



# EXMOUTH COMMUNITY COLLEGE FULL GOVERNING BOARD MEETING

Meeting 9 – Part I Minutes			
Date/Time	Tuesday 12 <sup>th</sup> July 2022 4:30pm	Location	Conference Room 1 The Grange
Attendees	Initials	Type of Governor	
Mrs M Turgoose (Chair)	MT	Community	
Dr E McGrath	EM	Community	
Mr A Davis (Principal) via teams left at 6pm	AJD	Principal	
Ms E Dymond	ED	Parent	
Mrs C Wellington-Smith	CS	Parent	
Mrs A Streather arrived at 5:09pm	AStr	Community	
Mrs L Miszewska	LM	Community	
Mrs E Lee	EL	Community	
Ms A Stimson	ASti	Parent	
Rev P Wales	PW	Community	
Mrs A Phillips	AP	Teacher	
Mr G Bowen	GB	Teacher	

Apologies	Initials
Mr J Hill	JH
Miss E Birch	EB
Dr D Wilkerson	DW
Miss J Elson	JE

Absent without Apology	Initials
None	

In Attendance	Initials	
Mrs N Mann	NM	Governance Professional
Ms H Miles arrived at 5:22pm then left at 6pm	HM	Designated Safeguarding Lead
Mr D Turner	DT	Deputy Principal
Mr G Allen	GA	Deputy Principal
Mr N Smith left at 5:17pm	NS	Assistant Principal
Mr M Burrell	MB	Director of Finances

Part I		
1	Farewell to G Allen, A Stimson and ASreather	
2	Agree between Part I and Part II - 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: Quorate	
6	Declarations of interest and any changes to Declarations of Interest: There has been no further changes.	
4290/7a	Approve budget forecast for return to DfE  The Resources Minutes on 05.07.22 and budget forecast report were noted.	

	<p>MB said the budget forecast details the actual spend and forecasted spend until August 2022.</p> <p>At present the budget underspend for the current year is c£93,000.</p> <p>Reserves are c£2,800,000, a transfer of £799,000 for the Grange project and future capital works is pending, bringing the reserves to c£2,100,000. EDDC are funding Phase 2 of the Maths project and funding has been received.</p> <p><b>Question:</b> MT asked for clarity that the EDDC funding received is kept separate from the College budget. MB confirmed it is shown as fixed assets which are committed.</p> <p>There is a forecast overspend of c£79,000 for 2022/23 budget.</p> <p>MB said he has allocated a proposed spend of £100,000 for furniture purchases for new build projects, however this is not shown in the budget plan as the actual costs are unknown.</p> <p>EM thanked MB for a clear breakdown in his report.</p> <p><b>AGREED:</b> MT proposed the budget forecast return for the DfE, EM seconded and all the Governors were in agreement.</p> <p><u>Budget plan 2022-2026</u></p> <p>The budget plan 2022-2026 and Resources minutes on 05.07.22 were noted.</p> <p>The sale of the cottage has been reflected in the 3<sup>rd</sup> year.</p> <p>An increase in deficit for year 3 is due to staffing structure being carried forward however pupil numbers have been predicted to drop. If the budget is to follow the predicted path, staffing structure will need to be reviewed.</p> <p><b>AGREED:</b> MT proposed Budget Plan 2022-2026 for approval, EM seconded and all the Governors were in agreement.</p>	
4291/7b	<p><b>Process for re-appointment of Internal Auditors</b></p> <p>Griffin Accountants were appointed as external auditors by the Members on 25.05.22. As they are currently our internal auditors it has been necessary to go out to tender for new internal auditors. MB has approached 4 companies and 2 have returned tender: Francis Clarke and Bishop Fleming. There is a considerable price difference between the two tenders with Francis Clarke pricing the tender 50% higher than Bishop Fleming.</p> <p>MB said Bishop Fleming are currently our external auditors, it would not be appropriate to appoint them as internal auditors until the accounts for 2021/2022 have been finalised. MB will return to VFM once this has taken place. MB proposed the first internal visit to take place late Autumn Term to be confident there is no cross over period.</p>	

