



## EXMOUTH COMMUNITY COLLEGE FULL GOVERNORS' VIRTUAL MEETING

### Meeting 7 – Part I Minutes

Date/Time	Tuesday 18 <sup>th</sup> May 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	
Ms E Dymond	ED	Parent	
Miss J Elson	JE	LA	
Mr K Johnson	KJ	Community	
Mrs E Lee	EL	Community	
Dr E McGrath (left 18.35)	EM	Community	
Mrs L Miszewska	LM	Community	
Mr R Mitchell (left at 18.45)	RM	Support Staff Governor	
Ms A Stimson (left 19.08)	ASti	Parent	
Mrs C Tate (left 18.34)	CT	Parent	

Apologies	Initials
Mrs A Phillips	AP
Rev P Wales	PW
Mrs A Streather	AStr

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
Ms G Keddie	GK	HR Manager
Ms H Miles	HM	DSL / Assistant Principal
Mr G Allen	GA	Deputy Principal
Mr D Turner	DT	Deputy Principal
Mrs L Malton	LM	Assistant Principal KS3
Mr N Smith (left 18.47)	NS	Assistant Principal
Ms L Edwardson (left 18.47)	LE	SENDCo
Mr D Holt (left 18.20)	DH	Assistant Principal KS4

<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	

**4135/6 To review and monitor the implication of the College's Equality Policies; Public Sector Equality Duty, Race Equality Policy, Employee Equality and Diversity Policy**

MT said Governors have a responsibility to monitor how the different equality policies are being implemented. AJD advised he has met with GA and GK to discuss this.

There are four public sector equality objectives which have been set:-

- To ensure all groups of students experience a positive recovery curriculum and achieve well.
- To ensure all the College policies advance equality.
- Planning for new builds to provide the best possible access for students with disabilities.
- Continuing to develop Lesson 42 to include new SRE/RSE requirements and covering all aspects affecting students which may fall under the Equality Act 2010.

MT noted that the Race Equality policy requires a regular audit to be completed.

AJD advised the following demonstrate equality at the College:-

- There has been a positive recovery phase following Covid 19 which has been evidenced following a student survey. The results showed remote learning was available to all.
- Staff surveys have been completed which show staff have felt supported.
- Clinically extremely vulnerable staff have been supported and are being phased back into the work place following Covid 19.
- The Ofsted report was complimentary on how ECC have managed the pandemic within the College.

HM and RM (Head of Y10) have set up a working group to look at how equality and diversity are being implemented with both staff and students. They are talking to groups with protected characteristics. HM has had interviews with some Y11 students and RM (Head of Y10) has met staff to discuss how they feel about how they are treated. A report will be put together following this to help staff educate themselves in this area.

AJD advised that the new builds will all meet the rules and regulations around accessibility.

Lesson 42 includes the new SRE requirements and both Lesson 42 and Careers are constantly updating the resources they use.

New targets will be set for the public sector equality policy in September and a checklist is being put together so that policies are checked from an equality and diversity point of view.

MT said the work being carried out in this area is both excellent and reassuring.

**MS to find out if this has been completed**

**4136/7 Policies for review**

**Relationship and Sex Education Policy** – HM advised the parent, student, staff and governor consultation was complete. The policy is “live” but there have been some timetabling moves from last term to this term due to Covid 19.

HM advised there were nearly 400 responses from parents many of which were very positive. There have been no parents who have requested their child is withdrawn.

**Question:** KJ said the programme will be delivered by a diverse group of staff and some staff may find the content difficult to deliver and he asked what quality assurance processes are in place.

HM advised that all staff were offered online training. Lesson 42 receives the same scrutiny as any other subject and regular book scrutinies are carried out by HM and NW; lessons have to be logged as to what has been delivered and NW will be carrying out a student voice session. HM said the programme of delivery is very structured with videos and worksheets.

HM said there was one colleague who wasn't comfortable and they were given additional training.

**Question:** KJ said there were some good drama groups who visited the College and asked if these will resume post Covid19.

HM said ECC would anticipate using some of them again but the resources ECC currently have are excellent. In the past the quality of the drama groups had been quite variable.

MT asked for thanks to be passed onto NW for his excellent work.

**Question:** ASti asked whether, if student has an issue and they don't have a particularly good relationship with their tutor, there is another member of staff they can approach.

HM advised that on each slide there are contact details about who students can contact if they wish to.

