



**EXMOUTH COMMUNITY COLLEGE
FULL GOVERNING BOARD MEETING**

Meeting 8 – Part I Minutes			
Date/Time	Tuesday 11 th July 2023 at 4:30pm	Location	Conference Room 1 The Grange
Attendees	Initials	Type of Governor	
Mrs M Turgoose (Chair)	MT	Community	
Mr A Davis	AJD	Principal	
Mrs E Lee	EL	Community	
Mrs C Wellington-Smith	CWS	Parent	
Mr R Oates	RO	Parent	
Mr J Hill	JH	Community	
Ms E Dymond	ED	Community	
Mrs C Fegan	CF	Parent	
Dr D Wilkerson	DW	Parent	
Rev P Wales	PW	Community	
Mr G Bowen	GB	Staff - Teacher	
Mrs L Woodward-Drake (teams)	LWD	Community	

Apologies	Initials
Dr E McGrath	EM
Mr P Netherton	PN
Mrs A Phillips	AP

Absent without Apology	Initials
None	

In Attendance	Initials	
Mrs N Mann	NM	Governance Professional
Mr D Turner	DT	Deputy Principal
Mrs L Malton	LM	Deputy Principal
Mr M Burrell left at 4:55pm	MB	Director of Finances
Mrs H Miles left at 5:30pm	HM	Assistant Principal
Mrs P Rowe left at 5:05pm	PR	Assistant Principal

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.	
4410/7.	VFM and Resources Approvals (a) Approve budget forecast for return to DfE The Resources minutes 04.07.23 and supporting budget documents were noted. MB advised he has made a revision to the budget to factor in the additional cleaning contract costs received from Direct Cleaning as they were higher than initially expected. MB said Direct Cleaning wish to raise the contract	

cost by c£31k, this is to include the additional costs for the Maths Phase 2 block when it comes online, but also a cost for additional cleaning resources to resolve the cleaning issues ECC is reporting. MB said he will be discussing the additional resources cost with Direct Cleaning as it is felt the College should not be contributing towards this. However, to be suitably prudent, MB said he has included the full c£31k in the budget.

MB advised there has been a change to one teacher's pay grade which has been reflected in the budget and the future forecasts.

The changes adjust the in-year deficit for 2023-24 to c£104k.

Question: MT asked will the cleaning contract increase have an effect on the future forecasts. MB said he has included a 2.5% increase in the future years.

AGREED: MT proposed the Budget Forecast Return for 2023-2024 and 4 year plan, EL seconded and all Governors were in agreement.

MB advised the BFR return dates have been extended to 31.08.23. A meeting had been scheduled in for 29.8.23 for Governors to have sight of the BFR before submission. Governors agreed they were happy for MB to submit without the need for a further meeting.

(b) Agree use of reserves for funding refurbishment of Geography Rooms

The VFM meeting took place at 3:45pm today.

EL advised the Telfer project was previously agreed by VFM in December 2022. SML were proposed contractors as part of the CIF bid, however the CIF bid was unsuccessful. A 12% uplift was built into the tender total of c£124k.

Math refurb and additional works tender was reviewed at the cost of c£170k.

There has been an additional c£80k capital funding received and c£40k committed in the budget for the Green Close quad columns structural works. Which leaves a shortfall of c£192k. VFM have recommended for this shortfall to be funded from the College reserves.

Question: MT asked will this affect the budget balance. MB said yes.

MB detailed the worst case scenario for the College reserves which was shared with the VFM committee. If the College are liable for the funding for the overspend on Maths Phase 2, this will reduce the College reserves by c£1million. MB said he does not think the worst case scenario will com into effect but he wanted to be clear with the Board on the level of overspend.

Question: MT asked could the College apply for the Telfer project CIF funding again. MB said yes however if the College decide to join a MAT the capital arrangements change and the College would no longer be entitled to CIF funding.

Question: MT asked does the Telfer project need to be completed this year. MB said ideally yes as there will be further damage to the building if water continues to leak in.

