



EXMOUTH COMMUNITY COLLEGE FULL GOVERNORS MEETING

Meeting 5 – Part I Minutes			
Date/Time	Tuesday 9 th July 2019 at 4.30pm	Location	Room 701 New Maths Block
Attendees	Initials	Type of Governor	
Mrs M Turgoose(Chair)	MT	Community	
Mr A Davis (Principal)	AJD	Principal	
Mrs E Dymond	ED	Parent	
Ms J Elson	JE	LA	
Dr A Gelling	APG	Teacher	
Mrs E Lee	EL	Community	
Mrs E McGrath	EM	Community	
Mrs L Miszewska	LM	Community	
Mr R Mitchell	RM	Support Staff	
Mrs V Raven	VR	Parent	
Ms M Skinner	MSk	Teacher	
Ms A Stimson	ASti	Parent	
Mrs C Tate	CT	Parent	
Mr P Wales	PW	Parent	

Apologies	Initials
Mr K Johnson	KJ
Mr I MacQueen	IM
Mrs A Streater	AStr

Absent without Apology	Initials

In Attendance	Initials	
Mrs J Honour	JH	Head of Art
Mr D Turner	DT	Deputy Principal
Mr G Allen	GA	Deputy Principal
Mr J Panton	JP	Media Teacher
Mrs R Merry	RM	Head of Year 10
Michaela Savage	MS	Clerk

MT welcomed EL and ED to their first FGB meeting.

1. To agree between Part I and Part II 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: None	
3303/06 Communication Strategy Update	
(a) Update on ECC Alumni	
Future First are in the process of setting up a database for ECC to have an alumni. JP asked if governors can help with getting any past students signed up.	

<p>(b) Social Media Update JP gave an update on ECC’s new website, facebook, twitter and Instagram accounts. He explained that Philippa Rowe and Ian Taylor have given him an enormous amount of support throughout the last year. CT said PR has turned the Exmouth Community UK page around and posts now are far more positive.</p> <p>JP has worked on re-branding ECC, Post 16 and Happy Days Nursery, so that there is a consistent brand throughout the College – this encompasses use of fonts etc – his aim is to extend this to all departments.</p> <p>MT thanked JP for all the work he has done over the past year and for all the time he has put into the Communications role and asked him to pass on Governors thanks to Philippa and Ian as well. She said that the changes in this area had been long overdue and it was impressive how much progress had been made in such a short time.</p>	
<p>3304/07 Key issues for Heads of Year and the Early Help Process</p> <p>MT welcomed RMe to the meeting and explained that RMe commenced the role of HoY in September 2018.</p> <p>RMe said being a head of year is really rewarding, but it’s a tough job. The students are amazing, but time is the biggest issue when the role has to be balanced against her teaching role. RMe said she has felt very supported by the team around her, she only has to ask and someone is always able to help.</p> <p>Time management and communication with parents is particularly difficult and attendance is a real issue.</p> <p>Early help process was a new role for RMe as HoY. The biggest issues have been the amount of documentation that needs to be completed. Some families are really keen to get help and complete forms but for other families it is difficult to get this done. Unless the parents agree to complete the forms there is little the College can do. There are many resources available although there is not always the funding for these.</p> <p>MT asked if RMe felt that she had received sufficient training prior to taking up the post. RM said that in reality the training was more “on the job” but everyone around her has been really supportive.</p> <p>EL has met with RMe and also 8 Year 10 students last week. CT said they were very open and honest and it was great to meet the students. AJD said that RMe had done an excellent job in her first year in the role.</p> <p>MT thanked RMe for her time and the insight into her role and thanked her for all the work she has done this year.</p> <p>RMe left the meeting at 4.55pm</p>	
<p>Meeting went into Part II</p>	
<p>3313/16 Minutes</p> <p>a) To confirm minutes of the meeting dated 02.04.19 These were signed and agreed as a true and accurate record of the meeting.</p>	

