



# EXMOUTH COMMUNITY COLLEGE FULL GOVERNORS MEETING

## Meeting 5 – Part I Minutes

Date/Time	Tuesday 3 <sup>rd</sup> December 2019 at 4.30pm	Location	Room 702 New Maths Block
Attendees	Initials	Type of Governor	
Mrs M Turgoose(Chair)	MT	Community	
Mr G Bowen	GB	Teacher	
Ms J Elson	JE	LA	
Dr A Gelling	APG	Teacher	
Mr K Johnson	KJ	Community	
Mrs E Lee	EL	Community	
Dr E McGrath (left 18.00)	EM	Community	
Mrs L Miszewska	LM	Community	
Mrs V Raven	VR	Parent	
Mrs C Tate	CT	Parent	

Apologies	Initials
Mrs E Dymond	ED
Mr I MacQueen	IM
Mr R Mitchell	RM
Mr P Wales	PW
Ms A Stimson	ASti
Mrs A Streather	AStr
Mr A Davis (Principal)	AJD

Absent without Apology	Initials
None	

In Attendance	Initials	
Mr N Smith (left 17.15)	NS	Assistant Principal
Michaela Savage	MS	Clerk to the GB
Mr D Turner	DT	Deputy Principal
Mr G Allen	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	
The meeting went into Part II	
3359/07 Minutes	
a) To confirm minutes of the meeting dated 15.10.19 These were signed and agreed as a true and accurate record of the meeting.	

<p><b>b) To consider matters arising from the minutes</b></p> <p>MT thanked EL for taking the minutes at short notice at the last meeting.</p> <p><b>Item 3341/08</b> Top of page 2 – Issue about careers appointments. JWW said the students are red flagged on the register. APG said the flags can relate to any type of appointment or event and there will be several coloured flags for a number of students each day.</p>	
<p><b>3360/08 Children In Care Report (CiC)</b></p> <p>NS said CiC now come under his remit. All CiC have a termly PEP meeting and in addition to this there are a further 2 meetings where the conversation extends to around what they do outside College. NS said this creates around 150 hours of work per year and the work is statutory.</p> <p><b>Question:</b> MT asked whether the one student who did not attend the College at all was taken out of the data. NS said they would be an outlier and ultimately he thought they would be removed from the College overall data.</p> <p>NS advised one KS3 student went into care half way through the academic year and ECC did not see him again.</p> <p>Governors noted the 4 unaccompanied asylum seekers. NS advised one student was held back a year and as a result now has a pathway into Exeter College on a level 2 course which is a real success story. NS said there is another CiC who has an interview at Oxford University.</p> <p><b>Question:</b> GB asked about the asylum seekers praying as part of the Muslim religion. NS said allowances are made for this.</p> <p>MT thanked NS for his report and said that it was good to see that the College was focused on supporting CiC in such a positive way and had good relationships with many of the carers.</p> <p>NS left the meeting at 17.15pm</p>	
<p><b>3361/09 Principal's Report</b></p> <p>MT advised that sections 1, 2, 3 and 11 were populated by MS due to AJD's absence and so it was not a fully updated report.</p> <p><b>Question:</b> MT said the number of pupil premium students in sports teams does seem to be low. She asked whether enough is being done to really give these students the opportunity to be included in the teams. GA said NS has made contact with him to look at pink forms and how students are selected. DT said it can be difficult to get PP students to attend and it's about giving these students confidence to put themselves forward to be included.</p> <p><b>Comment:</b> KJ referred to the results of the CPD survey on page 9 and said how disappointing it is that a number of staff strongly disagree with the statements. GA said the survey was based on last year and changes have been made to this year's CPD. GA said there are some staff who do not always recognise the CPD that is carried by departments as "CPD".</p>	<p><b>Refer back to the HR Committee</b></p>

**Question:** MT said she assumes the survey will be repeated so the results can be compared this year.

**Question:** EL asked if this was because CPD hadn't always been as structured in the past.

GA said the CPD was very different and now involves research and staff looking at new areas and it has taken time for staff to adjust.

**Question:** EM asked about the reflective practice

GA said the reflective practice part is the CPD passport which staff undertook with the leaders of pedagogy.

**Question:** EL asked if any staff are doing masters degrees.

GA said there are a number of staff doing NPQSL (senior leaders) and NPQML (middle leaders).

### **3362/10 Update on Ready To Learn Initiative (RtL)**

#### **(a) Note Behaviour Data for Autumn Term 2019 – This was noted.**

DT said the report explains how RtL is being reported. DT said interventions need to put in place to stop repeat offenders. Hot spots can be recognised from the report. The behaviour profile is shared with SLT, HoYs and pastoral staff.

There has been a change of personnel and a new member of staff started today. DT said there are changes to the room layout and the way the triage is done. Feedback is given to teachers following the triage via CPOMs. In the evening there are detentions, but the restorative justice part still needs work. Some staff do go to detentions to do this, some staff do it at the start of lessons.

**Question:** MT asked whether all students make it the RtL room.

DT said when there are no shows these are logged and the students will do a detention. DT said he does not believe this is an issue, but the figures can be checked.

**Question:** MT asked what the failure rate is of students not attending detentions.

DT said there are no shows to detentions particularly in KS4. Last week there was a session on Wednesday to catch up on all these detentions and it is important that no shows are followed up quickly. MT said that governors would like to see the data around "no shows" to both RtL and detentions.

