



## EXMOUTH COMMUNITY COLLEGE FULL GOVERNORS MEETING

Meeting 2 – Part I Minutes			
Date/Time	Tuesday 11 <sup>th</sup> December 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	
Miss S Loader	SL	Teacher	
Mrs E McGrath	EM	Community	
Mr I MacQueen	IM	Community	
Mr M McDonough	MM	Parent	
Ms C McColl	CM	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 C Tate	CT	Parent	
Mr P Wales	PW	Parent	

Apologies	Initials
Mrs A Streater	AStr

Absent without Apology	Initials

In Attendance	Initials	
Ms H Miles	HM	Assistant Principal
Michaela Savage	MS	Clerk

<b>1. To agree between Part I and Part II of the meeting:</b> Agreed	
<b>2. To receive and approve apologies for absence:</b> As above and these were accepted.	
<b>3. Notice:</b> Governors confirmed receipt of notice of the meeting.	
<b>4. Quorum:</b> The meeting was quorate.	
<b>5. Declarations of interest and any changes to Declarations of Interest:</b> None	
<p><b>3257/6 Present annual accounts on 01.09.17 to 31.08.18</b></p> <p>MT advised that the Resources committee had scrutinised the accounts and were recommending them to the FGB for approval. MT asked if there were any queries. There were none.</p> <p><b>AGREED:</b> JE proposed acceptance of the accounts for 01.09.17 to 31.08.18. LM seconded and all governors were in agreement.</p>	

<p><b>The meeting went into Part II.</b></p>	
<p><b>3267/16 Minutes</b></p> <p><b>a) To confirm minutes of the meeting dated 16.10.18</b> The minutes were agreed as a true and accurate record of the meeting.</p> <p><b>b) To consider matters arising from the minutes</b> There were no matters arising.</p>	
<p><b>3268/17 Principal's Report</b></p> <p>AJD went through the report with governors advising that predictions at the top of page 6 need to be viewed with caution, if what is predicted is achieved AJD would be very pleased.</p> <p>Areas of concern are with SEND and the disadvantaged students and much work is taking place in this area although it will take time to get this work embedded with the students.</p> <p>AJD advised that there is some interesting data from the Teaching School Alliance which ECC are finding useful for target setting. MT said it is early days for Y10, and advised that Y11 mocks are currently taking place.</p> <p>MT observed that there are 14 joiners in Y12 this term which is pleasing. In total there are 39 students who have joined ECC and 15 students have left.</p> <p>AJD said that DCC have advised ECC are doing well on reducing holiday absence but have insisted that if a parent has a child not in school the procedure needs to be followed regarding issuing them a fixed penalty notice. AJD explained that even if ECC are trying to work with the parents and feel this may damage the relationship, they must follow the procedure. DCC are re-visiting ECC to check this is taking place in the new year.</p> <p>AJD said ECC are not off rolling students, if a parent does request to home educate, AJD writes to them and encourages them not to do so.</p> <p>ASti thanked AJD for the information on the number of pupil premium students going on trips and said this information was both helpful and useful.</p> <p><b>Question:</b> ASti asked on the Y7 trip to Manchester United, why are there no girls? AJD said he did not know the answer and will raise this with the organiser (IT), but it is probably because this was a reward created by the coach of the boys' team.</p> <p><b>Question:</b> VR said it would be useful to know the percentage of pupils on each trip? GA said when the pink forms are considered for the trip disadvantaged students are encouraged to attend. GA said a number of the trips are sports fixtures and it would be useful to ask PE how many pupil premium students there are in each sports squad.</p> <p>AJD said ECC need to be proactive in getting more disadvantaged students on trips and out of school activities, but the data shows that a good number are being included.</p> <p>PW left the meeting at 18.03pm</p>	

**Question:** RD asked for a parent forum update (page 12).  
AJD said 60 parents attended, a number were from Year 7. An agenda was published in advance of the meeting and the key issues discussed were homework, teaching and learning and KS3 assessment. The second part of the meeting dealt with individual queries which were answered by SLT. AJD said overall the meeting was very positive and was even better than the first one. AJD said the intention next time is to hold it in the main hall, on cabaret style tables, with a member of SLT on each table.

AJD said a Parent forum webpage is on the website and advised that some nice emails were received following the evening.

### **3269/18 Academy Improvement Plan**

Item 3.3 Develop an extensive new Pre-PEx programme to reduce PEx to include speech and language support for students and training for staff.

DT advised that in Y7 there are some challenging students and ECC are looking at developing pre-PEx strategies to try to avoid permanent exclusions.

DT explained that in the primary schools there are PSPs in place to support students to help prevent exclusions and improve attendance. The LAP funding has stopped which has put a pressure on supporting these students as a result.