<p>b) To consider matters arising from the minutes</p> <p>Item 3285/07 – Page 3 ASti asked what is happening regarding the boys’ group. AJD will follow up with MG about the project around boys. I Taylor is keen to work with MG in this area.</p> <p>Item 3284/06 Careers - MT said JWW raised some issues at that meeting and asked if there was an update on any of these? AJD advised that PD time has been increased back to 50 minutes. JWW has been linked primarily with HM and NW. AJD has met with JWW a couple of times. From September 2019 JP will line manage Careers.</p> <p>Question JE asked about the difficulty with students being released from lessons for careers interviews? AJD said he thought it was probably more about students choosing not to attend these interviews rather than teachers not allowing them to attend. APG said that if students tell him that they have to go to a Careers appointment then he will make sure they do – but he doesn’t know unless they tell him. MT asked whether there was any way that teachers could be told in advance that students had these appointments. AJD said that he thought this should be possible</p>	<p>AJD to see if this could be set up for next year</p>
<p>3314/17 Update on Academy Improvement Plan for 2018/19</p> <p>AJD said this is covered on page 2 of his Principal’s report.</p> <p><i>KPT1 Building on the improvements made in 2017/2018 focus particularly on further improving the progress of students in receipt of Pupil Premium, SEND students and boys through in part by improving literacy across the College</i> AJD said the PP team are starting to make some impact with the PP students, but there is still further work to be done particularly around behaviour and attendance. SEND has been re-structured and a new assistant SENDCo has been appointed. Every SEND K student now has a plan. SEND performance, PP and boys still remain a concern.</p> <p>The Atkinsons reports have not been successful and therefore ECC have gone back to the previous system. Much consultation has taken place with staff around assessment.</p> <p>Question: MT asked whether staff felt the current approach to assessment was more effective. DT said yes but there needs to be a period of stability. AJD said forecasts are still a concern and it will be interesting to see how accurate these are this year.</p> <p>MT said that inevitably it would take time for all the work around PP to embed, but that by next year the College would need to see that the significant investment made in the new team was having the desired impact. If not then consideration would have to be given to alternative investment.</p> <p><i>KPT2: Continuing to embed our fundamentals of teaching and learning at the College by providing focused, individualised and sustainable CPD within a culture of intelligent accountability, joint practice development and an openness at all levels to doing things differently when required</i> CPD has been reviewed. Staff have not felt that the number of twilights this year was the best form of CPD so this has been adjusted for the forthcoming year. Staff have also requested more external speakers and AJD advised he is in the process of arranging for a specialist SEND speaker.</p>	

An investment has been made into Accelerated Reader and every student will be expected to do a silent reader starter at the beginning of each lesson from September 2019.

Question: EM asked about reading lists and whether the College provided these. CT agreed, and said particularly those suitable for boys would be useful. AJD said that students used the library for their AR books and there were recommended lists there that they could access and seek help from the librarians.

KPT3: Improving student attendance and behaviour, our behaviour management at all levels and behaviour for learning - again particularly of our most vulnerable students

AJD advised that much work has been done on developing a new system of behaviour management across the College which will require a consistency of implementation by all staff. It has been tested this half term and will be fully implemented from September. The key is the concept of making sure that the Ready to Learn process spends time with each student to discuss why they have been sent there and having a meeting afterwards with the teacher who sent them to “reset” for the next lesson.

KPT4: Working together on a refreshed vision for the College which goes beyond exam results and is integrated and evident within the curriculum offer

Considerable work has been done in this area and will AJD will update governors on this under agenda item 19.

KPT5: Improve the performance of boys across the College

Covered under KPT1

KPT6: Finance and Campus development

AJD advised that the Green Close campus development should start this year, possibly with temporary classrooms arriving in October 2019. The outcome of the appeals for the latest 2 bids will be known later this month.

3315/18 Receive written Principal’s report

MT thanked AJD for his detailed report.

Question: EM asked if there are any CPD needs around teaching SEND students? AJD said there is a perception that there is a need for this and it will take time for teachers to get use to not having teaching assistants in the classroom. AJD has arranged for an external speaker to talk to staff on the October inset day.

VR said the increase in numbers of PP students on trips and visits was encouraging. AS*ti* said she would still like to see higher numbers on these.

3316/19 Review and agree ECC’s Vision and Value Document

MT said vision and values were discussed in detail at a strategy meeting. AJD reminded governors of the outcomes from the focus groups and the eight key characteristic traits that all students from Exmouth Community College should be able to demonstrate, and have been given opportunities to learn and develop, during their time at the College:

1. Know how to be **healthy** and stay **safe**.
2. Always endeavour to show **resilience** to be the **best** they can be.

3. Be **aspirational** and **understand** their **career options**.
4. Know how to **behave** well and **respect** other members of our community.
5. Have **confidence** and **communicate** effectively.
6. Be **mutually tolerant** and **empathetic individuals** and **show kindness**.
7. Be **knowledgeable** and able to **deeply understand** and **recall information easily**.
8. Be **skilled** in applying this knowledge in a range of circumstances.

ECC's vision is:-

Our vision is to create a College for the whole of our community. A vision that emphasises the importance of progress and innovation and has integrity, honesty, and respect at its core.

We will provide the skills, knowledge, and awareness to enable all to play an active and positive role in their families, workplace, and the global community.

We will do this through world-class teaching delivered by reflective and skilled practitioners, a broad and differentiated curriculum, opportunities beyond the classroom, and engaged successful learners.

