



EXMOUTH COMMUNITY COLLEGE FULL GOVERNORS' VIRTUAL MEETING

Meeting 2 – Part I Minutes			
Date/Time	Tuesday 8 th December 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	
Mr G Bowen	GB	Teacher Governor	
Miss J Elson	JE	LA	
Mr K Johnson	KJ	Community	
Mrs E Lee	EL	Community	
Dr E McGrath	EM	Community	
Mrs L Miszewska	LM	Community	
Mr R Mitchell	RM	Staff	
Mrs A Phillips	AP	Teacher Governor	
Mrs A Streather	AStr	Community	
Mrs C Tate	CT	Parent	
Rev P Wales	PW	Community	

Apologies	Initials
Mrs L Allen	LA
Ms E Dymond	ED

Absent without Apology	Initials
Ms A Stimson	ASti

In Attendance	Initials	
Mrs M Savage	MS	Clerk to the GB
Miss H Miles (left 4.45pm)	HM	Designated Safeguarding Officer
Mr M Burrell	MB	Director of Finance and Resources
Mr G Allen	GA	Deputy Principal
Mr D Turner	DT	Deputy Principal
Mr N Smith	NS	Assistant Principal

1. To agree between Part I and Part II of the meeting: It was agreed to change item 19ci from part I to part II.	
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	
40102/11a To confirm minutes of meetings dated 20.10.20 These were signed as a true and accurate record of the meeting on 20.10.20	

<p>4103/11b Matters arising from the minutes</p> <p>Item 4085/12 Update on re-opening – EL asked if the students in Y9 had calmed down. AJD said it is a small cohort of 10-15 students who are finding it very difficult to settle and are very time consuming. Mentoring and coaching is taking place with this group and discussions with parents/carers and in some cases grandparents. All of the responses within the Rewards and Behaviour policy are being used.</p>	
<p>4104/12 Present Annual Accounts for 01.09.19 to 31.08.20</p> <p>MT said that the accounts had been discussed in detail at the Resources Committee and that all Governors were invited to this meeting.</p> <p>MT said the outturn figure of c£185k was good having set a deficit budget of c£268k. She said that the transition of the management of the finances from Kim to Matt had gone extremely well.</p> <p>AGREED: JE proposed the accounts were accepted for 01.09.19 to 31.08.20, this was seconded by EL and all Governors were in agreement.</p>	
<p>4105/13 Approve Pupil Premium Report for previous academic year and agree plan and priorities for the next academic year</p> <p>NS advised that a 3 year report will be written for next year. MB and NS are working on detailed costings for the current year so expenditure will be comprehensively tracked. The report had been discussed in detail at the previous FGB.</p> <p>AGREED: MT proposed the pupil premium report is accepted, EL seconded and all Governors were in agreement.</p>	
<p>4106/14 Children in Care Annual Report.</p> <p>NS said 2019-20 was an excellent year for the CiC students. The grades they received were extremely good and ECC is immensely proud of them. JE congratulated ECC on what they achieved.</p> <p>NS said the target last year was to look at ways to increase access to EFL teaching for UASC and have achieved this working with the virtual school receiving 5-6 hours per week.</p> <p>Each CiC receives £2,100 pupil premium funding. The LA is focusing much more on how this is spent. ECC always tracks the spend very closely.</p> <p>Question: How many asylum seeker children does ECC have? NS advised that currently it is 3, last year it was 6.</p> <p>AGREED: JE proposed the children in care report is accepted, MT seconded and all Governors were in agreement.</p>	
<p>4107/15 AIP and Covid-19 Catch Up Funding updates</p> <p>a) Agree and review AIP for 2020/2021</p>	

AJD said it is frustrating that Covid 19 is taking up so much time so progress on the AIP is slower than SLT would like. However, quality assurance meetings have taken place as well as curriculum review meetings. ECC have introduced Vision Skills Effort, Practice and Assessment (VESPA) into Post 16 which has been well received and this may be rolled out to other year groups in the future.

GA has progressed incremental coaching.

Knowledge organisers have been launched.

NS and DH are looking at shared provision for SEMH with Millwater School.

DT has spent time on restorative conversations with students.

There is an increased focus on the most able students in Post 16, and pleasingly 6 or 7 students have been offered interviews at Oxbridge and Medical Schools. KAC has brought a wealth of knowledge to this area.

