



# EXMOUTH COMMUNITY COLLEGE FULL GOVERNING BOARD MEETING

## Meeting 1 – Part I Minutes

Date/Time	Tuesday 14 <sup>th</sup> September 2021 at 4.30pm	Location	Rm 702/703
Attendees	Initials	Type of Governor	
Mrs M Turgoose(Chair)	MT	Community	
Mr A Davis (Principal)	AJD	Principal	
Mr G Bowen	GB	Teacher	
Ms E Dymond	ED	Parent	
Miss J Elson	JE	LA	
Mr J Hill	JH	Community	
Mrs E Lee	EL	Community	
Dr E McGrath	EM	Community	
Mrs L Miszewska	LM	Community	
Mrs A Phillips	AP	Teacher	
Ms A Stimson	ASti	Parent	
Mr P Wales	PW	Community	
Mrs L Woodward-Drake	LWD	Community	

Apologies	Initials
Mrs L Allen	LA
Mr R Mitchell	RM
Mrs A Streather	AStr
Mrs C Tate	CT

Absent without Apology	Initials
None	

In Attendance	Initials	
Mrs M Savage	MS	Clerk to the GB
Mr G Allen	GA	Deputy Principal
Ms H Miles	HM	Designated Safeguarding Lead
Mr M Burrell	MB	Director of Finance and Resources

1. <b>Notice:</b> Governors confirmed receipt of notice of the meeting.	
2. <b>Quorum:</b> The meeting was quorate.	
3. <b>Declarations of interest and any changes to Declarations of Interest:</b> None	
4. <b>To receive and approve apologies for absence:</b> As above and these were accepted.	
<b>4175/5 Election of Chair of Governing Board</b>  MB, in the role of Company Secretary, took the chair and MT left the meeting. MB advised that one nomination had been received for the role of chair which was MT, proposed by EM. MB asked if there were any comments or questions, there were none and it was agreed the decision would be put to a vote.	

<p><b>AGREED:</b> EM proposed Margaret Turgoose for the position of Chair to the Governing Board, this was seconded by EL and the decision was carried unanimously.</p> <p>MT returned to the meeting and was advised of the decision. MT thanked the Governors for their support and in electing her as Chair of the Governing Board.</p>	
<p><b>4176/6 Election of Vice Chair of Governing Board</b></p> <p>MT advised that one nomination has been received for the position of Vice Chair and that was EM. There were no comments and it was agreed the decision would be put to a vote.</p> <p><b>AGREED:</b> MT proposed Emily McGrath for the position of Vice Chair to the Governing Board, this was seconded by EL and the decision was carried unanimously.</p>	
<p><b>Meeting went into Part II</b></p>	
<p><b>4181/11 To approve minutes dated 06.07.21</b></p> <p>The minutes were signed and agreed as a true and accurate record of the meeting.</p>	
<p><b>4182/12 Matters arising from the above minutes</b></p> <p>There were no matters arising from the minutes.</p>	
<p><b>4183/13 Review and agree Chairs Action for the forthcoming year</b> (circulated with agenda papers)</p> <p>There were no questions.</p> <p><b>AGREED:</b> MT proposed the Governing Board accept the Chairs Action document for 2021-2022, EM seconded and all governors were in agreement.</p>	
<p><b>4184/14 Agree written procedure for Election of Chairs and Vice Chairs for 2022/223 onwards</b></p> <p>The protocol was agreed.</p> <p><b>AGREED:</b> MT proposed acceptance of the written procedure, JE seconded and all Governors were in agreement.</p>	
<p><b>4185/15 Election of Committee Chairs and Vice Chairs</b></p> <p>MT advised the following governors had offered themselves for election as Chairs and Vice Chairs of the following committees.</p> <p>Election of Chair of Admissions Committee: PW has offered to be elected as Chair of the Admissions Committee.</p> <p>Election of Vice Chair of Admissions Committee: To be agreed at their first meeting.</p> <p>Election of Chair of Audit and Risk Committee: LM has offered herself for re-election as Chair of the Audit and Risk Committee.</p>	

