



**EXMOUTH COMMUNITY COLLEGE  
FULL GOVERNING BOARD MEETING**

<b>Meeting 9 – Part I Minutes</b>			
<b>Date/Time</b>	Tuesday 13 <sup>th</sup> September 2022 4:30pm	<b>Location</b>	Conference Room 1 The Grange
<b>Attendees</b>	<b>Initials</b>	<b>Type of Governor</b>	
Mrs M Turgoose (Chair)	MT	Community	
Dr E McGrath arrived at 6:14pm	EM	Community	
Mr A Davis (Principal)	AJD	Principal	
Ms E Dymond	ED	Parent	
Mrs C Smith arrived at 5:27pm	CS	Parent	
Mr J Hill	JH	Community	
Mrs L Miszewska	LM	Community	
Mrs E Lee left at 6pm	EL	Community	
Dr D Wilkerson	DW	Parent	
Rev P Wales	PW	Community	
Mr G Bowen	GB	Teacher	

<b>Apologies</b>	<b>Initials</b>
Mrs A Phillips	AP
Mrs L Woodward-Drake	LWD

<b>Absent without Apology</b>	<b>Initials</b>
None	

<b>In Attendance</b>	<b>Initials</b>	
Mrs N Mann	NM	Governance Professional
Ms H Miles arrived at 5pm, left at 5:30pm	HM	Designated Safeguarding Lead
Mr L Malton	LMal	Deputy Principal
Mr M Burrell left at 5:40pm	MB	Director of Finances

<b>Part I</b>		
1.	<b>Notice:</b> Governors confirmed receipt of notice of the meeting.	
2.	<b>Quorum:</b> Quorate	
3.	<b>Declarations of interest and any changes to Declarations of Interest:</b> There have been no further changes.	
4.	<b>To receive and approve apologies for absence:</b> As above and these were accepted.	
4314/5.	<p><b>Election of Chair of Governing Board</b></p> <p>MB, in the role of Company Secretary, took the chair and MT left the meeting. MB advised that two nominations had been received for the role of chair which were for MT, proposed by EM and JH. MB asked if there were any comments or questions, there were none and it was agreed the decision would be put to a vote.</p> <p><b>AGREED:</b> PW proposed Margaret Turgoose for the position of Chair to the Governing Board, this was seconded by EL and the decision was carried unanimously.</p> <p>MT returned to the meeting and was advised of the decision. MT thanked the Governors for their support and in electing her as Chair of the Governing Board.</p>	

	MB left the meeting.	
<b>4315/6.</b>	<p><b>Election of Vice Chair of Governing Board</b></p> <p>MT advised that two nominations has been received for the position of Vice Chair and they were for EM. There were no comments and it was agreed the decision would be put to a vote.</p> <p><b>AGREED:</b> MT proposed Emily McGrath for the position of Vice Chair to the Governing Board, this was seconded by EL and the decision was carried unanimously.</p>	
<b>Meeting went into Part II</b>		
<b>4318/11.</b>	<p><b>To confirm minutes dated 12.07.22 in Part I</b></p> <p>The minutes were signed and agreed as a true and accurate record of the meeting.</p>	
<b>4319/12.</b>	<p><b>Matters arising from the minutes</b></p> <p><u>Item 4292/7c - Agree use of reserves</u> MT said she has toured the site with MB following the summer works and felt the works completed had made a large improvement to the Gipsy Lane site.</p> <p><u>Item 4295/8 Principal's report</u> <b>Question:</b> MT asked whether the partnership with Education South West had been communicated to staff? AJD said staff are aware we are working collaboratively with Education South West and shared details in his presentation on the inset days.</p> <p><b>Question:</b> MT asked GB, whether any concerns have been raised by staff. GB said staff have accepted this is the direction all school and colleges are moving towards and no concerns have been raised of which he is aware.</p>	
<b>4320/13.</b>	<p><b>Review and agree Chairs Action for the forthcoming year</b> (circulated with agenda papers)</p> <p>There were no questions.</p> <p><b>AGREED:</b> MT proposed the Governing Board accept the Chairs Action document for 2022-2023, EL seconded and all governors were in agreement.</p>	
<b>4321/14.</b>	<p><b>Agree written procedure for Election of Chairs and Vice Chairs for 2023/2024 onwards</b></p> <p>The protocol was agreed.</p> <p><b>AGREED:</b> MT proposed acceptance of the written procedure, PW seconded and all Governors were in agreement.</p>	
<b>4322/15.</b>	<p><b>Election of Committee Chairs and Vice Chairs for Admissions, Audit and Risk, Curriculum, Human Resources, Pay, Resources, VFM</b></p> <p>MT advised the following governors had offered themselves for election as Chairs and Vice Chairs of the following committees.</p> <p>Election of Chair of Admissions Committee: PW has offered to be elected as Chair of the Admissions Committee.</p>	