Young Devon have offered 5 days of counselling and it is hoped this will start in January 2021.

MT said it is important the Governing Board monitor the AIP and the progress being made and that committee meetings as well as the FGB will focus on particular aspects during the year to understand the impact the plan is having on students.

Question: KJ asked what "Go for Schools" is.

AJD said it is a piece of software ECC are looking at using. Currently ECC use 4matrix and SIMs but Go for Schools is much easier to use and to manipulate data. The purchase of this has been delayed until next September 2021.

DT is aware there is double handling of data at present and Go for Schools will stop this.

Question: MT asked if there is a priority list, taking into account the amount of time Covid 19 is taking up as to what can be achieved on the AIP.

AJD said the AIP is crucial to progress and all areas are a key priority.

AGREED: MT proposed acceptance of the AIP for 2020-2021, EM seconded and all Governors were in agreement.

b) Review Covid 19 Catch Up Plan

AJD went through the Covid Catch Up Plan with Governors. c£155k funding will be received by ECC in this academic year. AJD and MB are closely tracking expenditure.

AJD gave an update on what was in place:-

1:1 support in English and Maths has started.

35 members of staff signed up for "Peas" of Mind

Mentoring by Paula Baker

Online Tutoring for disadvantaged and other students

Elephant Counselling

More 1:1 support

English and Maths additional books for Y11 students.

<p>AJD shared a spreadsheet with Governors showing how the money has been spent with a current projected spend of c£135k. Decisions on how the remaining c£20k will be spent are currently being made.</p> <p>AJD will report on the impact of the spending at future meetings.</p> <p>Question: PW asked how the risks are being mitigated for those external people attending ECC.</p> <p>AJD said some of the work is being done remotely and some are coming on site. Those on site will be DBS checked. Some have been recommended by staff and some have worked with ECC previously.</p> <p>MT said the report was very thorough and Governors will continue to monitor it throughout the year.</p> <p>DT and GA have focussed on the AIP and AJD and MB have focussed on the Covid Catch Up Plan.</p> <p>AGREED: MT proposed acceptance of the Covid Catch Up Plan for 2020-2021, EM seconded and all Governors were in agreement.</p>	
<p>The meeting went Into Part II</p>	
<p>4109/16 Update on Attendance and Behaviour</p> <p>a) Information on current behaviour</p> <p>Governors looked at the behaviour reports. The reports show an increase in both RtLs and fixed term exclusions. DT said ECC is not the only school where behaviour has been a challenge following students returning from lockdown.</p> <p>AJD and DT said ECC are continuing to try to de-escalate poor student behaviour.</p> <p>Question: MT asked if any of the steps being taken to reduce RtLs are having any impact.</p> <p>DT said for some individuals it is, but the work on consistent approaches all staff use will take more time. An area of focus is looking at consistency around the start and end of lessons.</p> <p>Question: KJ asked whether there is a difference to students who are de-regulated and those who are selectively so, some students work well with some staff and a few who don't. How do ECC spread good practice and how many students are falling into each category.</p> <p>DT said there are a number of students who have individualised plans. DT is looking at how relationships are repaired and restorative conversations to remove barriers for repeat offenders in certain subjects. The reporting system has been looked at and DT said they know where the hot spots are and are working with members of staff who are sending more students to RtL in a supportive way.</p> <p>AJD said all systems are compromised at the moment because of Covid-19. All stakeholders are "on edge" but are coping remarkably well taking into account the situation. AJD said the numbers are high but it is a fairly small percentage of the overall student population causing issues.</p>	