<p>Election of Vice Chair of Audit and Risk Committee: CT has offered herself for election as Vice Chair of the Audit and Risk Committee.</p> <p>Election of Chair of Curriculum Committee: ED has offered herself for election as Chair of Curriculum Committee.</p> <p>Election of Vice Chair of Curriculum Committee: EM has offered herself for election as Vice Chair of Curriculum Committee.</p> <p>Election of Chair of Resources Committee: EM has offered herself for election as Chair of the Resources Committee.</p> <p>Election of Vice Chair of Resources Committee: JE has offered herself for election as Vice Chair of the Resources Committee.</p> <p>Election of Chair of Human Resources Committee: AStr has offered herself for re-election as Chair of the HR Committee.</p> <p>Election of Vice Chair of Human Resources Committee: LM has offered herself for re-election as Vice Chair of HR Committee.</p> <p>Election of Chair of Pay Committee: LM has offered herself for re-election as Chair of the Pay Committee.</p> <p>Election of Vice Chair of Pay Committee: AStr has offered herself for re-election as Vice Chair of the Pay Committee.</p> <p>Election of Chair of Value for Money sub-committee: JE has offered herself for election as Chair the VFM committee</p> <p>Election of Vice Chair of Value for Money sub-committee: EL has offered herself for election as Vice Chair of the VFM committee.</p> <p>There were no questions or comments on the above.</p> <p><b>AGREED:</b> MT proposed the above Chairs and Vice Chairs are appointed, EM seconded and all governors were in agreement.</p>	
<p><b>4186/16 Confirmation of Committees</b></p> <p>MT advised RM has resigned as of today's date. MT explained that ECC are under pressure to reduce staff governors from the RSC, because the Academies Handbook makes it clear that the DfE preference is for no staff Governors on the board of a Trust other than the Principal. She proposed not to fill this vacancy at this point. There were no objections. EM asked if there are any staff keen to join the FGB, GB and AP were not aware of any.</p> <p>The following membership list was agreed for the committees for 2021/2022:-</p> <p><b>Curriculum Committee Governors:</b> E Dymond (Chair), E McGrath (Vice Chair), M Turgoose, A Stimson, L Miszewska, A Phillips, P Wales, E Lee, G Bowen, L Woodward-Drake and A Davis.</p> <p><b>Associate Members:</b> G Allen, D Turner, L Malton, D Holt, H Miles and K Craddock.</p> <p><b>Resources Committee Governors:</b> E McGrath (Chair), Jill Elson (Vice Chair), L Allen, L Miszewska,, M Turgoose, E Lee, C Tate, L Woodward-Drake and A Davis.</p> <p><b>Associate Members:</b> D Turner. M Burrell and S Fry</p>	<p><b>MS to re agenda</b></p>

**Human Resources Committee Governors:** A Streather (Chair), L Miszewska (Vice Chair), M Turgoose, A Phillips, J Hill, E Dymond, P Wales, L Allen, C Tate and A Davis.

**Associate Members:** G Allen, P Rowe, G Keddle (D Taverner covering maternity leave)

**Value for Money Sub-Committee Governors:** J Elson (Chair) E Lee (Vice Chair), L Allen, E McGrath, L Miszewska, C Tate and A Davis.

**Associate Members:** M Burrell.

**Audit and Risk Committee Governors:** L Miszewska (Chair), C Tate (Vice Chair), J Hill, L Allen and J Elson.

**Associate Members:** A Davis, G Allen and M Burrell.

**Admissions Committee Governors:** P Wales (Chair), E Dymond, G Bowen, J Hill and A Davis. Vice Chair to be agreed at the first Admissions meeting.

**Associate Members:** H Miles and K Craddock.

**First Committee Governors:** Chair or Vice Chair of GB and 2 or 4 Governors available excluding staff or support governors. The First Committee to comprise of 3 or 5 Governors.

**Complaints Committee Governors:** Any two governors and an independent person to be decided at the time.

**Pupil Discipline and Exclusion Governors:** 3 Governors two of whom must not be Staff Governors however Staff Governors must not know the student.

