



**EXMOUTH COMMUNITY COLLEGE
FULL GOVERNING BOARD MEETING**

Meeting 5 – Part I Minutes			
Date/Time	Tuesday 15 th February 2022 at 4.30pm	Location	Teams
Attendees	Initials	Type of Governor	
Mrs M Turgoose(Chair)	MT	Community	
Mr A Davis (Principal)	AJD	Principal	
Miss E Birch	EB	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	
Rev P Wales	PW	Community	
Dr D Wilkerson	DW	Parent	
Mrs L Woodward-Drake	LWD	Community	

Apologies	Initials
Mrs L Allen	LA
Ms E Dymond	ED
Mrs C Tate	CT
Mr G Bowen	GB
Ms A Stimson	ASti
Mrs A Streater	AStr

Absent without Apology	Initials
None	

In Attendance	Initials	
Mrs M Savage	MS	Governance Professional
Mr D Turner	DT	Deputy Principal
Mr G Allen	GA	Deputy Principal
Mr N Smith	NS	Assistant Principal
Ms L Edwardson	LE	SENDCo
Mr M Burrell	MB	Director of Finance and Resources

Welcome to Esther and Daryl who have joined as new Parent Governors.

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	

<p>4247/12a To approve minutes dated 07.12.21</p> <p>The minutes were signed and agreed as a true and accurate record of the meeting.</p>	
<p>4248/12b Matters arising from the above minutes</p> <p>There were no matters arising.</p>	
<p>4249/13 Update on Academy Improvement Plan “Quality assurance and training being provided by the SENDCo for teaching staff”</p> <p>Training – There have been 3 sessions in school as part of the Speech and Language Pilot Project ECC are part of with 2 more sessions booked in. All teaching staff have a speech and language performance related appraisal target. In the new CPD library being created there is a section on SEND. During “Stop drop and read” sessions, teaching and support staff have been given SEND related information to read at the same time as the students, which also models the behaviour for students.</p> <p>Learning Mentors have done a number of paid and “free” training including training on mental health issues. When a member of staff has attended some external training, this has been disseminated to the rest of the team. Dyslexia training to upskill learning mentors has also taken place. Phonics training with teaching staff took place last night.</p> <p>Coaching includes a SEND brief for each area.</p> <p>Question: MT asked how they know that the information and training provided to staff is being acted on and is having the desired impact. LE said monitoring takes place by visiting lessons and looking at what provisions are in place for the students. A framework is being put together for Subject Leaders to enable them to monitor this in their own departments. Regular feedback is received from learning mentors and LE has been working with the lead advisor for Speech & Language. Learning walks are taking place to look at what can be improved and then 6 weeks later lessons are visited again to see if best practice has been acted on.</p> <p>Question: PW asked if the department are keeping records on who has been trained and a log of which lessons have been dropped into. Any training provided is documented by HR. Each Wednesday there is a cycle of training for the whole team, mini teams and on-line training.</p> <p>LE has done some paired learning walks with Maurice Hicks and language was picked up by both of them. LE has booked in some pupil pursuits to have a look at provision and what is being delivered on the plans these students have in place.</p> <p>MT said that the action was being implemented very thoroughly and thanked LE and NS for their time.</p>	
<p>4250/14 Matters brought forward by the Chair</p> <p>(a) Update on Parent Governor Election – MT advised that we have two new parent governors Esther Birch and Daryl Wilkerson and welcomed them to their first meeting.</p>	

(b) Covid Update – AJD said Omicron was really prevalent at the time the agenda was set. For 2-3 weeks ECC were missing 15% of staff and regularly having 15-20 teachers and support staff off, with 180-190 students testing positive every day which is the highest it has ever been.

AJD said it was a difficult situation and supply teachers were difficult to get. External supply do not always following the same procedures as well as ECC's internal cover. Every pastoral office has suffered absenteeism and currently ECC are 2 members down in a key stage office.

AJD said it is hoped the worst is over and the latest figures show the rates are going down, currently 4 staff are testing positive. Face coverings are still requested in classrooms and corridors, but AJD is confident that after half term they will no longer be needed in classrooms. A communication will be sent out on Friday 18.02.22 to advise parents. There are a couple of staff who are still very nervous around Covid and HR are working with these staff.

