

**EXMOUTH COMMUNITY COLLEGE  
FULL GOVERNORS MEETING MINUTES**

**Conference Room, The Grange  
Tuesday 21<sup>st</sup> October 2014 at 4.30pm**

**Part I**

	<b>ACTION</b>
<p><b>Present:</b> Miss J Elson (Chair), Mr A Alexander, Dr A Gelling, Mr R Mitchell, Mrs R Jones, Mr R Davison, Mrs M Turgoose, , Miss C Babbage, Mrs B Mason, Mrs A Wells, Mr K Johnson, Mrs P Graham, Mrs L Miszewska, Mr D Wright, Mr R Lawrence and Mr R Rooksby</p> <p><b>In attendance:</b> Miss H Miles and Mrs M Savage (PA to the Governors)</p>	
<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> Mrs S Collett, Mrs L Boud and Mrs Duval Steer and these were accepted.</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>2821/6 Minutes</b></p> <p><b>(a) To confirm minutes of the meeting 08.07.14</b> These minutes were confirmed as a true and accurate record of the meeting.</p> <p><b>(b) To consider matters arising from the minutes</b> 2795/10 7/7c 100 year lease – JE advised that Browne Jacobson are currently waiting for DCC to sign the deed of variation. JE has followed this up with an email to John Clatworthy at DCC to see what the delay is.</p> <p>MT asked if a response had been received from Michael Gove – JE advised there has not.</p> <p>Raise online training was cancelled, AW asked if this has been re-scheduled, AKA advised it has not.</p>	
<p><b>2822/7 To consider business brought forward by the Chair</b></p> <p><b>(a) Update on 10 year Strategy Group Meeting 23.09.14</b> JE advised ECC are preparing for the increase in numbers in 2018.</p> <p>AKA advised that Cllr McInnes came into ECC today to talk through plans for the Gypsy Lane site and possible future funding from DCC for the new build.</p> <p><b>(b) Update on Complaint Working Group meeting 16.09.14</b> BM advised that the working group has met and agreed a procedure for dealing with complaints sent to the Governing Board and how these are to be reported to Governors. RL said he was pleased with the procedure in place.</p>	

<p><b>(c) Update on Uniform Working Group</b> LM advised that a “master” logo has been agreed.</p> <p><b>(d) Review of Community Governor vacancies 31.03.15</b> RD, VDS, PG, BM and RL’S term ends on the 31.03.15. Please can these governors give JE an indication of whether they would like to continue as community governors for a further term.</p> <p>Discussion took place regarding EL’s vacancy. RJ’s term as a parent governor ends on the 31.03.15 and it was agreed that RJ should transfer to the community governor vacancy as from 01.04.15.</p> <p><b>AGREED:</b> JE proposed RJ become a community governor from 01.04.15, LM seconded and all governors were in agreement.</p> <p>MT, LB, AW terms end 31.03.15 as parent governors. MS to arrange elections.</p> <p>RR resigns as a governor 31.12.14 and RM’s term ends 31.03.15. MS to arrange elections for both vacancies.</p> <p><b>(e) Review Browne Jacobson contract</b></p> <p>Discussion took place and all agreed Browne Jacobson’s service has been excellent.</p> <p><b>AGREED:</b> JE proposed Browne Jacobson’s contract be extended for a further 12 months, RL seconded and all governors were in agreement.</p> <p><b>(f) Ratification of Vice Chairs for Finance and Premises Committee</b></p> <p>CB and RJ have offered to vice chair each other’s committees (Finance and Premises).</p> <p><b>AGREED:</b> JE proposed CB as Vice Chair of Premises, and RJ as Vice Chair of Finance, this was seconded by RR and all governors were in agreement.</p> <p>Terms of Reference to be updated.</p> <p><b>(g) Update on Nursery Ofsted</b></p> <p>JE advised that the Nursery have received ‘Good’ from Ofsted which is very pleasing. JE said she will send a note of congratulations to them.</p>	<p>Governors to let JE know by mid Nov 2014</p> <p>MS to arrange election MS to arrange Election</p> <p>MS to update ToR</p> <p>JE to write to the Nursery.</p>
<p><b>2823/8 To receive reports from Committees in Part I</b></p> <p><b>a) Premises Minutes dated 30.09.14</b> RJ advised that ECC were in discussion with LED regarding a grant for the small astro, however following correspondence back and forth the grant has been declined by ECC. As a result the SLA is being looked at and discussion is taking place about putting a new SLA in place. The income from the £35k grant will be offset by the income received from lettings. A meeting has been set up with Peter Gilpin of Leisure East Devon to discuss this further.</p> <p>A bid has been put in to PSBP2 and the outcome will be known in December 2014.</p>	

