



EXMOUTH COMMUNITY COLLEGE FULL GOVERNING BOARD MEETING

Meeting 2 – Part I Minutes

Date/Time	Tuesday 19 th October 2021 at 4.30pm	Location	New Maths Block Rm 706/707
Attendees	Initials	Type of Governor	
Mrs M Turgoose(Chair)	MT	Community	
Mr A Davis (Principal)	AJD	Principal	
Mr G Bowen	GB	Teacher	
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 A Streather (left at 18.00)	AStr	Community	
Mrs C Tate	CT	Parent	
Mrs L Woodward-Drake	LWD	Community	

Apologies	Initials
Mrs L Allen	LA
Miss J Elson	JE
Mr P Wales	PW
Ms E Dymond	ED
Mrs A Phillips	AP

Absent without Apology	Initials
None	

In Attendance	Initials	
Mrs M Savage	MS	Clerk to the GB
Mr D Turner	DT	Deputy Principal
Mr G Allen	GA	Deputy Principal
Ms H Miles	HM	Designated Safeguarding Lead
Mr M Burrell	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: MS advised PW is now a trustee of the Exeter Diocesan Church of England Council for Social Aid.	
4196/6 Pupil Premium NS advised a few changes will take place and a final proof read prior to the report going on ECC's website.	

<p>The report will be reviewed every 6 months, the first review being March 2022. NS explained to Governors this is a working document and a 3 year strategy.</p> <p>Question: MT asked about the outcomes for the previous year for Coachbright. NS said the numbers who undertook this were small so the outcomes were based on anonymised quotes rather than Progress 8 scores.</p> <p>Question MT asked about the spending of Covid catch up funding for this year. NS said ECC are still deciding on how this will be distributed and discussions have taken place at SLT. The deadline for this report to be produced is 31.12.21 and it will come to the FGB meeting on 07.12.21.</p> <p>AJD said there will be three strands to it, pastoral support, one to one SEND specialist teaching and additional counselling.</p> <p>AJD and HM said HoYs and pastoral assistants workload has increased significantly and some parents expect immediate responses. As a result a new message has been added to the bottom of emails advising a response will be sent within 48 hours.</p> <p>In addition HM said the length of time meetings take and their frequency is increasing and this needs to be managed carefully.</p> <p>Question: MT asked whether there is anything Governors should be considering to address this problem. She is concerned that the expectations on the pastoral teams may be too high and that perhaps actions need to be taken to relieve the pressure. AJD said SLT are aware of this and that the staff involved want to do a really good job but the volume and demands on their time is ever increasing. MT asked if some of the covid catch up funding could be spent on helping with this. AJD said this is something they are looking at.</p> <p>AGREED: MT proposed acceptance of the Pupil Premium Strategy Statement, EM seconded and all governors were in agreement.</p>	
<p>Meeting went into Part II</p>	
<p>4202/11a To approve minutes dated 14.09.21</p> <p>The minutes were signed and agreed as a true and accurate record of the meeting.</p>	
<p>4203/11b Matters arising from the above minutes</p> <p>There were no matters arising from the minutes.</p>	
<p>4204/12 Approve Summer School Report (reviewed at Curriculum)</p> <p>There were no questions. MT advised that both “The Big Step” and “HAFF” summer school programmes were successful and had been discussed in detail at the Curriculum meeting.</p> <p>AGREED: MT proposed the Summer School Report was accepted, ASti seconded and all governors were in agreement.</p>	<p>MS to check reporting criteria has been met</p>
<p>4205/13 Review SEF for 2020/2021 and approve Academy Improvement Plan for current academic year</p>	

