



EXMOUTH COMMUNITY COLLEGE FULL GOVERNORS MEETING

Meeting 8 – Part I Minutes			
Date/Time	Tuesday 17 th October 2017 at 4.30pm	Location	Conference Room, The Grange, ECC
Attendees	Initials	Type of Governor	
Mrs M Turgoose(Chair)	MT	Community	
Mr A Davis (Principal)	AJD	Principal	
Miss C Babbage	CB	Parent	
Mr R Davison	RD	Community	
Ms L Edwardson	LE	Teacher	
Ms J Elson	JE	LA Appointed	
Dr A Gelling	APG	Teacher	
Mr K Johnson	KJ	Community	
Mrs R Jones	RJ	Community	
Mr I Macqueen	IM	Community	
Ms C McColl	CM	Parent	
Mr M McDonough	MM	Parent	
Mrs L Miszewska	LM	Community	
Mr R Mitchell	RM	Support Staff	
Mrs V Raven	VR	Parent	
Mrs M Skinner	MSk	Teacher	
Mrs A Stimson	ASti	Parent	
Mrs A Streater	AStr	Community	

Apologies	Initials
Mr P Wales	PW

Absent without Apology	Initials

In Attendance	Initials	
Mr D Turner	DT	Deputy Head
Mr G Allen	GA	Deputy Head
Miss H Miles	HM	Assistant Principal
Mrs K Dearsly	KD	Director of Finance and Resources
Michaela Savage	MS	Clerk

1. To agree between Part I and Part II of the meeting: MT asked for permission to add the Containment Plan to agenda item 6. This was agreed.	
2. To receive and approve apologies for absence: As above and accepted.	
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	
The meeting went into Part II	

3131/8 Minutes

(a) To confirm Part I Minutes dated 11.07.17

The minutes were agreed and signed as a true and accurate record of the meeting.

(b) To consider matters arising from the minutes

None.

3132/9 Business brought forward by the Chair

(a) Update on General Data Protection Regulations (GDPR)

GA advised that a 10 point plan has been put together so ECC are ready for when the legislation comes in, in May 2018. Team Leaders will all be involved. AJD, GA and MT will need to take overall responsibility. An external officer will have to be appointed and GA will become the Data Controller and will oversee the data processes and put the control measures in place. Policies will need to be updated and a new "data breach policy" will be needed which will require records of any data breaches to be recorded.

Question: MT asked whether there were any significant changes that would affect ECC.

GA advised that he and GK had attended a presentation regarding GDPR. Unfortunately the presenter did not have an education background and was unable to answer any specific questions about schools. However, the plan put together addresses all the areas that he feels will change and some of these are significant, but are not too difficult to address.

Question: LM asked what happens regarding a student's data when they arrive at or leave the College.

GA advised that the data belongs to the student and there are procedures in place regarding this.

Question: VR asked if ECC have to prove staff have been trained.

GA said there are number of core policies that staff will need to sign saying they have seen and received them. GA also advised that 40 online credits have been purchased for staff to receive online training regarding this.

GA said it is about staff awareness and reducing the amount of any unnecessary data being kept. An external review will be booked to ensure ECC are compliant.

MT thanked GA for the work that has been undertaken.

(b) Governance Arrangements including Whistleblowing Protocols and Paperless Meetings

MT drew governors' attention to the update emailed out weekly by MS. She asked all governors to make sure that they read and respond to the items in it to save MS having to chase up with additional emails. MS collates information received into the update to try and reduce the number of emails sent to governors.

MT said that currently Wi-Fi is not available in the conference room, other than via a dongle. ECC do not have a "Bring your own device" policy, however, if governors wish they can download documents at home and view them on their phone, tablet or laptop at the meeting. MS will send documents out in the preferred format for each governor, whether that be email, hard copy format, or a mixture of both (agenda and minutes in hard copy and supporting documents by email).

<p>Question: RJ asked about confidentiality of documents MT advised that Part II documents are always password protected.</p> <p>LE said that governors are able to download Office 365 as part of ECC. MT said this would be useful for the future.</p> <p>LM said all governors should use private email addresses, as companies have a right to access any emails that are sent via a company or organisations address. AStr said all governors could have ECC email addresses. In the meantime Governors must provide personal, individual email addresses to MS</p> <p>MT advised that the HR department had put guidance together on what governors should do in the case of a complaint and investigation. MT said the guidance should be read in conjunction with the Whistleblowing and Complaints Policies.</p> <p>(c) Update on Skills Analysis MT advised a summary had been completed by MS and analysed by MT and the GB have a good range of skills. MT said having looked at training courses available an email has been sent to governors with suggestions of courses they should consider attending. AJD said data is going to be covered on Governors Day.</p> <p>(d) Update on Community Governor Vacancy MT advised Sally Webster had contacted ECC saying she was interested in becoming a governor. A website, Inspiring Governance, allows the public to register if they are interested in volunteering roles and 3 people had registered expressing an interest. MS emailed and invited them to contact ECC regarding a community governor vacancy ECC held. None of the people responded.</p> <p>KJ and MT met with Sally Webster on 13.10.17. Sally has skills and extensive experience in training young recruits, is in the Navy and currently works at the marine camp. She has constantly had to master new areas in order to teach them, which KJ said is a useful transferrable skill. MT said Sally was clearly keen to take a role on in the community. She has experience of safeguarding and Ofsted inspections. She had wanted to understand the level of commitment and said if the GB were interested she would suggest being a governor for a year and reviewing how it went. MT and KJ both recommended her to the Board as a Community Governor.</p> <p>JE feels said she feels she would be an asset. RM agreed.</p> <p>AGREED: MT recommended that Sally Webster be appointed as a community governor, KJ seconded and all governors were in agreement.</p> <p>(e) Pay Committee Membership Update MT said the pay committee membership had been updated since the AGM as it had inadvertently ended up being the same governors on both the Pay Committee and PAPER panel. At least one member needs to be different. As a result JE has come off the committee and MM has joined the committee.</p> <p>AGREED: RM proposed the new membership of the pay committee, CB seconded and all governors were in agreement.</p>	<p>MS to look into ECC email addresses</p> <p>All Govs</p>
<p>Meeting went into Part II</p>	