**PAPR Panel Governors:** A Streather, J Elson and E McGrath.

**Pay Committee Governors:** L Miszewska, A Streather, J Elson and L Dymond.

**Associate Members:** G Allen, P Rowe and G Keddle (D Taverner covering maternity leave)

**Pay Appeals Committee:** Any 3 Governors but NOT the Principal, staff governors or any governor who has been part of the first committee.

**Strategy Working Party Governors:** M Turgoose, J Elson, L Miszewska, E Dymond, A Streather, E McGrath, P Wales and A Davis and any other governors who wish to attend.

Safeguarding and Child Protection Governors: E McGrath and P Wales

Special Educational Needs & Disability Governors: P Wales and A Stimson

Children in Care Governor: J Elson

Pupil Premium Governors: E Dymond and A Stimson

REACH: J Elson

Health and Safety Governor: E Lee

Careers Governor: L Miszewska

NQT Governor: A Streather

Communication Governors – E Dymond and J Hill

Behaviour Governors – M Turgoose and E McGrath

Diversity and Equality - E Lee and L Miszewska

Named governor in the Drugs Policy – A Phillips as link to PSHE

Named governors in the Disability Scheme – P Wales and A Stimson

<p><b>4187/17 Delegation of powers and Terms of Reference</b></p> <p>Terms of Reference for Admissions Committee  Terms of Reference for Audit and Risk Committee  Terms of Reference for Complaints Committee  Terms of Reference for Curriculum Committee  Terms of Reference for First Committee  Terms of Reference for Full Governing Board  Terms of Reference for Human Resources Committee  Terms of Reference for Pay Committee  Terms of Reference for Pay Appeals Committee  Terms of Reference for Principal's Appraisal and Pay Review Panel  Terms of Reference for Pupil Discipline / Exclusion Committee  Terms of Reference for Resources Committee and VFM Sub-Committee</p> <p><b>AGREED:</b> MT proposed acceptance of all the above terms of reference and the powers delegated to these committees according to their terms of reference, this was seconded by EM and the decision was carried unanimously.</p>	<p>MS to put on ECC website for 2021-2022</p>
<p><b>4188/18 Review of Standing Orders:</b></p> <p>a) Governors attendance requirements remain the same as the previous year and all Governors had a copy of article 71. Agreed</p> <p>b) Expenses policy: Agreed</p> <p>c) The opening of meetings to senior staff by invitation and other persons to Part I. Agreed</p> <p>d) Communication with the press. Any communication with the press to be through Principal or the Chair of Governors. Agreed</p> <p>e) Links with other Governing Bodies Devon Association of Governors (DAG): JE is the GB representative as an associate. Devon Education Forum: JE is the GB representative.</p> <p>f) Declaration of Business Interests – MT advised that the forms for 2021/2022 need to be signed and returned to the Clerk to the Governors for keeping with the Company Statutory Books and for uploading onto ECC's website.</p>	
<p><b>4189/19 Notification of vacancies due in the course of the next academic year</b></p> <p>MT said following RM's resignation from the GB (with effect from 14.09.21) there are currently 4 vacancies, two parents and two staff governors</p> <p>In the forthcoming year the following governors' terms end:-</p> <p>Emily McGrath term ends 10.09.22 (Community)  Clare Tate term ends 15.10.22 (Parent)</p>	<p>MS to update Companies House, GIAS ECC website etc.</p>
<p><b>4190/20 Annual report on "Management of Outdoor Visits policy"</b></p> <p>GA advised there were very few visits due to Covid. GA said he was grateful to a large number of staff who enabled celebration week in the last week of term to take place. Y7, 8 and 9 each had a sports day and a trip to either Woodlands, Crealy or</p>	