**Grievance Policy and Procedure  
Staff Leave of Absence Policy  
Pandemic Policy**

**Managing Sickness Absence Policy** – GK said this currently remains unchanged but will be brought back to the FGB on 06.07.21

**AGREED:** MT proposed acceptance of all the above policies, EL seconded and all governors were in agreement.

GK left the meeting at 4.55pm

**Meeting went into Part II**

**4144/13 Update on current situation to include:**

**(a) Assessment Awarded Grades** – AJD advised all the grades have been received following staff completing unconscious bias training, moderating, blind-marking, comparing and sampling answers to achieve 5 evidence captures for each student.

Parents have been contacted to ask if there were any mitigating circumstances ECC need to take into account. 80 parents have contacted ECC and these are being worked through.

The AAG group will review the grades and will also look at the data and historic performance to see if there are any large differences that need to be investigated. Subject leaders are completing quality assurance statements.

**Question:** ASti said 80 parents requesting mitigating circumstances seems high. AJD said ECC were expecting more.

**Question:** MT asked if there will be any external moderation. AJD said three days after the grades are submitted ECC will be contacted for sampling, however at present ECC do not know what sampling will look like.

**Question:** ASti asked if there is a need for ECC to provide the evidence, and if so whether ECC will have this. AJD said the centre policy states “evidence will be provided where this is possible”

(b) **Behaviour** – DT thanked MT and EM who have visited the College and looked at the work that is being undertaken in this area. A number of changes have taken place and RTLs have been reduced compared with September 2020.

RTLs are analysed and preventative work takes place which is reported back to both middle and senior leaders. Students who need behaviour intervention are receiving this. STEPs intervention is taking place and students receive time limited interventions. Peer pressure seems to be a hot topic and DT is doing some group work with students to try and address this area.

ECC are working with Glenmore Academy to look at the work they doing in relation to behaviour. DT has completed an audit to see where ECC is and said consistency and routines are key.

**Question:** EM asked about the high number of Y9s with FTEs. DT said the new system is having an impact with some students however it will take time to embed with both staff and students. Where it isn't working other strategies are being considered. There are a group of students who have had no boundaries during Covid 19 and modifying their behaviour will take time.

**Question:** MT asked about the restorative justice interviews and whether they were being undertaken properly and having an impact. DT said they are going well but are not as consistent as he would like. The new RTL assistant will be tasked with following these up with staff.

**Question:** ASti asked if there were a group of students who use RTL as a “meeting up” place. DT is not aware this is an issue. AJD gave an example where the College go out of their way to ensure this does not happen. There were four 4 girls who did not want to be in lessons and they were wandering around the site. Their punishment was 1 day fixed term exclusion, 1 day outside AJD' office, 1 day in STEPs and 1 day in RTL. Each day was rotated so the four girls were never together.

AJD said generally speaking the issue is not in the classrooms, the RTL figures look ok. The problem is the collection points and unsupervised time. It is hoped from September this will improve when we no longer need collection points.

AJD said in Year 9 there are a small group of students where the options available to them are limited and if there is no improvement ECC will be looking at permanent exclusions.

**Question:** MT asked if pre-permanent exclusion meetings will have taken place for these students if it comes to that.  
AJD confirmed they will have.

MT said the work being done in this area is extremely thorough and thanked DT.

**(c) Attendance** – DT said attendance this year has been difficult due to Covid 19, however attendance in the autumn term has been good. A study leave mark cannot be used if students are not taking exams. The attendance officer is focussing on Y10. ECC has a new Education Welfare Officer and attendance continues to be maximised as much as it can.

**Question:** MT asked how persistent absence compares to other school.  
DT said all schools are experiencing high rates of persistent absence.

**Question:** ASti asked how Y11 students who are not attending are being counted.  
DT said their absences cannot be authorised.

**(d) Summer Schooling** – LMa advised there are 2 funded summer school programmes Holiday Active Food Programme (HAF) also known as 4 in 4 programme and another programme be run by Activate called “The Big Step”.

HAF will run the programme for ECC and currently 120 places have been requested for ECC and its feeder primary schools.

**Question:** MT asked who will manage the communication with parents.  
LMa advised ECC will do it initially and then Activate will take it over.

For “The Big Step” programme 383 current year 6 students will be invited to attend and a number of activities will take place including literacy and numeracy. The programme will be fully funded by the DfE.

LMa explained that “The Big Step” were the only provider who were able to fulfil the funding criteria set out by the DfE. Due to the time constraint it was not possible to arrange a VFM meeting so JE (as Chair of Resources) and MT (as Chair of Governors) gave approval for the booking to go ahead. It will be fully funded, but initially ECC will have to pay £75k before claiming this back from the DfE in September 2021.

