risk Register</b></p> <p><b>(a) Items to be considered for inclusion in Risk Register</b> - None.</p>	
<p><b>2907/16 Building Strategy Review</b></p> <p>AKA advised the plans are now on the wall in the conference room for governors to view.</p>	

<p><b>2908/17 Update on Options at KS4 and Post 16</b></p> <p>AKA advised the courses not taking place at Level 2 are Art &amp; Design and ICT and at Level 3 are Applied Science, Government and Politics, Business Studies, Music and Classical Civilisation.</p>	
<p><b>2909/18 Polices for ratification</b></p> <p><b>(a) Code of Practice Policy</b></p> <p>Following discussion the following was agreed:</p> <p><b>AGREED:</b> JE proposed adoption of the DCC model policy, LM seconded and all governors were in agreement.</p> <p><b>(b) Pay Policy</b></p> <p><b>AGREED:</b> JE proposed ratification of the Pay Policy, BM seconded and all governors were in agreement.</p>	
<p><b>Meeting went into Part II</b></p>	

<p><b>Next Meeting Date and Time</b></p>	<p>AGM Tuesday 15<sup>th</sup> September 2015 at 4.30pm</p>
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