



EXMOUTH COMMUNITY COLLEGE FULL GOVERNORS MEETING

Meeting 5 – Part I Minutes

Date/Time	Tuesday 15 th October 2019 at 4.30pm	Location	Room 701 New Maths Block
Attendees	Initials	Type of Governor	
Mrs M Turgoose(Chair)	MT	Community	
Mrs E Dymond	ED	Parent	
Ms J Elson	JE	LA	
Dr A Gelling	APG	Teacher	
Mrs E Lee	EL	Community	
Mr I MacQueen	IM	Community	
Dr E McGrath	EM	Community	
Mr R Mitchell	RM	Support Staff	
Mrs V Raven	VR	Parent	
Ms A Stimson	ASti	Parent	
Mrs C Tate	CT	Parent	
Mr P Wales	PW	Parent	

Apologies	Initials
Mr K Johnson	KJ
Mrs L Miszewska	LM
Mr G Bowen	GB
Mrs A Streather	AStr
Mr A Davis (Principal)	AJD
Michaela Savage (Clerk)	MS

Absent without Apology	Initials

In Attendance	Initials	
Mr C Dutton	CD	Future First
Mrs L Oakes-Ash	LOA	Science
Miss L Dugdale	LD	Science Teacher
Mr D Turner	DT	Deputy Principal
Mr G Allen (late)	GA	Deputy Principal

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	
3341/08 Minutes	
a) To confirm minutes of the meeting dated 09.07.19 and 10.09.19 These were signed and agreed as a true and accurate record of the meeting.	

<p>To consider matters arising from the minutes</p> <p>Item 3335/14 MT advised she had carried out the action point</p> <p>Item 3313/16 APG had raised issues regarding students not telling teachers that they were due to have a careers appointment and said that it would be helpful if this year teachers could know - and then they could prompt students to attend. MS will email Careers and ask them whether this is feasible</p>	<p>MS</p>
<p>3342/09 Approve Pupil Premium Report</p> <p>MT advised that this had been discussed at the Curriculum meeting, but asked whether any Governors had any questions in relation to the report.</p> <p>Question: MT asked whether the expenditure on smaller sets in Maths and English was actually effective given the results this year. AS<i>ti</i> said that this was a question she and VR had also raised in their meeting with the PP team. NS said that he had decided that it needed to be left in as an option for a further year, because the departments felt it was of benefit and they didn't want to change all the actions in the plan for this year. However, he recognised that this was something that would need to be monitored closely this year to try to establish impact. AS<i>ti</i> and VR said that they had scrutinised the plan closely with the team and felt that the actions planned were right for the year ahead.</p> <p>AGREED: MT proposed approval of the 2018/29 and 2019/2020 report, this was seconded by AS<i>ti</i> and all governors were in agreement.</p>	
<p>3343/10 Agree SEND plan priorities for the coming year</p> <p>LE highlighted some key issues from her report to the Governors. She said that there were 2 students for whom ECC was not the right setting and DCC agreed with this, but they either couldn't find alternative provision, and so they remained on roll despite significant absence. Many more students have SEMH/anxiety/ autism needs and are constantly referred by CAMHS back to the College. However, there are now plans in place for all students with SEN K and information was provided to staff in their portfolios for the students in their classes. GA said he had found this a really useful aid for knowing easily what students might require in terms of support.</p> <p>Question: LE was asked whether all parents are aware of the plans for their SEN K children. LE explained that this was not always the case although increasingly they were addressing this through Parents' Evenings.</p> <p>Question: LE was asked how the TAs are being used to best effect now that there are far fewer despite the increase in numbers of students with SEND needs. She explained that the department had focused a lot of work on developing 1:1/small group sessions to support those with anxiety. This aims to resolve issues outside the classroom with the aim of ensuring that these students can then cope better in the classroom setting.</p> <p>Question: PW asked about the temporary assistant SENDCo and when this would be resolved..</p> <p>LE said this was temporary until February 2020, but that the appointee had been a great asset to the department so far. NS said two more "Aim Higher Mentors" are being employed to support disadvantaged students.</p>	

