



# EXMOUTH COMMUNITY COLLEGE FULL GOVERNOR BOARD MEETING

Meeting 1 – Minutes Part I			
Date/Time	Tuesday 10 <sup>th</sup> September 2019 at 4.30pm	Location	Conference Room Gipsy Lane site
Attendees		Initials	Type of Governor
Mr A Davis		AJD	Principal
Mrs M Turgoose		MT	Community
Mrs L Miszewska		LM	Community
Mrs E Dymond		ED	Parent
Dr A Gelling		APG	Teacher
Mr K Johnson		KJ	Community
Mrs E Lee		EL	Community
Mrs 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 I MacQueen	IM
Mrs A Streather	AStr
Miss J Elson	JE

Absent without Apology	Initials

In Attendance	Initials	
Michaela Savage	MS	Clerk to Governing Board
Mrs K Dearsly	KD	Company Secretary
Miss H Miles	HM	Assistant Principal and DSL

<b>Governors were shown the film made for the Y11 Prom which has received over 100,000 hits.</b>	
<b>3322/1: Safeguarding and Prevent Training</b>  HM delivered safeguarding training to the governors. HM circulated the updated KCSiE September 2019 document as well as the safeguarding update document for governors to sign. HM delivered a powerpoint presentation (slides attached to the minutes) and spoke about the 1 minute guides circulated to governors. MS will arrange training with HM for JE, AStr and IM who gave their apologies today. ED to have full training with HM.  HM left the meeting at 16.50pm	<b>MS to arrange with HM</b>
<b>3323/2: Notice</b> – Received	
<b>3324/3: Quorum</b> – the meeting was quorate.	
<b>3325/4: Declarations of Interest and Changes to Declarations of Interest</b> – Forms were given out for governors to re-sign for the forthcoming academic year.	

<b>3326/5: Apologies:</b> As above and these were accepted.	
<b>3327/6: Election of Chair of Governing Board:</b>  MT left the room whilst the election for the Chair took place.  The Company Secretary, KD, took the Chair and advised that there was one nomination for the role and this was Margaret Turgoose.  Governors had no questions and agreed to vote.  <b>AGREED:</b> LM proposed Margaret Turgoose for the position of Chair to the Governing Board, this was seconded by KJ and the decision was carried unanimously.  MT returned to the room and KD advised MT she had been appointed as Chair of the Governing Board for 2019-20.  KD left the meeting.  MT thanked the governors for their support over the past year and said she was looking forward to working with them over the forthcoming year.	
<b>3328/7: Election of Vice Chair:</b>  MT advised that LM has offered herself for re-election as Vice Chair of the Governing Board, there were no other nominations.  <b>AGREED:</b> MT proposed Lesley Miszewska for the position of Vice Chair of the Governing Board, this was seconded by AStr and all governors were in agreement.	
<b>3329/8: To approve the Minutes of the 11th September 2018</b>  The minutes were signed and agreed as a true and accurate record of the meeting.  <b>AGREED:</b> LM proposed and APG seconded acceptance of the minutes and all governors were in agreement.	
<b>3330/9: Matters arising from the Minutes:</b>  There were no matters arising.	
<b>3331/10: Election of Committee Chairs: Admissions, Audit, Curriculum, Human Resources, Pay and Resources.</b>  The list was circulated and all governors agreed with the Chairs and Vice Chairs being voted in on block.  <b>Election of Chair of Admissions Committee:</b> CT has offered herself for election as Chair of the Admissions Committee.  <b>Election of Vice Chair of Admissions Committee:</b> To be appointed at the first admissions meeting.	Add to the Admission agenda

