



EXMOUTH COMMUNITY COLLEGE FULL GOVERNING BOARD MEETING

Meeting 4 – Part I Minutes			
Date/Time	Tuesday 7 th February 2023 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 left at 6:53pm	AJD	Principal	
Mrs L Miszewska	LM	Community	
Mrs E Lee	EL	Community	
Dr D Wilkerson	DW	Parent	
Rev P Wales (Teams)	PW	Community	
Mr P Netherton (Teams) left at 6:28pm	PN	Community	
Mrs C Fegan	CF	Parent	
Mrs C Wellington-Smith arrived at 5:30pm	CS	Parent	
Mrs L Woodward-Drake	LWD	Community	
Mr R Oates	RO	Parent	

Apologies	Initials
Mrs A Phillips	AP
Mr G Bowen	GB
Mr J Hill	JH
Ms E Dymond	ED

Absent without Apology	Initials
None	

In Attendance	Initials	
Mrs N Mann	NM	Governance Professional
Mr D Turner arrived at 5:07pm, left at 6:53pm	DT	Deputy Principal
Mrs L Malton arrived at 4:40pm, left at 6:15pm	LMal	Deputy Principal
Mrs H Miles left at 4:50pm	HM	Assistant Principal
Mr M Burrell left at 6:53pm	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.	
6.	Welcome New Parent Governor and note appointment MT welcomed Ryan Oates to the governing board as Parent Governor and introductions took place.	
Meeting went into Part II		
4365/13.	Minutes	
	a) To confirm Minutes of Meeting 18.10.22 and 06.12.22	

	<p>The minutes were signed and agreed as a true and accurate record of the meeting.</p> <p>b) <u>To consider matters arising from the minutes</u></p> <p>Question: MT asked when a response for the Telfer CIF bid would be received. MB said a response is expected in June 2023.</p>	
4367/14.	<p>Update on Academy Improvement Plan action:</p> <p>a) <u>'Development of relational practice and restorative approaches within the College sanction system and practice across the school'</u> SLT are working to ensure consistent approaches are in place, half termly resets are completed with students by tutors and in assemblies. Delivering consistency has been difficult with staff absence, cover lessons and other factors. The structure of the behaviour systems is robust and this will continue to be reviewed regularly.</p> <p>b) Update on current situation to include: (i) <u>Behaviour</u></p> <p>Behaviour has been a challenge, there has been a push on after school detentions, with over 1000 taking place since Christmas. DT is managing these detentions and working with the students to help identify any barriers they may be facing and to support them to move forward.</p> <p>Question: MT asked is there a concern disadvantaged students are spending more time in RtL and is there anything that can be put in place to reduce them being out of the classroom. DT said it is important to deliver the behaviour approaches consistently and develop relational connections with these students. De-escalation techniques and subtle interventions are being used to help settle these students in class.</p> <p>A focus on positive points will be reinforced to staff in the next half term as there is a greater lean towards negative points on class charts at present.</p> <p>Question: MT asked is there a trend in some classes where students are regularly sent to RtL. DT said a live hot spot document is reviewed regularly and drops in take place to lessons that are identified with any trends for RtL. Capacity for the SLT to complete these lesson drop ins can be a challenge.</p> <p>Question: LM asked is there a process in place for when students do not attend detentions. DT said there is an escalation process. Students have been attending detentions and this has had a positive impact on their homework, behaviour and truancy.</p> <p>Question: MT asked if a teacher is identified as issuing a large proportion of RtL's, what is in place to follow this up. DT said professional conversations will take place and relevant CPD is arranged.</p> <p>Question: CF asked has relational approaches been a focus in the coaching model. LMaI said the coaching pairs specifically focuses on the teaching and learning. Following the ESW review, they reported some of the middle leaders are not owning the behaviour that is taking place in their departments. SLT will be supporting middle leaders to work with their department to tackle issues with behaviour. DT said it is a delicate balance to ensure lessons are not disrupted and that timely support is available to the students that are finding their</p>	

learning difficult to access. Truancy has increased and students often are unable to identify why they are truanting and this is causing ongoing challenges.

A homework button has been introduced which triggers an afterschool detention, however departments need to take ownership of homework and assess reasons as to why students are struggling to complete the homework or access the information.

Question: CS asked if there are trends in certain year groups. DT said detentions are increasing for years 8 and 9.

