



**EXMOUTH COMMUNITY COLLEGE  
FULL GOVERNORS VIRTUAL MEETING**

<b>Meeting 1 – Part I Minutes</b>			
<b>Date/Time</b>	Tuesday 8 <sup>th</sup> September 2020 at 4.30pm	<b>Location</b>	Virtual Meeting via Microsoft Teams
<b>Attendees</b>	<b>Initials</b>	<b>Type of Governor</b>	
Mrs M Turgoose(Chair)	MT	Community	
Mr A Davis (Principal)	AJD	Principal	
Mr G Bowen (arrived 17.14)	GB	Teacher	
Ms 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 (left 17.35)	EM	Community	
Mr I MacQueen	IM	Community	
Mrs L Miszewska	LM	Community	
Mr R Mitchell	RM	Support Staff	
Ms A Stimson	ASti	Parent	
Mrs A Streather	AStr	Community	
Mrs C Tate	CT	Parent	
Mr P Wales	PW	Community	

<b>Apologies</b>	<b>Initials</b>
Mrs L Allen	LA
Mrs V Raven	VR

<b>Absent without Apology</b>	<b>Initials</b>
None	

<b>In Attendance</b>	<b>Initials</b>	
Mrs M Savage	MS	Clerk to the GB
Mr D Turner	DT	Deputy Principal
Mr G Allen (arrived 16.50)	GA	Deputy Principal
Ms H Miles	HM	Designated Safeguarding Lead
Mr M Burrell	MB	Director of Finance and Resources

<b>1. Notice:</b> Governors confirmed receipt of notice of the meeting.	
<b>2. Quorum:</b> The meeting was quorate.	
<b>3. Declarations of interest and any changes to Declarations of Interest:</b> None	
<b>4. To receive and approve apologies for absence:</b> As above and these were accepted.	
<p><b>4063/5 Election of Chair of Governing Board</b></p> <p>MB, in the role of Company Secretary, took the chair and MT left the meeting. MB advised that one nomination, MT, had been received for the position of Chair and there were no other nominations. There were no comments and it was agreed the decision would be put to a vote.</p>	

<p><b>AGREED:</b> KJ proposed Margaret Turgoose for the position of Chair to the Governing Board, this was seconded by AStr and the decision was carried unanimously.</p> <p>MT returned to the meeting and was advised of the decision. MT thanked the Governors for their support and in electing her as Chair of the Governing Board.</p>	
<p><b>4064/6 Election of Vice Chair of Governing Board</b></p> <p>MT advised that one nomination, EM, had been received for the position of Vice Chair. There were no comments and it was agreed the decision would be put to a vote.</p> <p><b>AGREED:</b> MT proposed Emily McGrath for the position of Vice Chair to the Governing Board, this was seconded by KJ and the decision was carried unanimously.</p>	
<p><b>Meeting went into Part II</b></p>	
<p><b>4067/9 To approve minutes dated 10.09.19</b></p> <p>The minutes were signed and agreed as a true and accurate record of the meeting.</p>	
<p><b>4068/10 Matters arising from the above minutes</b></p> <p>There were no matters arising from the minutes.</p>	
<p><b>4069/11 Review and agree Chairs Action for the forthcoming year</b> (circulated with agenda papers)</p> <p>There were no questions.</p> <p><b>AGREED:</b> JE proposed the Governing Board accept the Chairs Action document for 2020-2021, AStr seconded and all governors were in agreement.</p>	
<p><b>4070/12 Election of Committee Chairs and Vice Chairs</b></p> <p>MT advised the following governors had offered themselves for election as Chairs and Vice Chairs for the following committees.</p> <p>Election of Chair of Admissions Committee: CT has offered herself for re-election as Chair of the Admissions Committee.  Election of Vice Chair of Admissions Committee: To be agreed at their first meeting.</p> <p>Election of Chair of Audit and Risk Committee: LM has offered herself for election as Chair of the Audit and Risk Committee.  Election of Vice Chair of Audit and Risk Committee: IM has offered himself for election as Vice Chair of the Audit and Risk Committee.</p> <p>Election of Chair of Curriculum Committee: KJ has offered himself for re-election as Chair of Curriculum Committee.  Election of Vice Chair of Curriculum Committee: ED has offered herself for election as Vice Chair of Curriculum Committee.</p> <p>Election of Chair of Resources Committee: JE has offered herself for re-election as Chair of the Resources Committee.</p>	

Election of Vice Chair of Resources Committee: LA has offered herself for election as Vice Chair of the Resources Committee.

Election of Chair of Human Resources Committee: AStr has offered herself for re-election as Chair of the HR Committee.

Election of Vice Chair of Human Resources Committee: LM has offered herself for re-election as Vice Chair of HR Committee.