<p>Y8 and Y9 have a high percentage of repeat offenders. In the past groups have changed between lessons, but currently students are being taught in tutor groups, so students are not being split up which has both advantages and disadvantages.</p> <p>JE said staff are putting in a large amount of work and a number of students are doing well. There are a number of families who are struggling. Governors appreciate the amount of work all the staff are doing during a very difficult time.</p> <p>GA said in terms of classcharts ECC are at 96% positive points since September.</p> <p>Question: PW asked how ECC's values are being used to tackle the problem. DT said in RtLs the values are clearly displayed and regularly referred to, in order to reinforce them within the College.</p> <p>Question: AP asked whether ECC could start to look forward further, post vaccinations, when Covid is no longer an issue and do things beyond lessons which could help with student behaviour, staff morale and achievement across ECC. AP offered to assist with this.</p> <p>MT said that Covid was clearly having an impact on much of the extra-curricular offer within the College which can make a real difference to how many students engage with learning (such as productions, music etc) and, hopefully, these would all be possible again in the not too distant future.</p> <p>b) Information on current attendance to include the escalation process</p> <p>Attendance is looking good in light of Covid-19 currently at 93.8%. Post 16 attendance rates have risen considerably compared with last year which is very pleasing. Attendance at the College is considerably better than elsewhere in Devon and the rest of the country.</p> <p>DT said persistent absence has increased but this is due to students' self-isolating.</p> <p>Students not attending a session who meet the criteria for 'not attending in circumstances related to Covid 19 are recorded using code X. This new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.</p>	
<p>4110/17 Matters brought forward by the Chair</p> <p>a) Diversity update</p> <p>LM found information on the NGA web page and watched a useful webinar. In addition there is a website called inspiring governance which matches schools with volunteers and this website had some useful tips when ECC next recruit a Governor.</p> <p>EL emailed Babcock who referred to the Governors Handbook section 4.1.3 para 27-29, EL read this out to Governors. EL advised that at a recent parent election a sentence had been added</p> <p>"we would particularly welcome someone with a business/commercial/financial background or knowledge of project management or the construction industry. However, this is not a prerequisite for anyone to be nominated as a parent Governor. Our aim is always to have a mix of Governors from as wide a range of backgrounds and experience as possible"</p> <p>EL believes the Governing Board does reflects the community it serves.</p>	

EL advised she has also signed up to a webinar taking place in January 2021.

MT said that ECC currently have a community Governor vacancy and if LM and EL would like to consider how recruitment to this vacancy might be done in such a way as to improve the diversity of the Board that might be a good next step. She suggested EL and LM bring something back to the meeting in the summer term.

Look at recruitment in the summer term.

b) Appointment of Parent and Staff Governors

MT advised that Andy Gelling had served on the Governing Board for 8 years as a staff Governor and had said if another member of staff wanted to take on the role he would step aside. Amy Phillips offered to take the position and was un-opposed and so was formally appointed on the 19th November 2020.

Anna Stimson's role came to an end so ECC requested nominations. Four nominations were received and so a vote took place. Anna Stimson won and was formally appointed on the 26th November 2020.

c) KS3 Student Forum Update

JE and MT did a KS3 student forum on Tuesday 10th November 2020. MT said it was difficult on Teams to engage with the students. Jill agreed, but said she would want to continue with them. MT agreed. Next term will be KS4.

d) Link Governor Updates

Careers – LM spoke to JWW who advised that with Covid 19, delivery of careers is a challenge however they are sending announcements via ClassCharts to both parents and students. Neets are very low in line with previous years. LM was very encouraged at the work being done. DT is working with Jenna as the link for careers.

SEND – the report was noted.

Communication – MS advised that ED had met with PR and they had discussed current methods of parent communication, went through the communication plan, discussed a weekly newsletter and agreed the ED would draft one and send it to PR and that they would look at how parents what to communicate to inform future plans.

MT thanked Governors for their reports and asked that all Governors provide a simple written report following any link meetings to provide an update for the Board.

Governors were reminded, if possible, to complete safer recruitment training

MT and EM recently undertook the Babcock exclusion training. MT will cascade this training to all Governors with one session taking place on 07.12.21 and a further one to be organised in January 2021.

MT said it would be nice to arrange a cake, to say thank you to staff, from the Governors, for the end of term. It was agreed this was a good idea and should be paid for from the Governors' budget.

AGREED: MT proposed sending all staff a cake and paying for it from the Governors' budget, KJ seconded and all Governors were in agreement.

