



EXMOUTH COMMUNITY COLLEGE FULL GOVERNORS MEETING

Meeting 6 – Part I Minutes

Date/Time	Tuesday 21 st April 2020 at 4.30pm	Location	Virtual Meeting via Microsoft Teams
Attendees	Initials	Type of Governor	
Mrs M Turgoose(Chair)	MT	Community	
Mr A Davis (Principal)	AJD	Principal	
Mrs L Allen	LA	Parent	
Mr G Bowen	GB	Teacher	
Mrs E Dymond	ED	Parent	
Miss J Elson	JE	LA	
Dr A Gelling	APG	Teacher	
Mr K Johnson	KJ	Community	
Mrs E Lee	EL	Community	
Mr I MacQueen	IM	Community	
Mrs L Miszewska	LM	Community	
Mr R Mitchell	RM	Support Staff	
Mrs V Raven	VR	Parent	
Ms A Stimson	ASti	Parent	
Mrs A Streater	AStr	Community	
Mrs C Tate	CT	Parent	
Mr P Wales	PW	Parent	

Apologies	Initials
Dr E McGrath	EM

Absent without Apology	Initials
None	

In Attendance	Initials	
Mrs M Savage	MS	Clerk to the GB

MT opened the meeting by thanking AJD for all the hard work he and the staff have been doing during the coronavirus period and said that the communication and planning had been excellent as had the support of the most vulnerable of our students.	
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: IM advised that he is now a Director of Humankind Ltd and Devon St John Ambulance group.	MS to update ECC website and Business Declaration Form for IM

3380/6 Agree Virtual Meeting Protocol

MT referred to the paper circulated with the agenda papers. There were no questions.

AGREED: MT proposed acceptance of the virtual meeting protocol, RM seconded and all governors were in agreement.

3381/7 Agree Chairs Action

IT IS RESOLVED THAT with immediate effect and until revoked by the Board, in order to facilitate the Trust making urgent decisions that arise between Board and committee meetings the Chair (or Vice Chair) may use the following decision-making procedure (to be known as Chair's Action):

1. Notwithstanding any provisions of the Trust's Articles of Association (the Articles) and Scheme of Delegation, if the Chair is of the opinion that a matter of urgency exists and it is not practicable to arrange a Board meeting on short notice in the circumstances either:
 - (i) after receiving a written report from the Principal which clearly states, amongst other things, why the item concerned could not be brought to a regular meeting and why it would qualify for urgent decision under this procedure; or
 - (ii) as a result of other information that is brought to their attention and a delay in exercising the function would likely be seriously detrimental to the interests of the Trust, the Academy, a student or their parent or a person who works at the Trust, then, in consultation with the Principal, they may exercise any function of the Trust which (i) can be delegated to an individual under the Articles, the Trust's funding agreements with the Secretary of State for Education (including the relevant Academies Financial Handbook) or (ii) any function relating to the exclusion of pupils. (This is already allowed for under item 57 in the rules in Exclusion procedures – see below)
2. Where it appears to the Vice Chair that:
 1. (i) the circumstances mentioned in paragraph 1(i) and/or 1(ii) apply; and
 2. (ii) the Chair (whether by reason of vacancy in the office, incapacity or otherwise) would be unable to exercise the function in question before the detriment referred to in that paragraph is suffered,

the reference in paragraphs 1 and 3 to the Chair is to be read as if it were a reference to the Vice Chair.
3. The Chair may decide, on receipt of a request for a decision under Chair's Action, that the matter should be dealt with instead by a special Board meeting called on short notice, in which case a meeting shall be called promptly.
4. Any action under Chair's Action should be reported in writing as soon as possible to the Trustees (together with a copy of any written report from the Principal. The record of the decisions taken shall also be included with the Board's minutes.