<p>AJD said the SEF is still to be updated, but ECC know from the two Ofsted visits in March and July 2021 what the focus needs to be and this has underpinned the AIP.</p> <p>The Academy Improvement Plan has 3 key strands; Healthy Culture; High Impact Curriculum; and Exemplary Behaviour. AJD explained that SLT have met and discussed the actions and targets to achieve each strand. MT and MS will allocate a part of the AIP to be reviewed by the appropriate committee.</p> <p>AGREED: MT proposed acceptance of Academy Improvement Plan, EM seconded and all Governors were in agreement.</p>	<p>MT/MS to ensure that Committees monitor the plan</p>
<p>4206/14 Risk Register</p> <p>a) Any items for inclusion in the Risk Register b) Score section E1a to E1b.</p> <p><i>E1 Reputation of the College is damaged within the community / nationally.</i> EM advised that "Google reviews" on ECC are not good and said should the negative impact score be increased from 2 to 3. MT said the work PR is doing around Facebook should be added to the mitigating controls.</p> <p>Following discussion it was agreed the audit and risk committee should be asked if local and national risks should be separated out and to consider the above suggestions.</p> <p>E1b Look at iv) <i>Publicity and Open Evening</i> and v) <i>Transition Work</i> and consider how relevant they are. It was suggested that the likelihood score should be reduced from a 2 to a 1.</p> <p><i>ii Press statements vetted by the Governing Board</i> should be changed to someone more specific.</p> <p>All the above to be added to the Audit and Risk Committee agenda.</p>	<p>MS to add to audit and risk agenda</p>
<p>4207/15 Update on current situation to include:</p> <p>(a) Changes to Risk Assessment (2.7) and Coronavirus Contingency Plan</p> <p>GA advised when ECC returned in September 2021 most of the restrictions were removed and the risk assessment was updated to reflect this. What was new was the requirement to have a Coronavirus Contingency Plan, which has been created and was circulated to Governors.</p> <p>(b) Behaviour</p> <p>A paper was circulated to Governors. DT said the work on behaviour is going well. ECC has had a second visit from its partner school which was very useful and they said they could see the difference since their first visit. The audit has been reviewed and ECC is moving from developing to embedded.</p> <p>A staff and student survey will be sent out after half term and this will be compared with the results of the last survey in the summer term. MT asked that FGB should see the results of this survey.</p> <p>DT said ECC are expanding its use of ClassCharts and the positive points to negative points ratio is good. DT and NS carry out weekly behaviour walks.</p>	<p>MS to add to agenda</p>

AStr left the meeting at 6pm.

There has been a focus on meet and greet. DT is currently looking at relational work and has contacted the LA with a view to implementing this at a whole staff level.

DT is ensuring that reasonable adjustments are being made for SEND students.

DT attends detention each day to model how this should be run.

Question: MT asked if repeat detentions are being tracked.

DT confirmed they are and that the SEND and PP teams attend the start of each detention.

ASti said she asked the question at her SEND link meeting and RTLs and detentions were within acceptable levels. She said LE and NS are very positive.

DT said the SEMH Team have been in to see what ECC are doing around SEND.

MT said it is clear it is having an impact as the numbers are down.

Question: MT asked if the proportion of SEND students being sent to RTL and detention is going down commensurately with the overall reduction rather than becoming a larger proportion.

DT said he did not know but can look further into this. DT said work is taking place with students who are repeat offenders.

PP, SEND, STEP's, RTL and REACH are all working together and are meeting on a weekly basis.

MT asked parent governors for their feedback. CT said her son had said there is a definite difference.

Question: MT asked if the numbers arriving late are reducing.

DT said they are and he always follows up with Tutors to check they are giving a late mark.

EM thanked DT for all the work that has been done and said it is clear to see much energy and time is put into this by DT.

Question: EM said it cannot all come from DT and asked whether there are staff he can delegate to.

DT said his primary concern is to ensure consistency and that all staff need to follow the policy. However, the teams are leading now on some of the work that he has initiated.

Question: EM said when there are complaints about a teacher not being respectful, how does ECC act on this.

DT said he would talk to the member of staff and focus on them building positive relationships with students.

Question: CT asked how supply is managed with the expectation around behaviour?

DT said he goes through with all new staff ECC's behaviour expectation.

AJD said 3 new cover supervisors have been recruited to backfill vacancies and DT will be working with them. Some of the supply teachers ECC use don't always know the school well and that is more difficult to manage.