MB confirmed that ECC is eligible for up to £120k of funding and he has registered an interest. In September ECC will apply for the funding.

**Question:** EL asked if a student booked a place and then didn’t attend how the funding work would.  
MB said ECC are able to claim for unrecoverable costs.

**AGREED:** MT proposed acceptance of “The Big Step” summer school, JE seconded and all governors were in agreement.

**(e) Changes to Risk Assessment** – GA advised there have been a few changes to the risk assessment since 17<sup>th</sup> May 2021 which include:-

- entry and collection points have changed due to the building work on Green Close.
- assemblies are starting to take place which are socially distanced
- the face coverings rules have changed
- the new guidance allows visits to take place but activity week in its traditional format will not happen.
- practicals in Science and Design Technology are taking place with the appropriate risk assessments in place.
- hand dries have been turned back on.

**4145/14 Update on Pupil Premium and Children in Care**

**Pupil Premium**

MT advised Governors had received a report and link meeting notes on pupil premium.

NS said with Covid 19 pupil premium initiatives have been difficult to implement.

ECC are using the EEF framework and will be evidencing this in the PP 3 year plan.

NS explained the model the PP team are using and advised that the “Explore” area has been completed, the next stage is “Prepare”.

NS said he has not seen much evidence that smaller class sizes in Maths and English are impacting the progress of PP students but he will look further into whether he thinks this strategy should be continued in future.

The tutoring programme has been a success and NS is reviewing all three providers to look at the outcomes ECC has achieved.

NS advised there will be clear tracking of outcomes and he will be looking at ways of tracking the less academic interventions. MT said it is really important ECC evaluate all the interventions that are in place.

**Question:** MT asked when implementation of the new model will start. NS said it will be in September 2021. The plan will be for 3 years and will be written for September. A draft plan will be shared with Governors at FGB meeting on 06.07.21.

**Question:** ASti asked about tutoring costs. NS said the prices negotiated are comparable to what ECC have previously paid.

**Children in Care**

Provision has been reviewed for students who have English as a 2<sup>nd</sup> language and a new role has been created within the College to support these students.

Currently ECC have 3 asylum seekers all of whom have settled well into College life.

<p><b>4146/16a To confirm minutes dated 23.03.21 and 27.04.21</b></p> <p>The minutes dated 23.03.21 and 27.04.21 were agreed as a true and accurate record of the meetings.</p>	
<p><b>4147/16b Matters arising from the minutes dated 23.03.21 and 27.04.21</b></p> <p>23.03.21 – There were no matters arising.</p> <p>27.04.21 - There were no matters arising.</p>	
<p><b>4148/15 SEND</b></p> <p>MT thanked LE for the report. LE asked if the report was in a useful format for Governors who agreed it was.</p> <p>LE outlined some of the areas the department has been working on:-</p> <ul style="list-style-type: none"> <li>• an application for a grant has been applied for to link the impact of Covid 19 and the lockdown and supporting the transition of students from KS3 to KS4.</li> <li>• looking at improving communication with colleagues and the community.</li> <li>• LE has been working with DIAS.</li> <li>• a number of students in the feeder primary schools are on part time timetables and LE and HM have been working on this together.</li> <li>• a number of online courses are being investigated to broaden the skills base within the team and the wider staff.</li> </ul> <p><b>Question:</b> MT asked about the resources the department supply and how confident they are that the teachers are using these. LE said going forward part of her monitoring will be to visit lessons.</p> <p>LE advised all the SEND plans have been sent to the year groups and used as a basis at parent evenings for discussion and feedback for the support that is in place.</p> <p><b>Question:</b> MT asked how ECC make sure students are on the correct pathway. LE said ECC have to deliver a broad and balanced curriculum and the department have discussions with SLT to ensure students are on the right curriculum and are being fully supported by the SEND department.</p> <p>JE attended a DEF meeting and the high needs budget is significantly in deficit and the Government has asked them to come up with a plan. Parents will be encouraged to send their students to a mainstream school rather than a special school. This could put further pressure on the SEND department.</p> <p>EM and RM left the meeting at 18.44</p> <p>There were no further questions.</p>	

