



EXMOUTH COMMUNITY COLLEGE FULL GOVERNORS' VIRTUAL MEETING

Meeting 8 – Part I Minutes			
Date/Time	Tuesday 6 th July 2021 at 4.15pm	Location	Room 702/703
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
Mrs L Miszewska		LM	Community
Mr R Mitchell		RM	Support Staff Governor
Mrs A Phillips		AP	Teacher
Mrs C Tate (arrived 4.50pm)		CT	Parent
Rev P Wales		PW	Community

Apologies	Initials
Dr E McGrath	EM
Ms A Stimson	ASti
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 H Miles	HM	DSL / Assistant Principal
Mr G Allen	GA	Deputy Principal
Mr D Turner (arrived 4.50pm)	DT	Deputy Principal

MT advised this would be Kim's last meeting and thanked him for his time and commitment on the GB as well as the work he has done as Chair of the Curriculum committee.

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 went into Part II	

4159/11 Update on current situation to include:

(a) Assessment Awarded Grades – AJD went through the process with Governors and advised moderation had been completed and the grades were submitted prior to May half term. After half term; English Language, English Literature and Design and Technology were requested for sampling.

Currently the AAG group are working on the appeal process.

Results will be on the 10th August for A Levels and the 12th August for GCSEs.

There are two types of appeal; stage 1 an administrative error and stage 2 which goes back to the exam board. Priority students, those going onto further education, need to be completed by 23.08.21.

Stage 2 appeals will require evidence that needs to be collated, scanned and sent to the exam board.

An email address will be set up for parents who want to appeal. This will be followed up with a telephone call from ECC. AJD said that it was clear that the process would involve a fair few of the senior team and others for about 2 weeks during August.

Question: GB asked what is likely to happen next year with the exam system, are there lessons to be learnt.

AJD said he does not know about 2021/2022. Lessons learnt to date are the importance and planning of assessments and ensuring the assessment system in place is robust for all departments.

Question: AP asked about exam board costs and any refund ECC may receive. AJD advised ECC pay c£188k to exam boards per year. Last year 23% was received back, this year so far 43% has been received from one exam board and ECC are still waiting to hear about others.

MT said on behalf of the Governing Board she would like to thank all the staff for the time and commitment they have put into the AAG process, to make sure that it is robust. She said that the Board recognised the requirement for work to be done in the holidays and said that the Board fully supported all efforts to make sure that everyone gets a decent break at some point during the 6 weeks.

AJD advised he has just received the new guidance for September which in brief says:-

- No bubbles
- No test and trace by schools
- Students no longer need to self-isolate
- A system may have to be introduced if there is a local outbreak
- No more face coverings, unless there is an outbreak
- If several cases in 14 days ECC to contact the DfE for further guidance
- Two onsite tests to be done by students prior to returning to College

MT said she was surprised at the expectation that there would need to be another set of on-site testing, with all that this entailed at the start of the Autumn term.

