



EXMOUTH COMMUNITY COLLEGE FULL GOVERNORS MEETING

Meeting 3 – Part I Minutes			
Date/Time	Tuesday 12 th February 2019 at 4.15pm	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	
Mrs E McGrath	EM	Community	
Mr I MacQueen	IM	Community	
Ms C McColl	CM	Community	
Mrs L Miszewska	LM	Community	
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
Mr K Johnson	KJ
Mrs A Streater	AStr
Mr R Mitchell	RM

Absent without Apology	Initials

In Attendance	Initials	
Mr D Turner	DT	Deputy Principal
Mr G Allen	GA	Deputy Principal
Mr N Smith	NS	Assistant Principal
Ms L Edwardson	LE	Assistant Principal
Mrs J Garrow	JG	Retired Happy Days Nursery Manager
Mr N Wright	NW	CPSHE Co-Ordinator
Michaela Savage	MS	Clerk

The meeting started with a presentation to Janet Garrow who retired as the Manager of Happy Days Nursery at Christmas.	
1. MT welcomed Nathan Wright to the meeting who gave an update on the work of the student council.	
2. To agree between Part I and Part II of the meeting: Agreed	
3. To receive and approve apologies for absence: As above and these were accepted.	
4. Notice: Governors confirmed receipt of notice of the meeting.	
5. Quorum: The meeting was quorate.	

<p>6. Declarations of interest and any changes to Declarations of Interest: None</p>	
<p>3267/07 Minutes</p> <p>a) To confirm minutes of the meeting dated 11.12.18 The minutes were agreed as a true and accurate record of the meeting.</p> <p>b) To consider matters arising from the minutes AJD had discussed with Ian Taylor the issue of the Manchester Utd trip being open to boys only and explained that this was because it had been residential. However they agreed that it would be good to try to set one up for girls too or enable it to be mixed and would consider this next year.</p>	
<p>3268/08 Academy Improvement Plan - reference 1.5 and 1.6</p> <p>(a) SEND: Update on progress against the plan and key priorities for this year.</p> <p>MT thanked LE for her report. LE had printed off examples of SEND plans for EHCP (approx 50) and SEN K students (350 students, of which 170 students still to do) which have been created. Every student who has an EHCP has a plan and they are available to all teaching staff and can be found on ClassCharts in Provision Mapper.</p> <p>4 EHCP are pending. LE advised that parents do not know if their child is SEN K however this is expected to change for the future. If students are added or removed from the register, parents will be advised.</p> <p>There are about 12 students who in all likelihood have SEND who are not attending ECC through high levels of anxiety.</p> <p>MT asked if there is an alert for teaching staff when new plans are created.</p> <p>GA said yes, it works really well with ClassCharts, the register identifies if there is a plan which teachers can click onto which means there is more consistency. GA said it is better than the previous SIMs system.</p> <p>LE said that they review E and K students three times a year.</p> <p>CT asked whether all start and review dates at the moment are the same. LE said yes and these will be put into a manageable cycle over time.</p> <p>There is a team focussing on K students who will be allocated per year group, following them through the College. Data drop points will assist on focussing work with these students.</p> <p>MT asked about SEND and Pupil premium where there is a crossover. She asked how this is managed in terms of both discussions with the students and establishing targets for actions which staff need to understand. LE said that SEND focus is on learning for students rather than the pastoral side. NS said there is a clear divide and EHCP would be focussed on by SEND. Staff will know for each class which students are SEND and which are PP and which are in both categories.</p> <p>JE asked about the impact of fewer TAs when a significant number of students have a high level of need. Pastoral needs are getting more complex and much is being put on the College. SEMH is where the problems are for non-attendance. She said that staff needed to be fully supported in managing such complex needs.</p>	

