



# EXMOUTH COMMUNITY COLLEGE

## FULL GOVERNORS MEETING

Meeting 4 – Part I Minutes			
Date/Time	Tuesday 24 <sup>th</sup> March 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 R Mitchell	RW	Support Staff Governor	
Mrs M Turgoose	MT	Parent	
Miss C Babbage	CB	Parent	
Mrs R Jones	RJ	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 V Duval Steer	VDS	Community	
Mr R Davison	RD	Community	
Mr R Lawrence	RL	Community	

Apologies	Initials
Mrs L Miszewska	LM
Mr D Wright	DW
Mr I Purchase	IP
Mrs L Boud	LB

Absent without Apology	Initials

In Attendance	Initials	
Michaela Savage	MS	Clerk
Ann Grange	AG	New Parent Governor
Henrietta Miles	HM	Assistant Principal

The meeting started with safeguarding training delivered to governors by Henrietta Miles.

A document summarising safeguarding was circulated and HM advised that ALL STAFF have read this following training at the start of term.

HM drew governors attention to page 4, section 16. This is an area of concern for ECC for students who have been on a part time timetable.

HM advised that students who go missing are reported to the Police. Governors need to be aware that there are issues surrounding this and support is being received from PC Gary Gates. There are two categories of “missing”, either “missing” or “absent”. ECC do report students that are missing but the support is not there. Social Services and the Police are working on this together.

AKA gave examples of difficult students in Y11 that ECC are having to deal with. Some of these students regularly leave site and have to be reported missing. A couple of these students are children in care and they have been told by their social worker that they cannot

be permanently excluded from College, as a result these students are very difficult to manage. JE advised that this issue has been raised at the Devon Education Forum and JE has met with HM and Sharon Walker to discuss this.

KJ advised that LM has sought advice from Browne Jacobson and Children In Care can be permanently excluded although the criteria to meet is higher. KJ asked do governors need to push so that these students are excluded to safeguard the interests of the majority. AKA said this has been discussed in depth and there is such a short amount of term time left, ECC want to continue to support these students. JE will be meeting HM and Sharon Walker in June to further discuss this issue.

HM advised ECC is arranging a termly safeguarding forum which will be in two parts, the second part governors will be invited to attend where they will be made aware of safeguarding issues and any support that may be needed. The outcomes of this meeting will be reported back to the next FGB meeting where governors will have an opportunity to challenge as necessary.

RJ arrived at 16.53pm

At present 177 children in school are deemed to be vulnerable. HM has met with LM (safeguarding governor) to discuss these issues which are:-

- Legal highs are an issue, one shop shut in Exmouth but another one has opened. Legal highs are in ECC's drug policy and ECC work closely and carefully with Social Services and the Police.
- Self harm is also an issue and currently 27 students are being seen by CAMHS and 44 students are waiting to see CAMHS. All pastoral staff have received training in self harm.
- Inappropriate adults.

JE advised that much is going on addressing various issues to do with Legal Highs and Mental Health and updated governors with this information.

CB asked about Private Fostering – HM advised that if ECC become aware of a private fostering DCC are advised.

Finally HM advised that an administrative assistant will be recruited to assist with the paperwork.

<b>1. To agree between Part I and Part II of the meeting:</b> It was agreed that item 19 would be taken first in Part II.	
<b>Meeting went into Part II</b>	
<b>2. To receive and approve apologies for absence:</b> As above.	
<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	

<p><b>2864/6 Minutes</b></p> <p><b>(a) To confirm minutes of the meeting 10.02.15</b> 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 2848/6 – JE advised a long letter and phone call have taken place and a letter from AQA has been received and circulated to the Curriculum committee. As a result it has been decided not to send a letter to Ofqual.</p> <p>Page 2 2836/11 – AKA has not sent a letter for various reasons.</p> <p>Page 3 2850/8d - Special Educational Needs volunteer is needed and LB will assist with supporting them.</p> <p>Page 4 2853/11 – GA to advise answers</p>	<p><b>MS to contact GA</b></p>
<p><b>2865/7 Business brought forward by the Chair</b></p> <p><b>(a) Confirmation of appointment of Parent Governor</b> Ann Grange, Margaret Turgoose and Louise Boud have been nominated as parent governors to ECC's governing board from 01.04.15, AG takes up Alison Wells vacancy.</p> <p><b>AGREED:</b> JE proposed acceptance of the above to the board, PG seconded and all governors were in agreement.</p> <p>Vincent Parker also put himself forward for nomination but is unable to take up the appointment. Another parent has since come forward, Mark Brownbill who would be interested in taking up the position.</p> <p>CB suggested we hold the vacancy (Ruth Jone's position) for the moment and hold elections in October when CB and SC terms end. Mr Brownbill would be welcome to put his nomination forward then.</p> <p><b>(b) Skill Matrix</b> this will be discussed at the next Strategy Meeting on the 18<sup>th</sup> May.</p> <p><b>(c) Appointment of SEN Governor to replace LB as from 01.04.15</b> No volunteers have been received to date. CB advised that all governors carry a responsibility for SEN. MT asked how this is going to be resolved. CB advised that this will be discussed again at the Strategy meeting.</p> <p>Browne Jacobson's contract is due for renewal on the 6<sup>th</sup> July 2015. JE proposes that the contract is renewed without going to tender.</p> <p><b>AGREED:</b> JE proposed renewing Browne Jacobson contract from 06.07.15, RL seconded and all governors were in agreement.</p>	<p><b>MS to advise Mr Brownbill</b></p> <p><b>Forms to be completed and returned to MS</b></p>
<p><b>2866/8 Number of Governors Meetings</b></p> <p>KJ would like to maintain two meetings for the curriculum committee in the Spring term.</p> <p>JE suggested that Premises and Finance are combined and this will reduce the number of meetings.</p>	

