



## EXMOUTH COMMUNITY COLLEGE FULL GOVERNORS VIRTUAL MEETING

### Meeting 8 – Part I Minutes

Date/Time	Tuesday 23 <sup>rd</sup> June 2020 at 5.00pm	Location	Virtual Meeting via Microsoft Teams
Attendees	Initials	Type of Governor	
Mrs M Turgoose(Chair)	MT	Community	
Mr A Davis (Principal)	AJD	Principal	
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	
Dr E McGrath	EM	Community	
Mrs L Miszewska	LM	Community	
Mr R Mitchell	RM	Support Staff	
Mrs V Raven	VR	Parent	
Mrs C Tate	CT	Parent	

Apologies	Initials
Mr G Bowen	GB
Mr I MacQueen	IM
Mrs L Allen	LA
Ms A Stimson	ASti
Mrs A Streather	AStr
Mr P Wales	PW

Absent without Apology	Initials
None	

In Attendance	Initials	
Mrs M Savage	MS	Clerk to the GB
Mr M Burrell	MB	Incoming Director of Finance and Resources
Mrs K Dearsly	KD	Outgoing Director of Finance and Resources
Mr G Allen	GA	Deputy Principal
Mr D Turner	DT	Deputy Principal

MT welcomed Matt Burrell to ECC and his first Governing Board meeting.  
MT advised that this was KD's last Governing Board meeting and thanked her for all her hard work and commitment to the College in the years she has been at ECC.

<b>1. To agree between Part I and Part II of the meeting:</b> Agreed	
<b>2. To receive and approve apologies for absence:</b> As above and these were accepted.	
<b>3. Notice:</b> Governors confirmed receipt of notice of the meeting.	
<b>4. Quorum:</b> The meeting was quorate.	
<b>5. Declarations of interest and any changes to Declarations of Interest:</b> None	

<p><b>4019/21 Policies to be reviewed</b></p> <p><b>Data Retention Policy</b> – GA said much work has been done on this policy over the past 12 months. The policy refers to paper copies that are being held by ECC.</p> <p><b>Question:</b> MT asked whether in the case of something like a permanent exclusion, there are any rules about how many years after they have been at the College, a student or parents could request information. GA said there are various rules, but in terms of exclusions most of the information that is sent out is held in electronic systems and the policy only refers to paper copies.</p> <p>GA suggested the policy is reviewed and updated in the Autumn term.</p> <p>AJD said he has completed his exclusions panel training on appeals and will confirm with MS about retention tomorrow.</p> <p>GA said any paper copies should be destroyed by governors and not held at home. MT asked about electronic copies. GA said documents held in Sharepoint or Teams are fine, if documents are held elsewhere, security of these documents needs to be considered and in general it is better for Governors not to hold their own copies, especially if they are on personal computers.</p> <p><b>Business Continuity Plan</b> – minor amendments  <b>Pandemic Policy</b> – this is a new policy  <b>Drug Incident Management Policy</b> – minor amendments  <b>Fire Safety Evacuation Manual</b> – for information only</p> <p><b>AGREED:</b> MT proposed ratification of the above policies, JE seconded and all governors were in agreement.</p>	<p><b>MS to amend review date. AJD to advise MS on retention.</b></p>
<p><b>Meeting into Part II</b></p>	
<p><b>4031/16a To confirm minutes of meetings dated 09.06.20</b></p> <p>The above minutes were agreed as a true and accurate of the meeting.</p>	
<p><b>4031/16b Matters arising from the minutes</b></p> <p>There were no matters arising.</p>	
<p><b>4032/17 Review Audit Committee Minutes dated 09.06.20</b></p> <p>There were no questions and the minutes were noted.</p>	
<p><b>4033/18 Complaints and Correspondence</b></p> <p>None.</p>	
<p><b>4034/19 Update on building projects</b></p> <p><b>PSBP2</b> – AJD advised he had received an email today from the DfE saying there is a new lead project manager and advising that mitigation around Covid-19 has been agreed. BAM have said they expect to make up any lost time due to Covid-19. AJD said that the email was very positive and suggested that work could commence in terms of getting temporary buildings on site during the summer.</p>	

<p><b>Sale of Cottage</b> – AJD had asked the RSC to assist with this and he had received a letter from the DfE this week saying that they were hoping a resolution will be received shortly.</p> <p><b>Technology Roof</b> – This is due to be finished at the end of June.</p> <p><b>CCTV</b> – Installation of this is planned for October 2020.</p> <p><b>Phase 2 Maths block</b> – AJD said ECC are about to sign off a new funding agreement for this. No change to net capacity is expected within the next year and the RSC have been informed of this.</p> <p><b>General site</b> - AJD said many modifications have taken place throughout the site due to Covid 19 and there has been expenditure on signage, hand sanitisers and washing facilities.</p> <p>MT said many of the projects above have been as a result of KD and her successful bids and that she, in particular had been the driving force behind getting the funding for the Maths blocks and PSPB2 which have and will bring so much benefit to the College and future students. MT thanked KD for all her work on these projects.</p>	
<p><b>4035/20 To consider business brought forward by the Chair</b></p> <p>There was none.</p>	

The meeting closed at 7.00pm

Next meeting will be Tuesday 7<sup>th</sup> July 2020 starting at **5.00pm**