



EXMOUTH COMMUNITY COLLEGE FULL GOVERNORS MEETING

Meeting 2 – Part I Minutes

Date/Time	Tuesday 16 th October 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	
Ms J Elson	JE	LA Appointed	
Dr A Gelling	APG	Teacher	
Mr K Johnson	KJ	Community	
Mrs E McGrath	EM	Community	
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	
Mrs A Streater	AStr	Community	
Mr P Wales	PW	Parent	

Apologies	Initials
Mr I MacQueen	IM
Miss S Loader	SL
Mr M McDonough	MM
Ms C McColl	CM
Mr R Davison	RD
Mr G Allen	GA

Absent without Apology	Initials

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

3240/6 Safeguarding Training	
HM delivered a powerpoint presentation to governors to update their safeguarding training. HM left the meeting at 16.55pm	
1. To agree between Part I and Part II of the meeting: Item 19 will follow item 13 and this was 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: None	

3241/7 Minutes

a) To confirm minutes of the meeting dated 03.07.18

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

b) To consider matters arising from the minutes

Item 3226/8 - Page 3 - 6th paragraph – ASti asked if the letters had been re-worded regarding pupils going on trips.

DT said pupil premium is being tracked and an individualised approach is being taken, so they should get a differently worded letter when initially invited on a trip to make it clear that financial support may be available.

Item 3226/8 - Page 4 - 2nd paragraph – AJD said Ofsted are looking at the practice of parents who are taking their children off roll. AJD will be talking to SLT and HoYS and if any parents are looking at the home education route a letter will be sent to them making it clear that the College does not advise this approach.

3242/8 Self Evaluation Form and Academy Improvement Plan

(a) Discuss and agree priorities identified in the SEF

AJD said the format of the SEF has been changed from last year following ECC's Ofsted inspection. The areas for improvement have been taken from the Ofsted report and these areas have been put into the SEF with an explanation of how ECC are addressing these, advising who is responsible for each action, the impact of the action and what happens next.

The document has been RAG rated with red, amber and green with the aim to turn each area to green over the next 12 months.

AJD went through each of the twenty areas in the document with governors.

Question: MT asked if governors agree with the priorities identified in the SEF. VR and ASti both said they agreed and added that much work has been done on pupil premium.

Question: KJ said he would be interested to know what MSk and APG's views were. MSk and APG said they both agreed with the document.

Question: VR asked when the SEF would be updated. MT said the SEF is an annual report that feeds into the AIP so is unlikely to be looked at again until this time next year. The focus should now be on delivering the actions and priorities in the AIP.

Question: MT asked if there were any other comments. There were none.

MT thanked AJD for the document and said the analysis was very thorough.

(b) Approve the Academy Improvement Plan (AIP), for the current academic year, based on the SEF including

Pupil Premium priorities 2018 / 2019
SEND Plan Priorities for 2018 / 2019

AJD advised that the AIP had been developed using the priorities from the SEF.

AJD said there are 6 key performance targets that will be focussed on this year. AJD explained there will be more actions at a deeper level which are part of other plans, such as pupil premium and SEND, throughout the College.

AJD went through each key performance target listed below as well as the more detailed actions contained within the plan:-

KPT 1 - Building on the improvements made in 2017/18 with a focus particularly on further improving the progress of students in receipt of Pupil Premium, SEND students and boys through, in part, by improving literacy across the College.

KPT 2 - Continuing to embed our fundamentals of teaching and learning at the College by providing focused, individualised and sustainable CPD within a culture of intelligent accountability, joint practice development and an openness at all levels to doing things differently when required.

KPT 3 - Improving student attendance and behaviour, our behaviour management at all levels and behaviour for learning – again particularly of our most vulnerable students.

KPT 4 - Working together on a refreshed vision for the College which goes beyond exam results and is integrated and evident within the curriculum offer.

KPT 5 - Improve the performance of boys across the College.

KPT 6 - Finance and Campus Development.

Question: EM asked if there are any specific materials that will help with the performance of boys?

AJD said further work in this area needs to be carried out including how to motivate boys, which is why it has its own key performance target. He said that a number of things had been tried over the years such as different texts for boys in English and specific boys only groups. These have mixed results and it is important to be careful not to over stereotype boys approaches to learning.

Question: VR asked how the vision is being refreshed?

AJD said governors discussed this at a governors' strategy meeting. It will also be discussed at the next parent's forum and with staff and students. Once all the information has been gathered a draft set of values will be brought to governors for consideration and agreement.

Question: MT asked about the second phase of the Maths block as it is not mentioned in the AIP.

AJD said this is ongoing and he will add it to KPT6.

Question: MT asked Governors whether they felt that the AIP sufficiently addressed the areas for improvement from the SEF and whether they felt anything was missing. Governors said they felt the AIP was comprehensive.

AGREED: MT proposed approval of both the SEF and the AIP, AStr seconded and all governors were in agreement.

