



## EXMOUTH COMMUNITY COLLEGE FULL GOVERNORS MEETING

Meeting 4 – Part I Minutes			
Date/Time	Tuesday 2 <sup>nd</sup> April 2019 at 4.30pm	Location	Room 701 New Maths Block
Attendees	Initials	Type of Governor	
Mrs M Turgoose(Chair)	MT	Community	
Mr A Davis (Principal)	AJD	Principal	
Dr A Gelling	APG	Teacher	
Mr K Johnson	KJ	Community	
Mrs E McGrath	EM	Community	
Mr I MacQueen	IM	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	

Apologies	Initials
Ms J Elson	JE
Ms C McColl	CM
Mrs C Tate	CT
Mr P Wales	PW
Mrs A Streather	AStr

Absent without Apology	Initials

In Attendance	Initials	
Mr D Turner	DT	Deputy Principal
Mr G Allen	GA	Deputy Principal
Ms J Westcott-Wolstenholme	JWW	Careers Leader
Mr M Glanville	MG	Head of Maths
Miss H Miles	HM	Assistant Principal (DSL)
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	
<b>3284/06 Careers Update –</b>  MT welcomed JWW to the meeting. JWW said the emphasis on careers has changed enormously over the years.	

JWW said the department focuses on broadening students' horizons, subject choice and employability skills.

JWW explained how the careers department interact with the students and how the College deliver advice through Lesson 42, assemblies, a careers fair, an apprenticeship fair, curriculum activities, as well as JWW preparing powerpoint presentations for tutors.

JWW talked about the work the College are doing with Next Steps, Careers South West, Future First and the Careers Enterprise.

Currently the College are working towards an Investment in Careers award as well as further embedding the Gatsby benchmarks which are mandatory by 2020.

ECC's NEET figures are 1.1% which JWW advised is good.

JWW asked if governors would consider the following:-

- Stronger links with SLT as she does feel very much "on her own".
- A commitment to students being allowed out of Y10/11 lessons for their 30 minute careers appointment.

LM and HM arrived at 4.55pm

- More curriculum time being given to Careers
- An increase in PD time back to 50 minutes
- More time per week for JWW and JJ to enable them to implement the fantastic resources that are available
- Although ECC have achieved the benchmarks there is still work to be done such as surveying parents as a whole.

MT thanked JWW for her time. IM thanked JWW for her excellent presentation.

KJ said the vision and values are being decided at present and how these link with the curriculum are important issues that are being discussed by governors.

Following the presentation governors were assured regarding the following:-

- 1) Has ECC appointed a school Careers Leader with a job description? Yes, Jenna Westcott-Wolstenholme.
- 2) Has ECC written an access policy statement? Including the contact details of the named Careers Leader; had it ratified by the governors and published it on the school website? Yes, the policy is called "Provider Access Policy" and is on ECC's website.
- 3) Has ECC published the schools' careers programme on the school website? preferably along with a careers information page or pages for both students and parents/carers. Yes, this is on the "About Us", "Statutory Information", "Careers Information" page of the website.
- 4) Secured independent careers advice for all pupils in years 8-13? Preferably from a member of the CDI Professional Register Appointed a CEIAG link governor? Yes independent careers advice is delivered by CSW (Careers South West). ECC's link governor is Ian MacQueen.

