



EXMOUTH COMMUNITY COLLEGE FULL GOVERNING BOARD MEETING

Meeting 5 – Part I Minutes

Date/Time	Tuesday 5 th December 2023 4:30pm	Location	Conference Room 1 The Grange
Attendees	Initials	Type of Governor	
Mr J Hill (Chair)	JH	Community	
Mr T Inman	TI	Headteacher	
Ms E Dymond - arrived at 4:40pm	ED	Community	
Ms R Haywood	RH	Community	
Dr K Knight	KK	Community	
Mrs C Fegan	CF	Parent	
Mrs A Phillips - arrived at 4:39pm	AP	Staff	
Mrs E Lee	EL	Community	
Dr E McGrath (Teams) - arrived at 5:07pm	EM	Community	
Rev P Wales	PW	Community	
Ms L Meadowcroft - left at 6:33pm	LM	Parent	
Mrs S Pickering	SP	Parent	
Miss A White arrived at	AW	Staff	

Apologies	Initials
Dr D Wilkerson	DW
Mrs L Woodward-Drake	LWD

Absent without Apology	Initials
None	

In Attendance	Initials	
Mrs N Mann	NM	Governance Professional
Mr M Burrell - left at 4:40pm	MB	Director of Finances
Mr D Turner	DT	Deputy Headteacher
Miss H Miles – left at 5:03pm	HM	Assistant Headteacher

Part I		
	JH welcomed LM and SP to the Governing board and introductions took place.	
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: The meeting was quorate.	
5.	Declarations of interest and any changes to Declarations of Interest: There have been no further changes.	
4466/6.	Approve Accounts for 2022/2023 The Accounts for 2022/2023 and management letter were noted and there were no questions. The Accounts 2022/2023 were recommended for approval by Resources committee on 14.11.23. AGREED: EL proposed the approval of the accounts for 2022/2023, KK seconded and the vote was carried unanimously. The Governors noted their thanks to MB and his team for continuing to maintain a steady financial position for ECC and a positive external audit.	

4467/7.	<p>Maths Phase 2 Name and opening</p> <p>MB advised the opening of the Maths Block is intended for January 2024 and proposed for the building to be named after Margaret Turgoose, previous Chair of the Governing Board, in recognition of the long-standing support she has given to ECC.</p> <p>AGREED: EL proposed the naming of the Maths Block after Margaret Turgoose, PW seconded and the vote was carried unanimously.</p> <p>Governors thanked MB for the work he has completed to ensure this project could be brought on site and reflected it is a great addition to ECC and enhances the experience for students and staff.</p>	
Meeting went in to PART II		
4475/15.	<p>Minutes</p> <p>(a) To confirm Minutes of Meeting 17.10.23 - The minutes were signed and agreed as a true and accurate record of the meeting.</p> <p>(b) To consider matters arising from the minutes - there were none</p>	
4476/16.	<p>Headteachers Report</p> <p>TI proposed a new format for the Headteachers report and the document was noted. The report will allow for the key summary and data to be captured in one report, including safeguarding and behaviour, to ensure the monitoring is consistent and comparative data is available in one place. The report would be shared at the term 1 FGB meetings and would capture the key summary and data for the previous term.</p> <p>Question: JH asked should key financials be incorporated. TI said the Headteachers report focuses on education indicators and the monitoring of finances would remain with the Resources committee.</p> <p>SP said it offers a clear format to support Governors to track themes, trends and scrutinise.</p> <p>Question: SP asked TI has he considered if the report supports his wellbeing in terms of time management and the ability to complete. TI said yes, the report focuses on the key narrative, and the data input will be shared with key members of staff.</p> <p>Governors agreed to move to the new Headteachers report format with the first report being shared at FGB on 06.02.24.</p>	
4477/17.	<p>Monitor AIP</p> <p>(a) 1.5 QA & Accountability - Improve consistency of QA and Improve systems of accountability.</p> <p>(b) 3.1 Promoting positive relationships / relational approaches - Reinforce explicit teaching on aspects of positive behaviour, including review of use of ECC Way.</p> <p>(c) 3.2 Managing challenging behaviour - All staff better equipped and supported in managing challenging behaviour in / out of classrooms.</p> <p>(d) 3.4 Attendance and Punctuality - Review attendance strategy; refine and develop practice including early intervention.</p> <p>The monitoring report from TI was noted.</p>	

