



EXMOUTH COMMUNITY COLLEGE FULL GOVERNORS MEETING

Meeting 6 – Part I Minutes

Date/Time	Tuesday 3 rd July 2018 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	
Mr R Davison	RD	Community	
Ms J Elson	JE	LA Appointed	
Dr A Gelling	APG	Teacher	
Mr K Johnson	KJ	Community	
Mr I Macqueen	IM	Community	
Mr M McDonough	MM	Parent	
Mrs L Miszewska	LM	Community	
Mr R Mitchell	RM	Support Staff	
Mrs V Raven	VR	Parent	
Ms M Skinner	MSk	Teacher	
Ms A Stimson	ASti	Parent	
Mr P Wales	PW	Parent	
Mrs S Webster	SW	Community	

Apologies	Initials
Miss C Babbage	CB
Mrs A Streater	AStr
Ms C McColl	CM

Absent without Apology	Initials
Mrs R Jones	RJ

In Attendance	Initials	
Mr D Turner	DT	Deputy Head
Mr G Allen	GA	Deputy Head
Ms H Miles	HM	Assistant Principal
Michaela Savage	MS	Clerk

Linda Binks, Adam Drake and Sarah Rogers joined the governors for a farewell as they were leaving ECC.

1. To agree between Part I and Part II of the meeting: 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	
3224/6 Minutes	
a) To confirm minutes of the meeting dated 22.05.18 The minutes were agreed as a true and accurate record of the meeting.	

b) To consider matters arising from the minutes

3206/13 – **Update on Building Programme** - JE advised that she is sitting on the community infrastructure levy committee and is still hopeful that the money for the Maths block will be forthcoming. MT said that she hoped it would since it had been promised.

3208/17 – **Website Alumni Page** - AJD and LM have discussed this and there is a page on ECC's new website.

3211/12 **Behaviour and Exclusions** – 3rd paragraph from the bottom Annex R – DT advised this means the student had been put on a part time timetable.

3225/7 Review progress against Academy Improvement Plan (AIP) with priorities for next year's plan.

AJD advised that the AIP has been reviewed throughout the year by both Governors and SLT. SLT have updated it regularly and AJD produced an executive summary outlining the actions that have taken place in the 6 key performance target areas.

AJD said the last set of forecast data was included so Governors can compare how ECC did last year with their actual performance compared to what is forecast for this year. AJD advised there are so many unknowns with the new GCSEs so the data should be treated with caution. Anecdotal feedback from students was they felt the exams had not posed any surprises.

Question: MT asked about KPT2 and the mentoring in place – how many students had done this and who was doing it?

AJD said around 30 students had been mentored by a number of staff and were seen on a weekly basis. Some students swapped around different members of staff. Students completed a survey and were asked how the year had gone.

AJD touched on what the AIP will look at going forward but this will evolve once the results are known in August. He said that inevitably it was impossible to identify which specific actions had the most impact since it was a cumulative effect and what works well for one student may not be the same for another. MT acknowledged this, but said that for the plan next year there would still need to be a decision about what actions were worth continuing and which would cease and what else might be done instead.

3226/8 Principal's Report

MT thanked AJD for his detailed report.

Page 12 – Continuing Professional Development – last bullet point, KJ asked if there is any feedback from the Literacy review that took place on the 27th June 2018. AJD confirmed it was carried out by Janet Brennan (JB) who is nationally recognised as a leader in this field. During the visit learning walks took place and a number of lessons, in all subjects, were visited. JB met with a number of staff including DT re pupil premium, LE re SEND, AJD and the English Department worked with her in the afternoon.

JB has produced a report which AJD outlined very briefly to governors:-

- There is a recommendation about disseminating best practice.
- There is still a consistency issue in some lessons.

- Being clear about a whole school literacy plan.
- Defining responsibilities for whole school literacy.
- Making sure literacy interventions are evidence based.
- She was very positive about soundwrite and how effective that is.
- She commented on the excellent behaviour of the students.

MT said it is really important to find out what is working well so that these actions can be continued or extended.

Page 3 – Trips and Visits

Question: LM asked why there were low numbers of pupil premium students going on many of the sports trips.

DT agreed that the report does appear to highlight this. DT advised he will have a conversation with the PE department and see if a more targeted approach needs to take place.

DT said attendance is an issue with some pupil premium students and this can have a knock on effect of students not being in school when trips are advised. DT advised the student support mentors will help with targeting this from September.