	<p>Election of Vice Chair of Admissions Committee: To be agreed at their first meeting.</p> <p>Election of Chair of Audit and Risk Committee: LM has offered herself for re-election as Chair of the Audit and Risk Committee. Election of Vice Chair of Audit and Risk Committee: To be agreed at their first meeting.</p> <p>Election of Chair of Curriculum Committee: ED has offered herself for election as Chair of Curriculum Committee. Election of Vice Chair of Curriculum Committee: EM has offered herself for election as Vice Chair of Curriculum Committee.</p> <p>Election of Chair of Resources Committee: EM has offered herself for election as Chair of the Resources Committee. Election of Vice Chair of Resources Committee: EL has offered herself for election as Vice Chair of the Resources Committee.</p> <p>Election of Chair of Human Resources Committee: JH has offered herself for re-election as Chair of the HR Committee. Election of Vice Chair of Human Resources Committee: LM has offered herself for re-election as Vice Chair of HR Committee.</p> <p>Election of Chair of Pay Committee: ED has offered herself for re-election as Chair of the Pay Committee. Election of Vice Chair of Pay Committee: JH has offered herself for re-election as Vice Chair of the Pay Committee.</p> <p>Election of Chair of Value for Money sub-committee: EL has offered herself for election as Chair the VFM committee Election of Vice Chair of Value for Money sub-committee: EM has offered herself for election as Vice Chair of the VFM committee.</p> <p>There were no questions or comments on the above.</p> <p><b>AGREED:</b> MT proposed the above Chairs and Vice Chairs are appointed, EL seconded and all governors were in agreement.</p>	
4323/16.	<p><b>Confirmation of Committees</b></p> <p>A parent election is taking place this term and 3 vacancies will be advertised, The Audit and Risk committee has a reduced number of governors and when new Governors have been appointed the committee memberships will be revisited and reviewed.</p> <p>The following membership list was agreed for the committees for 2022/2023:-</p> <p><b>Curriculum Committee Governors:</b> Elizabeth Dymond (Ch), Emily McGrath (VCh), Gary Bowen, Andrew Davis, Elizabeth Lee, Lesley Miszewska, Amy Phillips, Margaret Turgoose, Philip Wales, Daryl Wilkerson, Laura Woodward-Drake Associate Members: Lisa Malton (Deputy), David Turner (Deputy), Fergal O'Rourke (AP KS3), Dave Holt (AP KS4), Henri Miles (AP DSL), Kerrie-Ann Craddock (AP KS5).</p> <p><b>Resources Committee Governors:</b> Emily McGrath (Ch), Elizabeth Lee (VC), Andrew Davis, Elizabeth Lee, Lesley Miszewska, Margaret Turgoose, Laura Woodward-Drake Associate Members: Matt Burrell (DoFR), David Turner (Deputy), Sally Tacchi (Estates and Facilities Manager).</p>	