3134/11 To receive reports from Committees in Part I

a) Curriculum Committee minutes dated 03.10.17

The minutes were noted. KJ advised that the curriculum committee focus for the future will be on teaching and learning and the Academy Improvement Plan. In the past, Heads of Departments have each attended individual Curriculum meetings and the next meeting will be the end of that 3-year cycle. More detailed meetings with departments will now be part of the remit of the Monitoring and Intervention Group.

b) Audit Committee minutes dated 10.10.17

These were noted. MT said the improved score of 76% to 94%, for the Health and Safety audit, was excellent.

The meeting went into Part II to discuss the remainder of the Audit minutes.

3135/12 Behaviour and Attendance Report

Attendance

DT said this is a priority area of improvement. It is monitored on a weekly basis and page 2 and 3 of the report show the monitoring over the last 5 years, which up to last year, showed improvement had occurred.

Last year was not as successful as DCC were not taking action on holidays being taken in term time until the Isle of Wight case had been heard. Since the ruling on that case DCC are prosecuting again. DT said ECC have a very clear policy on absence that is being authorised and not authorised.

DT said in addition last year ECC had a new Education Welfare Officer (EWO) and it has taken time for her to familiarise herself with ECC and the students.

A 95% aspirational target has been set.

An action plan is in place and this is being closely monitored and reviewed.

Annexe R – these students are subject to a part time timetable and some of these students are marked as educated off site which does not impact on ECC's attendance figures.

Question: KJ said at a previous meeting a "no excuses policy" was talked about and asked whether ECC benchmark against other coastal towns regarding attendance.

DT said that the single most effective way of pushing up attendance is engaging with parents. DT said when students are spoken to about their attendance the College focus on the number of hours they have missed out of College and try to demonstrate to both the students and the parents how significant this can be in terms of impact on studies.

Question: MT asked what actions are being taken that are different to last year. DT said the escalation process has changed and ECC are going to fixed penalty notices sooner. Persistent absence students are receiving action plans faster and tutors are aware of their responsibility in monitoring students in their tutor groups. DT said there is also a focus on different groups of students such as disadvantaged.

<p>Question: CB asked whether some of the money from pupil premium is used to support attendance. DT advised yes, an extra day to fund the EWO was funded by pupil premium money. DT said the EWO works with pupil premium students who have attendance issues. AJD advised he has met with the EWO, separately to DT, and has been very clear that knocking on doors and getting students into College is really important.</p> <p>Behaviour There has been a rise in fixed term exclusions which does have an impact on the attendance figures. DT is looking at internal and REACH and its effectiveness. Time outs are being monitored and whether CPD is needed if particular members of staff have difficulties with behaviour of students.</p> <p>HoYs are in REACH one period a week and work on a one to one basis with members of their year group. GA commented that Y8 and Y9 are particularly challenging year groups.</p> <p>AJD said learning walks have been focused on Y10 which have also been a challenging year group.</p>	
<p>3136/13 Communications</p> <p>CM advised she has taken on the role of communication governor.</p> <p>CM said she has met with AJD and WMC and a number of areas are being looked at including branding, the Linx magazine, ECC prospectus, uniform, the sixth form, ECCs logo and the website.</p> <p>Question: MT asked when a proposition for all these changes will come to governors. AJD said the whole package needs to be considered and he will give an update at the FGB meeting on 05.12.17.</p> <p>Discussion took place about ECC having a facebook page as many of the primary schools currently have. MT said that an official Facebook page can be very effective in communicating with parents and also helps to prevent individual parents creating separate facebook pages about the College which can be negative at times.</p>	
<p>3137/14 Policies for ratification</p> <p>Assessment Policy – this has been updated. It has been reviewed following changes at KS3.</p> <p>Question: How often will parents received progress reports under the new policy? DT said it would still be once a term.</p> <p>Question: Why has ECC removed SIMS gateway. DT advised the cost was reviewed and EPraise and Show My Homework currently fulfil ECCs requirements, however ECC are looking at other providers for the future.</p> <p>Pay Policy Medical Conditions Policy Special Educational Needs Code of Conduct Policy for Governor Public Sector Equality Duty Emailing Policy Complaints Policy</p>	

<p>AGREED: APG proposed the above policies are ratified, RD seconded and all governors were in agreement.</p> <p>Finance Policy – JE advised that the amended policy will be sent out by email to the Resources governors meeting on 31.10.17. Ratification will take place by FGB on 05.12.17.</p>	
<p>Meeting went into Part II</p>	

The meeting finished at 7.20pm

Final - Part I