<p>(c) Understand the new Marking Protocol</p> <p>AJD advised that SLT have signed off a new marking protocol which will go to staff for consultation. AJD said there are no surprises in it, it is formalising the verbal discussion that has taken place over the past year.</p>	
<p>3243/9 Pupil Premium Report for 2017 / 2018</p> <p>MT explained that the report was discussed in detail at the curriculum committee. Some amendments have been made to the document, and it has been RAG rated.</p> <p>Question: APG asked about the overspend last year. DT said provision mapper will help track the spend more accurately this year, so an overspend should not occur.</p> <p>AGREED: MT proposed acceptance of the Pupil Premium Report for 2017/18, ASti seconded this and all governors were in agreement.</p>	
<p>3244/10 Attendance Update</p> <p>(a) High Level summary for the previous academic year (b) Emerging issues</p> <p>Overall the College finished with 93.6% attendance rate, meaning that unfortunately ECC failed to meet any of the targets set at the start of the year.</p> <p>DT advised that the report circulated reflects where ECC is now. The targets have been kept the same as last year. Year 11 attendance is low compared with the other year groups, DT explained that there are 16 students who have mental health issues which is limiting their attendance. Year 11 is being focussed on by the EWO.</p> <p>DT said detailed tracking is taking place and there is still a gap between disadvantaged and non-disadvantaged students. DT is liaising with NS regarding this and these students are meeting with the student support mentors who are contacting parents.</p> <p>Question: MT asked when parents are contacted do they know their child is absent. DT said parents do know.</p> <p>DT said he has had 45 applications so far this term, in KS3, for holiday absence. He advised that these continue not to be authorised.</p> <p>DT said work permits are also being tightened up on so that if a student has attendance issues, the work permit can be withdrawn.</p> <p>Question: VR asked about Year 11, as there were attendance problems last year. DT said it is important to get a good start and Y11 is where the focus is for both him and the EWO. MT said that given the current attendance levels in Year 11 it would be very difficult to achieve the targets for the year since there would have to be very high attendance levels for the rest of the year.</p> <p>Year 9 are also currently down as there are four students who are not attending full time and this has skewed the figures.</p> <p>DT reported that there is an improvement in SEND attendance.</p>	

<p>Question: RM asked what the County average is. DT said these figures are not yet available.</p>	
<p>3245/11 Behaviour Update</p> <p>(a) High Level summary for the previous academic year (b) Emerging issues</p> <p>DT gave a summary from Class Charts which was introduced in September 2018. On page 3 governors were advised there is a reduction in the number of fixed term exclusions.</p> <p>Question: MT said Year 11 fixed term exclusion (FTE) are looking very high. AJD said there is a behaviour that is being targeted very hard, hence the numbers are up at present.</p> <p>DT advised that there is additional paperwork that needs to be completed around permanent exclusions and this will have an impact on the year teams.</p> <p>ASti said that the Class Charts software is excellent.</p>	<p>FGB December meeting will give a detailed summary</p>
<p>The meeting went into Part II</p>	
<p>3247/12 Business brought forward by the Chair</p> <p>(a) Dear Accounting Officer Letter The letter was noted.</p> <p>(b) PSBP2 Update AJD said it is expected that this will start Summer 2019. The schedule of accommodation still needs to be finalised and as yet has not been signed off. ECC have requested a date to meet the DfE and are waiting for a response.</p> <p>(c) 10 Musts for Trustees MT went through the list which had been given to Governors at the AGM in September. She explained these are itemised in the Academies Financial Handbook. MT asked governors if there are any concerns on these, there were none.</p>	
<p>3248/13 To receive reports form Committees in Part 1</p> <p>(a) Audit Committee</p> <p>The minutes were noted and there were no questions.</p> <p>(b) Curriculum Committee</p> <p>KJ advised that the key area this committee will focus on is teaching and learning. KJ said verbal feedback from the exam review meetings will be given to governors at the next curriculum and FGB meetings.</p> <p>KJ acknowledged the work going on for pupil premium students with the use of new software called "Provision Mapper".</p>	<p>To go on next FGB and curriculum agendas</p>
<p>The meeting went into Part II</p>	

<p>3250/14 Policies for ratification</p> <p>Safeguarding Policy Complaints Policy Special Educational Needs Public Sector Equality Duty Medical Conditions Pay Policy</p> <p>AGREED: MT proposed ratification of the above policies, JE seconded and all governors were in agreement.</p>	
<p>3251/15 Communication Strategy Update</p> <p>Website and facebook</p> <p>MT congratulated ECC on the new website. AJD advised that Twitter, Facebook and Instagram are live. The contact us page will be worked on and a flow diagram will be produced to more clearly direct parents to the right person when they have a query.</p> <p>AJD said Philippa Rowe has been in contact with an administrator of a local site and the administrator has met with ECC. They have agreed that any inappropriate comments will be taken off their site in future.</p> <p>MT advised she had written and thanked John Panton, Ian Taylor and Philippa Rowe on the work they have done on the website and social media sites.</p> <p>Student / parent / staff forums</p> <p>AJD advised the next parent forum is on the 8th November at 6.00pm. Student forums are also going to be set up. AJD tends to meet with staff on an individual basis.</p>	
<p>3250/16 Correspondence and General Issues</p> <p>There was no correspondence.</p>	
<p>Meeting went into Part II</p>	