<p>There are 3 students in Y11 who are applying for EHCPs as their needs have only just been identified. DT said the College is getting better at identifying these needs earlier and the Graduated Response Tool has been helpful with this.</p> <p>MT asked if someone is talking to TAs and Teachers about how TAs can be deployed effectively now that there are fewer of them. LE said that teachers needed further CPD on this to ensure that SEND needs are addressed. MT said that the change had started last year and therefore it felt as though there is a lag between reducing the numbers of TAs and understanding how best to use them.</p> <p>VR asked when the re-structure will be completed. LE said that there is one more post to fill and by Easter it should be completed. 2 posts are already filled. By the end of the summer term all the plans will be in place, but the different way of working will take longer. VR asked how long it will take. LE said part of monitoring role will be to see how the TA role is working. She said there will be a full review in September 2020.</p> <p>PW asked about the action plan and what the colour coding means.</p> <p>Green = done Amber = Done parts of it and still working on Red = To do</p> <p>VR asked about targets dates being put in. LE said she does have dates on her plan. LE said she can do that for next time.</p> <p>MT thanked LE for the reports and she left the meeting at 5.25pm</p> <p>AJD said there is still a difference between behaviour and attendance for PP and SEND students and this is an area that remains a focus.</p> <p>(b) Update on mock results for Y11 and Y16 and predictions This is not available as not all the marking has yet been completed.</p>	
<p>3269/09 Pupil Premium report on raising achievement in year 11</p> <p>NS said attendance has been a focus for PP students and that they are working more closely with the EWO and the year teams. There have been home visits which have been successful. AJD said it is the LA's responsibility where students are not attending due to medical needs as they cannot be on a part time timetable permanently. MT said that presumably home visits are only able to impact on a very small number of students.</p> <p>EM asked what happens with regard to students who are unwell but suitable for main stream education. DT said the part time timetable is being changed to re-integration for students who are off longer than 6 weeks. Provision from the LA is not there for 1:1 support within homes. REACH provision isn't enough for some of these students. EM said that students who are ill need support and expressed concern that treating them as a "persistent absence" problem may not be the best approach. DT said that ECC is under pressure from the LA to follow the laid down procedures and that this was also picked up by OFSTED.</p> <p>MT asked why the interventions for English and Maths had not been as successful as those for science. NS said it is difficult to motivate the students to attend more than one twilight session a week.</p>	

<p>Over 70 have been invited and only 29 students have taken up the offer. NS is running an assembly with disadvantaged students' to talk about the interventions on offer and find out why they are not attending. Science offered their sessions before Maths and English. Most had been invited to all 3, but they only tend to pick 1. MT said that in the past the College had offered holiday revision classes and had to recognise that often the students who need these most are the ones who do not come and therefore alternative interventions need to be sought. CT said it might be useful to get speakers in to talk to these students to inspire them. NS said that relationships are being built at KS3 now so by the time they get to Y10 and Y11 hopefully they will be more motivated.</p> <p>AJD said an apprenticeship morning has been arranged to try to encourage and inspire these students.</p> <p>ASti asked if parents could be invited to see how they can help these students. NS said the parents do need to be targeted and knows that HM has been doing that in Year 11. ASti asked whether slots should be saved for pupil premium students as these students are less likely to be proactive in booking appointment slots?</p> <p>PW said that at the end of this year, it would be useful to have a report to Governors to show what has been done and what the team believe has worked best.</p>	
<p>3270/10 Attendance Update</p> <p>16 students are impacting significantly on the attendance levels.</p> <p>DT is pleased with the improvement in attendance. FTE have affected Y7 figures. MT asked whether Y11 is getting any better. DT said it has gone up a little. There are students with a high level of medical absence, 12 in total, which does impact on the figures.</p> <p>In Year 9 there has been a focus on 3 students, which is starting to make a difference.</p> <p>PW asked whether Ofsted felt that ECC were doing enough. DT said that they felt the processes were good. Behaviour has an impact on attendance, high levels of FTEs makes attendance poorer. DT said that unauthorised absence needs to reduce, but the number of requests for absence in term time remains high. He feels that work permits are an area that ECC could look at – threaten to remove a student's work permit if it affects their attendance.</p> <p>Julia Jarmen from DCC visited ECC and she has offered a day of support to undertake legal meetings.</p> <p>APG asked what the national average is. DT said 94.6% (2017) and ECC are at 93.7%. Ofsted asked why targets were staggered across the year groups and this is changing. AJD said ECC need to be very specific about strategies being used and the impact of these. DT said impact is being measured, but it is difficult to know which specific intervention has had the most impact.</p> <p>EM asked about inclusions officer for medical students. DT explained that ECC are working with the inclusions office to try and engage these students.</p> <p>VR said parents do not seem to understand the consequence of taking students out for holiday.</p>	

3271/11 Behaviour Update including update on changes to REACH and Behaviour Support

MT asked whether behaviour is becoming more of an issue. DT said the hub was evaluated and as a result the accommodation was reconfigured to try to stop the same students being sent there. Figures this half term have reduced.