<p>EL and JH both said that had heard good feedback about behaviour from interviewees.</p> <p>(c) Attendance</p> <p>Attendance is not looking as good as in the past. Illness is the main reason for absence and clearly Covid is having an impact. Recent national figures are at 89% and ECC is at 92%. There is no Devon figure available at the moment.</p> <p>Question: MT said that it would be good to see a Devon comparison since everyone will be affected by Covid and we need to know that there aren't other actions we could take to minimise absence that are successful elsewhere. DT said that the initiatives introduced last year such as an attendance officer will still be having the desired impact, the team are working as hard as they can, he believes it really is just exceptional circumstances.</p> <p>Question: GB asked if the Covid and flu vaccination uptake was known. GA advised it is probably around 50% uptake.</p> <p>AJD said Y10-Y13 vaccinations are still to be done. The arrangements have been a little chaotic with very short notice being given by Virgin Care.</p> <p>MT said she was going to email HP to thank her for the work she has done around this.</p>	
<p>4208/16 To receive reports from Committees</p> <p>(a) Admissions Committee 21.09.21 – Noted.</p> <p>(i) Review PAN for 2022/3 and 2023/4. As it is not known if the Maths block is going ahead AJD wanted to change the PAN back from 420 to 390. A Brent had advised that as the admission arrangements for 2022/2023 had been determined it was not possible to do this without permission from the ESFA. The PAN has been changed to 390 for 2023/2024 which goes out to consultation on the 1st November 2021.</p> <p>(b) Curriculum Minutes 28.09.21 - Noted</p> <p>(c) Resources Minutes 12.10.21 – Noted</p> <p>(i) Update on PSBP2 New build – MB said the new build is going well and a Governor visit will be booked for 07.12.21.</p> <p>(ii) Appoint Responsible Officer and agree programme for 2021/22 it was agreed following discussion at Resources to appoint Griffin as the internal auditor and to agree the programme of works suggested by MB.</p> <p>AGREED: LM proposed Griffin as the internal auditor and the programme of works discussed at the Resources meeting, EL seconded and all governors were in agreement.</p> <p>(d) VFM Minutes 12.10.21 – Noted.</p>	<p>MS to re agenda</p>

<p>4209/17 To consider business brought forward by the chair</p> <p>(a) Governor Review MT advised that a Governing Board review had taken place in January 2020. The review was very positive and actions were in place to address the very few recommendations that had been made. Given that the reviews cost the College money, she therefore felt that the next review does not need to take place until 2023. All governors were in agreement.</p> <p>Two areas that were picked up in the review were support staff appraisals and integrated curriculum financial planning (ICFP). MT advised that these are being picked up by the HR and Resources committees.</p> <p>(b) Internal Audit Report (July 2021) – Noted</p> <p>(c) Link Governor Document – MT has updated this document. It is a guidance document for governors to use when they visit their links. MT advised she has liaised with AJD, GA, HM and DT regarding suggested questions on behaviour, curriculum, safeguarding and the AIP.</p> <p>(d) Jubilee Day Bank Holiday – The DfE have agreed this year 194 days instead of 195 days are to be worked. Having discussed with partner primary schools 04.01.22 is the suggested date to take the extra day. GA said as this date falls on a Tuesday it avoids missing a Monday or Friday, several of which are already holidays.</p> <p>AGREED: MT proposed 04.01.22 as the bank holiday, CT seconded and all Governors were in agreement.</p> <p>MT said it would be helpful if governors could get back to Amanda advising if they can or cannot help with interviews, asap.</p> <p>AJD advised that Julie Proctor, AJD's secretary, is leaving after 16 years at the College and finishes at the end of half term. MS will support AJD in the interim. A new job description is being put together as the role has been expanded.</p>	<p>MS to diary</p>
<p>4210/18 Reports on Training undertaken by Governing Board to include 3 key points</p> <p>MS advised she had attended a webinar on the "Academy Trust Handbook". She said the course was useful and advised:</p> <ul style="list-style-type: none"> • They had covered the process for re-tendering for external accountants • The duty to report cybercrime at the audit and risk meeting • That Governors and members must have a section 128 check (which they do) <p>EL had undertaken a link H&S visit which has been reported to Resources EM had undertaken a Post 16 link visit – EM said this was an excellent meeting with KAC MT had undertaken a Maths link visit and met the new Head of Maths who appears to have settled in very well. AJD advised he has attended every SLT briefing and meeting. MT had undertaken a visit with DT on Behaviour ASti had undertaken a visit to SEND</p>	

<p>4211/19 Policies for ratification by the full Governing Board</p> <p>Public Sector Equality Duty Safeguarding and Child Protection Rewards and Sanctions Policy Rewards and Sanctions Addendum</p> <p>Finance Policy – suggestion to change the limit to write-off debt from £10 to £250 Suggestion to change the value of items on inventories from £100 to £250 Suggestion to change presentation of budget from AJD to MB</p> <p>AGREED: MT proposed the above policies are ratified with the suggested changes to the Finance Policy, EM seconded and all governors were in agreement.</p>	
<p>4212/20 Review of Meeting</p> <p>All Governors and the Clerk felt the meeting had run smoothly and there were no suggestions regarding process made.</p>	

Meeting closed at 6.55pm.

Next Full Governing Board meeting is 07.12.21 at 4.30pm