



EXMOUTH COMMUNITY COLLEGE FULL GOVERNORS VIRTUAL MEETING

Meeting 1 – Part I Minutes			
Date/Time	Tuesday 20 th October 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) (left at 18.55)	AJD	Principal	
Mrs L Allen	LA	Parent	
Mr G Bowen	GB	Teacher Governor	
Miss J Elson	JE	LA	
Dr A Gelling	APG	Teacher	
Mr K Johnson	KJ	Community	
Mrs E Lee	EL	Community	
Dr E McGrath (left at 17.00 returned 18.15)	EM	Community	
Mrs L Miszewska	LM	Community	
Ms A Stimson (left at 17.44)	ASti	Parent	
Mrs A Streather	AStr	Community	
Rev P Wales	PW	Community	

Apologies	Initials
Ms E Dymond	ED
Mr R Mitchell	RM
Mrs C Tate	CT

Absent without Apology	Initials

In Attendance	Initials	
Mrs M Savage	MS	Clerk to the GB
Miss H Miles (left 16.38)	HM	Designated Safeguarding Officer
Ms L Edwardson (arrive at 18.05 and left at 18.25)	LE	SENDCo
Mr M Burrell	MB	Director of Finance and Resources
Mr G Allen (left at 18.55)	GA	Deputy Principal
Mr D Turner (left at 18.55)	DT	Deputy Principal
Mr N Smith (left at 18.55)	NS	Assistant 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	
Meeting into Part II	
4084/11a To confirm minutes of meetings dated 25.08.20 and 08.09.20	
These were agreed and signed as a true and accurate record of the meetings.	

<p>4084/11b Matters arising from the minutes</p> <p>Item 4075/18 (08.09.20) MT advised she did contact the Police about using their car park but due to their national policy this was not possible.</p> <p>There were no matters arising in the minutes dated 25.08.20.</p>	
<p>4085/12 Update on reopening</p> <p>Overall AJD said the re-opening had gone well. AJD advised that students are now being asked to wear face coverings inside buildings and around the site but not when in lessons or eating. The wet weather arrangements have worked well. A few students have said they are exempt from wearing them. There are a group of Y9 students who are receiving a number of fixed term exclusions whose behaviour since returning from lockdown has been disruptive.</p> <p>(a) Information on current behaviour</p> <p>DT said the total number of Ready to Learn (RtL) incidents is higher than last year but this has to be put in context with students being out of school for 6 months, which has resulted in some students' behaviour deteriorating. Out of 387 RtLs 253 are repeat offenders and 128 are one offs. 48 students are being focussed on, a high percentage of these are in year 9. DT said work has been undertaken to review the reporting process to ensure consistency. A behaviour addendum has been re-written around expectations of behaviour in the context of Covid-19.</p> <p>Question: MT asked whether staff feel the process is working. DT said the after school detentions last year were high maintenance and students did not always turn up and so had to be followed up for longer detentions at the end of the week which was time consuming. During the summer, this process was reviewed and it was decided detentions would be served at break and lunchtimes (two half hour slots) which has the added bonus of keeping these students out of circulation at these times. DT is checking that detentions are served and feedback will be sought from staff after half term.</p> <p>Question: MT asked how the RtL rooms had coped with the high numbers given the restrictions created by Covid 19 precautions DT said that screens have been put up to divide the room, exam desks are being used which are smaller and to date capacity has not been exceeded.</p> <p>Question: The data shows that disadvantaged student numbers in particular have increased and DT was asked how this was being tackled. DT and NS have looked at these and mapped out where poor behaviour is occurring. SLT are visiting lessons and areas identified as "hot spots" to ensure the procedures are being enforced correctly. NS has met with the pupil premium mentors and after half term they will be working with these students to try to reduce the number of RtLs. NS said this a pilot scheme and will run for 6 weeks after half term.</p> <p>Question: EL said she saw the letter sent to Y9 parents of students causing particular disruption and asked whether this was having any impact. DT said there have been some improvements and the number of RtLs has reduced. A couple of students are currently at Chances, which has helped.</p> <p>Internal exclusions are also up but 30 of the 65 incidents were students who had 2 or more internals, which equates to 11 students who are repeat offenders. Therapeutic</p>	

approaches are being used to help with this. In future all restorative conversations will be recorded on SIMs so SLT can ensure these conversations are taking place.

Exclusions are up and 27 are from students who have 2 or more exclusions. Y9 and Y11 have generated 41 of these.

AJD said part of the catch up funding would be used to pay for 3 days a week of mental health and wellbeing support for students.