<p><b>Election of Chair of Audit Committee:</b> IM has offered himself for election as Chair of the Audit Committee.</p> <p><b>Election of Vice Chair of Audit Committee:</b> KJ has offered himself for re-election as Vice Chair of the Audit Committee.</p> <p><b>Election of Chair of Curriculum Committee:</b> KJ has offered himself for re-election as Chair of Curriculum Committee.</p> <p><b>Election of Vice Chair of Curriculum Committee:</b> ASti has offered herself for re-election as Vice Chair of Curriculum Committee.</p> <p><b>Election of Chair of Resources Committee:</b> JE has offered herself for re-election as Chair of the Resources Committee.</p> <p><b>Election of Vice Chair of Resources Committee:</b> EM has offered herself for re-election as Vice Chair of the Resources Committee.</p> <p><b>Election of Chair of Human Resources Committee:</b> AStr has offered herself for re-election as Chair of the HR Committee.</p> <p><b>Election of Vice Chair of Human Resources Committee:</b> LM has offered herself for re-election as Vice Chair of HR Committee.</p> <p><b>Election of Chair of Pay Committee:</b> LM has offered herself for re-election as Chair of the Pay Committee.</p> <p><b>Election of Vice Chair of Pay Committee:</b> AStr has offered herself for re-election as Vice Chair of the Pay Committee.</p> <p><b>AGREED:</b> VR proposed the above Chairs and Vice Chairs for all the above committees, KJ seconded and all governors were in agreement.</p>	
<p><b>3332/11: Confirmation of Committees:</b> The following is the membership list for the committees for 2019/2020:-</p> <p><b><u>Curriculum Committee</u></b> <b>Governors:</b> Mr K Johnson (Chair), Mrs M Turgoose, Ms A Stimson, (Vice Chair), Mrs V Raven, Mrs L Miszewska, Dr A Gelling, Mr P Wales, Mrs E Lee, Mrs E Dymond and Mr A Davis. <b>Associate Members:</b> Mr G Allen, Ms L Bowles, Ms H Miles, Mr S Tanner and Mr D Turner.</p> <p><b><u>Resources Committee</u></b> <b>Governors:</b> Miss J Elson (Chair), Mrs E McGrath (Vice Chair), Mrs L Miszewska, Mr R Mitchell, Dr A Gelling, Mr I MacQueen,,Mrs V Raven, Mrs M Turgoose, Mrs E Lee Mrs C Tate and Mr A Davis. <b>Associate Members:</b> Mr D Turner and Mrs K Dearsly.</p> <p><b><u>Human Resources Committee</u></b> <b>Governors:</b> Mrs M Turgoose, Mrs L Miszewska (Vice Chair), Mr I Macqueen, Mr R Mitchell, Mrs E McGrath, Mrs E Dymond, Dr A Gelling, Mr K Johnson, Mr P Wales, Mrs A Streather (Chair) and Mr A Davis. <b>Associate Members:</b> Mr G Allen, Ms L Bowles and Miss G Keddie.</p>	

**Value for Money Sub-Committee**

**Governors:** Miss J Elson (Chair), Mrs E McGrath (Vice Chair), Mrs L Miszewska, Mr R Mitchell, Mrs E Lee and Mr A Davis. **Associate Members:** Mrs K Dearsly.

**Audit Committee**

**Governors:** Mr I MacQueen (Chair), Mr K Johnson (Vice Chair) Mrs L Miszewska, Mrs A Streather and Miss J Elson. **Associate Members:** Mr A Davis, Mr G Allen and Mrs K Dearsly.

**Admissions Committee**

**Governors:** Mrs C Tate (Chair), Vacancy (Vice Chair), Mr P Wales, Mrs E Dymond and Mr A Davis **Associate Members:** Ms H Miles.

**First Committee**

**Governors:** Miss J Elson, Mr K Johnson and Mrs L Miszewska and any other Governors available **excluding** staff or support governors. The First Committee to comprise of 3 or 5 Governors.

**Appeals Committee**

**Governors:** Mrs L Miszewska & any other Governors as available who **did not** sit on the First Committee meeting, The Appeals Committee to comprise of 3 or 5 Governors.

**Complaints Committee**

**Governors:** Any two governors and an independent person to be decided at the time.

**Pupil Discipline and Exclusion**

**Governors:** Mrs M Turgoose, Mrs L Miszewska, Mr K Johnson and other governors available **including** staff or support governors as long as they do NOT know the student.

**Risk Management Group**

**Governors:** Miss J Elson (Chair, Resources), Mr K Johnson (Chair, Curriculum), Mrs C Tate (Chair Admissions), Mrs Miszewska (Vice Chair GB/HR), Mr I MacQueen (Chair, Audit) and Mr A Davis. **Associate Members:** Mr G Allen (Deputy Principal) and Mrs K Dearsly.

**Pay Committee (cannot be the same as PAPR)**

**Governors:** Mrs L Miszewska, (Vice Chair of GB), Mrs A Streather (Chair of HR), Mrs E McGrath (Vice Chair of Resources) and Mrs Dymond.  
**Associate Members:** Mr G Allen, Miss L Bowles and Miss G Keddie.