<p>SplashDown. They then had a day in school with an awards assembly together with a team building challenge.</p> <p>Y10 took part in an enterprise exercise as well as having a day out.</p> <p>GA said visits can take place, but additional risk assessments will be needed. GA is currently working with the PE department regarding sporting fixtures.</p> <p>There is a challenge around the number of trips during the school day and the potential impact on subjects who only teach students once a week and how this impacts on their curriculum plans.</p> <p>GA advised they are currently looking at a model that will work without students missing too many lessons. AJD said cultural capital is really important, but departments have a variety of ways in which this can be achieved.</p> <p>AP has concerns about losing enrichment opportunities. MT agreed it was a difficult balance to achieve. GA said trips out can take place it is about ensuring the trips are valuable and don't impact negatively on the delivery of the curriculum.</p> <p><b>Question:</b> PW asked what evidence the decision is being based on and the College's policy.</p> <p>GA said the policy hasn't changed it will be the approval process that will be different. Staff will be asked to complete the curriculum justification section first which will go to SLT for approval. Once approved the second part of the form to do with costing can be completed.</p> <p>LM left the meeting at 17.47.</p>	
<p><b>4191/21 Confirm PAPR dates for the Principal have been set.</b></p> <p>EM advised these were in the process of being set.</p>	
<p><b>4192/22 Business brought forward by the Chair</b></p> <p><b>a) Academy Trust Handbook – Musts</b> – These were noted. MT asked if there were any concerns that the “Musts” were not being met, there were none.</p> <p><b>b) Dear Accounting Officer Letter</b> – None received since 14.07.21 which was reviewed at the 22.07.21 FGB meeting.</p>	
<p><b>4193/23 Agree Communications Plan</b></p> <p>ED has completed a communication audit. PR and ED met over the summer term about parent and staff communication. PR is concentrating on staff wellbeing. ED said it is important parents receive sufficient information so they feel informed but that does not go to information overload.</p> <p>A Communication plan has been put together which details the channels ECC currently use. ED and PR are looking at a parent newsletter and ED has sent a draft to PR who is looking at this.</p> <p>PW suggested ECC look at video messages.</p>	

<p>AP said the staff communication has been outstanding. Parent communication could be better and perhaps more regular. ED said they are working on this and looking at it taking a similar format to the staff newsletter.</p> <p>ASi said it would be nice to receive communication about areas various departments are focussing on. GA said Knowledge organisers are useful for this and it is planned that each Department will have a parent friendly grid on the website around each subject's curriculum.</p>	
<p><b>4194/25 Consider and update register of People with Significant Control (PSC register)</b></p> <p>It was noted that there are no members with significant control.</p>	
<p><b>4195/24 Overview of outcomes from 2020/21 and outline of priorities for 2021/22</b></p> <p>AJD said SLT and staff have worked very hard during a very difficult 18 months and AJD would like to say thank you to the Governors for their support.</p> <p>AJD went through the many challenges and opportunities the pandemic brought to ECC which included:-</p> <ul style="list-style-type: none"> <li>• Setting up 3 test centres</li> <li>• Awarding GCSE, A Level and B Tech grades</li> <li>• Managing appeals</li> <li>• Organisation of a Covid friendly school</li> <li>• Online learning</li> <li>• 7 day a week track and trace</li> <li>• Revamping the behaviour process</li> <li>• Changes to the curriculum delivery model</li> <li>• Two Ofsted visits.</li> </ul> <p>AJD went through the AIP plan for last year and the 8 key themes of the plan and what ECC achieved. Governors were advised of the plan for 2021/2022 where there will be 3 development areas:-</p> <ol style="list-style-type: none"> <li>1) Further developing a healthy school culture</li> <li>2) Ensuring that the College has exemplary behaviour from students at all times</li> <li>3) Ensuring the effective implementation of ECC's new curriculum models to maximise the impact on the learning of students.</li> </ol> <p>Post 16 numbers were a little disappointing with 178 Year 11 students going into Year 12 (48%). Y13 numbers are 145 which is very similar to the previous two years.</p> <p><b>Question:</b> ASi asked if ECC know where the students are going. AJD said some to Exeter College, Bicton College and also apprenticeships. More students are getting apprenticeships and ECC do support them. Some students have also gained scholarships. ECC are currently looking at level 1 courses for Post 16.</p>	

MT thanked AJD, SLT and the staff for the amazing job everyone had done, particularly over the past 18 months. She said that the Board were proud to be associated with the College.	
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Meeting closed at 6.35pm

Next Full Governing Board meeting is 19.10.21 at 4.30pm