Question: VR asked how you measure "World Class Teaching". AJD said it is difficult to measure but when all teachers are carrying out the 6 areas of teaching and the outcomes are backed up by excellent results ECC would stand out from other schools, his aim is for ECC to become a "centre of excellence for learning".

The six core values were discussed and AJD explained that he would like to put a working group together to look at what these values will look like in practice. HoDs have been asked to look at how their curriculum fits into the eight key traits identified as outcomes for students.

MT said that with the Vision and Values it will be important to make it live on a day to day basis and actually track how well the College is doing in meeting its aims.

AGREED: MT proposed acceptance of the vision and values for ECC, EM seconded and all governors were in agreement.

3317/20 Attendance Update

The report was noted.

Governors noted the benchmarking on page 3 of the report against the regional and national picture.

Question: ASti asked if the attendance figures are checked as there have been occasions when her daughter has been marked absent but was on a school trip. When she has queried this, she has been told it has been rectified but the report that has then come out still shows her as absent.

DT said if anyone has any concerns regarding accuracy to alert him as these need to be tackled.

Question: RM said students who are off with sickness are registered as an unauthorised absence.

DT said if there are more than 20 sessions of absence a medical letter is required otherwise it is unauthorised.

<p>DT advised that MH has suggested the registers are closed at 9.15am instead of 8.45am as is standard practice in other schools. DT will be arranging this and amending the absence policy.</p> <p>The areas of focus will be those summarised at the end of MH's report. DT said the key for next year is to have everything in place for a concerted approach in this area from the very first day – the first two weeks of September will be crucial.</p> <p>VR said the report was excellent and the survey was pleasing. RM asked how many students took part, DT said there were two students per tutor group.</p> <p>MT said that clearly attendance is an issue for the College. The question for Governors must be whether they feel that the College is putting sufficient strategies in place to tackle the problem. The Board agreed that the actions planned for next year looked as though they should help, but that close monitoring was needed in those first weeks.</p>	
<p>3318/21 Behaviour Update</p> <p>Fixed term exclusions are up which does impact on the attendance figures. AJD said there is a concern around the proportion of SEND students receiving FTEs which for 18/19 is 52% and for internal isolations is 46%.</p> <p>DT said it is about building relationships with students to reduce the number of FTE and internal isolations and the reduction in teaching assistants has had an impact on these figures.</p> <p>MT said with the ready to learn system, the number of SEND students and disadvantaged students will need to be monitored closely. AS<i>ti</i> said she is very concerned about this. She doesn't want the new system to disadvantage SEND students. AJD said that this would definitely be monitored and that staff were very clear that they should treat SEND students differently where appropriate.</p> <p>ED and AS<i>ti</i> left the meeting at 7.39pm</p>	
<p>3319/22 Business brought forward by the Chair</p> <p>a) Agree Terms dates for 2020/21</p> <p>AGREED: MT proposed acceptance of the terms dates for 2020/2021, RM seconded and all governors were in agreement.</p> <p>b) Agree amendment to terms dates 2019/2020</p> <p>AGREED: MT proposed acceptance of the proposed amendment to the inset day in October and the change to the May bank holiday, EM seconded and all governors were in agreement.</p> <p>c) Agree Terms of Reference for 2019/2020 – Noted.</p>	
<p>3320/23 To receive reports form Committees in Part 1</p> <p>(a) Resources Committee dated 14.05.19 and 25.06.19</p> <p>The minutes were noted. RM is not in agreement regarding item 6/6 8/19. MT advised that she will set up a meeting before the end of term specifically to address the issues RM raised.</p>	

(b) Value for Money sub-Committee 25.06.19

The minutes were noted and there were no questions.

(c) Curriculum Committee 04.06.19

The minutes were noted and there were no questions.

(d) Audit Committee 11.06.19

The minutes were noted and there were no questions.

(e) Risk Register Meeting 11.06.19

The minutes were noted and there were no questions.

3321/24 Policies for ratification

Rewards and Behaviour Policy (new) The following amendments will be made:-

Page 4 remove second box

Page 5 add in "presented with accolades"

Page 9, remove deputy head of year and replace with pastoral assistant.

Page 11 typo

Page 11 remove 5 "or more" days.

It was suggested a final version is presented at the 10th September 2019 FGB meeting.

Complaints Policy

Bring Your Own Device Policy (new)

Disciplinary Policy

Capability Policy

Managing Absence Policy

Lone Working Policy - this was not on the agenda and MT read out the change of wording requested.

MT advised that DCC are unable to offer just an "HR Policy service" to ECC and it was agreed that following quotes from four providers ECC will use the Browne Jacobson service.

AGREED: MT proposed ratification of all the above policies and using the Browne Jacobson Policy service, EL seconded and all governors were in agreement.

The meeting closed at 8.10pm