**Pay Appeals Committee**

**Governors:** Any three Governors who were not involved in the original decision.

**PAPR Committee**

**Governors:** Mrs L Miszewska, Miss J Elson and Mrs A Streather.

**Strategy Working Party**

**Governors:** Mrs M Turgoose, Miss J Elson, Mrs L Miszewska, Mr K Johnson, Mr I MacQueen, Mrs Anna Streather, Mr A Davis and any other governors who wish to attend.

<p> <b>Safeguarding and Child Protection Governors:</b> Mrs L Miszewska and Mr P Wales  <b>Special Educational Needs &amp; Disability Governors:</b> Mr P Wales and Ms A Stimson  <b>Children in Care Governor:</b> Miss J Elson  <b>Pupil Premium Governors:</b> Mrs V Raven and Ms A Stimson  <b>REACH:</b> Miss J Elson  <b>Health and Safety Governor:</b> Mrs V Raven and Mrs E Lee  <b>Careers Governor:</b> Mr I Macqueen  <b>NQT Governor:</b> Mrs A Streater </p> <p> <b>Named governor in the Drugs Policy</b> – Mr I MacQueen as link to CPSHE  <b>Named governors in the Disability Scheme</b> – Mr P Wales and Ms A Stimson  <b>Named governor for REACH</b> – Miss J Elson  <b>Named communication governor</b> – Mrs E Dymond </p> <p><b><u>Link Governors:</u></b></p> <p>The following link is vacant but with the appointment of new parent and staff governors, this will be picked up.</p> <p>Media as subject link</p>	
<p><b>3333/12: Delegation of Powers To:</b></p> <p>To the Principal: Virement Limits/Human Resources Matters are part of previously approved policies.</p> <p>Decisions delegated to the Chair, or Vice Chair are as per the Finance Policy.</p> <p> <b>Terms of Reference for Admissions Committee</b>  <b>Terms of Reference for Appeals Committee</b>  <b>Terms of Reference for Audit Committee</b>  <b>Terms of Reference for Complaints Committee</b>  <b>Terms of Reference for Curriculum Committee</b>  <b>Terms of Reference for First Committee</b>  <b>Terms of Reference for Full Governing Board</b>  <b>Terms of Reference for Human Resources Committee</b>  <b>Terms of Reference for Pay Committee</b>  <b>Terms of Reference for Pay Appeals Committee</b>  <b>Terms of Reference for Principal's Appraisal and Pay Review Panel</b>  <b>Terms of Reference for Pupil Discipline / Exclusion Committee</b>  <b>Terms of Reference for Resources Committee and VFM Sub-Committee</b> </p> <p><b>AGREED:</b> ASti proposed acceptance of all the above terms of reference and that powers are delegated to the above committees according to their terms of reference, this was seconded by EL and the decision was carried unanimously.</p>	
<p><b>3334/13: Review of Standing Orders:</b></p> <p> a) <u>Governors attendance requirements</u> remain the same as previous year and MT read out article 71. <b>Agreed</b>    b) <u>Expenses policy:</u> <b>Agreed</b> </p>	