Election of Chair of Pay Committee: LM has offered herself for re-election as Chair of the Pay Committee.

Election of Vice Chair of Pay Committee: AStr has offered herself for re-election as Vice Chair of the Pay Committee.

Election of Chair of Value for Money sub-committee: LA has offered herself for election as Chair the VFM committee

Election of Vice Chair of Value for Money sub-committee: JE has offered herself for election as Vice Chair of the VFM committee.

There were no questions or comments on the above.

**AGREED:** MT proposed the above Chairs and Vice Chairs are appointed, EM seconded and all governors were in agreement.

#### **4071/13 Confirmation of Committees**

The following membership list was agreed for the committees for 2020/2021:-

**Curriculum Committee Governors:** K Johnson (Chair), E Dymond (Vice Chair), M Turgoose, A Stimson, L Miszewska, A Gelling, P Wales, E Lee, G Bowen, E McGrath and A Davis.

**Associate Members:** G Allen, D Turner, L Malton, D Holt, H Miles and K Craddock.

**Resources Committee Governors:** J Elson (Chair), L Allen (Vice Chair) E McGrath, L Miszewska, R Mitchell, A Gelling, I MacQueen, M Turgoose, E Lee, C Tate, and A Davis.

**Associate Members:** D Turner and M Burrell

**Human Resources Committee Governors:** A Streater (Chair), L Miszewska (Vice Chair), M Turgoose, I Macqueen, R Mitchell, E Dymond, A Gelling, K Johnson, P Wales, L Allen, C Tate and A Davis.

**Associate Members:** G Allen, P Rowe, G Keddie

**Value for Money Sub-Committee Governors:** L Allen (Chair) J Elson (Vice Chair), E McGrath, L Miszewska, R Mitchell, E Lee and A Davis.

**Associate Members:** M Burrell.

**Audit and Risk Committee Governors:** L Miszewska (Chair), I MacQueen (Vice Chair), K Johnson, C Tate, L Allen and J Elson.

**Associate Members:** A Davis, G Allen and M Burrell.

**Admissions Committee Governors:** C Tate (Chair), P Wales, E Dymond, G Bowen and A Davis

**Associate Members:** H Miles and K Craddock.

**First Committee Governors:** Chair or Vice Chair of GB and 2 or 4 Governors available excluding staff or support governors. The First 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:** 3 Governors two of whom must not be Staff Governors however Staff Governors must not know the student.

**PAPR Panel Governors:** A Streater, J Elson and L Miszewska (finishing 28.09.20) and E McGrath (commencing 28.09.20).

**Pay Committee Governors:** L Miszewska, A Streater, L Allen, L Dymond.  
**Associate Members:** G Allen and G Keddie

**Pay Appeals Committee:** Any 3 Governors but NOT the Principal, staff governors or any governor who has been part of the first committee.

**Strategy Working Party Governors:** M Turgoose, J Elson, L Miszewska, K Johnson, A Streater, E McGrath, C Tate, L Allen and A Davis and any other governors who wish to attend.

Safeguarding and Child Protection Governors: E McGrath and P Wales

Special Educational Needs & Disability Governors: P Wales and A Stimson

Children in Care Governor: J Elson

Pupil Premium Governors: E Dymond and A Stimson

REACH: J Elson

Health and Safety Governor: L Miszewska and E Lee

Careers Governor: I Macqueen

NQT Governor: A Streater

Named governor in the Drugs Policy – I MacQueen as link to CPSHE

Named governors in the Disability Scheme – P Wales and A Stimson

Named governor for REACH – J Elson

Named communication governor – E Dymond and L Allen

It was agreed that we would appoint two governors; E Lee and L Miszewska as link governors to Diversity and Equality.

Discussion took place regarding rotating year heads. ASti advised that it was agreed that the Year 7 link governor would stay the same each year but the remaining year links would follow their year group through the College.