Question: ASSti asked whether there could be an issue with the cost of sports kit. DT said possibly. He will use this as an opportunity to talk to PE and look at how these students could be encouraged.

Question: VR asked about tbc in one column referring to a trip from some time ago and said that surely the numbers are known. AJD said these figures should be available and will check.

AJD advised the aim is for 25% of those attending to be pupil premium students since they comprise 25% of the College cohort. However, clearly this wouldn't always be the case, because it would depend upon the cohort of students invited onto any particular trip.

Question: ASSti asked if letters should be worded differently for pupil premium students when a cost is involved. DT said that this was a good point and that he will suggest that the new AP investigates these letters and takes this into account.

Question: VR asked if a percentage could be added to the right hand column. This was noted.

Question: Page 2 - MT queried the reasons for leaving and said the number of permanent exclusions is incorrect.

Question: Page 16 – RM said the numbers are different to page 2. AJD advised this is because the dates used are different.

Question: KJ referred to a parents evening where a parent had spoken to him about moving their child to another school. He asked what investigation takes place as to why a student is moved. DT said every student that leaves is looked at and the pastoral and SEND team work very hard despite the teams being under pressure, particularly with budgets as they are.

MS to ask LP

<p>KJ said that he feels the College should do a thorough analysis of why students move to other schools in the area, if they do, so that if there are underlying issues they can be addressed. MT agreed saying it is important that ECC understand this data and then can take action if needed.</p> <p>RM commented that it looks as though there are 18 more leavers this year, compared with last year. MT said that there had been more Permanent Exclusions, this year but agreed that if the number who are choosing to move to another school in the area has gone up then this was an area that should be focused upon as KJ had suggested.</p> <p>RM asked if in future the data for the current year could be combined. VR said there seemed to be a particular issue with Year 8 leaving.</p> <p>AJD said a student has left today opting to educate their child at home. DT said there has been an increase in parents opting to do this. JE said this is also a concern that was raised at the last DEF meeting. JE advised that alternative provision is also an issue for Devon County Council.</p> <p>Question: SW said is worth looking at why students stay and analysing this? AJD advised that HM has selected 90 students from each year for a student survey which should help with this.</p>	<p>MS to liaise with BB</p>
<p>3227/9 Update on Pupil Premium</p> <p>DT drew Governors attention to the report circulated.</p> <p>Question: MT asked how helpful is the data for taking actions, given that it seemed to fluctuate quite a lot. DT said they drill down below the headline figures to understand why students are not achieving as they should be. Pupils who achieve leave the focus group and new students come in, so the numbers do not always relate to the same students.</p> <p>The new student support mentors starting in September will work on this area.</p> <p>Nick Smith (NS), ECC's new assistant principal will pick up this work from DT in September.</p> <p>Question: KJ said with this investment there will be an even sharper focus on pupil premium from Autumn, and he would hope progress will improve further.</p> <p>AJD advised the problem is not around the analysis, it is about making sure students get the support they need and staff are responding to the data for each student.</p> <p>KJ said he would like thanks to be recorded for the work DT has done in this area over the past few years.</p> <p>ASi and VR have met with DT regularly and looked at this area in much more detail. DT has been able to answer every question they have asked. DT said there are some significant issues with some students and their families and it takes a tremendous amount of time to get results. Work is taking place with the feeder primary schools to ensure that pupil premium students transition well.</p> <p>Question: SW asked if students know if they are pupil premium. DT said they are careful around terminology use but most students are aware they are eligible for pupil premium money.</p>	

Question: SW asked if this makes their expectations lower.
DT said this is an area of focus and aspirational setting is being looked at for next year to ensure these students set their aims high.

Attendance Update

DT said there has been a focus on attendance this year and the pastoral teams have put an enormous amount of effort into this. The decline has been halted since February but ECC have been unable to reverse it. DT said he is confident everything that has been put in place has worked.

Question: MT said the numbers do not look great despite the amount of work being put in.

DT said there has been a rise in holiday requests which are not authorised. DT said students need to be engaged with the curriculum and want to come to school.

Question: KJ asked how the trends compare to other schools and whether the increase in unauthorised absence is a national or local trend.

DT advised he has discussed this with other EWOs and all schools seem to be struggling with attendance which is about 1% down nationally. DT said there have been a significant increase in the number of legal meetings taking place.

DT said that letters will go out to new Year 7 parents outlining the expectation of attendance at ECC.