Val Brooks is a specialist speech and language therapist, working for the Youth Offending Service and she has said when communication is lacking students not hearing things correctly causes issues in their learning development and they become disengaged. Whole staff training has taken place with Val Brooks and the next step is teachers' taking what has been learnt into their classrooms. In addition to this Nick Smith has got a small group of staff together to work with Val Brooks.

ECC are looking at what primary strategies are and how ECC can develop these.

DT advised that the Avocet Trust have embarked on a project to create a provision to meet the needs of challenging learners, particularly SEND students, with a specialist building for 6 to 8 students and a programme to help them up to the age of 14.

Pre PEx packages linking with other secondary schools have been considered. AJD said ECC decided not to join the Ted Wragg Trust as the provision was costly and based in Exeter.

AJD said ECC have lots of input into students who are challenging, but it is time consuming and TAFs etc take a very long time. AJD said he is looking at work for boys who have speech and language difficulties and Mike Glanville (Head of Maths) is looking to lead on this.

RD left the meeting at 18.19

**Question:** Are Marpool trying to seek funding from ECC?

DT said it was discussed, it is an ambitious project at a cost of around £1 million. DT said ECC are not committed to anything at present.

**Question:** VR asked about the group of challenging students in Y7, how good were the primary schools at letting ECC know in advance about them.

<p>DT said the schools did advise there was some challenging behaviour. DT said all the students are supported individually but a number of them have difficulty self regulating themselves. Some of the students are struggling with the main stream setting and it is difficult managing their behaviour. NS has suggested “start of the day sessions”. Ian Taylor has an exciting programme that is being discussed that might be useful in managing their behaviour.</p> <p>DT said there are a number of influences outside the College which are also a pull for some of these students which does not help.</p> <p>DT said both money and capacity have to be taken into account in building a pre-PEx package.</p> <p>AJD said he attended an ELAC meeting and they have said some of the current Y6 students that will be coming to ECC have challenging behaviour.</p> <p>DT said Y8 students are more settled and Y9 behaviour has been addressed.</p> <p><b>Question:</b> CT asked about going out to the community for projects DT said it would be good to explore that option.</p> <p>IM left the meeting at 18.31pm</p>	
<p><b>3270/19 Attendance Update</b></p> <p>DT said Y9 and Y11 are the biggest challenge although he said the last 3 weeks attendance is going up. A number of legal meetings have taken place and these are starting to take effect, clear parameters have been laid down. DT said the disadvantaged team are working hard on attendance.</p> <p><b>Question:</b> Is the EWO making a difference? DT said people knocking on doors makes a difference. The EWO has done some home visits, but she has limited capacity.</p> <p>AJD said identifying someone to do this has been discussed at SLT and further discussion is taking place.</p> <p>Mental health is an issue in Y11, there are currently 15 students which is very high.</p> <p>DT advised that targets have been set for each year group.</p> <p>RM asked if DCC figures are available, DT said ECC are still waiting for these.</p>	
<p><b>3271/20 Behaviour Update</b></p> <p>Classcharts; the ratio is approximately 80% praise and 20% behaviour. An Inter tutor group competition has been introduced and there are monthly prizes available.</p> <p>Y9 and Y11 fixed term exclusions are higher than the rest of the group.</p> <p>MT asked if there are any questions.</p> <p><b>Question:</b> RM asked were the summary figures for fixed term exclusions correct as they didn’t agree with the summary figures in the table at the bottom. DT advised that the figures in the left hand table were the correct ones. (MS updated master copy)</p>	

<p><b>Question:</b> AS<i>ti</i> asked about individual rewards for students?  GA advised that the thresholds for certificates have been set at 50 point intervals. ECC are looking at how to re-open the shop to trade in points for goods and the student council have been consulted on this.  SL said once the praise shop opens she thinks that will create an incentive for the students.</p> <p>DT said there is a Y9 focus on behaviour. There are a minority of students that do not take their studying seriously. DT has met with 40 students who had the most negative points. Parents have been written to giving students two weeks to improve before their parents evening. If students receive two or more behaviour points they are in for break and lunchtime. DT said it is working well but there are some repeat offenders. DT has been visiting lessons where negative points are being given out which is proving effective. MT said it does sound like a very interactive system.</p> <p>Question: MT asked whether the approach was the same for KS4</p> <p>KS4 is using the same approach. Additionally SLT dropping into lessons when negative points are given out, because they have live data available to them. Since introducing this system there have been no fixed term exclusions with Y9.</p> <p>Tutor and Head of Year reports are in the process of being re-designed as they did not interact with the class charts profile.</p> <p><b>Question:</b> VR asked about meetings  DT said a number of meetings have already taken place with parents to make it clear that an improvement in behaviour needs to take place.</p> <p>AJD has asked for volunteers from staff to consider behaviour of students and see whether there are other actions that the College could take.</p> <p>SL said Classcharts works very well.</p>	
<p><b>3272/21 Business brought forward by the Chair</b></p> <p><b>(a) New Parent Governor</b>  MT welcomed CT to the Governing board and it was noted that CT has been appointed as a parent governor from 16.10.18 as per article 53 of the articles of association. MT thanked CT for putting her name forward.</p> <p><b>(b) Governor Training, Skills and Development</b>  MT went through A<i>Str</i> report. MT said feedback has been received from governors who have attended training which was useful. She encouraged Governors to look at the training that is on offer and attend sessions which fill the gaps they identified in the skills audit. She said that Anna had offered to organise training for a group of governors in particular areas where a greater need had been identified but not everyone had yet replied.</p>	
<p><b>3273/22 To receive reports form Committees in Part 1</b></p> <p><b>(a) Resources Committee -</b>  The minutes were noted and there were no questions.</p> <p>AJD gave an update on the progress on the new build proposed for Green Close following a meeting that took place last week. ECC now understand where the</p>	