<p>Question: RM asked if this should be time limited just until the end of the current situation and suggested 6 months.</p> <p>EL said this is a standard procedure in maintained schools and in times such as school closure for snow, the chair needs this action.</p> <p>VR said she felt that there is no issue with this being long term as this is standard practice in maintained schools.</p> <p>PW asked that the wording includes a need to report back on any action taken to the next FGB after the event.</p> <p>MT suggested it is reviewed at the first FGB housekeeping meeting in September annually.</p> <p>AGREED: LM proposed acceptance of the Chair's Action outlined above, EL seconded and all governors were in agreement.</p>	<p>MS to add to rolling programme and to add the requirement to report back to FGB to the wording.</p>
<p>3382/8a To confirm minutes of meetings dated 03.12.19 and 11.02.20</p> <p>The above minutes were agreed as a true and accurate of the above meetings.</p>	<p>MS to get MT to sign these off when back in College.</p>
<p>3383/8b Matters arising from the above minutes</p> <p>There were no matters arising.</p>	
<p>Meeting went into Part II</p>	
<p>3385/9 Appointment of External Adviser</p> <p>Astr advised that at the last PAPR meeting (10.03.20) the appointment of an external adviser for the next two academic years was discussed.</p> <p>Following the discussion, the panel would like to recommend that Maurice Hicks undertakes a further two years for 2020/2021 and 2021/2022.</p> <p>MT said that this would mean he would then have done four years, which is acceptable, but it would be important to review again after this time. Although Maurice Hicks is very good and adding value to the College it is important to ensure that an "external" adviser continues to bring a fresh outlook.</p> <p>There were no questions.</p> <p>AGREED: Astr proposed that Maurice Hicks is appointed as ECC's external adviser to the PAPR panel for 2020/2021 and 2021/2022. This was seconded by JE and all governors were in agreement.</p>	<p>MS to advise M Hicks and raise an order</p>
<p>The meeting went into Part II</p>	
<p>3387/10 Exception reports from committee chairs</p> <p>(a) Curriculum 21.01.20 – These were noted and there were no comments.</p> <p>(b) Admissions 28.01.20 – These were noted and there were no comments.</p>	

<p>(c) Audit 10.03.20 – These were noted and there were no comments.</p> <p>(d) Risk Register 10.03.20 – These were noted and there were no comments.</p> <p>(e) Resources 03.03.20 – These were noted and there were no comments.</p>	
<p>3388/11 Correspondence and Complaints</p> <p>None.</p>	
<p>3390/12 To consider business brought forward by the Chair</p> <p>MT advised that hers and KJ’s terms of appointment end in July and September respectively. Both are willing to stand again if the FGB are in agreement. MT advised that KJ would be away in September and at the beginning of 2021.</p> <p>AGREED: AStr proposed that a recommendation is made to the members to reappoint both MT and KJ as community governors, EL seconded and all governors were in agreement.</p> <p>MT advised that ASti appointment ends around June/July 2020 however due to coronavirus it would not be appropriate to hold a parent election at the moment and it is proposed that ASti continues in post until an election can be arranged.</p> <p>AJD advised that a “Dear Accounting Officer letter” has been received today advising that a number of concessions have been made around reporting due to Coronavirus.</p>	<p>MS to add to members agenda</p>
<p>3391/13 Policies to be reviewed</p> <p><u>Full Governing Board 24.03.20</u></p> <p>Student Medical Conditions Policy Pay Policy Governors Visiting School Policy Business Continuity Policy Safeguarding Policy (Covid 19 appendix)</p> <p><u>Curriculum Committee 17.03.20</u></p> <p>New Policy NCSE Internal Synoptic Assessment Policy</p> <p>No changes Mobile Phone Policy ICT and E-Safety Policy Anti Bullying Policy Equality Policy Rewards and Behaviour Policy</p> <p>Minor changes Exams Policies - Appendix C Disability Appendix E Access Arrangements Appendix F Word Processor</p>	

<p><u>Student Medical Conditions Policy</u> - KJ asked if the statement “we can offer the same opportunities for all” as a general principle is correct? KJ cautioned against this wording as there may be some circumstances that some students cannot access or be part of an activity.</p> <p>AJD said he has spoken to GA regarding this. All activities are risk assessed and if necessary a trip would be modified to enable as many students as possible to access every activity, however AJD said there may be a time when ECC cannot make the modifications needed. GA will speak to the new first aider, recently appointed, and look at amending the wording of this section of the policy. AJD said the policy will be reviewed and brought back to governors for approval.</p> <p><u>Business Continuity Policy</u> – discussion took place around press activity and the wording on page 12 regarding a gas leak. AJD said the policy would be reviewed and brought back to governors for approval.</p> <p>AGREED: MT proposed all the above policies, except the Student Medical Conditions and Business Continuity Policy are accepted, EL seconded and all governors were in agreement.</p>	<p>MS to agenda for next FGB</p> <p>MS to agenda for next FGB</p>
<p>Meeting went into Part II</p>	

Final - Part I