DT advised a new EWO officer is starting at ECC and DT has met with her, and the current EWO, to ensure there is a seamless handover.

Question: RM asked about persistent absence.

DT said it is about the same, at 10%, nationally it is 11%.

VR said it is about changing parents' perception of their child not attending school and the impact that this has.

AJD said nationally there appears to be an upward trend in absence.

Behaviour Update

Time outs have increased a little this term and individualised plans are in place. AJD said work has been done with teaching staff around consistency in dealing with behaviour. Two members of staff are working with GA on this area.

Question: MT asked how the staff have responded to this.

AJD said it depends who you talk to. Uniform was raised by one group as their top area but in another it was hardly mentioned. AJD said there has been a lack of consistency in terms of what leads to time out and they are planning to change this from September aided by Class Charts.

At KS3 all students who attend timeout get a Friday night detention.

Question: MT asked why is there a different approach from KS3 to KS4.

AJD said this will be looked at, as there is an inequality in the approach at present.

VR said fixed term exclusions have also increased. AJD said there is a considerable amount of work that goes into modifying students' behaviour.

<p>3228/10 Business brought forward by the Chair</p> <p>(a) Update on Members – MT advised that five members have been recruited. MT explained that under ECC’s current articles the Chair also has to be a member meaning there will be six members in total.</p> <p>(b) Review Terms of Reference for FGB – No changes were requested.</p> <p>(c) Meeting dates for 2018/2019 - Noted</p> <p>(d) Resignation of Community Governor – MT advised that SW has resigned as community governor with effect from 04.07.18. MT thanked SW for her input over the last year and advised that SW will be working with ECC’s service students as from September.</p>	
<p>3229/11 To receive reports from Committees in Part I</p> <p>(a) To receive Audit Minutes dated 26.06.18 - Noted MT advised that employees cannot be part of this committee and therefore AJD and MSk will leave the membership. MT said she will be asking for two volunteers to take their places.</p> <p>(b) To receive Risk Register Minutes dated 05.06.18 – Noted. IM drew attention to 12/12 and committees taking an active role next year focussing on parts of the risk register that relates to their committee.</p> <p>(c) To receive Resources Minutes dated 26.06.18 - Noted</p> <p>IM left the meeting at 18.30pm</p>	
<p>3230/12 Policies for ratification</p> <p>Pay Policy Religious Education Detention Policy Children in Care Homework The Exmouth Curriculum Document Leading Learning Policy</p> <p>AGREED: MT proposed ratification of the above polices, APG seconded and all governors were in agreement.</p>	
<p>3231/13 Communication Strategy</p> <p>Website and facebook – AJD updated governors advising that the website design has been signed off and is currently under construction. 30 pages will be uploaded by the website company. 1500 professional photos have been taken and the site is due to go live in September 2018.</p> <p>JE asked who will be updating the website. AJD said different areas will be updated by different departments. An advert for an associate on SLT, responsible for communication, is out and they will oversee the website. AJD advised that John Panton is putting together a video that ECC will be able to use on the website.</p>	

<p>Prospectus – AJD said this is being finalised and is linked closely in style to the new website. AJD showed governors a draft and explained that an envelope will be at the back which will take the parent’s guide. AJD said the prospectus will be finished in time for the open evening.</p> <p>SW asked about the large words used in the prospectus and if they link to ECC’s vision. AJD said a group will be looking at the vision next year to ensure the website, prospectus and vision are all joined together.</p> <p>VR asked about facebook page – AJD said designer prefers the use of twitter and this is still being considered. MT said she still favoured the idea of a facebook page because it can be used and managed by the College to give information and respond to queries and hopefully stop some of the more general facebook page comments which sometimes get out of hand.</p> <p>Student / Parent / Staff forums – The parent forum takes place on Monday 9th July 2018 and VR and RD are attending this. AJD advised approximately 15 parents have been invited.</p> <p>Student forum – AJD said this will be worked on next year.</p> <p>Staff forum – AJD advised he is meeting with staff regularly and these are going well. To date he has met with support staff, UPR teachers, HODs and HOYs. As a result of these a pastoral briefing is going to be trialled from September 2018.</p> <p>Suggestions are coming in from staff and these are being considered by SLT. Staff are then fed back to.</p>	
<p>3232/14 Complaints Log, Correspondence, General Issues</p> <p>None.</p>	
<p>Meeting went into Part II</p>	