<p>c) The <u>opening of meetings</u> to senior staff by invitation and other persons to Part I.</p> <p>d) <u>Communication with the press</u>. Any communication with the press to be through the Chair of GB or the Principal. <b>Agreed</b></p> <p>e) <u>Links with other Governing Bodies</u> Devon Association of Governors (DAG): JE is the GB representative as an associate. Devon Education Forum: JE is the GB representative.</p> <p>f) <u>Declaration of Business Interests</u> – MT advised that the forms for 2019/20 have been circulated and should be returned, completed and signed, to the Clerk to the Governors for keeping with the Company Statutory Books and for uploading onto ECC's website.</p>	
<p><b>3335/14: Notification of vacancies due to occur in the course of the academic year</b></p> <p>MT explained that the GB were carrying 3 vacancies for the later part of the academic year as a trial following AJD and MT's meeting with the RSC.</p> <p>There are currently four vacancies, 1 parent, 1 community and 2 teacher governors (MSk's term came to an end on the 31<sup>st</sup> August 2019). MT suggested that PW moves to be a community governor as he would like to continue his governor role and no longer has a child at ECC which would leave 2 parent and 2 teacher governor vacancies. MT suggested that ECC go out for 1 parent governor and 1 teacher governor and trial running with 2 vacancies this year.</p> <p>KJ would support the above suggestion. LM suggested the vacancies were filled so that there are more governors to fulfil governor roles. VR said the decision can be reviewed at any time and was in agreement with carrying two vacancies at present.</p> <p><b>AGREED:</b> MT proposed PW move from a parent to a community governor role and IM continues as a community governor when his current term ends on the 15<sup>th</sup> September 2019. AS<i>ti</i> seconded and all governors were in agreement.</p> <p>The following governors terms are due to end within the current academic year:-</p> <p>Ian MacQueen (Community Governor term ends 15.09.19) Anna Stimson (Parent Governor term ends 30.06.20) Margaret Turgoose (Community Governor term ends 04.07.20) Jill Elson (LA representative terms ends 24.09.19)</p> <p>MT advised that DCC appoint the LA governor and JE's current term ends on the 24<sup>th</sup> September 2019.</p> <p><b>AGREED:</b> MT proposed that a recommendation is made to DCC for JE to continue as ECC's LA Governor, EM seconded and all governors were in agreement.</p>	<p><b>To go to members meeting 11.09.19</b></p>
<p><b>3336/15: Annual report on "Management of Outdoor Visits Policy" (see attached)</b></p> <p>AJD said ECC offered a huge amount of activities and visits. AJD advised that LP has left the College and LS is now covering the role.</p>	

<p><b>3337/16: Confirm PAPR dates for the Principal have been set.</b></p> <p>These have been set for 01.10.19, 03.03.20 and 07.07.20.</p>	
<p><b>Meeting went into Part II.</b></p>	
<p><b>3338/17: Business brought forward by the Chair</b></p> <p><b>b) Academy Improvement Plan</b> – AJD advised there will be 6 targets this year which will be progress for all students, progress of disadvantaged students, progress of SEND students, improving attendance, development of teaching and learning and embedding Ready to Learn. The plan will be written and presented to governors shortly.</p> <p><b>Question:</b> EL asked about departments learning from others best practice. AJD said departments have visited other departments and other schools.</p> <p><b>Question:</b> ASi asked if AJD has looked at progress on a class by class basis. AJD advised he has and said there is no consistent pattern, but this would form part of the discussions on the Exam Review Days in October.</p> <p><b>c) Rewards and Behaviour Policy</b></p> <p><b>AGREED:</b> EM proposed acceptance of the above policy, APG seconded and 11 governors were in agreement. There was one abstention.</p> <p>AJD went through the new Ready to Learn system that is in place and explained the process around PP and SEND students to help reduce the number of these students being sent to time out or fixed term excluded.</p> <p><b>d) Academies Financial Handbook – 10 Musts</b> – MT asked if there were any concerns regarding these. There were none.</p> <p><b>e) Budget</b> – MT advised that RM raised a concern regarding a couple of virements going back approximately 3 years.</p> <p>MT advised that RM, JE and AJD met and went through each of RM's concerns. The concerns were checked with Devon County Council and the ESFA regarding the CIF money and emails have come back confirming there are no issues. RM has asked for copies of the information which will be forwarded to him. RM advised that he has been reassured. It was agreed that the information will be copied to all governors.</p> <p>MT said if any governors have any concerns at any time, governors must raise the concern at the time in the meeting. If governors feel they are not being listened to then they should report it to the Chair of Governors, or the Vice Chair of Governors if it is about the Chair.</p> <p>AJD said the ESFA hold ECC to account and read the email out to the governors which provided the reassurance.</p> <p>PW said it was pleasing to have a culture where any concerns could be raised and will be dealt with. PW asked if there was any learning from this as it appeared the incident should have been dealt with at committee level before minutes are signed off.</p>	

**3339/18 Update on new Ofsted Framework** (see attached)

KJ attended a meeting looking at the new Ofsted framework and the attached notes were produced. KJ said subject leaders were asked to look at their curriculum within gained time in the summer term which KJ hopes departments have done.

The curriculum is going to be the focus of the new Ofsted inspection. Ofsted are interested in what is being taught, why it is being taught and how this feeds into ECC's values. KJ said that link governors should talk to their heads of departments about their curriculum.

AJD said it is important that all Subject Leaders know what the key characteristic traits look like in their subject.

AJD will recirculate the vision paragraph and the characteristics of the students to governors.

MT advised that an updated links document will be circulated to all governors.

The meeting closed at 18.25pm