4292/7c	<p><b>Agree use of reserves for funding refurbishment of ICT rooms and boys' toilets</b></p> <p>Project tender was approved by VFM and Resources Committee on 05.07.22. MB shared details with the Governors.</p> <p>Resources have recommended the use of reserves for approval by the FGB. EM said ECC are holding a large reserve and can afford the expenditure for this project.</p> <p><b>AGREED:</b> MT proposed the ICT rooms and boys' toilet project to be funded through ECC's reserves, EL seconded and all the Governors were in agreement.</p>	
4293/7d	<p><b>Agree an uplift in the Free School Meal price</b></p> <p>MB proposed an uplift in meal price from £2.65 to £2.85, this price includes main meal, pudding and a drink.</p> <p><b>Question:</b> ASti asked whether the prices been benchmarked with other Colleges. MB said from his knowledge this price is in line with other local Colleges.</p> <p><b>Question:</b> PW asked when the last price increase took place. MB said increase was awarded in 2021.</p> <p>MB said cost of produce will continue to rise with inflation over the next 12 months.</p> <p>MT said that it made sense to make small, regular increases rather than leave it too long and then make a significant increase in price.</p> <p><b>AGREED:</b> MT proposed the uplift in meal cost to £2.85 from September, EL seconded and all the Governors were in agreement</p>	
4294/7e	<p><b>Review Academy Improvement Plan</b> <i>'Ensure that the 3 year PP plan delivers better outcomes for vulnerable students'</i></p> <p>The PP report and Curriculum minutes on 14.06.22 were noted.</p> <p>PP plan was submitted in March 2022, amendments have been made following submission.</p> <p>Helen Embley (Student Support KS4) has been leading the tutoring programme, which has grown in size and the offer has been extended to KS3. HE and NS have met to review the programme and consider improvements for 2022/23.</p> <p>NS said the tutoring programme has been successful with 62% engagement overall.</p> <p>This programme will be 60% funded for 2022/23 and the focus will continue for PP students and then widen out the offer to other students over the course of the year.</p> <p>NS said it is important to publish the programme for parents.</p>	

	<p><b>Question:</b> LM asked whether the programme could be promoted on the website. NS said parents do not regularly use the website to look for this information, the Parent and Carer updates would be more effective. Governors congratulated NS and the team for the hard working in creating a successful tutoring programme.</p> <p>CS said this programme has made a remarkable difference for her as a parent and increased confidence with exams.</p> <p><b>Question:</b> MT requested that the programme be reviewed against data when it is available. NS said it will be important to make these comparisons in the autumn term.</p> <p><b>Question:</b> MT asked if there is any clarification as to whether service children have been removed from the PP funding allocations. NS said he was not aware they have been as service children were mentioned in the review meeting held in March. NS and MB will arrange a meeting to clarify updates and any changes to the funding allocations.</p> <p>NS left the meeting and AStr joined the meeting.</p>	
4295/8	<p><b>Principal's report</b></p> <p>AJD thanked AStr and ASi for their support as Governors to the board.</p> <p>The Board reviewed the report and AJD highlighted the following:</p> <ul style="list-style-type: none"> <li>• Student attendance – this has slightly increase however continues to be a concern. A small group of students' attendance is under 80%.</li> </ul> <p><b>Question:</b> MT asked whether this group of students have SEN or PP. DT said there are a proportion of the group who are SEN/PP students and said that there is significant challenge around additional support for them.</p> <ul style="list-style-type: none"> <li>• Staff Absence – Absence spiked again on Monday with 19 staff members absent and no supply available. AJD shared his thanks to the staff members who have been able to help out with covering lessons.</li> <li>• Recruitment – English department is now fully staffed following a recent appointment. AJD said recruitment continues to be a concern and there is possible industrial action in the Autumn term which may cause staffing complications.</li> </ul> <p>HM joined the meeting.</p> <ul style="list-style-type: none"> <li>• Behaviour – although the vast majority of students behave very well, this continues to be a struggle with some groups and is a concern moving forward into the autumn term. Behaviour is an issue in many schools post Covid and one off assaults are increasing. AJD reported permanent exclusions are increasing across Devon. Packages of support available from Devon are limited for these students. Pastoral</li> </ul>	