<p><b>4149/17 Matters brought forward by the Chair</b></p> <p><b>(a) Agree Term Dates for 2022/2023</b> – GA said the dates from DCC have not been finalised so there may need to be an alteration if these are changed.  <b>AGREED:</b> MT proposed acceptance of the term dates for 2022/2023 subject to DCC alterations if required, EL seconded and all governors were in agreement.</p> <p><b>(b) Update on Community Governor</b> – MT said ECC have been looking at recruiting a new community governor and put the vacancy on the Inspiring Governance website. No volunteers registered with the website have contacted us and one person ECC contacted has not responded.</p> <p>PR put the vacancy on Facebook and ECC have had 4 responses. PR is also going to try to put something in the Exmouth Journal. HM has suggested we put it out via staff who may know of someone interested. ASti also offered to circulate it to parents she knows.</p> <p>A group of 3 or 4 governors will meet with those interested to look at the skills fit for the Governing Board.</p> <p><b>(c) Update on Link responsibilities</b> – EM and MT have picked up behaviour and AStr has taken on wellbeing link governor role.</p> <p><b>(d) Update on Members</b> – Barbara Mason has advised she would like to step down as a member. MT has approached Clare Babbage, who was previously a Governor at ECC to see if she was interested in the role of member, which she was. Although it is for the Members to appoint new Members MT wanted to gauge the views of the Governing Board. KJ, EL and LM all spoke in support of CB joining as a member. This will be discussed at the next members meeting.</p> <p><b>(e) MFL retirement</b> a longstanding member of the MFL team is resigning and they would like to have a get together, with alcohol, after College hours. MT would like to support the idea and asked Governors if they agreed.</p> <p><b>AGREED:</b> MT proposed acceptance of alcohol after College hours, KJ seconded and all governors were in agreement.</p>	<p><b>MT to send ASti text</b></p> <p><b>MS to add to the Members' agenda</b></p>
<p><b>4150/18 To receive reports from Committees</b></p> <p><b>(a) Resources Minutes 04.05.21</b> – These were noted and there were no questions. EL would like to thank MB for his excellent report and the work that is taking place with the new builds.</p> <p><b>i) Feedback from Audit by Griffin</b> – MT said the report was excellent and thanked MB, Accounts and MS for their work.</p> <p><b>ii) Agree EDDC Funding Agreement for Astro Turf</b> – £150k funding has been awarded to ECC for the replacement of astro turf. EDDC have drawn up a funding agreement and require a minute that Governors are in agreement with it being signed.</p> <p><b>AGREED:</b> JE proposed Governors were in agreement with the EDDC document being signed, this was seconded by MT and all governors were in agreement.</p>	



<p><b>iii) Consider recommendation for fixtures and fittings for PSBP2 –</b>  MB advised there are a number of fixtures and fittings that are not part of the PSBP2 specification which ECC will need to fund. It was recommended by Resources that a budget of up to £140k, is used to fund these. Further funding will come from the sale of the Cottage; DCC £70k-£80k and the remainder from reserves. AJD advised the DfE will not be going out to 3 companies to tender for each item but they will do their due diligence to ensure ECC are getting value for money.</p> <p><b>AGREED:</b> MT proposed a budget, up to £140k, could be used for fixtures and fittings for the PSBP2 new building, JE seconded and all governors were in agreement.</p> <p><b>iv) Agree VFM Meeting on Project Management –</b> JE explained that CIF work being undertaken in the Grange will be invasive and it has been suggested that it would make sense for re-decoration of the whole building to take place at the same time. Before ECC go out to tender a Project Management team need to be engaged and following the VFM meeting Haldons Project Management were recommended.</p> <p><b>AGREED:</b> JE proposed Haldons Construction Consultants as the Project Management Team, MT seconded and all governors were in agreement.</p> <p><b>v) Summer school approval –</b> already covered in 4144/13d</p> <p><b>(b) VFM Minutes 04.05.21 –</b> these were noted.</p> <p><b>(c) Link Visits –</b> these were noted. MT said reports following link visits are really helpful for other governors to see and asked that all Governors complete short reports when they have met with their links. There were no questions.</p>	
<p><b>4151/19 Risk Register</b></p> <p><b>(a) Any items for inclusion in the Risk Register –</b> no new items</p> <p><b>(b) Score section K1a to K1g –</b></p> <p>It was agreed there should be no changes to K1a, b, c, and d.</p> <p>K1e,f,g are to be referred back to audit and risk committee to look at in more detail.</p>	<p><b>MS to add to the audit and risk agenda</b></p>
<p><b>4152/20 Review of Meeting</b></p> <p>MT asked for any comments on how the meeting was run.</p> <p>KJ said the meeting was well run and effective.  ASti thanked everyone for a very positive and informative meeting.  ED said the meeting covered everything necessary in good time.  HM said it was nice to see so many volunteers interested in the health of the College.</p>	

Meeting closed at 7.20pm

Next Full Governing Board meeting is 06.07.21 at 4.30pm via Teams

Full Governing Board Minutes 18.05.21

Dated .....