	<p>TI reported there are areas where the team are starting to see an impact. There has been an increase in the recorded number of drop ins and this is forming a picture around the quality of the provision.</p> <p>Line managers have been contacted to ensure appraisals for staff they line manage have been completed with a deadline of 15.12.23.</p> <p>Question: CF asked what is the barrier for support staff appraisals to be completed. TI said staff have not been in a habit of completing these in previous years and the completion rate has been low and a habit has not been formed as yet. It is important the support staff get their appraisal entitlement as much as teaching staff.</p> <p>ECC attendance is 90.7% which is above Devon and 1.2% below national, there has been some positive actions implemented, however it is too early to measure the impact as yet.</p> <p>Question: SP asked who is delivering the relational training. TI said the relational training has been delivered through Devon, DT and TI have completed a further session with staff yesterday on consolidating the training. DT is in the process of arranging for Catherine and Matt from the Devon training to visit ECC to deliver a session directly with staff.</p>	
4478/18.	<p>To receive reports on:</p> <p>(a) Behaviour The report from DT was noted.</p> <p>EL and CF met DT for behaviour link meeting on 24th November. There continues to be a number of students with high challenging behaviour. DT said the remodelling of the escalation process and stages has been introduced and DT is reviewing individual students with the pastoral team. Some students have been successful on the stage reports where as others are finding it a challenge. The behaviours that are standing out are internal truancy, avoidance, and staff refusal. CPD on the 04.12.23 focused on de-escalation techniques to help equip staff with techniques when approaching students with challenging behaviour.</p> <p>TI said the order of the school day has been reviewed and amended to support closing the loop on poor behaviour. Detentions will take place after tutor time, which will move to after period 2. This will allow tutors to walk tutees to detention locations, of which there will be one on each site. On call has been reviewed and two buttons have been introduced on ClassCharts where staff can request support or urgent support and this is starting to have a positive impact. A 'time out' room will be introduced on both sites, and students displaying poor behaviour in social time will moved to these 'time out' locations to help reduce behaviours escalating. Positive and negative buttons on ClassCharts will be modified and internal leadership support roles will commence from January 2024. An end of day meeting has been introduced to review individual student's behaviour from that day and to look at interventions and help reduce suspensions.</p> <p>DT visited Kingsbridge College to review their inclusion offer. They have a separated wing for a bespoke inclusion provision and they are using this area to target interventions for English and Maths and being creative with other subjects for those students that are challenging.</p> <p>Question: JH asked with the developments introduced this term, what has had an impact. DT said it is too early to review the impact of some of the interventions, however there are early signs of impact beginning to show.</p>	

	<p>Question: RH asked how the implementation of the changes towards the behaviour approaches have been communicated with staff to ensure they are equipped with the same knowledge around the changes. DT said an 'at a glance' document has been introduced and a staff briefing will be taking place on 03.01.24. Students will receive a broadcast during tutor time on 03.01.24.</p> <p>TI reported he has been delighted with the 'can do' attitude from staff towards the changes and been open to trying the new approaches introduced to date. Staff have been consulted on the changes and offered clarity around process and procedures.</p> <p>Question: LM asked if staff are expected to support to deescalate students, has staff wellbeing been considered. DT said the team are mindful of the pressures around student behaviour, line managers and SLT are regularly checking in with staff along with weekly staff briefings and weekly newsletters to share information and links to advice and support for staff.</p> <p>Question: CF asked there has been an increase in suspension during this period of change, is this relative to a select number of students. DT said there are a numbers of repeat suspensions for some students and in introducing the changes, it is expected for there to be a push back from students as the steps are applied more consistently. There are some high challenge students but the team are reviewing different ways to support to avoid suspension.</p> <p>TI said part of the challenge is not having the right provision in place for the students that are struggling with the curriculum and within the planning for September 2024, the right provision for these students will be considered so that they have the opportunity to succeed.</p> <p>(b) Attendance The report from DT was noted.</p> <p>Question: JH asked what was learnt from the recent visit to Coombeshead Academy to look at their attendance procedures. DT said Helen Parker and Emma Strank's from the ECC attendance team visited and reported many of their processes are the same at ECC. Coombeshead Academy are using the support of their attendance officer less than ECC are. DT said the model letters for attendance have been revised to reflect the new guidance around collaborating.</p> <p>DT is reviewing the overlap in meetings and streamlining to bring teams together for more efficiency.</p> <p>DT attended the ESW behaviour and attendance meeting where coordinated approaches was discussed. ESW are in the process of updating their processes and model letters.</p> <p>(c) ESW Update The proposed timeline was noted. TI and JH have asked the Regionals Group what their position is as it is essential ECC have the information to continue with joining ESW as our default position. In the meantime, ECC will continue to work with ESW and continue to develop relationships with other trusts to gain experience.</p>	
4479/19.	<p>Equality Audit Review To be postpone to next FGB.</p>	NM to add to FGB agenda
4480/20.	To receive reports from Committees	

