



## EXMOUTH COMMUNITY COLLEGE FULL GOVERNORS' VIRTUAL MEETING

### Meeting 5 – Part I Minutes

Date/Time	Tuesday 23 <sup>rd</sup> March 2021 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	
Mrs A Phillips (left at 6.00pm – connection issues)	AP	Teacher Governor	
Ms A Stimson (arrived at 5.00pm)	ASti	Parent	
Mrs A Streater	AStr	Community	
Rev P Wales (left at 6.00pm)	PW	Community	

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

Absent without Apology	Initials
None	

In Attendance	Initials	
Mrs M Savage	MS	Clerk to the GB
Mr M Burrell	MB	Director of Finance and Resources
Mr D Turner	DT	Deputy Principal
Mr G Allen	GA	Deputy Principal
Ms H Miles	HM	DSL / Assistant Principal
Mrs P Rowe (left meeting at 5.55pm)	PR	Assistant Principal
Mr D Holt	DH	Assistant Principal KS4
Ms K Craddock	KAC	Assistant Principal KS5
Mr N Smith (left meeting at 4.50pm)	NS	Assistant Principal

<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	
<b>Meeting into Part II</b>	

<p><b>4143/12a To confirm minutes of meetings dated 09.02.21</b></p> <p>AStr did send apologies at the last meeting and with this amendment the minutes were signed as a true and accurate record of the meeting on 09.02.21</p>	
<p><b>4144/12b Matters arising from the minutes</b></p> <p><b>4127/12b</b> - EL advised that she, LM and MT had met and discussed diversity on the Board. As a result MT has written an advertorial ready for when ECC need to recruit a governor. LM has looked at the website Inspiring Governance which ECC can use to advertise a vacancy.</p>	
<p><b>4145/13 Matters brought forward by the Chair</b></p> <p><b>(a) Exceptional Inset Day</b>  AJD requested an exceptional day on Wednesday 31.03.21 to enable staff to move to temporary accommodation, participate in some additional staff training and work on AAGs.</p> <p><b>AGREED:</b> MT proposed the exceptional day on 31.03.21 is approved, JE seconded and all Governors were in agreement.</p> <p><b>(b) Agree Internal Audit Programme for 2021/2022</b></p> <p><b>AGREED:</b> MT proposed the internal audit programme for 2021/2022 is approved, JE seconded and all Governors were in agreement.</p> <p><b>(c) Appointment of Internal Auditor for 2021/2022</b>  Currently ECC use Griffin Accountants to carry out the internal auditor role. It was agreed the contract will be reviewed again for next year.</p> <p><b>AGREED:</b> MT proposed Griffin Accountants are appointed for 2021/2022, LM seconded and all Governors were in agreement.</p> <p><b>(d) Governor Update</b>  MT advised that LA had contacted her to say a family member was unwell and she was currently not able to give the time to the Governor role that is required and as a result would have to resign. MT advised that she would be sorry to lose LA and had suggested a sabbatical if the FGB were in agreement. LA said if that were possible she would like to do that. There were no objections to this suggestion and it was agreed this would be reviewed in September 2021. JE suggested we use the wording "dispensation to be away until personal issues are resolved".</p> <p>MT advised AStr term as community Governor ends on 31.08.21. AStr would like to remain on the Governing Board and MT would like to recommend to the members AStr is appointed for a further 4 years. There were no questions and it was agreed the FGB recommendation would be taken to the Members meeting on 23.03.21</p>	<p><b>Recommendation to go to Members meeting 23.03.21</b></p>
<p><b>4146/14 School Resource Management Self Assessment Tool (SRMSAT)</b></p> <p>MB advised the SRMSAT is a self assessment checklist and dashboard. The checklist has to be submitted to the ESFA, the dashboard is for internal use. MB advised that MT had made some suggestions which have been incorporated and that the FTEs numbers had been amended since the document was circulated. Governors had no further questions.</p>	

<p><b>AGREED:</b> JE proposed acceptance of the SRMSAT, MT seconded and all governors were in agreement.</p>	<p><b>MT to submit the return to the ESFA</b></p>
<p><b>4147/15 To receive reports from Committees</b></p> <p><b>(a) Resources Committee Minutes 02.03.21</b> – MT advised ECC are currently forecasting an overspend on the deficit budget set for this year of c£100k. This is mainly due to loss of income during Covid 19.</p> <p>(i) <b>Feedback from Audit by Griffin dated 23.02.21</b> – the audit report for income and cash receipts; Governance, regularity and risk management was excellent and Governors thanked the Finance Team and MS for their continued hard work.</p> <p><b>(b) Curriculum Committee Minutes 16.03.21</b> – The minutes were noted and there were no questions</p> <p><b>(c) Link Visits</b> – These were noted and there were no questions.</p>	
<p><b>4148/16 Risk Register</b></p> <p><b>(a) Any items for inclusion in the Risk Register</b> – there were no further items for inclusion on the risk register.</p> <p><b>(b) Score section J1f to J1g</b> –</p> <p>J1f – no changes were suggested.</p> <p>J1g – it was suggested the likelihood score should be reduced from 2 to 1 and the risk approach is changed to “accept” from “reduce”.</p>	<p><b>Add to audit and risk register agenda</b></p>
<p><b>4148/17 Policies</b></p> <p>Governors Visiting School Policy  Redundancy Policy  Rewards and Behaviour Policy with Addendum  Code of Conduct Policy</p> <p>LM raised concerns about the responsibilities of directors within Company law that supersede the confidentiality information in item 7 of the proposed new policy. LM said as long as the duties of directors are clearly specified in the induction programme for new governors she was in agreement with the new policy.</p> <p>GA asked about page 5 and committee minutes and it was agreed committee minutes should remain in. Page 7 the text “Adapt the above text according to the College’s procedure” will be removed.</p> <p><b>AGREED:</b> MT proposed the above policies are accepted, JE seconded and all governors were in agreement.</p>	
<p><b>4133/18 Review of Meeting</b> – There were no comments or suggestions.</p>	

Meeting closed at 6.35pm

Next Full Governing Board meeting is 18.05.21 at 4.30pm via Teams

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Dated .....

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Signed as a true and accurate record .....