Question: MT asked are alternative pathways planned to return. AJD said alternative pathways are being considered regularly. DT runs an ASDAN course for approx. 15/20 students in year 10 and 11. The government's view is to not offer a vocational education before Post 16. DT said if the pathways could be widened, there are a select number of students this would benefit. A more diverse vocational curriculum might reduce RtL's for many of these students receiving them. However, the College must work within the national guidelines set.

(ii) Attendance

Attendance continues to be a challenge. National data is now shared across schools and ECC submit attendance data on a daily basis to help build a dashboard of how ECC is performing.

A number of students were absent in the second half of the autumn term due to illness.

ECC attendance is in line with Devon at this present time and ECC have reversed the trend which is positive. ECC are rigid on attendance processes and escalation. Many meetings have taken place with the pastoral team, students and families to address challenges and non-attendance. Reintegration plans have increased and these are managed by HM and DT. Tutors are tracking students who are persistently absent and weekly support meetings are taking place with these students. There has been an increase in consistency across the school and a refocus on relational approaches.

Question: MT asked is the absence letter generic or personalised. DT said it is a standard letter that is personalised to parents/carers once their child hits an attendance trigger. DT said there has been a push on parents/carers using class charts to track their child's attendance. There are a large number of letters and emails going out to parents with regards to attendance.

Question: MT asked is there anything that can be learnt from other schools. DT said there are national level webinars and many of these focus on the approaches that are in place at ECC. Ideas from PiXel have been implemented. DT said it is important to capture when it is going wrong and reverse quickly.

Question: PW asked are individual cohorts compared and is there a focus on vulnerable children. DT said comparisons are reviewed regularly and there is a gap in attendance. SEN k has a gap of 2% and ECC are continuing to work to close the gap and support disadvantaged students to remove barriers.

DT shared the weekly absence monitoring spreadsheet with governors.

Question: RO asked with the current financial climate, has this had an impact on families. DT said families have been offered help towards

	equipment, uniform and ensuring families are getting their entitlement to free school meals. Meetings are arranged with these families to help support them to remove any barriers they may be facing.	
4368/15.	<p>Principal's Report</p> <p>The Principal's report was noted.</p> <p>Question: EL asked if the Anti-Social behaviour is decreasing. AJD said there has been no reports received since the Christmas break.</p> <p>Question: MT asked is there concerns with recruitment. AJD said yes, the College continue to receive a reduced number of applicants for many of the posts advertised. There is a large proportion of staff from the English department leaving at Easter, this could lead to staffing pressures after Easter as only 6 applicants are being interviewed for these posts. AJD said it is approaching prime time for recruitment which is a concern. ESW have reported they are having difficulties with recruitment as well.</p> <p>AJD met with Simon Jupp (Local MP) on 03.02.23 and discussed the difficulties with recruitment in education and for consideration to be taken by the government with minimum service guarantees.</p> <p>Post 16 student recruitment from year 11 is positive and there has been 180 student who have applied. These students have confirmed on 2 occasions they plan to still attend.</p> <p>A meeting with the LA has taken place and the intake for Year 7 is September is likely to be 385/390. The LA have confirmed they are happy for ECC PAN to remain at 390.</p>	
4369/16.	<p>Update on Equality Audit</p> <p>The equality audit was noted.</p> <p>Question: MT asked if plans have been made to address the red areas. AJD said these are not areas of concern but flagged to ensure the processes are in place. The equality audit has been developed to assist to monitor equality internally. SLT are focusing on the red areas and working towards them changing to green.</p> <p>AJD said protective characteristics are discussed in assemblies, however these could be more visual across the College.</p> <p>The equality audit will return to the FGB for review in the summer term.</p> <p>Question: MT asked where the initial audit document originated from. AJD said it was compiled by Gill Morgan (HR Manager).</p>	<p>NM to add to FGB agenda Summer 2</p>
4370/17.	<p>To receive reports from Committees</p> <p>(a) Curriculum Minutes 24.01.23 The Curriculum minutes were noted and no questions were asked.</p> <p>(b) Resources Minutes 17.01.23 The Resources minutes were noted and no questions were asked.</p> <p>(i) Latest Management Accounts The management accounts were noted and MB advised additional funding will be received but the figures have not been confirmed.</p>	