<p><b>Human Resources Committee Governors:</b> Jason Hill (Ch), Lesley Miszewska (VCh), Andrew Davis, Elizabeth Dymond, Amy Phillips, Margaret Turgoose, Philip Wales, Daryl Wilkerson, Claire Smith Associate Members: Lisa Malton (Deputy), Philippa Rowe (AP HR), Gill Morgan (HR Manager)</p> <p><b>Value for Money Sub-Committee Governors:</b> Elizabeth Lee (Ch), Emily McGrath (VCh), Andrew Davis, Emily McGrath, Lesley Miszewska Associate Members: M Burrell (DoFR)</p> <p><b>Audit and Risk Committee Governors:</b> Lesley Miszewska (Ch), Gary Bowen. Vice Chair to be agreed at the first Admissions meeting. Associate Members: Andrew Davis (Principal), Lisa Malton (Deputy), Matt Burrell (DoFR)</p> <p><b>Admissions Committee Governors:</b> Phil Wales (Ch), Gary Bowen, Andrew Davis, Claire Smith. Vice Chair to be agreed at the first Admissions meeting. Associate Members: Henri Miles (AP DSL), Kerrie-Ann Craddock (AP KS5)</p> <p><b>First Committee Governors:</b> Chair or Vice Chair of GB and 2 or 4 Governors available excluding staff or support governors. The First Committee to comprise of 3 or 5 Governors.</p> <p><b>Complaints Committee Governors:</b> Any two governors and an independent person to be decided at the time.</p> <p><b>Pupil Discipline and Exclusion Governors:</b> 3 Governors two of whom must not be Staff Governors however Staff Governors must not know the student.</p> <p><b>PAPR Panel Governors:</b> Jason Hill (Ch HR), Emily McGrath (VCh FGB), Liz Lee (Ch VFM)</p> <p><b>Pay Committee Governors:</b> Elizabeth Dymond (Ch), Jason Hill (VCh), Lesley Miszewska (VC HR), Claire Smith. Associate Members: Lisa Malton (Deputy), Gill Morgan (HR Manager), Philly Rowe (AP HR)</p> <p><b>Pay Appeals Committee:</b> Any 3 Governors but NOT the Principal, staff governors or any governor who has been part of the first committee.</p> <p><b>Strategy Working Party Governors:</b> Margaret Turgoose (Ch GB), Andrew Davis (Principal), Emily McGrath (Ch Res/VCh FGB), Elizabeth Dymond (Ch Curriculum), Lesley Miszewska (Ch Audit/Risk), Jason Hill (Ch HR), Liz Lee (Ch VFM), Philip Wales (Ch Admissions) and any other governors who wish to attend.</p> <p>MT and AJD will discuss the format for the Department review days in November and the Governors involvement in these.</p> <p><u>Named Governors</u> Child Protection and Safeguarding – Emily McGrath and Daryl Wilkerson SEND – Phil Wales and Claire Smith Children in Care – Daryl Wilkerson Pupil Premium – Elizabeth Dymond and Claire Smith Health and Safety – Elizabeth Lee ECT Governor – Jason Hill Careers – Lesley Miszewska REACH – to be allocated Communication – Elizabeth Dymond Behaviour – Margaret Turgoose and Emily McGrath Drugs Policy – PSHE Link Governor – Amy Phillips Equality and Diversity – Lesley Miszewska</p>	<p><b>NM to update committee membership document and circulate to FGB</b></p> <p><b>MT/AJD to meet</b></p>
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	<p>Equality Policy – Jason Hill Wellbeing – Jason Hill</p> <p>Link Governors were agreed.</p>	<p><b>NM to circulate to FGB</b></p>
<p><b>4324/17.</b></p>	<p><b>Delegation of powers to:</b></p> <p>i) Terms of Reference for the following committees:  Full Governing Board  Admissions Committee  Appeals Committee  Audit and Risk Committee  Complaints Committee  Curriculum Committee  First Committee  Human Resources  Principal’s Appraisal Committee  Pay Committee – Member of Resources to be allocated to Pay Committee before meeting on 1<sup>st</sup> November  Pay Appeals Committee  Pupil Discipline / Exclusion Committee  Resources Committee  Safeguarding Governor  Value for Money Committee</p> <p><b>AGREED:</b> MT proposed acceptance of all the above terms of reference and the powers delegated to these committees according to their terms of reference, this was seconded by EL and the decision was carried unanimously.</p> <p>ii) Annual Rolling Programme. <b>Agreed</b></p>	<p><b>NM to put on ECC website for 2022-2023</b></p> <p><b>MT action</b></p>
<p><b>4325/18.</b></p>	<p><b>Review of Standing Orders:</b></p> <p>a) Governors attendance requirements remain the same as the previous year and all Governors had a copy of article 71. <b>Agreed</b></p> <p>b) Expenses policy: <b>Agreed</b></p> <p>c) The opening of meetings to senior staff by invitation and other persons to Part I. <b>Agreed</b></p> <p>d) Communication with the press. Any communication with the press to be through Principal or the Chair of Governors. <b>Agreed</b></p> <p>e) Links with other Governing Bodies Devon Association of Governors (DAG): Following the resignation of JE there is no longer any direct links with DAG. NM will research information on DAG meetings and circulate to Governors. A rota of attendance was discussed.  AJD is no longer a member of Devon Education Forum.</p> <p>f) Declaration of Business Interests – MT advised that the forms for 2022/2023 need to be signed and returned to the Governance Professional (NM) for keeping with the Company Statutory Books and for uploading onto ECC’s website.</p>	<p><b>NM action</b></p> <p><b>FGB Action</b></p>
<p><b>4326/19.</b></p>	<p><b>Notification of vacancies due to occur in the course of the academic year and update on resignations</b></p> <p>MT suggested that if ED was in agreement, it would be a good option for her to transfer from parent governor to community governor. ED was in agreement, there were no comments and it was agreed the decision would be put to a vote.</p>	