Question: PW asked is it the same company completing the works for both tenders. MB said yes and the College have used them before. The quality of their work is good and they have been reliable in the past.

AGREED: EL proposed the recommendation from VFM for c£192k from the College reserves to fund the Telfer project and Maths/Geography refurb

	<p>(and additional works) tenders, MT seconded and all Governors were in agreement.</p> <p>AOB The accounting officer letter was noted.</p> <p>Question: MT asked is there any elements of the letter Governors' attention should be drawn to. MB said no.</p> <p>Governors thanked MB for the work he has completed this year and the successful opening of the Elizabeth Lee Building.</p>	
4411/6.	<p>Monitor AIP</p> <p><u>'Increase the extra-curricular offer to students and ensure that the attendance of students from disadvantaged backgrounds is monitored.'</u></p> <p>PR said the extra-curricular offer has increased from last year as the College's post Covid offer was not a full offer and mainly sports were holding the extra-curricular offer.</p> <p>This year Drama, Music, Sport, TenTors and Duke of Edinburgh have all offered extra-curricular activities, along with 28 activities scheduled for activities week next week.</p> <p>Progress monitoring has been introduced this year which can monitor the number of PP and SEND students that access the extra-curricular activities. Club leaders have QR codes and students register on arrival, this allows for the registers to be accessed immediately which is positive for safeguarding. The information can be pulled down into a spreadsheet and reports can be generated.</p> <p>Question: MT asked how many PP and SEND students have attended extra-curricular activities this year. PR will send the data to NM to circulate.</p> <p>CWS said in her meeting with Jez Turner (Head of Drama) on Governors' week, he felt trips were not taking place as budgets were limited and the concern students would miss out on curriculum time when out for a full day. PR said subjects are asked to complete curriculum reviews when organising trips and ensure the trip is facilitating and supporting the curriculum and the culture capital element. There is a pink form system in place for staff to be proactive in seeking subject leaders' approval for trips.</p> <p>PR said trips have not run as much in the previous 2 years as they were pre-Covid but there are many trips that have taken place and the College must ensure these are celebrated across the College community.</p> <p>Activities week has returned to its pre-Covid offer and subjects can capture those trips that are not necessarily within the curriculum during this week.</p>	NM Action
Meeting went into Part II		
4417/13.	<p>Minutes</p> <p>(a) <u>To confirm Minutes of Meeting 16.05.23</u> 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> – there were none.</p>	
4418/14.	<p>Principal's report</p> <p>The Principal's report and ESW peer review report were noted.</p>	

	<p>MT thanked AJD for the support with Tom Inman (Incoming Headteacher) transition, including the time and space TI has been given for meetings across the College.</p> <p>MT thanked AJD for the support he offered to the College community and the family following the death of a pupil in December. AJD said the College have received a lovely card from the family thanking the College for everything that has been done to support them. The family were invited to attend the prom and a friendship award has been introduced in honour of the student.</p> <p>Question: MT asked what progress has been made with updating the SEND plans following the ESW peer review. AJD said provisions were put in place immediately that involved staff being removed from their timetables to complete the updates. AJD said the EHCP plans have always been viewed as a LA document and have been translated into the SEN K plans. The college plans have been updated so that they influence teaching and learning and capture short term targets.</p> <p>CWS and PW have met with Nick Smith (Assistant Principal) and Lyn Edwardson (SENCO). CWS said they went through step by step how they are translating the EHCPs into College learning plans and the 5 steps for engaging students. CWS said it was positive to see LE working in unison with NS. The SEND team are positive about the move to a new location on the Gipsy Lane site and they will have more working space.</p> <p>AJD said the 5 step targets are to support staff, they are the most common things staff are being asked to do, which will support the majority of the SEND students.</p> <p>Question: CWS asked will subject leaders have more ownership of this. AJD said on each external visit there has been a sense that ownership and responsibility with middle leaders needs to increase. At present SLT are managing the ownership and this is reducing the capacity to monitor.</p> <p>Question: JH asked is the College fully staffed from September. AJD said there has been a number of vacancies open that have been filled, this has been a large amount of work for the HR team and the College.</p> <p>AJD said a regular HR meeting that takes place with a number of staff members who have lots of experience and decisions are shared. These meetings focus on staffing including recruitment, timetabling and over staffing. There have been more teachers asked to teach a second subject than before.</p> <p>Question: MT asked how likely the 19 outliers are to be removed from ECC's data. AJD said it is unlikely many will be removed. The timetable for removing students is tight and the evidence must meet a certain criteria for the data to be removed, some of this evidence is required from external agencies and the College is reliant on those external agencies returning the reports before the deadline. AJD said the team are now aware of the criteria and have a plan in place from January next year to ensure the reports from external agencies are received in time.</p>	
4419/15.	<p>Matters brought forward by the Chair</p> <p>(a) <u>Agree Meeting Dates for 2023/24</u> AGREED: ED proposed the Governor meeting dates for 2023/2024, RO seconded and all Governors were in agreement.</p> <p>(b) <u>Update on Community Governor</u> Agenda item addressed under Part II item 4415/11.</p>	