	<p>(c) <u>VFM minutes 04.01.23 and 17.01.23 2pm and 3:45pm.</u> The VFM minutes were noted.</p> <p>AGREED: EL proposed acceptance of the iiyama proligh screens for 30 interactive screens at a cost of £1366.50 per screen and that this is funded from reserves, MT seconded and all Governors were in agreement.</p> <p>MB advised the Internal Auditors are concerned the operating lease is falling into a financial lease for the purchase of the PCs for the new build and are applying 90% test to the lease. MB will return to committee once the internal auditors have reached a decision.</p> <p>(d) <u>Admissions Minutes 31.01.23</u> The Admissions minutes were noted and no questions were asked.</p> <p>(e) <u>Link meeting reports</u> The link visits notes were noted.</p> <p>MT reminded Governors of the importance of these visits and writing a report.</p> <p>Question: MT asked was the provider access statement reviewed at the Careers link meeting. LM said it was not, however it was reviewed at the recent curriculum meeting.</p>	
4371/18.	<p>Approve SRMSAT</p> <p>The SRMSAT reports were noted.</p> <p>Question: EL asked why question 21b 'Does the trust have an estate vision, strategy and asset management plan' is answered 'in part'. MB said an asset management plan is in place, but the estate management plan is under review and will be shared at the next Resources meeting.</p> <p>AGREED: MT proposed the acceptance of the SRMSAT, EM seconded and all Governors were in agreement.</p> <p>MB has put himself forward for business manager inspection training and will have the opportunity to inspect other schools and return ideas to ECC.</p> <p>Question: LM asked can ECC charge for these visits. MB said ECC can charge for visits.</p>	NM to add to Resources agenda
4372/19.	<p>Approve Term dates 2024-2025</p> <p>Agenda item to be postponed to next meeting.</p>	
4373/20.	<p>Risk Register</p> <p>a) <u>Review scores for high risk areas, C1j, E1c, J1f, K1e and K1f and decide if risks are to be accepted, mitigated or reduced</u> <u>C1j</u> – no change <u>E1c</u> – Mitigating controls to be updated with PR role, staff code of conduct, social media recruitment checks. CS said the work that has been completed on social media in the past year has been positive. Question: RO asked what the extent of the recruitment social media checks is. AJD said these are completed by an external company called socialmediachecks.com. <u>J1f</u> – no change <u>K1e</u> – no change</p>	NM to add E1c to A&R agenda

	<p>K1f – no change</p> <p>b) Review scores for areas C1a to C1i, and decide if risks are to be accepted, mitigated or reduced</p> <p>C1a – no change</p> <p>C1b – no change</p> <p>C1c – mitigating controls to be updated to include internal auditors, SRMSAT and DoF.</p> <p>C1d – mitigating controls to be updated to include governor review meetings, governor mentors and annual chair of Governors' review.</p> <p>C1e – add mitigating controls as detailed in C1d.</p> <p>C1f – mitigating controls to be updated to include governor training and governor code of conduct.</p> <p>C1g – Audit and risk committee to consider mitigating controls.</p> <p>C1i – no change</p> <p>c) Consider any items for inclusion on the Risk Register – there were none.</p>	NM to add C1c – C1g to A&R agenda
4374/21.	<p>Reports on Training undertaken by Governing Board to include 3 key points and Link Governor reports</p> <ul style="list-style-type: none"> • ESW Governor Forum • New Governor Training • Pupil Exclusions <p>The training documents and reports were noted.</p>	
4375/22.	<p>Policies for ratification by the full Governing Board</p> <p><u>Staff Code of Conduct</u> – staff responses following the first consultation have been analysed and the policy was redrafted and sent to staff for second consultation. Minor amendments have been made following the second consultation.</p> <p>Question: RO asked under section 6.1 the policy identifies familial or social relationships must be declared, how will this be managed and what is considered as a familiar or social relationship. AJD said the initial piece of work would be extensive but once completed, a member of staff would manage changes and updates. RO said some clarity may need to be sought on what is considered as a familiar or social relationship. AJD will speak to Gill Morgan (HR Manager) with regards to 6.1.</p> <p>AGREED: MT proposed staff code of conduct policy subject to review of section 6.1, LM seconded and all Governors were in agreement.</p> <p>Admissions Policy Sixth Form Admission Policy Teacher Appraisal Policy</p> <p>AGREED: MT proposed the acceptance of the above policies, EL seconded and all Governors were in agreement.</p>	
4376/23.	<p>Review of Meeting</p> <p>EL said the meeting was chaired well as there were many papers to review. EM said the hybrid meeting worked well with the new technology, voices were clearer and background feedback was reduced. MB, DT and AJD left the meeting at 6:53pm.</p>	
Meeting went into Part II without Staff		

Meeting closed at 6:56pm.

Next Full Governing Board Meeting is 18.04.23 at 4.30pm
Full Governing Board Minutes 07.02.23

Dated