



**EXMOUTH COMMUNITY COLLEGE
FULL GOVERNING BOARD MEETING**

| Meeting 5 – Part I Minutes | | | |
|---|---|-------------------------|-------|
| Date/Time | Tuesday 7 th December 2021 at 4.30pm | Location | Teams |
| Attendees | Initials | Type of Governor | |
| Mrs M Turgoose(Chair) | MT | Community | |
| Mr A Davis (Principal) (left at 6.50pm) | AJD | Principal | |
| Mr G Bowen (arrived at 4.45pm and left at 6.50pm) | GB | Teacher | |
| Ms E Dymond (left at 6.50pm) | 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 | |
| Ms A Stimson | ASti | Parent | |
| Mrs L Woodward-Drake | LWD | Community | |

| Apologies | Initials |
|------------------|-----------------|
| Mrs L Allen | LA |
| Mr P Wales | PW |
| Mrs C Tate | CT |
| Mrs A Phillips | AP |
| Mrs A Streater | AStr |

| Absent without Apology | Initials |
|-------------------------------|-----------------|
| None | |
| | |
| | |
| | |

| In Attendance | Initials | |
|---|-----------------|-----------------------------------|
| Mrs M Savage | MS | Governance Professional |
| Mr D Turner (arrived at 4.56pm) | DT | Deputy Principal |
| Mr G Allen (arrived at 6.50pm) | GA | Deputy Principal |
| Mrs P Rowe (arrived at 4.48pm and left at 5.40pm) | PR | Assistant Principal |
| Ms H Miles (left at 5.45pm) | HM | Designated Safeguarding Lead |
| Mr N Smith (left at 5.45pm) | NS | Assistant Principal |
| Mr M Burrell (left at 5.30pm) | MB | Director of Finance and Resources |

| | |
|--|--|
| 1. Agree between Part I and Part II - Agreed | |
| 2. To receive and approve apologies for absence: As above and these were 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: There were no changes | |
| Meeting went into Part II | |
| 4223/13 To consider business brought forward by the Chair | |

| | |
|--|--|
| <p>(a) Uniform Contract – MB advised the current uniform suppliers are Proserve and ShipShape. MB would like to extend the current suppliers’ contract for one year to enable them to order stock for September 2022. ECC will then go out to tender at the start of 2022 following the new guidance which is due to start September 2023.</p> <p>SL and HM have met with the Banner representative who was very positive and said ECC is reasonably compliant in any case with the new Bill as it had followed a tender process last year that involved consulting with parents. ECC basic uniform cost is £77 against an average national cost of £94. PR is looking into second-hand uniform and our current supplier has offered to help.</p> <p>HM said that at ECC, on some days PE Kit is uniform and some schools have said no formal branding on PE Kit. HM, SL and DT will meet later in the year to ensure the PE uniform is compliant.</p> <p>AGREED: MT proposed that Proserve and ShipShape’s contract is extended for one year. LM seconded and all Governors were in agreement.</p> <p>MB advised the Kyocrea Multi-Function Devices lease is up for renewal on 11th April 2022. ECC need to give 90 days’ notice to terminate or extend the lease, which means giving notice of our intention by 11th January 2022.</p> <p>PB would like to extend the lease for 1 year as the copiers have not been used as much due to Covid. The current lease cost is c£23k pa but this will reduce to c£18k pa.</p> <p>AGREED: JE proposed an extension of the lease for one year, MT seconded and all Governors were in agreement.</p> <p>(b) Education Staff Wellbeing Charter</p> <p>PR asked for Governors’ thoughts on signing this charter. It is a document the DfE have released about what schools are doing for student and staff wellbeing. The document has tasks in it for ECC to complete which fit nicely with the wellbeing award the College is working towards.</p> <p>PR said ECC are already doing much towards what is in the charter, but one area ECC could strengthen is signposting senior leaders to make sure they are receiving the support they may need. PR said it is a whole school approach.</p> <p>ASti said this is a really good idea and ECC should get behind it, PR has already done lots of work around this.</p> <p>AGREED: MT proposed ECC sign the Education Staff Wellbeing Charter, ASti seconded and all Governors were in agreement.</p> <p>MT asked if there is anything Governors should be doing, to let the GB know.</p> | |
| <p>4224/14a To approve minutes dated 19.10.21</p> <p>The minutes were signed and agreed as a true and accurate record of the meeting.</p> | |
| <p>4225/14b Matters arising from the above minutes</p> | |