	<p><b>AGREED:</b> MT proposed acceptance of ED transferring role from parent to community Governor, this was seconded by EL and the decision was carried unanimously.</p> <p>MT said following Anna Streater (Community), Anna Stimson (parent), Jill Elson (LA), Clare Tate (parent), Leah Allen (parent) and Esther Birch (parent) resignations from the GB (with effect from 31.08.22) there are currently 7 vacancies, 4 parents, 1 local authority and two staff governors. NM has updated Companies house, GIAS and ECC website.</p> <p>In the forthcoming year the following governors' terms end:-  Lesley Miszewska (Community term ends 31.03.23) - LM has decided to stand down at the end of her term.  Elizabeth Dymond (Parent term ends 22.04.23) – ED will move to community Governor following Members approval.  Elizabeth Lee (Community term ends 22.04.23) – EL said she would like to continue following members approval.</p> <p>MT said following chairs update to parents/carers, an email has been received from parent, Matt Merriam who is interested in becoming governor. MT has followed up.</p> <p>MT would like to nominate Paul Netherton to the governing board as a community Governor appointment. JH and ED have agreed to meet with Paul Netherton to discuss the possibility of his becoming a community governor. JH and ED will then decide whether or not to recommend his appointment.</p>	<p><b>NM to add to members agenda</b></p> <p><b>NM to arrange meeting</b></p>
<b>Meeting went into Part II</b>		
4329/20.	<p><b>Annual report on “Management of Outdoor Visits policy”</b>  Agenda item postponed to next meeting</p>	
4330/21.	<p><b>Confirm PAPER dates for the Principal have been set</b></p> <p>JH said the meetings for Spring and Summer term have been agreed and date for Autumn term is being finalised this week.</p>	
4331/22.	<p><b>Business brought forward by the Chair</b></p> <p>a) <b>Academy Trust Handbook 2022 – Musts</b> - These were noted.  <b>Question:</b> MT asked if there were any concerns that the “Musts” were not being met, there were none.</p> <p>b) <b>Dear Accounting Officer Letter</b> – None received since 14.07.21 which was reviewed at the 22.07.21 FGB meeting.</p>	
4332/23.	<p><b>Agree Communications Plan</b></p> <p>Communication Plan was agreed in July's FGB meeting.</p>	
4333/24.	<p><b>Overview of outcomes from 2021/22 and outline of priorities for 2022/23.</b></p> <p>AJD presented a PowerPoint at the meeting. The PowerPoint was shared with staff on inset days.</p> <p>AJD went through the results data for GCSE and A-levels at ECC which included:-</p> <ul style="list-style-type: none"> <li>• A-level results have improved, however attainment will not meet national average</li> <li>• GCSE results have improved, however there has been larger improvement nationally which will affect ECC progress</li> <li>• GCSE higher attaining students results are lower than nationally</li> <li>• GCSE lower ability students' progress is looking better than nationally</li> </ul>	

- Boys continue to underperform compared with the girls, however the gender gap has closed slightly as the girls have not performed as well
- 9 and 8 grades are broadly in line with previous data
- Progress figures are 0.75 below where expected
- Post 16 recruitment is lower than predicted – intake at 160 students
- 90% of the Post 16 subjects are below 14 students
- 28 students who were returning to ECC for year 12 have not returned
- SWIFT data will be shared with all heads of departments
- Whole staff team have received presentation to celebrate results and understand where ECC needs to improve
- Attainment 8 is the highest since this has been introduced, however there is not national data for comparison released yet

AJD said progress for ECC will not be where ECC want it to be.