<p>(b) Behaviour – DT said there is considerable work taking place in this area. Visits between the partner MAT and ECC have taken place. DT and NS are visiting a second school next week.</p> <p>RTLs are improving and a good system is in place. DT is analysing the RTL data and tackling hot spots in those areas. Restorative conversations are being focussed on. Internal exclusions are lower. A key area is FTEs, although these are lower than the autumn term they are still high.</p> <p>The launch of the “ECC way” has taken place and the focus is on the operational procedures around behaviour.</p> <p>Babcock’s SEMH team have visited ECC and have looked at the inclusion area.</p> <p>Question: MT asked about the staff survey and the fact that only a third of staff who completed it agreed that behaviour is improving. DT said it is about staff understanding how internal and STEPs work. DT said it is going to take time for staff to feel it is changing.</p> <p>AP said there are added rules, due to Covid, and she felt that when those go, teachers will be able to concentrate on the fundamentals. DT wants to be clear that all staff understand what behaviour in ECC should look like, consistency with its implementation is key.</p> <p>RM said teaching staff resent the hot spot approach as staff feel the problem is with them rather than focussing on the student. RM said staff want the RTL experience to be unpleasant so students do not want to go there. MT said that in the past teachers had said that when they have repeat problems with particular students, they would appreciate a presence from someone in SLT, so it would appear there are different points of view. DT said that the hotspot approach is meant to be supportive.</p> <p>DT said if a particular student is causing disruption in lots of different lessons, then this is identified through his analysis and interventions are being put into place to manage this. It is part of the overall strategy. DT does not want staff to feel they are being targeted in a negative way at all.</p> <p>DT said students in RTL work in silence and if they don’t, they work with DT so it is absolutely not a “fun place to be”.</p> <p>Question: GB asked if ECC’s RTL room is run similarly to the schools DT and NS visited. DT said it is similar.</p> <p>Question: CT said GA did some work on positive behaviour around students and focussing on what was going well and asked if this work was continuing. DT said it was and as part of that the rewards system is being reviewed. A recognition board has been put in place for students who are going above and beyond.</p> <p>The action planning template was noted.</p> <p>(c) Attendance – The report was noted. DT advised a new EWO has been appointed. DT is confident the work being done in the College to keep attendance up is working. DT said there is a pressure point on support services with some waiting lists being up to 6 months long.</p>	
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<p>(d) Changes to Risk Assessment – GA said the risk assessment will be updated over the summer.</p>	
<p>4160/12a To confirm minutes dated 18.05.21</p> <p>The minutes dated 18.05.21 were agreed and signed as a true and accurate record of meeting.</p>	
<p>4161/12b Matters arising from the minutes dated 18.05.21</p> <p>Page 2 – Race Equality Policy – this was followed up and GA and HM have advised ECC do audit the numbers each year. They monitor data on progress and targets but not necessarily as a discrete group. Racist incidents are monitored and the policy is reviewed on an annual basis.</p> <p>Page 8 Members - This has been added to the members agenda dated 07.07.21.</p> <p>Page 9 Risk Register – This will be added to the Audit and Risk agenda. 30.11.21.</p>	<p>MS to add to curriculum agenda 28.09.21</p>
<p>4162/13 Matters brought forward by the Chair</p> <p>(a) Agree Governor Meeting Dates for 2021/2022</p> <p>AGREED: MT proposed acceptance of the Governor Meeting dates for 2021/2021, JE seconded and all governors were in agreement.</p> <p>(b) Update on Community Governor – MT advised ECC went out to a variety of sources to attract new governors and three people came forward. MT, EL, EM and LM met all three who were excellent. Currently ECC only has two vacancies and it was decided that Laura Woodward-Drake (LWD) and Jason Hill (JH) would be recommended to the members’ meeting tomorrow for appointment. LWD is an alumna of the College, took the place of IM as Chair of the Chamber of Commerce and links with a number of businesses in Exmouth. JH has a child at the College and has worked in corporate organisations with a background of IT. Both said that they had time to commit to the role.</p> <p>(c) Agree communication plan for 2021/2022 – ED and PR have met and reviewed the current communication plan. ED has undertaken an audit and looked at how ECC currently communicate and how this can be further enhanced. ED will update the plan and will also add in something about communication during a pandemic. ED will send the updated plan to MS for circulation to Governors.</p> <p>(d) DfE Correspondence – MT drew Governors attention to the renaming of the Academies Financial Handbook to the Academy Trust Handbook 2021.</p> <p>(e) Review FGB Terms of Reference for 2021/2022 – MT and MS will go through to ensure the language is consistent throughout the document.</p> <p>(f) Link Visits – These were noted.</p> <p>(g) Training attended by Governors – MT said if Governors attended training it would be useful if 2 or 3 points could be shared with Governors at the FGB meetings.</p>	<p>ED to send plan to MS to circulate to Governors</p> <p>MT/MS to update.</p>