<p>5) Made contact with your local Enterprise Adviser? ECC have an Enterprise Adviser called Anne Blackburn Enterprise co-coordinator, Heart of South West.</p> <p>6) Made a plan for achieving all 8 of the Gatsby Benchmarks? These have already been achieved but need to be embedded further.</p> <p>A copy of the presentation will be kept with the minutes.</p> <p>JWW left the meeting 5.00pm</p>	
<p><b>3285/07 Academy Improvement Plan KPT 5</b></p> <p><b>Improve the performance of boys across the College</b></p> <p>MT welcomed MG to the meeting and explained that MG is running a new project, as part of ECC's AIP, to "Raise achievement in boys."</p> <p>MG delivered a powerpoint presentation to governors explaining that the same presentation had been given to staff at a recent meeting.</p> <p>MG, GA and EP attended a conference recently which all had found very interesting.</p> <p>MG explained to governors what boys react to, what they like to do, what research shows that works. He explained that it is about staff understanding boys' needs and how they interact with them.</p> <p>AJD arrived at 5.15pm</p> <p>MG presented a slide showing the percentage of negative behaviour points awarded to boys compared with girls. In all, but one area, uniform, boys receive a far greater number of negative points.</p> <p><b>Question:</b> VR asked if the staff were shocked at the distribution of behaviour points? MG said when this was pointed out, the staff did seem surprised.</p> <p>MG said the boys' behaviour at ECC is probably worse than girls and this will be for a variety of reasons.</p> <p>MG said there are four types of intervention strategies that can be put in place:-</p> <p>Pedagogic Individual Organisational Socio Cultural</p> <p>The area MG is going to focus on is Socio Cultural. MG said a group of 16 Year 10 boys have been identified for him, RM and IT to work with. MG said it is a trial and it will be interesting to see the results.</p> <p>KJ congratulated MG on the work he is doing.</p> <p>GA said following the training there was a change in how negative behaviour points were being awarded on ClassCharts which was pleasing.</p>	

<p>EM asked if the criteria for the type of behaviour points are negatively biased to boys.</p> <p>A copy of the presentation will be kept with the minutes</p> <p>MT thanked MG for attending the meeting and MG left the meeting at 17.29pm</p>	<p><b>MT to speak to MG when to come back.</b></p>
<p><b>Meeting went into Part II</b></p>	
<p><b>3294/16 Minutes</b></p> <p><b>a) To confirm minutes of the meeting dated 12.02.19</b>  Page 4 – 3<sup>rd</sup> paragraph ASti said the following needs to be added “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>The minutes, with the above addition, were agreed as a true and accurate record of the meeting.</p> <p><b>b) To consider matters arising from the minutes</b>  <b>Item 3272/12 - Page 5 - PSPB2 –</b> AJD advised that the new build project may be delayed due to Brexit.</p> <p>LM left the meeting at 6.25pm</p>	
<p><b>3295/17 Receive written Principal’s report</b></p> <p>MT thanked AJD for his report.</p> <p><b>Question:</b> MT said 14 students joined in Year 12 and 17 students left in Year 12, is the amount leaving normal?  AJD said several students have left to do apprenticeships, training or employment.</p> <p>MT noted that for 11-16yr students, 18 students had left and 13 students had joined.</p> <p>DT advised that ECC have a process for students who are requesting to be “educated at home” and staff meet with these families and follow the procedure rigidly. AJD said when ECC put pressure on parents regarding absence, sometimes parents decide to take their child off roll.</p> <p>AJD said a letter has been drawn up by Browne Jacobson for ECC to use when the College can no longer meet the needs of a student. AJD said the LA do not have the funding and in several cases DCC are advising that they are unable to place the students in another provision.</p> <p><b>Question:</b> EM asked if part time timetables are provided for these students?  AJD said they are, but this can only be done on a short term basis, the premise always has to be to build the student back up to a full time table which for some students is not possible. This was made very clear in the School Attendance Guidance Document, September 2018 page 16.</p> <p><b>Question:</b> MSk asked if the number of pupil premium students taking part in trips and visits has increased?  There was a feeling that it had and that for the sports fixtures, a zero figure, may not be accurate.</p>	<p><b>AJD/DT will look into.</b></p>