#### **4072/14 Delegation of powers and Terms of Reference**

Terms of Reference for Admissions Committee

Terms of Reference for Audit and Risk Committee

Terms of Reference for Complaints Committee

Terms of Reference for Curriculum Committee

Terms of Reference for First Committee

Terms of Reference for Full Governing Board

Terms of Reference for Human Resources Committee

Terms of Reference for Pay Committee

Terms of Reference for Pay Appeals Committee

Terms of Reference for Principal's Appraisal and Pay Review Panel

<p>Terms of Reference for Pupil Discipline / Exclusion Committee Terms of Reference for Resources Committee and VFM Sub-Committee</p> <p>KJ said the curriculum ToR may require amendment following the 2020-2021 Academy Improvement Plan being produced.</p> <p><b>AGREED:</b> MT proposed acceptance of all the above terms of reference and the powers delegated to these committees according to their terms of reference, this was seconded by EL and the decision was carried unanimously.</p>	
<p><b>4073/15 Review of Standing Orders:</b></p> <p>a) Governors attendance requirements remain the same as previous year and MT read out article 71. Agreed</p> <p>b) Expenses policy: Agreed</p> <p>c) The opening of meetings to senior staff by invitation and other persons to Part I. Agreed</p> <p>d) Communication with the press. Any communication with the press to be through Principal or the Chair of Governors. Agreed</p> <p>e) Links with other Governing Bodies Devon Association of Governors (DAG): JE is the GB representative as an associate. Devon Education Forum: JE is the GB representative.</p> <p>f) Declaration of Business Interests – MT advised that the forms for 2020/2021 need to be signed and returned to the Clerk to the Governors for keeping with the Company Statutory Books and for uploading onto ECC's website.</p>	
<p><b>4074/16 Notification of vacancies due in the course of the next academic year</b></p> <p>MT advised that VR has resigned from the GB will effect from 08.09.20 which leaves 3 vacancies, two parents (PW and VR) and one teacher (MSk)</p> <p>In the forthcoming year the following governors terms end:-</p> <p>Andy Gelling term ends 06.11.20 (Teacher) Anna Stimson term ends 31.10.20 (Parent) Anna Streather terms ends 31.08.21 (Community)</p> <p>MT suggests that a parent election takes place at the end of October for one parent governor so that the Governing Board continue to carry 3 vacancies. ASti suggested that maybe she should not offer herself for re-election to enable wider diversity on the board. MT advised that as it is a parent election there is no guarantee that another parent will offer that. KJ said it would be a shame if ASti did not offer herself for election. RM said he thinks ASti should offer to stand again and the rest of the Board felt the same. EL said she and LM will find out as much as they can about diversity and how it might be promoted for the Board and will contact DCC. LM and EL will come back to the Governing Board with their thoughts on diversity following their research.</p>	<p>MS to update Companies House, GIAS ECC website etc.</p>

<p><b>4075/17 Annual report on “Management of Outdoor Visits policy”</b></p> <p>The report was noted. GA advised there were far fewer outdoor visits in the second half of the year due to Covid 19. There were no questions.</p> <p>GA said there will be fewer trips this year as the focus is on pupils being in lessons following them not being in College during the summer term due to Covid 19. GA said the GCSE specifications have been updated in some subjects no longer requiring students to do trips as part of their GCSE.</p>	
<p><b>4076/18 Confirm PAPR dates for the Principal have been set.</b></p> <p>AStr confirmed that these have been set.</p>	
<p><b>4077/19 Business brought forward by the Chair</b></p> <p><b>a) Academies Financial Handbook – Musts</b> – These were noted. MT asked if there were any concerns that the “Musts” were not being met, there were none.</p> <p><b>b) Agree updated Behaviour Policy</b> – DT advised the policy has been updated following the full re-opening of ECC due to Covid 19. Minor and major infringements have been explained clearly in the policy.</p> <p><b>Question:</b> MT asked about the numbers limit in the RtL and internal rooms and DT said two rooms have been set up; one on Green Close (the staffroom) and the other on Gipsy Lane. There are limits on the numbers of students each room can take and desks are socially distanced. For internal exclusions, students serve these on a specified day for each year group to ensure the year groups are not mixing.</p> <p>Detentions are being served at break and lunchtimes the day after they are given. There is a system in place to earn time off from detentions which is being trialled and this has been written into the process.</p> <p>DT advised that students have been receiving RtLs and internals but the figures are reduced compared with last year.</p> <p>G Bowen arrived at 17.14.</p> <p><b>AGREED:</b> MT proposed acceptance of the above policy, AStr seconded and all governors were in agreement.</p> <p><b>c) Dear Accounting Officer Letter</b> – The letter was noted. MB advised that ECC hope to keep to the original time scales in place but said it was nice to know an extension was available if needed.</p>	
<p><b>4078/20 Agree Communications Plan</b></p> <p>ED said minor changes have been made to the plan at the moment but any ideas from governors would be welcomed. AJD advised that Philippa Rowe will lead on this area so it would be good for ED and LA to liaise with her on her return from maternity leave at the beginning of November.</p> <p><b>Question:</b> ASti asked about parents evening and when these may take place. AJD said the concern is about bringing in 400/500 parents into College.</p>	

<p>ASti would suggest something online rather than face to face. AJD said this is something they will be looking into.</p> <p>AStr said she has used Teams to deliver tutorials which may be a way around it. AJD said the number of Teams calls each member of staff would have to do could make that difficult to set up.</p>	
<p><b>4079/21 Consider and update register of People with Significant Control (PSC register)</b></p> <p>It was noted that there are no members with significant control.</p>	

Meeting closed at 17.55pm

Next Full Governing Board meeting is 2010.20 at 4.30pm via Teams

Final - Part 1