DT has produced a behaviour checklist and will use this to work with teachers who are having high incidents of poor behaviour.

MT said that although it was understandable that there were some issues with behaviour with some students as a result of the impact of 6 months away from College the levels are concerning. Hopefully the actions being taken will have the desired impact.

AJD said that it was under constant review.

(b) Information on current attendance

DT said that current attendance data is very pleasing especially when compared with other Colleges in Devon and national. Attendance rates were 93.8% at the time of report being produced and are currently running at 94.1%.

DT is re-writing the attendance escalation process, which will be presented to governors at the next meeting. Letter 1 and Letter 2 have been re-written in light of Covid-19.

Question: AStr asked how many students are being home educated and whether this is permanent or just during the pandemic.

DT said a small number have opted for home education and the correct process has been followed with either a face to face or teams meeting. ECC never recommend this and actively try to persuade parents not to home educate. DT said some families have said they only intend to do this during the pandemic.

Question: MT asked about Post 16 attendance being much stricter this year and asked if there has been any reaction to this from students.

NS said he does a lot of P16 teaching and attendance in his lessons has improved, particularly with students arriving on time for lessons. P16 attendance overall is better and this time last year Y12 was 90.8% compared to 94.1% this year and Y13 was 90.7% last year and is now 94% this year.

Further updates are:-

- ECC have a new Education Welfare Officer (EWO).
- Staff have been reminded to promptly register students.
- Students absent for Covid testing are being tracked on registers.
- A daily DfE return is being done for both staff and student absence
- DT is working with REACH to support students who are struggling to come into College. Processes in relation to this are being re-written as some students are staying in there too long.

MS to add to the agenda.

<p>4086/13 Approve Pupil Premium Report for previous academic year and agree plan and priorities for the next academic year (recommended by the Curriculum Committee)</p> <p>NS has reviewed the report since the curriculum meeting and there is one final section that MB needs to complete. The report will be brought back to the FGB meeting on 08.12.20 for final approval.</p> <p>NS has suggested changing the timing of the report. It was agreed that next year the pupil premium analysis for the previous year, and plan for the forthcoming year will go to Autumn 2 Curriculum meeting followed by the Autumn 2 FGB meeting. MT said as long as this meets the requirements for publishing the report that was fine.</p> <p>NS advised that Government guidance recommend schools have a three year strategy with annual reviews so next year's report will follow that format.</p> <p>NS will complete a further detailed review in March 2021.</p>	<p>Add to 08.12.20 agenda</p> <p>MS to update annual rolling programme</p>
<p>4087/14 Agree SEND plan priorities for the coming year.</p> <p>LE advised there are currently 19 Y7 students with EHCPs.</p> <p>PW said a link meeting had taken place with LE and NS and the operation of the vision and strategy by the department was impressive.</p> <p>LE advised that the department has a short term plan to add an FAQ page to ECC's website, which is parent friendly and which will include links to other organisations.</p> <p>LE is currently working on how to deliver, remotely, social skills for students who are struggling and not able to attend College.</p> <p>If ECC have to deliver remote learning the TA team will offer regular sessions to students, individually or in groups to help them manage their workload and to check they understand what they have been taught in "Teams lessons".</p> <p>Question: MT asked how this would work in practice given that students will be using Teams for their normal lessons if they are having to isolate as a year group. LE said in the previous lockdown, in some cases, the work set by teachers was not always differentiated. TAs will be checking in with students that the work that has been set has been differentiated and if not they will feedback to the teacher the SEND students who are struggling.</p> <p>If a remote "Teams lesson" is taking place the TA may or may not be online in the lesson. LE said she is looking at running separate sessions for students run by TAs.</p> <p>Question: JE said there are some parents who will not be able to help their child(ren), is there anything ECC can do to help with this. LE said a link could be added to the website signposting parents to organisations who may be able to help them. DT said Pinpoint is an excellent service to look at. JE said a link to the Kennaway Centre in Exmouth would be useful.</p> <p>It was noted that the department are sending out K and EHCP support plans and some parents may receive a letter not realising their child is on the SEND register.</p>	