<p>AJD spoke about the Articulatory and Coachbright courses that had taken place at the College for pupil premium students.</p> <p>GA left the meeting at 6.45pm</p>	
<p><b>3296/18 New Ofsted Framework</b></p> <p>AJD went through the paper with governors regarding the new Ofsted framework. He explained that there are four proposed inspection judgements:-</p> <p>Quality of Education Behaviour and Attitudes Personal Developments Leadership and Management</p> <p>AJD advised that curriculum and staff workload are being looked at by ECC.</p> <p>AJD said he has met with HoDs about the curriculum and how this will look for departments.</p> <p>MT said that at a recent Chairs' update it was clear that Ofsted would expect middle leaders to be able to articulate the "intent" of their aspect of the curriculum and how it was being "implemented".</p> <p>KJ gave an example of how Ofsted may test this by asking about the amount of time given to certain activities. KJ said it is important governors know the answers to these questions.</p> <p>AJD said the work they had been doing on vision and values which is coming to Governors again in May has been all part of developing the Intent of the Curriculum.</p> <p>APG left the meeting at 7pm.</p>	
<p><b>3297/19 Attendance Update</b></p> <p>DT advised that the continued efforts of pastoral support staff is starting to have an impact on the attendance figures. Unfortunately the snow day did hit ECC attendance figures by 0.3%.</p> <p>MT said it is clear that much work is being done and asked whether we have any benchmarks with other schools to see if they are doing anything differently. DT said processes are very thorough and he regularly checks with the EWO that ECC is being consistent in its approach.</p> <p>Persistent absence has reduced in KS3 compared with last year and Year 9 attendance has improved. DT explained that ECC are limited in what they can do regarding Year 11.</p> <p><b>Question:</b> VR asked if the target can be changed? AJD said ECC have been advised that just one target should be set at 95%, which is just above the national target, DT thinks 95% is achievable. MT said that we would probably be challenged if we just set a low target rather than aim to be at the national average.</p>	

<p><b>Question:</b> KJ said he would be interested to know about other “coastal schools” and whether they were at similar levels or, if not, what we might learn from them. DT has accessed some local data and ECC are slightly lower than other schools.</p> <p>DT said challenging discussions with parents continue to take place regarding absence around medical issues.</p> <p><b>Question:</b> MT asked if there is anything ECC can learn from other schools. AJD said Julia Jarmen from DCC has carried out training with staff. The feedback from Julia Jarmen was that ECC are robust regarding holidays but need to be more robust regarding medical issues.</p> <p>DT advised there is some helpful guidance on the Babcock website regarding “school avoidance” which ECC are sharing with parents.</p>	
<p><b>3298/20 Behaviour Update</b></p> <p>DT advised ECC are working hard around the issues of “low level disruption” and staff CPD has taken place on this subject.</p> <p>DT said ECC have felt the impact in the drop of TAs for SEND students.</p> <p>CMAS work is taking place with a group of Year 7 students.</p> <p>Internal and REACH arrangements have been reviewed and MSk said the new accommodation is working well and she feels supported by SLT when she is in there.</p> <p>The number of time outs has dropped significantly.</p> <p><b>Question:</b> RM asked if there are more students “being parked”. AJD said that should not be the case.</p> <p>DT said break and lunchtimes appear to be the difficult times and staff feel that this is more of an issue than behaviour in classes.</p> <p>AJD said you are looking at around 25 students a day in time out internal, which is a relatively low number for the size of the College.</p> <p>AJD advised that Philippa Rowe visited another school to look at “Ready to Learn”. He said that in that school they have 32 desks set up in timeout/internal for a school with 1000 students.</p> <p>DT said some students have moved populations to help with the social mix.</p> <p>RM said Y10 in particular have some challenging students.</p> <p>EM left the meeting at 19.21pm</p> <p><b>Question:</b> MT asked about the concern regarding behaviour outside lessons. DT said if KS3 students are not getting it right at social times, they spend their social time with DT.</p> <p><b>Question:</b> VR said Year 9 figures are of concern DT advised he has worked with some Year 9 students and their behaviour has improve. DT said he continues to monitor the situation.</p>	

