



**EXMOUTH COMMUNITY COLLEGE  
FULL GOVERNING BOARD MEETING**

<b>Meeting 3 – Part I Minutes</b>			
<b>Date/Time</b>	Tuesday 17 <sup>th</sup> October 2023 4:30pm	<b>Location</b>	Conference Room 1 The Grange
<b>Attendees</b>	<b>Initials</b>	<b>Type of Governor</b>	
Mr J Hill (Chair)	JH	Community	
Mr T Inman	TI	Headteacher	
Ms E Dymond	ED	Community	
Ms R Haywood	RH	Community	
Dr K Knight	KK	Community	
Mrs C Fegan	CF	Parent	
Dr D Wilkerson	DW	Parent	
Mrs A Phillips	AP	Staff	
Mrs E Lee	EL	Community	
Dr E McGrath	EM	Community	
Miss A White	AW	Staff	

<b>Apologies</b>	<b>Initials</b>
Rev P Wales	PW
Mrs L Woodward-Drake	LWD

<b>Absent without Apology</b>	<b>Initials</b>
None	

<b>In Attendance</b>	<b>Initials</b>	
Mrs N Mann	NM	Governance Professional
Mr D Turner – arrived at 4:52pm	DT	Deputy Headteacher
Mr N Smith – left at 5:25pm	NS	Assistant Headteacher
Miss H Miles – left at 5:25pm	HM	Assistant Headteacher

<b>Part I</b>		
	JH welcomed AW to the Governing board and introductions took place.	
<b>1.</b>	<b>To agree between Part 1 and Part 2 of the meeting:</b> Agreed	
<b>2.</b>	<b>To receive and approve apologies for absence:</b> As above and these were accepted.	
<b>3.</b>	<b>Notice:</b> Governors confirmed receipt of notice of the meeting.	
<b>4.</b>	<b>Quorum:</b> The meeting was quorate.	
<b>5.</b>	<b>Declarations of interest and any changes to Declarations of Interest:</b> There have been no further changes.	

<b>Meeting went in to PART II</b>		
<b>4456/13.</b>	<b>Minutes</b>	
	<b>a)</b> To confirm Minutes of Meeting 19.09.23 - The minutes were signed and agreed as a true and accurate record of the meeting.	
	<b>b)</b> To consider matters arising from the minutes – there were none.	
<b>4457/14.</b>	<b>Review SEF for 2022/2023</b>	
	The SEF summary document was noted.	
	TI advised he has used the framework often used by Multi Academy Trusts and recommended by ASCL. TI said the summary is an indicator of his evaluations and experience to date, alongside conversations with SLT members and is linked with the AIP.	

<p><b>4458/15.</b></p>	<p><b>Monitor AIP</b></p> <p>a) School Vision  b) Engagement with pupils, parents, Community  c) 3.1 Promoting positive relationships / relational approaches  d) 3.3 Behaviour systems / rewards and sanctions</p> <p>The AIP review report was noted.</p> <p><b>Question:</b> EL asked if the 'Meet the Headteacher' consultations have been successful. TI said there has been approximately 30 parents attending each of the two sessions that have been run to date. The sessions have been positively received by parents, offering them an opportunity to share their thoughts on what vision they have for the secondary school in their community. However this is only the views of a small percentage of the parent body. There are challenges to engage parents/carers to attend the school and this is under review.</p> <p>Y11 Exam revision and preparation evening was successful and well attended by parents and carers.</p> <p><b>Question:</b> EM asked has a school vision been communicated. TI said the vision has not been concluded and communication of a new ECC vision is intended for the early spring term. This phase is focusing on engagement from the community, students, staff, parents/carers and Governors to work towards a new vision for ECC.</p> <p><b>Question:</b> CF asked is there any additional support the Governors can offer with the number of focuses within the AIP. TI said he is conscious there is a lot of pressure on the team, who have already been part of the journey to date. DT said there is a high level of work to be completed and the members of the team are dedicated to making the improvements required. TI has a clear vision and we are dealing with some challenging issues but there is a clear path to follow. TI said the SLT have been open to the movement with no defectiveness and thanked the SLT for their engagement and 'can do' attitude towards the journey.</p>	
<p><b>4459/16.</b></p>	<p><b>Update on current situation to include:</b></p> <p>a) <u>Attendance</u>  The report from DT was noted.</p> <p>DT advised the attendance figures have changed since the report was generated. ECC is 92%, National is 92.5%, South West is 91.7% and Devon is 91%.</p> <p>DT advised attendance continues to be a challenge nationally and the team are constantly benchmark ECC's attendance. At present, ECC is improving against the Devon figure but there continues to be a lot of work to be done. The students that are not attending, are receiving home visits to help support reengagement and understand why they are not attending.</p> <p>DT said as the winter illnesses can take hold, this may impact attendance.</p> <p><b>Question:</b> JH asked are the students not attending impacting particular year groups. DT said this impacts year 8 and 9. Where we are struggling to reengage these students, a range of professional work is being completed to help resolve the barriers which does directly impact the capacity of staff.</p> <p>The attendance escalation process is under review and will align with the new framework from Devon. The implementation of some context from the model Devon letters is being considered to strengthen the approach to support students and families.</p>	

