



EXMOUTH COMMUNITY COLLEGE FULL GOVERNING BOARD MEETING

Meeting 2 – Part I Minutes			
Date/Time	Tuesday 18 th October 2022 4:30pm	Location	Conference Room 1 The Grange
Attendees		Initials	Type of Governor
Mrs M Turgoose (Chair)		MT	Community
Dr E McGrath (Teams)		EM	Community
Mr A Davis (Principal)		AJD	Principal
Ms E Dymond (Teams)		ED	Parent
Mrs C Smith		CS	Parent
Mr J Hill		JH	Community
Mrs L Miszewska arrived at 4:35pm		LM	Community
Mrs E Lee		EL	Community
Dr D Wilkerson		DW	Parent
Rev P Wales		PW	Community
Mrs A Phillips		AP	Teacher
Mrs L Woodward-Drake		LWD	Community

Apologies	Initials
Mr G Bowen	GB

Absent without Apology	Initials

In Attendance	Initials	
Mrs N Mann	NM	Governance Professional
Ms H Miles	HM	Designated Safeguarding Lead
Mr M Burrell	MB	Director of Finances

Part I		
1.	To agree between Part 1 and Part 2 of the meeting:	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:	Quorate
5.	Declarations of interest and any changes to Declarations of Interest:	There have been no further changes.

Meeting went into Part II		
4341/11.	Minutes	
	(a) <u>To confirm Minutes of Meeting 13.09.22</u>	
	The minutes were signed and agreed as a true and accurate record of the meeting.	
	(b) To consider matters arising from the minutes	
	4322/15 Election of Committee Chairs and Vice Chairs	
	Vice chair to be elected at next Admissions Committee meeting.	

	<p><u>4325 – e) links to other governing bodies and DAG</u> MT has attended recent DAG forum (notes provided as part of papers for this meeting), the next forum will be taking place in the spring term.</p> <p>Question: MT asked whether the curriculum documents on the website are up to date. AJD reported a website review is currently taking place by Philly Rowe (Assistant Principal) and Michaela Savage (Principal's PA), this is a large piece of work to undertake.</p> <p>Question: LM asked is there a template that staff can use. AJD said the subjects use the same grids, however the contextualised statements are taking time to upload. Helen Ward (Reprographics Technician) is supporting to update the knowledge organisers.</p> <p>NM to complete website audit of the governor website area.</p>	NM action
4342/12.	<p>Review school led tutoring programme statement return</p> <p>The school led tutoring programme statement has been completed and returned at year end.</p> <p>AJD will ask Nick Smith (Assistant Principal) for a report on the outcomes of this programme and what the students have gained from taking part.</p>	AJD/NS action
4343/13.	<p>Review SEF for 2021/2022 and approve Academy Improvement Plan for current academic year</p> <p>The SEF and Academy Improvement Plan was noted.</p> <p>AJD highlighted the key priority areas in the SEF and how this feeds in to the AIP. The SEF and AIP were completed as a collaborative effort by the SLT.</p> <p>Staff will receive the AIP on 2nd November and departments will be requested to submit their own targets directly into the AIP. Performance management targets for teachers are within the AIP and there is a direct link to the risk register.</p> <p>Ofsted comments from the recent inspections have been fed into the AIP and 16 targets have been developed with a focus on Ofsted.</p> <p>Question: MT asked which inspections have been included. AJD said the Ofsted visit from 2020 and the subsequent monitoring visits.</p> <p>Departments have chosen their coaching modules and Philly Rowe (Assistant Principal) has paired departments with the same modules to coach each other.</p> <p>Maurice Hicks (School improvement Officer) has been in College and completed 92 lesson drop ins, and the SLT have completed over 100. Some inconsistencies have been identified and Maurice Hicks has reported the following:</p> <ul style="list-style-type: none"> • Actions have been completed by the SLT • Classroom disruption has decreased • Relationships have strengthened • Presentation in books has improved. <p>There are areas requiring support which are:</p> <ul style="list-style-type: none"> • Feedback and correcting misconceptions, • Passivity from students due to too much teacher talk • Visible SEND. <p>Full report from Maurice Hicks will be shared at FGB on 06.12.22.</p>	