<p>DT said Year 7 did peak in the autumn term but this has reduced in the spring term.</p> <p>AJD referred to the paper “Your right to learn”. He advised that a behaviour working party has been working together and this document came out of those meetings. AJD said it is crucial that a consistent approach is used by all teaching staff. AJD said ECC are currently considering do they want a very clear “black and white” approach, like “Ready to Learn” or not. It has some advantages but there are also some implications that not all staff are as keen on – for example the suggestion that all lessons must begin with a silent starter – some staff don’t want to be told how to plan their lessons to such a degree.</p> <p>AJD will work through all the comments he has received and from that decide what the process is going to be with implementation after May half term.</p> <p>AJD said at lunchtime today out of 10 members of staff due to be on duty only 2 could be found. AJD said it is important that all members of staff challenge students in the same way. AJD said that teachers need to be on duty and all teachers have a responsibility for behaviour. RM said that he agreed with this, but some staff find it hard if students refuse to do as they ask in break times. MSk said that although this is difficult it is what staff have to do as part of their job.</p> <p>MT said that “re-setting” the approach to behaviour after half term sounded like a good way forward.</p>	
<p><b>3299/21 Business brought forward by the Chair</b></p> <p><b>a) Update on new provision at Marpool School</b> No update</p> <p><b>b) Appoint External Advisor for PAPR process</b> The PAPR panel asked for governors to consider the proposal of appointing Maurice Hicks, as the external adviser for ECC for 2019-20 and 2020-21. MT said that she felt his appointment made sense because he is doing other work within the College and this enables consistency and a wider understanding of the issues the College is facing. She said that at the end of this period he would have done four years and there should certainly be another review at that point.</p> <p><b>AGREED:</b> MT proposed MH is appointed for 19-20 and 20-21, KJ seconded and all governors were in agreement.</p>	
<p><b>3300/22 To receive reports from Committees in Part 1</b></p> <p><b>(a) Resources Committee</b> The minutes were noted and there were no questions.</p> <p><b>(b) Value for Money sub-Committee</b> The minutes were noted and there were no questions.</p> <p><b>(c) Audit Committee</b> The minutes were noted and there were no questions.</p> <p><b>(d) Risk Register Meeting</b> The minutes were noted and there were no questions.</p> <p><b>(e) Curriculum Committee</b> The minutes were noted and there were no questions.</p>	

<p><b>3301/23 Policies for ratification</b></p> <p><b>Rewards and Behaviour Policy</b> – AJD advised that following the completion of the work being carried out by the Behaviour Working Group the Rewards and Behaviour Policy will be updated and brought to governors for ratification at the summer 2 meeting on the 9<sup>th</sup> July 2019.</p> <p><b>Complaints Policy</b>  Page 8 – 2<sup>nd</sup> paragraph  AS<i>ti</i> asked if the wording could be amended to “<b>and / or</b> interpreter”  Page 9 – underneath the bullet points  VR asked if the wording could be amended to read “committee of 2 <b>independent</b> governors” if the complaint was about the whole Board as ECC’s governors could not review a complaint about themselves.</p> <p><b>Redundancy Policy</b>  This policy was reviewed by the HR committee but needs to be ratified by the FGB.</p> <p><b>Governors Visiting College Policy</b>  Governors did not request any changes to this policy</p> <p><b>AGREED:</b> MT proposed ratification of all the above policies, incorporating the amendments to the Complaints Policy, MS<i>k</i> seconded and all governors were in agreement.</p>	
<p><b>3302/24 Communication Strategy Update</b></p> <p>MT advised she has emailed the parent governors on the GB regarding taking on the role of communication following Clair McColl leaving. VR said she has not had time to consider this. AS<i>ti</i> advised she is unable to. MT left it for further consideration.</p> <p>AJD advised a student forum with Year 10 and a Governor will be set up for next term.</p> <p>A Parent Forum will take place next term. MT asked to be advised of the new date.</p> <p>Update on Alumni Meeting – AJD said ECC have gone ahead with this and the database will be really useful for careers.</p>	<p><b>AJD/JP to arrange and let governors know the dates</b></p>

The meeting closed at 19.49pm