	<p>Annual attendance letter has been sent to parents/carers.</p> <p><b>Question:</b> JH asked has any feedback been received from the annual attendance letter communication. DT said there has been no feedback this year.</p> <p>Two members of the attendance team will be visiting Coombeshead Academy to review their attendance processes and how ECC's processes can be streamlined.</p> <p><b>Question:</b> EM asked when students are not in college due to absence, they can often be well enough at some points of the day to do some work at home, is there resources that could be offered to these students. AP said often her students will email in and ask for work. TI said it is important to be mindful that there is not an alternative offer of completing work at home, however there are number of resources that students could be directed to, to support their learning and ensuring this is communicated.</p> <p>RH suggested a review of attendance communication for parents, as one illness early in the term can have a disproportionate effect on the student's attendance figure and can cause heightened concern to parents. DT said a review of the student's previous attendance will determine if communications can be delayed and improvements in attendance can be monitored.</p> <p><b>b) ESW Update</b> The progress and ongoing contact with ESW continues with regards to the application to join. ESW continue to provide support as a partnership, however the funding for this agreement has now ended. Rob Coles, Executive Headteacher, is supporting with key priority areas and senior leadership. Members of ECC's SLT have completed peer reviews at other schools within ESW. ECC's next ESW peer review will take place on 28<sup>th</sup> and 29<sup>th</sup> November 2023.</p> <p><b>Question:</b> DW asked has there been any further queries from staff. TI said no, however one member of staff said one of the reasons for their resignation was the uncertainty of ECC's future.</p>	
4460/17.	<p><b>To receive reports from Committees</b></p> <p><b>a) Admissions Committee 26.09.23</b> – the admission committee minutes were noted.</p> <p>i. <u>Review PAN for 2024/25</u> - TI advised the Local Authority have shared the possibility ECC is likely to be oversubscribed for Y7 in September 2024 and asked ECC to consider a breach. TI has completed an early review and there would be capacity to breach. The FGB will need to consider a decision once the admission numbers have been confirmed.</p> <p><b>b) Curriculum Minutes 10.10.23</b> - the Curriculum committee minutes were noted.</p> <p><b>c) Resources Minutes 03.10.23</b> - the Resources committee minutes were noted. ECC have taken occupation of the Math Phase 2 block. Governors and TI extended their thanks to MB for the work he has completed with the Math Phase 2 project.</p> <p>i. <u>Management accounts</u> – the management accounts for month 12 were noted.</p> <p>ii. <u>Approval capital transfer from reserves</u> – The spreadsheet from MB was noted.</p>	

	<p><b>AGREED:</b> EM proposed the transfer of £348,543.55 from ECC reserves to the capital budget, EL seconded and the vote was carried unanimously.</p> <p>d) <u>GDC meeting 20.09.23</u> – the Governors Discipline committee panel upheld the suspension.</p> <p>e) <u>HTA meeting update</u> – the initial Headteacher Appraisal meeting took place on Thursday 12<sup>th</sup> October and was supported by Andrew Lovett.</p>	
4461/18.	<p><b>To consider business brought forward by the Chair</b> There was none.</p>	
4462/19.	<p><b>Policies for ratification by the full Governing Board</b></p> <p>Finance Policy Special Educational Needs Policy Data Protection Policy Rewards and Behaviour policy – TI detailed the proposed changes to the rewards and behaviour policy.</p> <p><b>HR Postponed policies</b> <u>Major Changes</u> Adoption Policy Maternity Policy <u>Minor Changes</u> DBS Policy Statements Managing Sickness Absence Policy Maternity &amp; Adoption Support Policy Pay Policy Probationary Policy for School Support Staff Redundancy Policy Shared Parental Leave <u>No amendments</u> Statement of Particulars (Teach and Non) <u>To be removed</u> Staff Consultation and Adjustments to School <u>New Policies</u> Organisational Change Policy – linked to redundancy</p> <p><b>AGREED:</b> EL proposed the acceptance of the above policies, with the removal of Staff Consultation and Adjustments to School guidance and for Organisational Change policy template to be put forward for consultation, ED seconded and the vote was carried unanimously.</p> <p><u>Policies to be postponed</u> Grievance Policy &amp; Procedure Public Sector Equality Duty</p>	<p><b>NM to add to FGB agenda</b></p>
4463/20.	<p><b>Risk Register</b></p> <p>a) <u>Review scores for areas C1a-C1j (except C1h) and decide if risks are to be accepted, mitigated or reduced</u> C1a-C1j (except C1h) – No changes</p> <p>b) <u>Consider any items for inclusion or updating on the risk register</u> – there were none</p>	
4464/21.	<p><b>Review of Meeting</b> KK said she was impressed with how well the meeting were kept to time.</p>	

The meeting closed at 6.32pm.