<p>AJD said lesson drop ins have built up a good picture of what is good and where development is needed.</p> <p>Attendance and behaviour is still a cause for concern with a small but significant group; students and families are breaking down and it is a struggle to encourage the students to attend College.</p> <p>Events are beginning to start back up including sporting events. There have been challenges with staffing to get clubs back up and running, these challenges are being monitored.</p> <p>Internal mentoring is restarting to help students to refocus and understand their learning and effective revision.</p> <p>Question: LM asked whether the College is prescriptive in what effective revision is. AJD said the College offer broad guidelines for revision and are mindful if a number of hours revision is stated can add additional stress and anxiety to students. The College are promoting students to do the best they can and to be effective with what they do, this is linked to the revamp of target grades and the encouragement to achieve more. AJD said the quality of the teaching students are receiving is important for their progression.</p> <p>There are meetings taking place to look at fortnightly timetables to rebalance curriculum time.</p> <p>MT said it is important for governors to continue with a monitoring plan for feedback on progression throughout the year. SLT will continue to monitor through planner however this does not work well for governors to review.</p> <p>MT and NM to meeting to review how governors will monitor AIP across the year by allocating AIP actions to specific committees.</p> <p>Triple science is being reviewed as many students who completed triple science would have done better if they had taken 2 sciences. Nick Craig and EM are due to meet.</p> <p>Question: MT asked how the College are addressing the specific issue with regard to underachievement of HPA students. AJD said all cohorts are different. Training for staff has been arranged for 21.10.22 and teaching to the top is a priority focus. Ensuring consistency of high quality teaching across the College is a major priority this year. Historic teaching strategies have changed. Teachers have the essential knowledge to teach the students and each department have worked on identifying what is crucial for their students' progression. Staff are expected to scaffold their teaching and feedback.</p> <p>Question: CS asked how staff morale is. AJD said at present it is difficult for many staff in schools due to the external pressures for the education sector, SLT are aware of the added pressures and worries staff have. Philly Rowe has been appointed with the lead of staff wellbeing and this is a key focus for the SLT at present.</p> <p>Question: PW asked how the College will be monitoring each department. AJD said that SLT links will work with their departments and QA will be done through drop ins.</p> <p>AJD said that when he shared the results data with staff he made it clear that he sees himself as taking the overall responsibility for the performance of students but staff morale is definitely affected when students don't perform as well in exams as was hoped.</p> <p>AGREED: MT proposed the SEF and AIP for approval, EL seconded and all governors were in agreement.</p>	<p>MT/NM action</p>
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	<p>The draft summary data on results has been received and will be published. No students have been removed from the data.</p> <p>Question: LM asked can the data be appealed. AJD said he is not aware this is an option.</p> <p>Question: MT asked whether other schools had student data removed. AJD has asked Education South West and Sidmouth College and they have said they have not, however we understand a large local MAT has.</p> <p>LM said it is important the government are comparing data like for like otherwise the data is invalid.</p> <p>The SLT are currently working through the data. There was a gap for the higher ability students and the impact of attendance has make an enormous difference on the results. It is clear that the students that attended achieved well and the students with poor attendance did not. SLT are reviewing if the College is offering too many options for students.</p> <p>AJD said that there is rarely any point in trying to argue about the data. The focus has to be on teaching and learning, coaching and SLT challenging and supporting staff.</p>	
4344/14.	<p>Annual report on “Management of Outdoor Visits policy”</p> <p>The report from Lisa Malton (Deputy Principal) was noted.</p> <p>EL said the process for organising a visit is extensive.</p> <p>AJD said LM has been applying the process robustly.</p> <p>Question: MT asked whether outdoor visits are beginning to take place as they were before Covid. AJD said the visits are not back to as many as before Covid, but it is good to see visits are going ahead, there is still a distance to go before visits are back to where they were before.</p>	
4345/15.	<p>Update on current situation to include:</p> <p>(a) Behaviour</p> <p>The report from David Turner was noted.</p> <p>Many of the families who have been struggling are continuing to struggle. The Devon inclusion officer has said that the increase in PEX across the county has risen considerably in comparison to this term in 2021. Suspensions are also higher across county.</p> <p>AJD said he has visited another College today, who are experiencing similar issues with behaviour and this is a challenge for many schools. Alternative provision for students is also full.</p> <p>Question: MT asked whether staff feel the behaviour processes in place are working. AP said yes the majority do, staff are seeing some legacy issues. The behaviour is being monitored and staff have reassurance that the SLT are dealing with students’ behaviour and being able to track this is positive for staff.</p> <p>Question: MT asked about the extent to which students are repeat offenders. AJD said this is the case and it can be seen in DT report. The College are supporting these students to reset their behaviour.</p> <p>An SEMH referral for one student was submitted in May and this came through in September, the College feel they are on their own as there is a</p>	