	<p>support staffing appointments have been positive and been included in the budget moving forward. STEPs, Reach and study support have been important support links for students and their families. AJD thanked the team for their work.</p> <ul style="list-style-type: none"> <li>• AIP – SLT are reviewing the AIP and the SEF, this will be shared with governors in the autumn term.</li> <li>• Curriculum Teaching and Assessment – AJD thanked GA for his support in this area. In depth visits have been completed by Maurice Hicks (School improvement Advisor) with a focus on coaching and middle leaders.</li> <li>• Admission – ECC is expecting 423 students for Year 7 following appeals being received.</li> <li>• Building Projects - Phase 2 Maths and PSBP2 are expected to be completed in line with each other, and the refurbishment of the social spaces has been discussed.</li> <li>• Partnership – Partnership agreement has been signed and planning meetings have taken place. Secondary school heads have visited ECC and met with AJD. Governors agreed to continue to review the partnership going forward, taking in to consideration the focus of the Education White Paper.</li> </ul> <p><b>Question:</b> MT asked how details of the partnership will be communicated to staff. AJD said he will be talking to the whole staff team in the Autumn and there will be opportunities for the staff to get involved in working alongside staff within Education Southwest.</p> <p>MT said it is important to be clear on what has been done and what the expectations are to avoid staff speculation.</p> <p><b>Question:</b> GB asked what the rationale was for choosing Education Southwest to partnership with. AJD said a range of local MATs were contacted, Education Southwest have a variety of schools with the same demographic as ECC, they are part of the Kingsbridge Research Club and SWIFT.</p> <p>AP said this term has been challenging for staff and staffing absences have made it difficult. AP said acknowledging that staff are going above and beyond is important to ensure the good will does not fall flat.</p> <p><b>Question:</b> AJD asked AP whether staff are concerned because of the partnership with Education Southwest. AP said this was not an issue, she just wanted to raise the point that when staff show good will be providing cover, it is important for staff to be acknowledged and for the good will to be seen as working both ways.</p> <p><b>Question:</b> MT asked if there was anything specific AP felt should be done. AP said the staff wellbeing lead has been received well, for staff giving up additional time it is important for them to see this recognised.</p>	
<b>Meeting went into Part II at 5:34pm</b>		

4302/14a	<p><b>To confirm Minutes of Meeting 17.05.22</b></p> <p>The minutes dated 17.05.22 were agreed and signed as a true and accurate record of the meeting.</p>	
4303/14b	<p><b>To consider matters arising from the minutes</b></p> <p><u>Item 4285/13 - Update on Academy Improvement Plan</u></p> <p><b>Question:</b> MT asked DT if he has any feedback to share from assembly in June? DT said the next scheduled assembly is in September, and was not in June as he expected. DT said he will share student voice feedback and the behaviour policy with Students at the September assembly.</p> <p>Parent Feedback survey will be sent this week and feedback will be shared at Autumn FGB.</p>	<p><b>NM to add FGB Agenda</b></p>
4304/15a	<p><b>Update on current situation to include:</b></p> <p><u>Behaviour</u></p> <p>The report from DT was noted.</p> <p>DT reported that RTL's have increased from the previous two years, however these years include Covid lockdown periods. DT said repeat offenders are a concern, and the RTL team are working with subject departments to ensure the students learning can be accessed.</p> <p>The number of one off incidents have increased and this causes concern, many students are escalating through the report process and more behaviour is seen to be becoming entrenched. DT reported he had 6 students on report to him last week and this does impact on his workload as DT is completing one to one mentoring with the students.</p> <p><b>Question:</b> MT asked is there a reason as to why more KS3 students are receiving RTL's by year group than in KS4. DT said RTL's tend to reduce in KS4 as students are engaging in subjects of their choice. This has been the same picture historically.</p> <p>Behaviour processes were discussed in depth. The behaviour processes in place are good, however ECC must ensure trends are spotted early to ensure the support is initiated to encourage students to stay in lessons and access their learning. DT said he is monitoring closely.</p> <p>DT said for some students it can be the predictability that can encourage good behaviour, when the lessons are unpredictable due to cover or classroom change this can dysregulate some students. Providing consistent lessons 5 times a day over 5 days a week is a key focus.</p> <p>Anne Thorn (Head of Year) and DT are working on the challenges from Year 9 as they move into Year 10.</p> <p>DT reported Suspensions are higher in comparison to the previous two years, however these years were impacted by Covid lockdowns. Case conferences have taken place for those students that are hitting the thresholds.</p> <p>DT reported 8 permanent exclusions have taken place in 2021/22 and all 8 have been upheld.</p> <p>ASTi said behaviour changes are mirrored nationally.</p> <p>DT said ECC have an increasing number of students vaping.</p>	