<p><b>b) Audit Minutes dated 30.09.14</b>  CB said she was concerned regarding item 6 and the deficit budget. PG said KD has written to the EFA who have responded. CB said it reads that pupil numbers are lower than expected. AKA advised that the numbers of students that arrived at ECC as opposed to the numbers predicted by DCC were lower. As a result Judy Butcher (KS3) has contacted the primary schools direct for further pupil numbers. An assumption of 90% of students will come to ECC has been made and used for future budget predictions. AKA and KD attended a meeting and await a decision regarding how c£16m will be allocated by DCC to schools in the County.</p> <p>JE advised the DEF has yet to debate this, there is a meeting this Friday.</p> <p><b>c) Curriculum Minutes dated 07.10.14</b>  KJ advised that RW (Head of English) was greeted with a round of applause following the excellent results in English. KJ advised that the interviews for English have had to be cancelled due to no applicants. RW had said at the curriculum meeting there is difficulty in recruiting English Teachers. AKA has spoken to RW today and it has been agreed a permanent post will be advertised in the Times Educational supplement.</p> <p>AG said there is a similar problem in Science, MT said likewise with Maths posts.</p> <p>KJ brought to governors attention the bullet points on page 2, explaining that GA's explanation on minimum target grades had been very helpful for governors. Non-engagement with extra support was also discussed.</p> <p>Page 4 8/7b as soon as data is received from HM the co-ordinator sheets will come through to all governors for their comments. These comments will then be fed back to SLT by KJ and advice on what, if any, action is to be taken will be advised.</p> <p><b>d) Risk Register Management Group Minutes 14.10.104</b>  Noted.</p>	
<p><b>2824/9 Annual Audit Committee Report</b></p> <p>The Audit Annual Committee Report was presented to the full Governing Board. PG congratulated KD on the work she has undertaken.</p> <p><b>AGREED:</b> JE proposed acceptance of the above report, LM seconded and all governors were in agreement.</p>	
<p><b>Meeting went into Part II</b></p>	
<p><b>2826/11 Communications</b></p> <p>AKA has written to Social Services regarding concerns ECC have.</p> <p>JE thanked everyone for their support with the forthcoming auction on 13<sup>th</sup> November which is to raise money for the 3G astro turf at Withycombe.</p> <p>JE has advised EDDC that if they replace the running track JE will want a replacement somewhere else in Exmouth.</p>	

<p>JE advised that 'Effective Governance' books have been purchased.</p> <p>RR showed governors a poster of '5 years of Raptors' and said a piece has gone in the Psychologists magazine which reaches an audience of 50,000.</p>	
<p><b>2827/12 Ratification of the following policies</b></p> <p>(a) <b>Special Educational Needs Policy</b>  (b) <b>Finance Policy</b>  (c) <b>Public Sector Equality</b></p> <p><b>AGREED:</b> CB proposed ratification of the above policies, RR seconded and all governors were in agreement</p> <p>HM left the meeting at 6.00pm</p>	
<p><b>2828/13 Risk Register</b></p> <p>There were no items for inclusion in the Risk Register</p>	
<p><b>Meeting went into Part II</b></p>	

Meeting finished at 6.30pm