complete breakdown from external agencies for these students requiring support to access their education.

Question: LM asked does the College receive information on what happens to a student that has been permanently excluded from the College. AJD said yes, however the placements for students that have been permanently excluded are nearly full.

Question: MT asked whether the STEPs provision is effective. AJD said it has been for many students. One member of staff has left and the College have been unable to reappoint, therefore, at the moment, the provision has 50% reduced staffing.

(b) Attendance

The report from David Turner was noted.

Year 10 and 11 attendance has been poorer than hoped. For year 11 there are many students with reintegration plans in place, students are dropping subjects and students' mental health is a concern.

67% of schools are reporting their data to the DfE and national comparisons can be reviewed. ECC have robust processes in place and unauthorised attendance is being followed up.

AJD said this is a national issue with over 100,000 students recorded with no attendance nationally.

AJD said the College has increased the attendance team resources and the team are located in the old staff room on the Gipsy Lane site. More hours are being allocated to the team as it was not initially designed for the large volume of work they are receiving.

Question: MT said the attendance of 90% for year 12 is disappointing this early on and asked how it was being addressed.

AP said there has been a lot of illness of late. The College has robust systems and processes in place and receives advice from the DfE, however it is difficult to know what more can be put in place to support students' attendance. Additional support staff are in place in post 16.

Question: EL asked are the students who are truanting being located by staff. AJD said when students are truanting this uses a large amount of College resources and time. If they are outside College then responsibility has to fall back the students' parents to locate their child. Clearly if there are specific safeguarding issues then this is dealt with.

(c) PSPB 2 Move update

The build is on track and internal works are being completed. Painting has begun and the science and DT areas are being kitted out with their equipment.

DfE have agreed an extension of 12 days to the original completion date to allow for the additional time taken to remove asbestos. This has moved the building hand over from February half term to the Easter break. MB has received confirmation the building hand over will take place on 12th April. BAM are likely to allow ECC access to the building before this date but this has not been confirmed.

i) Approve academy days to be added to the College calendar

	<p>Question: MT asked do you require an academy day at the beginning of the Easter Break or to follow the break. MB said staff will need time to pack and unpack so sensibly one before and one after offers this opportunity. Remote learning can be offered to the students on these days and this can be led by other staff not involved in the move.</p> <p>Question: MT asked whether academy days been approved for the original move date in February. MB said no as the move date had not been confirmed.</p> <p>Question: MT asked will the academy days be communicated with parents immediately if agreed. MB said yes.</p> <p>AGREED: MT proposed 2 academy days on 31st March and 17th April with remote learning to be offered to students, JH seconded and all governors were in agreement.</p> <p>New PSBP2 tour for Governors and Members will be taking place before FGB meeting on 6th December 2022.</p>	PR Action
4346/16.	<p>To receive reports from Committees</p> <p>(a) <u>Admissions Committee 20.09.22</u> The Admission committee minutes were noted.</p> <p>i) <u>Review PAN for 2023/24</u> The PAN for 2023/2024 is being reviewed, LM and AJD will be attending a meeting with Devon after half term. There is a likelihood they will request the PAN to increase from 390 to 420.</p> <p>(b) <u>Curriculum Minutes 04.10.22</u> The Curriculum committee minutes were noted.</p> <p>i) <u>Agree SEND plan priorities</u> The SEND plan was noted.</p> <p>AGREED: MT proposed the SEND plan for approval, JH seconded and all governors were in agreement.</p> <p>(c) <u>Resources Minutes 11.10.22</u> The Resources committee minutes were noted.</p> <p>i) <u>Management accounts</u> The monthly management accounts continue to be uploaded on to SharePoint for all governors to view. The management accounts for month 10, 11 and 12 were noted.</p>	
Meeting went into Part II		
4348/16.	<p>To receive reports from Committees</p> <p>(d) <u>VFM Minutes 11.10.22</u> The VFM committee minutes were noted and no questions were asked.</p> <p>(e) <u>PEX meeting 12.10.22</u> The PEX meeting took place the decision was upheld.</p> <p>There will be a PEX meeting taking place on 2nd November 2022 for another student.</p>	