	<p><b>Question:</b> AP asked DT if the taiko drumming sessions taking place were with students attending interventions? DT said he has been teaching taiko to his Year 8 students but is considering a session for the students in STEPs.</p> <p><b>Question:</b> AP asked how much support and time is available to support the students with challenges in their communication? DT said the approach of mentoring is supporting improvement in student's communication.</p> <p><b>Question:</b> AP asked how is one to one mentoring supporting communication between peers? DT said it builds a model for communication and sets short term targets, DT reported he is seeing an impact with students although it is very time consuming.</p> <p><b>Question:</b> ASi asked if there are any CPD opportunities for communication around trauma with students? DT said yes there is a course where a small group of staff will attend and this will then be rolled out across the college in the CPD programme.</p> <p>EM reported she had seen how the gentle and creative approach had been used in STEPs to support the students to return to their lessons. DT said the ultimate aim is to support these students back to their lessons, for some of these students an alternative curriculum would be better suited for them.</p> <p><b>Question:</b> MT asked if the provisions ECC have in place had not been available, would it be likely more incidents and issues would have taken place? DT said it is likely to have been the case.</p> <p>MT thanked the team for the support they have offered to the students.</p> <p>DT said many of the teams have taken on a lot and have worked extremely hard.</p> <p>DT reported a large number of students are receiving awards through Class Charts, at present the Behaviour policy has a praise target set of 80% and at present the College are achieving 90%.</p>	
4305/15b	<p><b>Update on current situation to include:</b></p> <p><u>Attendance</u> The report from DT was noted.</p> <p>Attendance is reported at 89.5%. DT said this still needs work.</p> <p>DT said there will be a key focus on attendance in the first 4 weeks of September.</p> <p>DT is working with the Education Welfare Officer (EWO) and Helen Parker (Attendance Officer) to make some minor adjustments to the processes the College has in place.</p> <p><b>Question:</b> MT asked are the students who are on integration plans and struggling with engagement likely to be impacted in September? DT said this will be a priority focus to work with these families and the EWO will be involved.</p> <p>DT said he is concerned the 0-25 team are working on alerts over 8 months old.</p>	

	DT said the majority of students are maintaining good attendance and a tracker is being used to monitor students with low attendance and what support is being put in to encourage improvement in their attendance.	
<b>4306/15c</b>	<b>Update on current situation to include:</b>  <u>Uniform</u> DT has developed new uniform policy taking in to consideration the new government guidelines around branded and none branded uniform. This policy represents what uniform the College will have in place from September.	
<b>4307/15d</b>	<b>Changes to Risk Assessment</b>  GA advised the Covid Risk Assessment has ceased and any relevant information has been incorporated into current College Risk Assessments.	
<b>4308/16</b>	<b>Matters brought forward by the Chair</b>  <p>(a) <u>Agree Meeting Dates for 2022/2023</u>  <b>AGREED:</b> MT proposed Governor meeting dates for 2022/23, AStr Seconded all the Governors were in agreement.</p> <p>(b) <u>Update on Parent Governor</u>  Parent election closed on 27<sup>th</sup> June, 1 nomination received therefore no election took place. Governors welcomed CS to the board as parent Governor.</p> <p>(c) <u>Agree communication plan for 2022/2023</u>  The Communication Plan was noted. No changes have been made. Should parents progress evenings remain online this can be removed from the plan. It is important for Governors to attend open days where possible.</p> <p>(d) <u>Review Terms of Reference for 2022/2023</u>  The FGB ToR was noted and there were no changes.</p> <p>(e) <u>Link Visits</u>  The Visit report for Geography, HOY 9 and Health &amp; Safety were noted. EL shared feedback from the recent Geography field trip that she attended. GA said it is important to recognise Dan Eynon (Geography Lead) and his team for the opportunities they have offered to year 8, 10 and 12 students this year.</p> <p><b>Question:</b> MT asked if assessments are taking place every three weeks, and whether this is increasing students anxieties? GA said subjects do not tend to have 3 weekly assessments. Each subject follows a rolling programme and this could lead to some subject assessments falling with in short period of each other.</p> <p>GA and LM have been considering ideas on how to encourage staff to broaden their assessment types. Subject Leaders' have been asked to develop a subject plan which can be reviewed in September.</p> <p>(f) <u>Training attended by Governors</u>  PW has attended a SEND seminar held by SWIFT. PW said the seminar was of high quality and will share the presentation with CS.</p> <p>PW will be attending the Ofsted Babcock Course in October.</p>	