<p>proposed build is to be sited. AJD advised governors of the accommodation currently planned and what has still to be agreed. The design process is expected to start in the new year, probably around February time, and this will take approximately 6 months with the build being approximately one year.</p> <p>JD advised that Griffin accountancy have been in and audited the account, giving a high standard.</p> <p>LM advised that the new payment system from Lloyds Cardnet had asked governors for their name, address and date of birth with the FGB Chair having a light touch credit check. LM has spoken to them and they have since said they do not need this information from governors, only the Principal. MT thanked LM for her work on this.</p> <p><b>(b) Admissions Committee</b>  CM said at the meeting they spent time clarifying P16 entry requirements. AJD will follow up where SJT is regarding agreeing these and whether or not there is going to be one or two admission documents. AJD said P16 admissions have tightened up considerably and it is important to get this right.</p> <p><b>(c) Risk Register Group – Noted.</b></p> <p><b>(d) Curriculum Committee</b>  KJ said Governors have queried the accuracy of predictions and it is important to note that the accuracy of these is moving in the right direction, and asked for staff to be thanked.</p> <p>KJ explained that the terms of reference for the curriculum committee have been reviewed and asked if governors were prepared to accept them.</p> <p>LM said specific items are not listed, the new ones are much broader and she has concerns about whether items would be missed. MS said it is the role of the Annual Rolling Programme to inform agendas to ensure that no items are missed.</p> <p><b>AGREED:</b> KJ proposed acceptance of the revised terms of reference, MT seconded and all governors were in agreement.</p> <p><b>(e) Pupil Premium Meeting</b>  ASti and VR met with NS last week. VR said they are really pleased with the progress that has been made and said the team are doing a great job. The passport is really good and SEND are looking at doing a similar thing for their students.</p> <p>ASti said the team are also managing to get out to the wider group which is really positive. The pupil premium mentors are building relationships with the students and the parents and are able to understand what the students' difficulties are. DT said the support is tremendous. VR said it will be interesting to see what impact this works has on the results.</p> <p>It was noted that attendance is disappointing for pupil premium students, especially with the amount of input they are having. DT said in the last 3 weeks this has seen an improvement.</p>	<p>AJD to speak to SJT</p>
<p><b>3274/23 Policies for ratification</b></p> <p>Finance Policy – there were no questions.  Emailing Policy for Governors – MS to send LM the policy.</p>	

<p>Complaints – wording has been updated due to GDPR.  Marking Policy – AJD advised that this policy has been put out to consultation and four members of staff responded to the consultation. AJD has incorporated their comments into the document and circulated that revised policy to governors.</p> <p>SL asked when books are called for scrutiny, can it be looked at in line with assessments. AJD said marking is always looked at over time and assessments and mocks would always be taken into account.</p> <p><b>Question:</b> ASti asked about parents’ responsibilities, are these going to be made clear to parents?  AJD said it would be.</p> <p><b>AGREED:</b> MT proposed ratification of all the above policies, JE seconded and all governors were in agreement.</p>	
<p><b>3275/24 Communication Strategy Update</b></p> <p><b>Student Council / parent / staff forums</b></p> <p>Student Council meetings are taking place every fortnight.</p> <p>AJD advised that the staff forums for HoDs was cancelled however he has met with HOYs and new staff.</p> <p>CM left the meeting at 7.40pm</p>	
<p><b>3276/25 Correspondence and General Issues</b></p> <p>MT reminded governors it was Year 9 parents evening tomorrow.  Post 16 Celebration of Achievement next Wednesday and the Carol Service next Tuesday.</p>	