MT thanked AJD and the staff for all they have done around Covid and said ECC have managed the pandemic extremely well and the Board are grateful to them. She said that she had been very aware in recent weeks of how many staff were providing cover for absent colleagues.

PW left the meeting at 6.00pm.

4251/15 Attendance

DT said he has never known a period of time when the pastoral teams have had so many issues with attendance. ECC is currently at 89.2% which, given the impact of Covid and compared with other schools is actually better than it might be.

The amount of absence has almost doubled which has put pressure on the attendance teams.

ECC started to use ClassCharts however there was an issue with ClassCharts writing back to SIMs and as a result ECC have had to move back to using SIMs which has also had an impact on staff.

Areas of focus are:

Decline in attendance for vulnerable groups – for some students ECC have said that they can't meet the need, but provision is not in place for students to go elsewhere.

Capacity has been a problem and ECC are looking at realigning the attendance team to bring them together in one location which will also help develop consistent practice.

AP left the meeting.

Question: MT asked about unauthorised absence rates and if these are higher than other schools.

DT said ECC's are slightly higher than the national average which is a concern. After 12 sessions of absence, medical evidence is requested and after 20 sessions of absence it becomes unauthorised. Getting letters out has been a challenge due to the high numbers but extra capacity will help with this.

<p>Question: JH asked about Y12 and Y13 figures for 21/22 which shows a drop compared with the previous two years. DT said since Christmas this has declined but it is being monitored carefully.</p> <p>Question: EL asked about “unauthorised other” rate. DT said this would be exceptional cases when students are out of College.</p> <p>Question: MT said that the College needs to keep an eye on whether there is an underlying increase in absence that is not directly linked to Covid, that might not improve as rates of positive cases decline – in other words, is there an underlying problem that will need a different approach. DT said that this was difficult to identify at present. The pandemic had had far reaching impacts on mental health which might mean that recovering to pre pandemic levels of attendance could take time. However, he was confident that with the right teams in place the processes followed by the College are effective.</p>	
<p>4252/16 To receive reports from Committees</p> <p>(a) Resources Minutes dated 25.01.22 – the minutes were noted and there were no questions. EM said the ICFP power point presentation was really useful.</p> <p>(b) VFM Minutes dated 25.01.22 – the minutes were noted and there were no questions.</p> <p>(c) Curriculum Minutes dated 01.02.22 – the minutes were noted and there were no questions.</p> <p>(d) Admissions Minutes dated 01.02.22 – the minutes were noted and there were no questions.</p> <p>(i) Determine admission arrangements for Y7-Y11 and Post 16 for 2023/2024</p> <p>AGREED: MT proposed the admissions arrangements for Y7-Y11 and Post 16 for 2023/2024 are agreed, EM seconded and all governors were in agreement.</p> <p>AJD advised the PAN will remain at 390 until Phase II of the Maths block is ready.</p> <p>(e) Audit and Risk Minutes dated 08.02.22 – the minutes were noted and there were no questions.</p> <p>(i) Review Audit and Risk Report – The report was noted.</p>	
<p>4253/17 Risk Register</p> <p>a) Any items for inclusion in the Risk Register – no further areas to add.</p> <p>b) Score section K1a to K1f</p> <p>K1d – suggest the likelihood score is reduced to a 1.</p> <p>K1e - AJD advised that the planned use of reserves was discussed and agreed at the resources meeting.</p>	<p>MS to add to audit and risk register.</p>

<p>4254/18 Update on Governor Training and Link Governor Meetings</p> <p>JH said the training he had undertaken for Finance and Secondary School Governance had been useful and informative. MT had attended a Governance Briefing Webinar which was reassuring and said there was nothing that ECC have not already discussed or been aware of. MS had attended a Clerks' Update.</p> <p>Link visits had taken place for Media, PP and CiC and SEND.</p>	
<p>4255/19 Review of Meeting</p> <p>There were no comments.</p>	
<p>Staff Governors left the meeting and the meeting went into Part II</p>	

Next Full Governing Board meeting is 29.03.22 at 4.30pm

Final - Part I