	<p><b>(g) Governor Reappointments</b> MT advised EM's term as community Governor ends on 10.09.22. EM would like to remain on the Governing Board and MT would like to recommend to the members EM is appointed for a further 4 years. There were no questions and it was agreed the FGB recommendation would be taken to the Members meeting on 07.12.22.</p> <p><b>(h) Review PAPR contract –</b> PAPR external advisor contract is due for renewal in the Autumn term. AStr said Maurice Hicks has been in place for 3 years. Maurice Hicks continues to work closely with the College as School Improvement Advisor. PAPR committee recommend purchasing one year's support from Maurice Hicks as External advisor for the PAPR committee, this will allow the PAPR committee to formally interview potential External Advisors before recommending an appointment to FGB.</p> <p><b>AGREED:</b> AStr proposed the Purchase of Maurice Hicks for one year (2022/2023) as PAPR External Advisor, MT seconded and all the Governors were in agreement.</p>	<b>Recommendation to go to Members meeting 07.12.22</b>
<b>4309/17</b>	<p><b>To receive reports from Committees</b></p> <p><b>(a)</b> Audit and Risk Minutes 07.06.22 – the minutes were noted and there were no questions</p> <p><b>(b)</b> Curriculum Minutes 14.06.22 - the minutes were noted and there were no questions.</p> <p>i) Review Terms of Reference for Curriculum</p> <p><b>AGREED:</b> ED proposed the Terms of Reference for Curriculum, MT seconded and all the Governors were in agreement.</p> <p>ii) Agree Curriculum Statement – GA shared background to the Curriculum statement development and updated the board on changes.</p> <p>EM suggested to consider an accessible version for the website.</p> <p><b>Question:</b> MT asked who owns the statement? GA said the Deputy Principal for Curriculum.</p> <p><b>AGREED:</b> ED proposed the Curriculum statement, EM seconded and all the Governors were in agreement.</p>	<b>LM Action</b>
<b>4310/18</b>	<p><b>Governors Skills Audit for 2021/2022</b></p> <p>The Governor Skills Audit Report was noted.</p> <p>4 additional areas from last year's report have scored 100%. AStr said the outcome reflects a knowledgeable and experienced board of Governors. Areas to be strengthened are HR and Governance.</p> <p>MT said it is important all Governors complete the annual Skills Audit to give a clear picture of the gaps in knowledge. She felt that the level of experience might be different if everyone had completed it.</p>	

	<p>MT is completing the final Governor reviews and this will inform the committee membership and link roles for next year.</p> <p>Governors to contact NM for any training requirements.</p>	
4311/19	<p><b>Risk Register</b></p> <p>(a) <u>Any items for inclusion in the Risk Register</u> - no further areas to add.</p> <p>(b) <u>Score section J1f and J1g</u> - agreed to change wording around the mitigating actions section on J1f, GA and LM to agree wording.</p>	<p><b>GM &amp; LM Action</b>  <b>NM to add to</b>  <b>Audit and Risk</b>  <b>Agenda</b></p>
4312/20	<p><b>Policies recommended from Committee meetings for ratification.</b></p> <p><u>HR</u>  Pandemic Policy  Staff Leave of Absence Policy  Flexible Working Requests Policy (Consultation)  Managing Sickness Absence Policy – DCC  Grievance Policy &amp; Procedure – DCC</p> <p><b>AGREED:</b> AStr proposed the above policies recommended from HR committee, MT seconded and all the governors were in agreement.</p> <p><u>Wellbeing Policy</u> – awaiting further clarification if this policy should be reviewed by ECC's solicitors. NM to follow up with Gill Morgan (HR)</p> <p>Policies for review will be allocated to an individual committee governor when the agenda is uploaded to SharePoint for an in depth review.</p>	<p><b>NM action</b></p>
4313/21	<p><b>Policies for ratification by the full Governing Board</b></p> <p><u>Minor Amendments</u>  Rewards and Sanctions Policy  Attendance Policy</p> <p><u>New Policy</u>  Uniform Policy  DT said this policy has been written following release of new government guidelines. Communication with parents will take place this term and a visual guide is being developed.</p> <p>DT and AP to meet to discuss dance uniform options.</p> <p><b>Question:</b> MT asked whether the College has agreed to return to students wearing PE kit to College on days they have PE? DT said yes, however this will be monitored closely and reviewed termly.</p> <p><b>AGREED:</b> MT proposed and EL seconded. The changes were unanimously passed by the Board.</p>	<p><b>DT/AP action</b></p>
4313/22	<p><b>Review of Meeting</b></p> <p>NM to check computer equipment is working prior to a hybrid meeting.</p>	

	<p>Hybrid meetings are working well.</p> <p>MT reminded Governors to read all the reports before the meeting to ensure the meeting runs as efficiently as possible.</p> <p>MT advised the board that she is intending that next year will be her last year as Chair and Governor on the Board.</p>	
<b>Meeting went into PART II without Staff at 7:06pm</b>		

Next Full Governing Board meeting is 13.09.22 at 4.30pm