<p>EM suggested ECC use Bumble and Bee and said she would pass their details to MS.</p>	
<p>4111/18 Update on Building Projects</p> <p>(a) Green Close PSBP2 – Planning permission has been granted. Next step will be moving out from the accommodation. Communication of this to staff and parents is being discussed and agreed currently. ECC are looking at a 15th January start date.</p> <p>(b) Gipsy Lane Maths Block Phase II – Tenders have been reviewed and scored. ECC are looking at February half term start. DCC have agreed to pay for the furniture and equipment to go inside the building. Two funding agreements one with EDDC and one with DCC have both gone to Browne Jacobson. Both funding agreements needs to be signed before the successful contractor can be announced.</p> <p>(c) Sale of Cottage – this is progressing via DCC on ECC's behalf. There is a query as to where the proceeds of the sale go which MB is working on. The market value is c£130k however the net profit will be considerably less.</p> <p>(d) Update on new round of PSB Funding – CIF submission deadline is 14.01.21. Two bids are being scoped one for roof and windows in the Dance studio and one for roofs, windows and cladding for Block 24. The current successful CIF bid work is being planned over the remainder of the holidays in 2021.</p> <p>MB advised that heating parts are really difficult to obtain at the moment and with the heating being on all the time, with windows open for ventilation, the systems are working very hard.</p> <p>Replacement CCTV is being worked on with an anticipated start date of February half term. Installation will be in two phases, the system and some cameras initially following by further cameras later.</p>	
<p>4112/19 To receive reports from Committees</p> <p>(a) Curriculum Committee Minutes 17.11.20 – KJ advised what a positive start KAC and DH have made in KS4 and KS5. The debate on twilights will be at a strategy meeting on the 12.01.21. MT said that the parent consultation on SRE policy is still outstanding, understandable in current circumstances but would need to be completed this year. There were no questions.</p> <p>(b) Resources Committee Minutes 24.11.20 – There were no questions.</p> <p>(i) Agree Internal Audit (Responsible Officer) Programme</p> <p>AGREED: JE proposed acceptance of the Internal Audit Programme for 2020/2021, this was seconded by MT and all Governors were in agreement.</p> <p>(ii) Update on Internal Audit visit 30.11.20 – JE advised the report was excellent and congratulated the Finance Department.</p> <p>(d) Audit and Risk Committee Minutes 01.12.20 – There were no questions.</p>	<p>SRE policy to be on agenda at next FGB</p>

<p>(i) Review recommendation to amend the Terms of Reference</p> <p>KJ queried the terms of reference being different to what was agreed at the meeting of the committee. Following discussion it was agreed that “at least” would be changed to “If possible”.</p> <p>CT advised that in the summer she will be qualified as a level 2 accountant.</p> <p>AGREED: LM proposed acceptance of the Audit and Risk Committee terms of reference, with the amendment outlined above, this was seconded by KJ and all Governors were in agreement.</p>	
<p>Meeting went into Part II</p>	
<p>4114/20 Risk Register</p> <p>(a) Any items for inclusion in the Risk Register – there were no further items for inclusion on the risk register.</p> <p>(b) Score section C1a to C1g and C1i to C1j – there were no changes to the scores.</p>	
<p>4115/21 Policies for ratification by the full Governing Board</p> <p>Finance Policy E Mailing Policy for Governors Student Medical Conditions Safeguarding and Child Protection Policy</p> <p>AGREED: MT proposed acceptance of the above policies, RM seconded and all Governors were in agreement.</p>	
<p>4116/22 Review of Meeting</p> <p>MT said she felt that next time longer needed to be given to behaviour and attendance, because this section had overrun.</p>	
<p>4117 AJD had two AOB items.</p> <p>AJD advised Governors that schools are responsible for testing and tracing staff and students up to and including Christmas Eve.</p> <p>AJD advised that there had been a mis-calculation in term dates for this year and currently there are 192 school days for students instead of 190. To rectify this he is proposing that students return on the 5th January 2020 (instead of the 4th January 2020) and finish the half term on the 11th February 2021 (instead of the 12th February 2021). The change has been checked with Browne Jacobson.</p> <p>MT said she would like it communicated as quickly as possible to parents. AJD said if the GB approved it, communication regarding the change would go out tomorrow (9th December 2020).</p> <p>AGREED: MT proposed acceptance of the two extra days, KJ seconded and all Governors were in agreement.</p>	

AJD advised that ECC will probably need an exceptional day around Easter to move classroom into temporary buildings but further information will be brought to Governors in the new year.	
All Staff Governors left the meeting.	

Meeting closed at 7.25pm

Next Full Governing Board meeting is 09.02.20 at 4.30pm via Teams

Final - Part 1