<p>Ofsted preparation training – MT attended this and said the main focus was on full inspections and changes to the framework. Babcock advised it is getting harder to get “Good” or “Outstanding” grades. There was discussion about the importance of reading and cultural capital and they also picked up on the equality act, health and wellbeing and being aware of the strengths and weaknesses of your school.</p> <p>Governance update – The Babcock service will be returning to DCC from 31.07.22. The training focussed on RE provision and DCC’s SEND strategy for 2021 – 2024.</p> <p>Leadership for the Governing Board – CT said this course was useful.</p> <p>Boards Responsibility for Finance – CT said this training was really helpful and she would recommend to all Governors. The course focussed on budgeting, income and GAG funding. ~The trainer was very clear on the role and responsibilities Governors have. CT said it was clear from the training that MB’s reports are excellent. MT said the course may be worth all Resources Governors doing, even if they have done it before since things may have changed.</p> <p>MT advised that over the summer she will contact each Governor to do a review of 2020/2021 and to look forward to 2021/2022.</p>	
<p>4163/14 To receive reports from Committees</p> <p>(a) Audit and Risk Minutes 08.06.21 – These were noted and there were no questions.</p> <p>(b) Curriculum Minutes 15.06.21 – these were noted and there were no questions.</p> <p>(c) Resources Minutes 29.06.21 – JE said ECC are due to review the external auditors contract in 2021. With the amount of work MB has at at present, with the new build programme, the Resources committee recommend consideration of when to do the tendering process be deferred for 6 months.</p> <p>AGREED: JE proposed consideration of when to do the tender is deferred for 6 months, MT seconded and all governors were in agreement.</p> <p>Budget 2021 - 2025</p> <p>MT advised that ECC’s budget for the current year was set at -£316.314. In the last monitoring statement, the projected outturn was -£274,770 however, MB advised he is expecting it to be even better at year end for reasons outlined in the resources minutes.</p> <p>The Resources Committee have recommended to the FGB approval of the budget for 2021/2022 a £225,253.20 revenue in-year deficit, an in-year surplus of £63,600 on the extended / trading operations and a capital in-year deficit of £300,000. Giving an overall in-year deficit of £461,653.20 for the 21-22 financial year. Removing the capital expenditure on the Grange (if this is approved on 22.07.21) it would result in an actual deficit of £161,653.20. The projected four years are outlined below</p>	

	2021/22	2022/23	2023/24	2024/25	2025/26	
Overall in year balance	461,653.20	315,987.07	115,078.40	195,634.08	599,791.30	
Overall balance	1,876,612.20	1,560,625.13	1,445,546.73	1,249,912.65	650,121.35	
<p>MT advised the figures in the final year are due to a drop in student numbers from DCC which are rarely accurate this far in advance, so the Resources were not too concerned about the apparent drop in the final year. It is not expected the figures will look like those outlined above when ECC get nearer to 2025/2026.</p> <p>There were no questions.</p> <p>AGREED: JE proposed acceptance of the 5 year budget outlined above, MT seconded and all governors were in agreement.</p>						
<p>4164/15 Governors Skills Audit for 2020/2021</p> <p>MT said having completed the skills audit an email will be circulated advising training courses available for Governors. It is an expectation that every Governor will attend at least one CPD session during an academic year.</p>						
<p>4165/16 Risk Register</p> <p>(a) Any items for inclusion in the Risk Register – there are no new items.</p> <p>(b) Score section C1a to C1j (excluding h) – Following discussion it was suggested the likelihood scores for C1e,f,g were reduced from a 2 to a 1.</p> <p>C1bii - Text to be reworded “Monitoring Intervention Group” to be changed to “Department Reviews” and C1iv “Development Plan” to read “Academy Improvement Plan”.</p>						<p>MS to add to Audit and risk agenda 30.11.21</p>
<p>4166/17 Review of Meeting</p> <p>There were no improvements suggested regarding the running of the meeting.</p>						

Meeting closed at 7.00pm

Next Full Governing Board meeting is 14.09.21 at 4.30pm