	<p>(a) <u>Curriculum Minutes 21.11.23</u> - The curriculum minutes were noted and no questions were asked.</p> <p>(b) <u>Resources Minutes 14.11.23</u> The resources minutes were noted and no questions were asked. i) <u>Management accounts</u> The management accounts for month 1 were noted.</p> <p>(a) <u>Student Voice and Governor Lead link meetings</u> The reports were noted.</p> <p>JH said it was a great opportunity to meet the students during the student voice meetings.</p> <p>Question: SP asked if the students were selected. JH said they were selected by the Key Stage lead and it was a cross section of students to include PP and SEND.</p> <p>CF said the students were positive and were echoing the messages Governors are hearing, they were positive about their teachers, lessons and the felt behaviour was improving.</p> <p>EL said she was surprised to hear the comments regarding the boys KS4 toilets following the remodelling. TI said it is not always an easy space to manage.</p> <p>Question: KK asked if first aid training for students would be considered as St Johns ambulance offer free courses. TI said this could be an opportunity to build into all students' experience.</p>	
4481/21.	<p>To consider business brought forward by the Chair</p> <p>(a) <u>Chairs update - to include Skills Audit and Self evaluation</u> JH advised due to the delay in compiling the skills audit during the Governors recruitment period, a skills audit and self-evaluation of the board will commence in the spring term 2024. NM will send out Microsoft forms in January 2024.</p> <p>(b) <u>Revised meeting day for Governors - Sept 2024</u> Due to changes in the SLT meeting timetable, Governors will have to reschedule their meeting day. JH proposed to move Governors meetings to a Monday from September 2024 to allow to feed into SLT meetings on a Tuesday.</p> <p>(c) <u>Revision to the start time of the school day for 03.01.24</u> TI requested a change to the start of the school day on 3rd January 2024 at 10:15am at tutor time to allow for a key session with staff around behaviour and changes to the school day.</p> <p>Question: PW asked has a request for change on start time happened in the school previously. TI said an amendment to the school day was agreed before October half term to work on behaviour and vision, there is a statutory requirement for 5 inset days and many trusts will take 6 days.</p> <p>Question: RH asked will the buses be able to change their schedule. TI said if agreed today there will be enough notice to inform the buses of the change.</p>	NM action

	<p>Question: PW asked what staff would be expected to attend the proposed briefing session on 03.01.24. TI said all student facing and teaching staff will be expected.</p> <p>Question: PW asked how will the messages be shared with auxiliary staff about the changes. TI said they will be asked to attend for the key messages on 03.01.24.</p> <p>Question: CF asked has a plan for communication with parents been established. TI said it is important to communicate promptly with parents and if agreed TI will be sharing a short video with parents tomorrow followed by communication in the Parent / Carer news.</p> <p>Question: EL asked will this change affect the statutory 195 days requirement. TI said the 195 days requirement has a statutory of 5 inset days and the decision for additional inset days is delegated to the trustees.</p> <p>AGREED: EL proposed the change to the start of day on 3rd January 2023 to 10:15am for students, SP seconded and the vote was carried unanimously.</p> <p>(d) <u>School Chaplaincy</u> The mission community of Exmouth, Littleham and Lympstone churches have proposed an offering of £10k for 8 hours a week additional pastoral support. The official title for the role is School Chaplaincy. The role is not a missional role and there are clear boundaries with the role being aligned with the school practices and policies and regulated by ECC. A draft SLA has been completed and TI requested a Governor to review the SLA before being finalised. The arrangement can be terminated at any time and would be reviewed annually.</p> <p>Governors agreed for the role to be implemented following a governor review of the SLA.</p> <p>(e) <u>IDSR</u> - the IDSR was noted and there were no questions asked.</p>	
4482/22.	<p>Reports on Training undertaken by Governing Board to include 3 key points</p> <ul style="list-style-type: none"> • Leadership of the Governing board • DAG Conference • ESW Exclusion Training • How Ofsted inspects safeguarding in schools • New Governor training • Parental engagement <p>The training materials were noted.</p> <p>RH reported the new governor training and parental engagement course were useful and offered a number of strategies of how to support.</p> <p>EM reported the Ofsted webinar on safeguarding in school was informative and useful.</p> <p>AW was unable to attend the new Governor training, NM to rebook AW on the next course.</p>	NM action

	JH, KK and PW recommended the DAG conference and reported it was informative and there were a number of speakers that were inspirational.	
4483/23.	Policies for ratification by the full Governing Board Recommended from Committees Student Medical Conditions Complaints Policy AGREED: JH proposed the acceptance of the above policies, PW seconded and the vote was carried unanimously. <u>Policies to be postponed</u> Grievance Policy & Procedure postpone Public Sector Equality Duty postpone	NM to add to FGB agenda
4484/24.	Risk Register a) <u>Review scores for areas E1a- E1d, J1f, K1e and K1g and decide if risks are to be accepted, mitigated or reduced</u> E1a- E1d, J1f, K1e and K1g – No changes to the scores b) <u>Consider any items for inclusion or updating on the risk register</u> - there were none.	
4485/25.	Review of Meeting No comments were made.	

The meeting closed at 6.54pm.