**Question:** MT asked what percentage of students are of a high ability? AJD said approx. 1/5 of students, and of these students 65% received below predicted. AJD said he is analysing the results for these students against attendance and behaviour. AJD said there is an issue around teaching expectation for these students that needs to be addressed.

EL left the meeting at 6pm

**Question:** LM asked are the results lower across all subjects for the higher ability students? AJD reported Dance, Food, PE and Drama did well in terms of their higher ability students and they all made positive progress. All other subjects were below expectations.

AJD reported there were 12 students who achieved grade 9 in PE, only 5 of these 12 are returning to Post 16, this could be linked with offers from other sporting academies or colleges that are offering links with local clubs like Exeter Chiefs.

Kerrie-Ann Craddock (KS5 Assistant Principal) will be asking for feedback from students who have chosen to stay and who have left ECC to attend another college.

**Question:** MT asked what percentage of student return after they have chosen to leave before the end of year 12? AJD said 5 external students have joined Post 16 this year and 18 have returned after completing year 12 at Exeter College. A small number of students return during the first few weeks of year 12. Some students choose to leave the College as the course they wish to complete is not available to them at ECC. Smaller groups in different areas is making it harder to merge these groups.

**Question:** LM asked whether the 28 Year 11's that have not returned for Year 12 have gone to Exeter College? AJD said they may have.

Teaching staff are meeting tomorrow to review initial analysis of the higher ability students and Post 16 management.

AJD presented Pupil Premium data analysis.

PP students have increased their progress and attainment 8 scores in English and Maths which positive for ECC's SEN K students.

AJD said there has been an increase in SEN students over the past 12 months. MT said the attainment increase for these students is positive.

EHCP students' progress has gone down, however the cohort was smaller. Lyn Edwardson (SENco) will report at the next FGB on SEN data.

PP and disadvantage students' attainment has increased, AJD said it is difficult to identify if the reason why is because of the interventions ECC have in place or the exams were easier. These students are closer to the national averages than the higher ability students.

EM joined the meeting.

CS said her daughter had completed her GCSEs at ECC last year and Mrs Millman did a great presentation on exam preparation, however when she received the timetable which detailed studying till 10pm this scared her and increased the pressure for her. She has left to go to Exeter College however is considering if she wants to return to ECC.

Focus for 2022-2023

- Quality assurance
- AIP will continue to focus on Healthy Culture, High Impact Curriculum and Exemplary Behaviour
- Embedding systems
- Appraisals for support staff with the introduction of BlueSky
- Ensure all messages are communicated effectively and clearly

**Question:** EM asked is there any particular areas of focus for higher ability students? AJD said it is a trend across a large number of subjects.

LMal said the predicted grades through the new systems ECC have in place were accurate and this reassures ECC that these systems work and data capture in future will be more accurate. There will be opportunity to step in and support the students earlier than with previous assessments.

**Question:** EM asked was there a great difference between the grade boundaries, are these results because there has not been any external exams previous 2 years and is there any training required? AJD said there can be a slight trend with who assesses and marks on the exam board, and conversations at ECC are being held about the English exam board. Staff know what they need to teach to help the students achieve the higher grades. AJD will be focusing on quality assurance. AIP will focus on quality of education at ECC, teaching programme, after school sessions, teachers stretching their classes and what university can offer the students at ECC.

EM said there is a common misconception with students about completing their GCSEs and why they are important.

AJD said students are doing enough to get by and this seems to be their approach to GCSE, however it is clear students at other colleges are getting better results and it is important to identify what they might be doing to help students achieve these higher grades.

Department SEF's are being implemented and this can be reviewed by governors at department review meetings.

AIP to be reviewed at next Curriculum meeting on 4<sup>th</sup> October.

AJD now leads on the risk register.

MT thanks AJD for his honesty and his analysis of the students' results.

**Meeting went into PART II without Staff at 6:30**

Next Full Governing Board Meeting is 18.10.22 at 4.30pm