<p>CB advised that Finance meetings have been cancelled if they are not required. CB would be happy to reduce the Spring term to 1 but does have concerns regarding how long agendas will become if Premises and Finance committees are combined.</p> <p>RL said in the past meetings were long but were less frequent.</p> <p>MT has concerns meetings will become too long if they are reduced and MT would not favour longer meetings.</p> <p>CB suggested finance governors sit on premises committees and vice versa which will assist in making meetings swifter.</p> <p>VDS said she intends to sit on Finance as she believes this is necessary for her audit meetings.</p> <p>AKA said the length of the terms and the number of meetings need to be considered. the main issue is the length of the Spring Term and the number of governors meetings.</p> <p>BM advised that HR meetings have been reduced and this has done by looking at the ways policies are reviewed.</p> <p><b>AGREED:</b> RL proposed accepting the proposed meetings by AKA with the exception that there will still be 2 curriculum meetings in the Spring Term. This was seconded by AG and all governors were in agreement.</p>	<p><b>MS to prepare 2016/2017 GB dates</b></p>
<p><b>2867/9 To receive reports from Committees in Part I</b></p> <p><b>a) Risk Register Minutes 10.03.15</b> Noted.</p> <p><b>b) Curriculum Minutes 10.03.15</b> The minutes were noted. Change KJ to Mr</p> <p><b>c) Audit Minutes 17.03.15</b> The minutes were noted. VDS advised there was an audit debrief today following an audit today. The debrief was very positive.</p>	
<p><b>2868/10 Principal's Report</b></p> <p>AKA went through the report. A further update was given regarding assessment, AKA advised the Academic Council have agreed that a common assessment will be used by all the feeder primary schools.</p> <p>RJ asked about Ten Tors. AKA said he hoped that two teams will be entered next year.</p>	
<p><b>2867/11 Admissions Policy for 2016/17</b></p> <p>The admissions committee met today and the committee recommend that the Admissions Policy for 2016/2017 is ratified.</p> <p><b>AGREED:</b> CB proposed, JE seconded and all governors were in agreement.</p>	

<p><b>2868/12 School Shop in the Quad on Green Close Site</b></p> <p>CB advised that LM has asked for further information about the shop. AKA advised that a member of the catering staff approached KD with an idea of a self funding school shop. It was agreed and was set up in the quad area selling various items such as pens, pencils, calculators etc.</p> <p>JP to check with KD regarding set up costs and to advise what happens to the profit. JE asked Bishop Fleming if a trading arm is required, but they advised it is below the threshold.</p>	<p><b>JP to request information from KD.</b></p>
<p><b>2869/13 Governor Training Update</b></p> <p><b>Pupil Premium</b> – CB attended a pupil premium conference run by Babcock. CB advised that ECC are doing very well and she felt very reassured that the work being undertaken by ECC is excellent. It was made clear at the conference that in an Ofsted inspection it is likely that the last person they would speak to is the pupil premium governor, as it is the responsibility of all governors to be fully briefed on the pupil premium. The same also to SEND.</p> <p><b>Supporting Pupil Progress in Secondary Schools Performance Data</b> – KJ and MT attended raise online training. Most of the data ECC received 5 months before raise online data is available. KJ said there was nothing on the data that governors did not already know. Pupil exclusions are low for the school but nationally they are not high. Data is available to help with self evaluation, which is going on at ECC.</p> <p>MT added that raise online also produces a data dashboard which is still not available for secondary schools.</p> <p>AKA thanked governors for their time in attending the courses.</p>	
<p><b>2870/14 Ratification of Freedom of Information Policy</b></p> <p><b>AGREED:</b> JE proposed acceptance of the above policy, CB seconded and all governors were in agreement.</p>	
<p><b>2871/15 Communications</b></p> <p>JE advised a letter has gone to the House of Commons regarding legal highs.</p> <p>JE advised the House of Lords will be visiting ECC.</p>	
<p><b>2872/16 Risk Register</b></p> <p>No items.</p>	
<p><b>Meeting went into Part II</b></p>	

<b>Next Meeting Date and Time</b>	Tuesday 12 <sup>th</sup> May 2015 at 4.30pm
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