4349/17.	<p>To consider business brought forward by the Chair</p> <p>(a) <u>Internal Audit Report (July 2022)</u></p> <p>The internal audit reports from Griffin Chartered Accountants were noted and no questions were asked.</p> <p>Governors agreed they were excellent reports and congratulated MB and his team.</p>	
4350/18.	<p>Reports on Training undertaken by Governing Board to include 3 key points</p> <p><u>Ofsted Training</u> DW completed the Devon Ofsted webinar and reported Ofsted are no longer considering Covid to be impacting schools and will not make adjustments during their visits.</p> <p>Question: LM asked does the College have any staff absent with long Covid. AJD said there is one member of staff struggling with long Covid.</p> <p>Question: MT asked is an Ofsted visit likely this school year. AJD said it is more than likely to take place.</p> <p><u>New Governor Induction</u> CS attended online webinar and reported it was informative and clear on the expectation of the role of a governor.</p> <p><u>HT Appraisal</u> JH and EL have completed the HT Appraisal training online reported it was useful and relevant. JH reported it was valuable to stay on at the end of the webinar to ask questions as the trainers are very knowledgeable.</p> <p>Reports from MT were noted from the Governance briefing and DAG chairs forum.</p> <p>Governors to consider sharing the attendance at DAG forums in future.</p> <p><u>Setting you internal audit plan</u> LM began the training but was unable to complete due to other commitments, LM has received link to the webinar and will revisit.</p>	LM action
4351/19.	<p>Policies for ratification by the full Governing Board</p> <p>SEND Pay Safeguarding and Child Protection 2022</p> <p><u>Public Sector Equality Duty</u> Question: JH asked does providing opportunities for flexible working apply to staff only. AJD said flexible schooling would apply to students. GM can verify if staff should be added the flexible working reference in the policy.</p> <p><u>Finance</u> – policy has been review and recommended by Resources committee, the limits for the Principal and DoF have increased from £10,000 to £30,000 for accepting quotes and tenders.</p> <p><u>Asbestos</u> – EL drew attention that the Governing Board has the overall legally responsibility for asbestos in the College. The management plan is now held as separate document.</p>	GM Action

	AGREED: MT proposed the above policies are ratified subject to check the public sector equality duty, EL seconded and all governors were in agreement. EL left the meeting at 7pm.	
4352/20.	Risk Register <p>a) Review high risk area, E1c, J1f, K1e & f, and decide if risks are to be accepted, mitigated or reduced</p> <p><u>E1c</u> - suggest to add to mitigating controls to include the work that Philly Rowe has completed and the increased social media presence of the College.</p> <p><u>J1f</u> – LM has completed a full hand over and undertaken training for role of Data Protection Officer.</p> <p><u>K1e</u> – suggest to consider rewording risk and add to mitigating controls. Suggest likelihood score to increase to 3.</p> <p><u>K1f</u> – Suggest likelihood score to increase to 3 and review mitigating controls.</p> <p>b) Review scores for areas K1a to K1d and decide if risks are to be accepted, mitigated or reduced</p> <p><u>K1b</u> – suggest to review risk and mitigating controls.</p> <p>c) Consider any items for inclusion or updating on the risk register - No further areas to add.</p>	<p>NM to add to the A&R agenda</p> <p>NM to add to the A&R agenda</p> <p>NM to add to the A&R agenda</p> <p>NM to add to the A&R agenda</p>
4353/21.	Review of Meeting <p>There were no comments.</p>	

Meeting closed at 7:07pm

Next Full Governing Board Meeting is 06.12.22 at 4.30pm