| | |
|--|--|
| <p>Item 4196/6 Pupil Premium - Page 2 – NS advised that ECC are currently receiving four areas of extra funding: Covid Catch Up Fund £40k which is a carry forward from last year and needs to be reported on the website; PP Recovery Fund, an additional £53k which needs to be reported on the website as part of pupil premium; Contain Fund £90k which does not need to be reported on and comes from DCC and School Led Tutoring £44k which will need to be reported on at the end of the Spring and Summer terms.</p> <p>Item 4204/12 Approve Summer School Report – MS confirmed that the reporting criteria had been met.</p> <p>Item 4205/13 Academy Improvement Plan – MT confirmed that a monitoring plan had been circulated to the Chairs of Committees and each area of the AIP will be monitored throughout the year.</p> <p>Item 4206/14 Risk Register – The items were added to the audit and risk agenda.</p> | |
| <p>4226/15 Academy Trust Handbook – The “musts”</p> <p>MB said as Governors know there is a requirement in the Academy Trust Handbook that Governors must meet the “Musts”. MB suggests that these are reviewed at each Audit and Risk committee meeting to ensure Governors are meeting the requirements.</p> <p>MT agreed and noted that all the areas in the document were marked green. The self assessment makes it easy for the auditors to review. JH agreed and said it was very good and very clear.</p> | |
| <p>4227/16 New Model Articles of Association</p> <p>The document written by Browne Jacobson was circulated. Following discussion it was agreed that ECC will not adopt the new model. MT said ECC has changed the make-up of its members and enhanced the members’ role and that was the most significant change needed to meet the new requirements. AJD agreed.</p> | |
| <p>4228/20 To receive a report from the Resources Committee</p> <p>(b) Resources Minutes dated 23.11.21 – the minutes were noted and there were no questions.</p> <p>(i) Approve Accounts for 2020/2021 – These were discussed in detail at Resources as was outlined in the Resources minutes. The audit was excellent and the finances are in good shape.</p> <p>AGREED: MT proposed the accounts were approved for 2020/21, EM seconded and all Governors were in agreement.</p> <p>MT thanked MB for the work he and his team have done in relation to the accounts.</p> <p>(i) Latest Management Accounts – these were noted.</p> | |
| <p>4229/17 Vision and Values Review</p> <p>MT thanked AJD for his detailed document which she said drew together the overall Vision and Values and how they were developing very clearly.</p> | |

| | |
|--|---|
| <p>Question: EM asked about the leader “imposing their belief and views”. AJD said that this part of the document described a normal transition process when a new leader is appointed. Initially when he joined ECC there had had to be some imposition to make some immediate changes that were essential, but this had developed into a much more collaborative approach such as with the new assessment framework.</p> <p>MT said the work around behaviour and RTL have taken time to embed. The characteristics that the Board had agreed it wanted to be part of the ECC values have been embedded into every scheme of work and MT has seen this through the Department Review Meetings held recently.</p> <p>AJD proposed how the values will be reviewed and suggested this is done via a family forum, parent survey, student-Governor focus groups at KS3, 4 and 5 and a Governors’ Strategy meeting in the summer term.</p> | <p>MT to agenda for the strategy meeting Summer 2022</p> |
| <p>4230/18 Principal’s Report</p> <p>MT thanked AJD for his report.</p> <p>Question: JH said the report was excellent. He asked if ECC are getting more pressure put on them due to lack of resources from other services and asked what can be done to help the staff.</p> <p>AJD said the pressure is increasing and the pinch points are around SEND, the pastoral system and SLT. SLT are increasingly having to deal with upset parents and lengthy emails. AJD is hoping things will calm down and that the recruitment of two new support workers will help with this. IT and IU (two experienced members of staff) are picking up pastoral work, but when the covid money runs out ECC will either have to fund those extra positions themselves or not have them. Some staff are carrying high caseloads with some very complex students and these staff are not paid high salaries. AJD said he is optimistic about the future and staff have responded really well over the past two years, in very difficult times.</p> <p>AJD said this week the whole staff rallied round and gave up PPA time to cover a high number of lessons due to 9 teaching staff being absent.</p> <p>AJD explained that recruiting for some posts is proving difficult.</p> <p>Attendance is currently at 89%. There are many students out with illness or Covid, so 5 or 6 students are missing from a lesson, which makes it difficult to track where students are in relation to assessments.</p> <p>JE said the staff have done an excellent job. Covid has made it difficult and stress levels are high for some families. AJD said 10% of parents take up 90% of staff time. AJD said PR’s work on the mental health and wellbeing of the staff is really important.</p> <p>AJD said he had analysed the data in Pupil movement. There were 112 leavers, 32 of whom were from Post 16 who had either got a job, an apprenticeship, or were on a level 2 course which they had completed and then left.</p> <p>52 students joined ECC and 80 students left. 24 went to competitors 17 were educated at home, most of which are probably Covid related.</p> | |