	<p>(c) <u>Review Terms of Reference for 2023/24</u> The terms of reference were noted and committee had no comments to add.</p>	
4420/16.	<p>To receive reports from Committees</p> <p>(a) <u>Curriculum Minutes 14.06.23</u> The Curriculum minutes were noted.</p> <p>(b) <u>Resources Minutes 04.07.23</u> The Resources minutes were noted.</p> <p>i) <u>Latest Management Accounts</u> The management accounts for Month 9 were noted.</p> <p>(c) <u>Link Governor Meetings and training</u> CWS said it was reassuring at the SEND link meeting that the information from her SEND training was being implemented and focused on within the College. AJD said there are SEND processes in place for middle leaders and the team are trying hard not to downgrade the professionalism that should be seen but there continues to be colleagues that are not implementing these processes. Therefore, there may be a need to implement a new strategy such as lesson observation sheets if this continues.</p> <p>(d) <u>Department Review meetings</u> MT advised Tom Inman (Incoming Headteacher) wants to focus on the exam review meetings and NM to check if TI would like Governors to attend these.</p> <p>MT thanked Governors for their time during Governors' week and reminded Governors to send their feedback to NM which will be shared with the SLT.</p>	FGB Action
4421/17.	<p>Approve term dates for 2024-2025</p> <p>There term dates for 2024/25 were noted.</p> <p>AGREED: MT proposed the term dates for 2024/2025, ED seconded and all Governors were in agreement.</p>	
4422/18.	<p>Risk Register</p> <p>(a) <u>Review scores for areas K1a to K1e and K1g, and decide if risks are to be accepted, mitigated or reduced</u> <u>K1a-K1e</u> – No changes <u>K1g</u> – No change</p> <p>(b) <u>Consider any items for inclusion on the Risk Register</u> – there were none.</p>	
4423/19.	<p>Policies for ratification by the full Governing Board</p> <p>Rewards and Sanctions Policy Uniform Policy</p> <p>HR Adoption Policy Statement of Particulars (Teach and Non) DBS Policy Statements Maternity Policy Maternity & Adoption Support Policy Redundancy Policy Shared Parental Leave Probationary Policy for School Support Staff Staff Consultation and Adjustments to School Staffing Structures Guidance Managing Sickness Absence Policy</p>	

	Grievance Policy & Procedure The review of the above policies to be postponed to the next meeting.	NM to add to FGB agenda.
4424/20.	Review of Meeting Governors shared their thanks to MT and AJD for their time and dedication to the role of Chair of Governors and Principal, and wished them both all the best for the future.	

Meeting closed at 6:15pm.

Next Full Governing Board Meeting is 19.09.23 at 4:30pm.

FINAL PART 1