**Question:** EM said compared with this time last year there are more than double the students being sent to RtL

DT said this was always anticipated with the introduction of the RtL system in the beginning. There are a number of repeat offenders, there are also some teachers who are sending a number of students to RtL who may need help with behaviour management.

**Question:** VR said there are high numbers of SEND students.

DT said NS is aware of this and is looking into this area.

MT said the purpose of RtL was for it to be a deterrent with the expectation that ultimately students would not want to go. DT said the issue is the repeat offenders and work is required with these students.

<p>GA said when they did the research into RtL it came back that there will be a core number of students who will be repeat offenders. Maurice Hicks, the school improvement partner has just done 17 learning walks and was very complimentary about the behaviour of the students.</p> <p><b>Question:</b> MT asked the staff governors if they believe in the system. GB said he does not use it a lot, but it does minimise disruption and help teachers to get on with teaching. DT said it is important to improve the relationships with some students, punishment is part of the process, but it is not just about that.</p> <p>MT said at the student forum yesterday students gave very positive feedback on the new RtL system and said that they felt it was really making a difference to behaviour in their lessons.</p> <p><b>Question:</b> EM asked how consistency can be embedded. DT said that the staff are well aware of the process to be followed. Additional information has been sent by the SENDCo to try to ensure that SEND needs are properly taken into account when using the process.</p> <p><b>Question:</b> CT asked about supply teachers and whether when they are brought in they know about the RtL process. DT said they are briefed by the HR department about the process.</p> <p>Governors queries why in Y11 the fixed term exclusions have increased significantly. DT said there were 2 incidents that occurred in the same week which caused the spike.</p>	
<p><b>3363/11 Update on Attendance</b></p> <p><b>(a) Note Attendance Data for Autumn 2019</b> – This was noted.</p> <p>DT said ECC have worked really hard on this and attendance is currently at 95.5% which is better than at the same time last year and that this is despite a recent bout of sickness. In the past attendance has declined as students went through the College, so far, this year, the decline has been halted.</p> <p>Hot spots are highlighted and work is put in place to address these. Support has been put in place for KS5 attendance and each day a member of staff is ringing round students not in College. Improvement has been seen in the last week in this area.</p> <p><b>Question:</b> VR asked why Y10 and Y11 attendance is not so good. DT said there are a number of challenges in these two year groups, but the figures have improved considerably compared with last year.</p>	
<p><b>3364/12 Present Annual Accounts 01.09.18 – 31.08.19</b></p> <p>These were recommended for acceptance by the Resources Committee. All governors had been invited to the resources meeting to raise questions about the accounts if they had any. There were no further questions.</p> <p><b>AGREED:</b> JE proposed acceptance of the above accounts, MT seconded and all governors were in agreement.</p>	

<p>KJ asked what proportion of the reserves are going to remain in containment. MT said discussion has taken place at Resources about future investment and this would be considered at the Strategy meeting after Christmas.</p> <p>EM left the meeting at 18.00pm</p>	
<p><b>3365/13 To receive reports from Committees</b></p> <p><b>(a) Audit Minutes 29.10.19</b> – KJ said there was a question about succession planning. MT said there are number of critical roles in ECC that should be identified where there might not be obvious cover if an individual was suddenly absent. GA said expertise is identified within ECC for short term emergency planning. MT requested this is looked into further by the Risk group to ensure that any such roles are identified with a plan for how they could be covered in a short term emergency.</p> <p>MT thanked DT and GA for leading the management of the College whilst AJD has been absent for the past fortnight. Their input and commitment has been greatly appreciated as has the support of all SLT and the staff generally.</p> <p><b>(b) Resources Minutes 29.10.19 &amp; 26.11.19</b> – Noted</p> <p><b>(c) Risk Register Minutes 05.11.19</b> – MT advised that she has asked HR to pick up support staff appraisals at the next HR meeting.</p> <p><b>(d) Admission Minutes 05.11.19</b> – Noted.</p> <p><b>(e) Curriculum Minutes 12.11.19</b> – KJ said that there had been a discussion around changing the culture around reading in the College. Being unable to draw accurate inferences from texts can cause problems in exams. The use of Accelerated Reader structured around KS3 homework in particular is having quite an impact this year. MT said the library is working hard to support students and the focus on AR and is a really welcoming place for the students to go. KJ said NS explained how accelerated reader works at the parents' forum. EL said the student forum feedback was very positive about accelerated reader.</p> <p>Discussion took place about the parents' forum and DT said the structure was good but the invitation list needs to be looked at, so that it isn't just the same people each time.</p>	<p><b>MS to put on Risk agenda</b></p> <p><b>MS to add to the next HR agenda</b></p>
<p><b>3366/14 Correspondence and Complaints</b> – MT advised that two governors have met with a parent informally to discuss concerns with regards to their child.</p>	
<p><b>3367/15 To consider business brought forward by the chair</b></p> <p><b>(a) Dear Accounting Officer Letter dated 19.07.19</b> - Governors noted this.</p>	
<p><b>3368/16 Risk Register</b></p> <p><b>(a) Any items for inclusion in the Risk Register</b> – None.</p> <p><b>(b) Score section C1a to C1j of the Risk Register</b> - Ensure Trustee and Governing Board are consistent throughout the register.</p>	

<p><b>3369/17 Policies for ratification</b></p> <p>Emailing Policy Finance Policy Safeguarding and Child Protection Policy Complaints Policy</p> <p><b>AGREED:</b> MT proposed ratification of all the above policies, APG seconded and all governors were in agreement.</p>	
<p><b>The meeting went into Part II</b></p>	