| | |
|---|-----------------------------------|
| <p>16 went to schools further afield, so the family probably moved. 8 went back to Europe. 8 went into private education. Question: ASti asked where the students go, if they don't come to ECC. AJD said they have asked DCC that question but they have yet to respond.</p> <p>EM commented on benchmarking of standards and the disadvantaged figures which didn't look good. AJD said the data and the problems with baseline data in the past couple of years does make it really difficult to do fair comparisons. AJD said it does show how hard it is to ensure disadvantaged students achieve well compared with their peers, but there is a lot of work in place to support these students.</p> | |
| <p>4231/19 Update on current situation to include</p> <p>(a) Changes to Risk Assessment – This was not discussed, due to GA's absence and it will be picked up at the next meeting.</p> <p>(b) Behaviour – MT said the data in terms of RTLs is looking positive. DT advised that feedback from students will be sought after Christmas.</p> <p>RTL rates have gone down since last year, but internal reflection has gone up. DT said ECC are trying to keep students in school. There are some very dis-regulated students and DT does not feel the growth in Internals should cause undue concern – the broad trend is positive and there is much more consistency in application of the approaches across the College from all staff.</p> <p>Repeat offenders are working with STEPs and are offered interventions.</p> <p>Question: JH asked if since coming back in the autumn term there is more of a focus on behaviour. DT said there was and ECC are taking a firm stance on behaviour.</p> <p>Question: EM asked if there is a particular year group where behaviour is a challenge. Y10 is a challenge and there are a number of students in that year group where some parents are struggling.</p> <p>JH said there seems to be a correlation with behaviour and Y10 attendance. DT said that was the case and the attendance officer was aware of this.</p> <p>EM commented on the staff survey around behaviour saying the number of staff completing it was fewer, but it was good to see the positive feedback. DT advised this will be carried out again next term.</p> <p>DT said consistency is key. He also said that the approach to praise and awards is having a positive response and paying dividends.</p> <p>Over 1700 students have got their sapphire award and the amount of positive points to negative is around 90% to 10%.</p> <p>(c) Attendance – DT said attendance has been difficult this term, with Covid and various illnesses. It is concerning that ECC has slipped below 90% and the attendance team are under pressure. ECC are focussed on the processes, but it is challenging.</p> | <p>MS to add to agenda</p> |

| | |
|--|---|
| <p>MT said it is clear it is not just due to Covid that students are off which is concerning. DT said the situation has changed and there are some anxieties around exams and pupils not wanting to come in.</p> <p>MT thanked DT for all the work he has been doing in this area. AJD agreed and said DT has done an enormous amount of work around both behaviour and attendance and it is definitely having an impact.</p> | |
| <p>4232/20 To receive reports from Committees</p> <p>(b) Curriculum Minutes dated 16.11.21 – the minutes were noted and there were no questions.</p> <p>(c) VFM Minutes dated 23.11.21 – the minutes were noted and there were no questions.</p> | |
| <p>4233/21 Risk Register</p> <p>GA joined the meeting and AJD and DT left.</p> <p>a) Any items for inclusion in the Risk Register b) Score section J1f and J1g.</p> <p><i>J1f Safety and security of students and staff in College related activity is compromised – Breach of GDPR which affects data subjects such as students, staff and parents</i> – There were no suggestions to change the scores.</p> <p><i>J1g Safety and security of students and staff in College related activity is compromised – Major local or national incident.</i> - It was agreed that the Audit and Risk Committee to look at the likelihood score.</p> | <p>MS to put on Audit and Risk Agenda.</p> |
| <p>4234/22 Reports on training undertaken by Governing Board to include 3 key points and link Governor reports:</p> <p>ASti has undertaken more relevant safeguarding training as part of her employed role.</p> <p>JH and LWD undertook new Governor training with Babcock and safeguarding and prevent training online. JH said the Babcock training was good and they took them through the resources they have available on their website. LWD said she had made some contacts with Governors from MATs.</p> <p>MT asked that if JH and LWD had any feedback from their training about anything they feel the Board could do that isn't currently done, to let her know.</p> <p>MS attended Governance Professional training.</p> <p>Link Governor visits were carried out and reported on by EM, JH, LWD and EL.</p> | |
| <p>4235/23 Policies for ratification by the full Governing Board</p> <p>Student Medical Conditions Pay Policy Safeguarding Policy E Mailing Policy for Governors</p> | |

| | |
|--|--|
| <p>MT asked if the emailing policy is still needed. JH asked if there is a general policy on the acceptable use of email. GA advised that there is an acceptable use agreement that anyone with an “exmouthcollege” email address signs. It was agreed the Emailing policy would be removed.</p> <p>AGREED: MT proposed the above policies are ratified, JE seconded and all Governors were in agreement.</p> | |
| <p>4236/24 Review of Meeting</p> <p>It was noted that some of the reports are received late which can make it difficult for Governors to read in advance of the meeting.</p> | |

Next Full Governing Board meeting is 15.02.22 at 4.30pm

Final - Part 1