There are a number of repeat students in Year 7. MT said Y9 are also bad. EM asked how the College knows if students don't go and DT explained that it is tracked via Classcharts. DT said he spoke to Year 9 students and this had had an impact.

MT asked about behaviour and what staff feel about it. There was a view that consistency is an issue. Staff had concerns about behaviour in Autumn 2. AJD said that the approach is very clear; 2 warnings and go to Time Out so no grey areas. Additionally, a Behaviour group was set up and initially 25-30 staff attended with various ideas. He said that they are looking at the work Okehampton have done on "Ready to Learn", although this is not always a successful approach. Lesson start and end times need to be on time. He also said that staff are able to use Classcharts to record issues such as incorrect uniform so that if it keeps happening it can be followed up and detentions given.

MT asked how students are dealt with if they do something at lunchtime or breaktime. AJD said that staff would send them to KS offices.

CT asked whether some staff find it easier to manage behaviour and whether they needed more support. AJD said if a HoD sees a member of staff removing a number of students, they would work with them to establish what the issue is.

VR said that there has been a focus on Y11 and Y7, but is concerned that there is also an issue in Year 9. AJD said there was one student with a number of exclusions, but the rest were students with a much wider spread. DT said setting is being looked at in one population.

3272/12 Business brought forward by the Chair

(a) Update on parent / community governor vacancies

SL has resigned as a staff governor and an election will be held after half term. CM is leaving following a promotion and RD is ending his term as a community governor in March which means there will be two Community Governor vacancies. VR and LM are meeting a potential community governor this week and MT is contacting a previous Primary Head who JE said has expressed an interest in becoming a governor.

There is 1 current parent vacancy and MM is resigning as a parent governor – so 2 new parent governors will need to be recruited.

(b) Update on new provision at Marpool School

There is no update.

(c) Permission to serve alcohol

MT advised that SLT have felt that they cannot host the event in question with or without a licence for alcohol and so there was no decision for the Governors to take.

<p>(d) PSBP2 Update AJD said the plans were discussed at Curriculum. Plans have been discussed with all affected HoDs and ECC have gone back to the DfE and the discussions are ongoing. AJD discussed the adjacencies plan. The location of the new building has been agreed and is about to go to planning. A project planner has been appointed and it is anticipated the mobile classrooms will arrive on site in Summer 2019.</p>	
<p>3273/13 To receive reports form Committees in Part 1</p> <p>(a) Admissions Committee The minutes were noted and there were no questions.</p> <p>(b) Curriculum Committee The minutes were noted and there were no questions.</p> <p>(c) Value for Money The minutes were noted and there were no questions.</p> <p>(d) Audit Committee Annual Report The report was noted. Thanks will be sent to Kim and her team for the very good report</p> <p>(e) Pupil Premium Meeting Update The notes were noted and there were no questions. VR said they met at 9am and were able to see Articulacy group.</p>	
<p>3274/14 Policies for ratification</p> <p>(a) Update on numbers planned for Year 7 Sept 2019 – AJD said the LA were currently forecasting 410 for Year 7. Our PAN remains at 390. DT and LB have had a number of discussions and the maximum we are prepared to take is 400 unless they can provide more funding. 410 is a very difficult number because it incurs costs without sufficient additional funds.</p> <p>(b) Admissions Policy 2020-21 for Y7-Y11 and Post 16 – add in exceptional need change school to College throughout the document.</p> <p>(c) Lettings Policy</p> <p>(d) Attendance Policy (Students) change Sixth form to Post 16 and full telephone number</p> <p>AGREED: VR proposed ratification of all the above policies, ASti seconded and all governors were in agreement.</p>	
<p>3275/15 Communication Strategy Update</p> <p>AJD is meeting the Student Council tomorrow and they continue to meet fortnightly. The Student Forum took place with Years 7,8 and 9 and governors and provided some very interesting feedback. Staff Forums are taking place and there are meetings with English and Maths departments in the next couple of weeks. At the most recent Parents Forum, 38 parents attended with JE and LM. These forums take place each term. They looked at the College vision, discussed the format for parents' evenings and the recent incident which had caused so much concern on facebook.</p> <p>A new facebook page has been set up by the College for new Y7 parents.</p>	