<p>VR said it would be helpful if the report clearly identified the achievements of the department and what was working well as well as identifying what was work in progress and the issues being addressed.</p> <p>CT commented on the increasing number of students with SEND needs coming into the College and asked whether this was likely to be a continuing trend. LE says they try to collate as much information from the primary schools of potential students each year, but thought that this was likely to be the case.</p> <p>MT thanked LE and NS for their reports.</p>	
<p>3344/11 Update on Ready To Learn Initiative (R2I)</p> <p>(a) Note Behaviour Data for 2018/19 – This was noted.</p> <p>(b) Update on RTL initiative</p> <p>DT said that the impact of RTL so far had positive indications comparing data with this time last year.</p> <p>Question: MT asked whether more disadvantaged and SEND students were being sent to R2L disproportionately to other students.</p> <p>DT said that he was tracking this closely. This had often been the problem with the previous time out system. He said that there was a very clear process for following up when students were being sent to RTL more than once and that the effective use of tutor/HoY/College report should focus on trying to resolve any underlying issues.</p> <p>Question: MT asked whether the restorative justice meetings were happening and whether they were effective.</p> <p>DT said he feels that it is working well and that staff are engaging in the process. ASti said that she still had concerns about whether SEND students were being treated sufficiently differently as part of this process. DT said that the guidelines were clear that this should be the case and that he was monitoring it closely.</p> <p>Question: JE asked if the parents are involved. DT said that all parents were contacted if their child was sent to RTL and that the majority were being supportive of the process.</p> <p>GA said that in the first 5 weeks of term he had witnessed a positive effect.</p> <p>Question: MT asked APG if students arrived late because they had crossed sites whether they would be penalised. APG said that if they arrived a long time after their peers from the same place with no valid reason then they would be subject to the sanction.</p> <p>DT said they are monitoring the lateness. DT once again stated that consistency is so important. DT thought the RTL numbers are reducing. EL said that she had heard very positive praise for RTL from parents and staff.</p> <p>Question: ASti asked when DT would report back to Governors regarding whether the numbers are reducing. DT reports back to each FGB</p> <p>VR asked whether the information on RTL is included on class charts?</p> <p>DT advised it is and staff organise restorative justice meetings between the teacher and RTL staff.</p>	

<p>Question: CT asked whether the new staff put into manage the system were settling in well. DT said that unfortunately they both will have to be replaced because they have moved to other roles in the College, but that they were working effectively at the moment.</p>	
<p>3345/12 Attendance Update</p> <p>(a) Note Attendance Data for 2018/19 – This was noted.</p> <p>(b) Update on Attendance for 2019/20</p> <p>DT reported that the new Attendance officer is having a positive effect and DT meets her every week. HM meets her once a week in Key stage 4.</p> <p>MT said that it was good to see that the attendance so far was much better than for the same time last year, particularly in Year 11. The biggest issue appears to be unauthorised absences.</p> <p>DT said that parents are still requesting holidays in term time, despite the letters and communications which have been sent. There is a new page on the website all about attendance which he hopes will help. Parent governors said that they were all receiving the weekly texts about their child's attendance and that the fact that one day's absence in the term so far dropped them below 95% was a strong message.</p> <p>EL was concerned that students who have medical issues are not recognised by OFSTED and more allowances made for them. DT said he is very aware of this issue, but the Safeguarding Ofsted had made it clear that the College has to follow the procedures laid down.</p> <p>Question: EM asked DT what happened if a student had a major accident and were absent for a considerable time. He said if hospitalised then hospital school would take effect. DT said medical evidence has to be provided by a GP/Hospital for the College to be able to take a different course of action.</p>	
<p>3346/13 To receive reports from Committees in Part 1</p> <p>(a) Curriculum Committee 24.09.19</p> <p>The minutes were noted and there were no questions. Governors commented very positively regarding the report by Nathan Wright on the newly designed PSHE plans for PD</p>	
<p>3347/14 Update on Exam Review Meetings</p> <p>MT said that each of the department heads had met with the Principal and a core of three Governors to review exam results and the plans for the year ahead. Link Governors had attended the relevant meetings. Notes were taken and common themes which appeared to be having the greatest impact in terms of student outcomes would be shared. Really knowing individual students, a mutually respectful relationship and a relentless focus on identifying gaps in understanding and designing approaches to fill these were clearly very effective in many departments. It was also clear that a lot of work had been done to review the KS3 curriculum and ensure that the design of SOW would underpin the GCSE curriculum in KS4.</p> <p>Question: PW asked if Governors would have the minutes regarding these</p>	

meetings once finalised. MT said they would be circulated.	
3348/15 Correspondence and Complaints – None.	
<p>3349/16 To consider business brought forward by the chair</p> <p>(a) Dear Accounting Officer Letter dated 19.07.19 - Governors noted this.</p> <p>(b) Internal Audit Report (June 2019)</p> <p>Governors noted the report and that the report raised an issue with regard to the declaration of interests by Governors. MT said that the response to the audit noted that advice had been sought from the solicitors who said that Governors could make their own judgement about what was relevant and of pecuniary interest and that if individuals felt that they had an interest which fell outside this category then it did not need to be declared.</p> <p>PW said that he felt that as a Governing Board, for the sake of transparency, we could agree that it would be the policy to declare everything regardless of relevance. He asked why anyone wouldn't want to do that. Governors present said that this was their personal approach. MT suggested that since not all Governors were present then this could not be determined as a policy at this meeting, but it could be put on a later agenda.</p>	
<p>3350/17 Risk Register</p> <p>(a) Any items for inclusion in the Risk Register – None.</p> <p>(b) Score section K1a to K1f of the Risk Register</p> <p>K1b Likelihood score change from 2 to 1. Mitigating controls add “register of meetings attended” and (b) “ECC has very clear pay policy”</p> <p>K1f Likelihood score change from 2 to 1</p> <p>K1e KD to add to “required management action”</p>	
<p>3351/18 Policies for ratification</p> <p>Rewards and Behaviour Policy Special Educational Needs Public Sector Equality Policy Student Medical Conditions Policy Pay Policy Safeguarding and Child Protection Policy</p> <p>AGREED: JE proposed ratification of all the above policies, ED seconded and all governors were in agreement.</p>	