<p>LE said the letter invites parents to contribute if they wish and leaflets from DIAS will also be included. There were no further questions.</p> <p>LE left the meeting at 18.27pm</p>	
<p>4088/15 Update on Building Projects</p> <p>(a) Green Close PSBP2 – Looking at a January 2021 start date, finishing September 2023. User group meetings have taken place.</p> <p>Question: KJ said with two building projects going on at the same time, movement of students will need to be considered and could be especially difficult in the current unusual circumstances. MB agreed that students will be affected and some collection points will need to be moved.</p> <p>(b) Gipsy Lane New Maths Block – Tenders have gone out and close on 23.10.20. Four contractors have visited site. The proposed date for the work to start is 11.01.21.</p> <p>(c) Sale of Cottage - the DfE have given approval for the cottage to be sold. MB is meeting with DCC to look at the next steps. Proceeds from the sale will go towards furniture etc for PSBP2.</p> <p>AGREED: MT proposed that the Governing Board give approval for the sale of the cottage to go ahead, JE seconded and all governors were in agreement.</p> <p>(d) Outcomes of grants applied for – MB advised that ECC were successful with the bid for replacement of pipework and various heating systems but were unsuccessful with the dance studio and various roofs and windows. An appeal has been submitted.</p> <p>The heating replacement work will start in October 2020.</p> <p>The new round of Cif bid funding will be December time and MB plans to put an application in.</p> <p>Question: There are two large projects going on that the same time are they being project managed by the same contractor? MB advised they are separate; NPS will project manage the Maths block and BAM and the DfE the PSBP2 one. BAM were invited but did not tender for the Maths block.</p> <p>MT said that this will be a considerable piece of work for MB to oversee alongside his current role. MB said that whilst this is not insignificant, the day to day project management is done by NPS and BAM and so should not overload him.</p>	
<p>4089/16 To receive reports from Committees</p> <p>(a) Admission Minutes 15.09.20 – there were no questions.</p>	

<p>(b) Curriculum Minutes 22.09.20 – KJ said it was a pleasure to meet Dave Holt, Lisa Malton and Kerrie-Ann Craddock, the new Heads of KS 4,3 and 5 and to see their collective vision.</p> <p>(c) Resources 19.10.20</p> <p>(i) Update on Outturn for 2019/2020 – Noted.</p> <p>(ii) Update on Month 1 for 2020/2021- Noted, see minute 4082/9</p> <p>(iii) Appoint Responsible Officer and agree programme for 2020/2021</p> <p>Following the recommendation from the Resources committee the following was agreed:</p> <p>AGREED: JE proposed ECC appoint Griffin Accountants as the internal auditor for 2020/2021 and that the audit and risk committee review, at their first meeting, the programme of work to ensure it fits with the risk register. MT seconded and all governors were in agreement.</p> <p>(d) VFM verbal report 19.10.20</p> <p>LA advised that the VFM committee had recommended to Resources that SWGfL were awarded the 3 year contract. Resources approved the recommendation.</p>	
<p>4090/17 Correspondence and Complaints</p> <p>MT advised she had received a thank you card from Loraine Bowles for the gift Governors bought her when she retired.</p> <p>There was no other correspondence. There were no complaints.</p>	
<p>4091/18 To consider business brought forward by the Chair</p> <p>Internal Audit Report (June 2020) and Summary Report were noted.</p>	
<p>4092/19 Risk Register</p> <p>(a) Any items for inclusion in the Risk Register – there were no further recommendations.</p> <p>(b) Score section K1a to K1f Governors discussed K1e – AJD advised that there is a plan in place around the 5 year budget. Following the discussion, it was felt that no changes to the scores were needed.</p> <p>It was agreed that a further risk would be added relating to the impact of Covid 19 and the increased expenditure and loss of income and that MT will draft wording to be submitted to the Audit and Risk Committee.</p>	<p>Add to audit and risk agenda</p>
<p>4093/20 Policies for ratification by the full Governing Board</p> <p>Public Sector Equality Duty Pay Policy</p>	

AGREED: MT proposed acceptance of the above policies, AStr seconded and all governors were in agreement.	
<p>4094/21 Review of Meeting</p> <p>MT explained that this item had been added to the agenda following the 360 degree feedback Governors had done for her in the summer. The purpose is for Governors and SLT to have the opportunity to feedback on the process of the meeting and whether any improvements could be made. MT asked each governor individually and there were no comments or suggestions made.</p> <p>MT thanked AJD and the staff for everything they have done since the start of term and recognised that the day to day management of the logistics and risks relating to Covid 19 have created significant challenges for them. Whilst the College has done an excellent job, she felt it should be recognised that there is an impact both physically on many staff and SLT simply from organising the safe movement of students around the site each day and that it is absorbing a lot of their capacity.</p>	
All Staff and Staff Governors, including AJD left the meeting.	

Meeting closed at 7.00pm

Next Full Governing Board meeting is 08.12.20 at 4.30pm via Teams