



**EXMOUTH COMMUNITY COLLEGE
FULL GOVERNING BOARD MEETING**

Meeting 3 – Part I Minutes			
Date/Time	Tuesday 6 th December 2022 4:30pm	Location	Conference Room 1 The Grange
Attendees	Initials	Type of Governor	
Mrs M Turgoose (Teams)	MT	Community	
Dr E McGrath (Chair)	EM	Community	
Mr A Davis	AJD	Principal	
Ms E Dymond	ED	Parent	
Mrs C Smith	CS	Parent	
Mr J Hill	JH	Community	
Mrs L Miszewska	LM	Community	
Mrs E Lee	EL	Community	
Dr D Wilkerson	DW	Parent	
Rev P Wales left meeting at 5:15pm	PW	Community	
Mr P Netherton	PN	Community	
Miss J Cain	JC	Parent	
Mrs C Fegan	CF	Parent	

Apologies	Initials
Mrs A Phillips	AP
Mr G Bowen	GB
Mrs C Smith	CS
Mrs L Woodward-Drake	LWD

Absent without Apology	Initials
None	

In Attendance	Initials	
Mrs N Mann	NM	Governance Professional
Mr D Turner arrived at 5.10pm	DT	Deputy Principal
Mrs L Malton	LMal	Deputy Principal
Mr N Smith	NS	Assistant Principal
Mr M Burrell	MB	Director of Finances

Part I		
	<p>MT opened the meeting and explained that the meeting had been shortened in length to allow the school staff the opportunity to have some time to deal with additional issues following the tragic death of a student at the weekend.</p> <p>AJD updated the Governors on the interventions that the College have actioned following the sad event that took place on 03.12.22. A memorial area has been set up in the Telfer reception and the student's parents have visited today. The SLT met over the weekend and put in place communication plans to the students, parents and staff. The student's family and close friends were contacted as a priority during the weekend. An agreed statement has been uploaded to the website and social media. The Staff with key links to the student have been offered support and an online teams meeting was set up for these staff, followed by an all staff briefing on 04.12.22. Support for students has been put into place and the Educational Psychologist has visited the College to support both students and staff. Young Devon Counselling has offered support for students. Individualised plans have been put in place for some students. The mock exams were put on hold yesterday and the vast majority of Year 11</p>	

	<p>students were in their lessons. Hall 4 was open to students requiring support in the morning and approximately 15 students turned up. Some of the student's closest friends have not been into College. SLT made the decision for mock exams to restart today to help keep some normality for the students.</p> <p>MT said the team have handled the response to the event extremely well over the last few days and moved quickly to ensure there is support in place for the students and the staff.</p>	
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.	
4354/6.	<p>Approve Accounts for 2021/2022</p> <p>The accounts were discussed in detail at the Resources Committee and recommended for approval.</p> <p>MB reported the management accounts for Month 2 have been completed and there is a budgeted shortfall of £135k. MB advised there is an uncommitted spend for the SEND funding and when this is committed the shortfall will increase. The College energy contract is fixed to April 2023. MB has begun contacting providers to get prices for a new fixed term contract and the prices have increased greatly. This will add a cost pressure to the budget from April 2023 onwards. MB said the energy costs are subject to change and an agreement for the length to fix the contract will need to be determined. MB will return costings to the Resources Committee in January 2023.</p> <p>Cumulative pay rises have had a negative impact on the budget and no funding has been proposed for these increases in 2022/2023 budget. The Government have announced £2.3b funding to be awarded to schools but there is no detail on what the College will receive.</p> <p>The Board commended MB and the Finance Team on the very positive feedback received from the Auditors in relation to the compilation of the accounts</p> <p>AGREED: MT proposed the accounts were approved for 2021/2022, EL seconded and all Governors were in agreement.</p> <p>£80k extra Capital funding for energy efficiency has been awarded to the College.</p>	
Meeting went into Part II		
4356/19.	<p>To receive reports from Committees</p> <p>(i) <u>Approve PP report</u></p> <p>Question: JH asked whether the figures are up to date in the report. NS said the financial figures for 2022/23 need to be finalised and NS will be meeting with MB to work through the figures. MB said the funding for PP runs differently to the College budget and therefore the figures are forecasted initially.</p>	

	<p>AGREED: EM proposed to approve the PP report, JH seconded and all Governors were in agreement.</p> <p>The report will be published in line with statutory requirements by 31 December 2022</p> <p>(i) <u>Latest Management Accounts</u> The monthly management accounts continue to be uploaded on to SharePoint for all Governors to view. The management accounts for month 1 and 2 were noted.</p> <p>(c) <u>VFM minutes</u> The minutes from the VFM meeting were noted.</p> <p>Question: EM asked if the CIF bid is unsuccessful what the next step will be. MB said the work will need to be reviewed as to whether it is of sufficient priority to be fully funded from the College reserves.</p> <p>AGREED: EL proposed the CIF bid tender from SML for the essential repair works to the Telfer roof with a 30.5% (£38,000) contribution from the College reserves, ED seconded and all Governors were in agreement.</p> <p>DT joined the meeting.</p>	
4357/22.	<p>Policies for ratification by the full Governing Board</p> <p><u>Minor amendments</u> Student Medical Conditions</p> <p><u>Major amendments</u></p> <p>Complaints – there has been one significant change where the complaints panel consists of 3 Governors and no longer requires an independent panel member to be present.</p> <p>Staff Code of Conduct - The policy has been based on 3 policies and has been reviewed by a staff working party and the College's Solicitors (Browne Jacobson). The policy is out for consultation with staff until 09.12.22. AJD is proposing the policy for acceptance with minor amendments that can be changed following staff consultation and if there are any major amendments the policy will return to Governors.</p> <p>Question: EM asked which model policies has this been based on. AJD said model policies from The Key, Browne Jacobson and Devon.</p> <p>Leading Improvement in Teaching – LMaI said the policy has been reviewed and the culture of coaching will continue. The policy has two new attachments that have been developed: ECC guidance on meeting the Teacher Standards and ECC tailored support procedure. MT said the evaluation for teaching and learning states this will fall to the FGB annually, however this will sit with the Curriculum committee. Discussions took place about a third concern being raised within 2 years and a staff member being moved to capability. It was agreed this would remain in the policy and the policy could be reviewed earlier if this does not work when put into practice.</p> <p>Question: EM asked how many times can a staff member be put on to capability. LMaI said Three in two years. Hopefully using the more structured informal support procedure will mean staff can improve without needing capability, but will use the process if no improvement is evidenced.</p> <p>LMaI said the teaching standards are prescriptive and the policy will be reviewed annually or before if required.</p>	

	<p>PW left at 5:15pm</p> <p>AGREED: EM proposed the acceptance of the above policies, subject to minor changes to the staff code of conduct following the staff consultation, MT seconded and all Governors were in agreement.</p> <p>AJD, MB, LMaI, NS and DT left the meeting at 5:20pm.</p>	
<p>Meeting went into Part II without Staff</p>		

Meeting closed at 5:30pm

Next Full Governing Board Meeting is 07.02.23 at 4.30pm

FINAL PART I